



Shri Gajanan Shikshan Sanstha's
SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING
SHEGAON – 444203, DIST. BULDANA (MAHARASHTRA STATE), INDIA

"Recognized by A.I.C.T.E., New Delhi" Affiliated to Sant Gadge Baba Amravati University, Amravati
"Approved by the D.T.E., M.S. Mumbai"

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HOSTEL POLICY, RULES AND CODE OF CONDUCT FOR HOSTELLERS



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1. INTRODUCTION

The hostels at Shri Sant Gajanan Maharaj College of Engineering, Shegaon offer comfortable and secure accommodation for both boys and girls. There are 05 boys and 03 girls' hostels at the campus premises. The campus features separate hostel facilities, ensuring privacy and safety for all students. Each hostel is equipped with modern amenities, including Wi-Fi, prayer halls, T. V. Halls, and recreational areas, promoting a balanced environment for academic and personal growth. The hostels also have dedicated round-the-clock security to ensure a safe living environment. The vibrant hostel life at SSGMCE fosters a sense of community, encouraging students to engage in various cultural and extracurricular activities, enhancing their overall college experience.

2. HOSTEL AUTHORITIES

Chief Wardens, Wardens, Assistant Wardens would reside in the hostel premises. They would be responsible for the day-to-day operations and administration of all hostels. Responsibilities, roles and the powers of each of these authorities have been notified to the hostellers.

3. ADMISSION PROCEDURE

- Separate hostels are provided for boys & girls students of the college. Hostel accommodation process is carried out once every year under the administrative control of Chief Warden.
- Hostel Admission for next year is scheduled and displayed on the notice board and is informed to the students before their Summer Vacation.
- Merit List is prepared on the basis of received applications following previous semester marks and is displayed on the Hostels notice boards.
- Hostel office staff completes the process of verification of hostel admission documents submitted by the students at the end of academic session.
- I-cards and Album cards filled by the students are verified and the signatures of Warden and Chief Warden are taken on the cards. I-cards are returned to the students after the admission and Album cards are kept at the hostel office for records.
- Room allocation schedule is displayed on notice boards at the time of commencement of a new academic session every year.
- Hostel Rooms are allotted to students according to merit list after completing the required formalities.
- For First Year students, the hostel accommodation process is started from the date of reporting specified by CET Cell / DTE, Mumbai.
- For First Year students, rooms are allotted on 'First Come, First Serve' basis and all admission formalities are completed.





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- Records and related documents of all hostel students are maintained at the hostel office by the hostel staff. The Principal / Chief Warden reserves the rights about the change in admission process.

4. HOSTEL PROVISION

S. N.	Hostel	No. of Rooms	Type of Room	Room Capacity	No. of Halls	Type of Hall	Hall Capacity	Total Capacity	Warden / Staff Rooms
1	S. V. Hostel (Boys)	125	Triple Seated	375	-	-	-	375	01
2	G. N. Hostel (Boys)	64	Double Seated	128	03	Six Seated	18	146	08
3	S. K. Hostel (Boys)	64	Double Seated	128	03	Six Seated	18	146	08
4	A. S. Hostel (Boys)	83	Double Seated	166	-	-	-	166	06
5	S. D. Hostel (Boys)	48	Double Seated	96	05	Triple Seated	15	111	06
6	S. M. I Hostel (Girls)	52	Double Seated	104	06	Triple seated	18	122	-
7	S. M. II Hostel (Girls)	72	Double Seated	144	07	Four Seated	28	172	03
8	S. J. Hostel (Girls)	94	Triple Seated	282	10	Four Seated	40	322	01
Total Rooms		602	-	1423	34	-	137	1560	33

Hostel Fee Structure

- Hostel Fees: New Admission**

Particulars	Hostel Fees	Caution Money*	Application Fees	Total
Hostel	25000.00	10000.00	100.00	35,100.00

- Hostel Fees: Renewal**

Particulars	Hostel Fees	Caution Money*	Application Fees	Total
Hostel	25000.00	00.00	00	25,000.00

*Hostel Caution Money is refundable (paid only once) and is returned after graduating from the college or in unavoidable circumstances.





5. FURNITURE & FIXTURES

- On allocation of the hostel room, the hostellers will be provided with the essential furniture and fixtures. The students should ensure that such furniture and fixtures are maintained in good condition.
- Hostellers are required to hand over furniture and other materials in good condition when they change/vacate the hostel room. Failing which the concerned student/s will be charged for the damaged furniture/materials which may be recovered from the Hostel Deposit / Caution Money.

6. HOSTEL TIMINGS

- No hosteller will be allowed to stay in the hostel during class timings (11:00 am to 05.45 pm).
- The Girls hostellers are to be inside the hostel premises before 07.00 pm and boys hostellers till 10:00pm.
- Late permission for girls will be given only with the consent of Chief Warden. (Late Permission for special occasions like Birthday Celebration, Parents Visit, Excursion etc.)

7. HOSTEL ATTENDANCE & RULES

- All hostellers should report to hostel as per the specified time.
- Attendance of Girls hostellers will be taken at 09:30 pm.

8. PARENTS/VISITORS

- Parents/Authorized visitors of the hostellers are permitted to visit their wards with the permission of the prescribed hostel authorities at the designated place.
- No Parent / Guardian / Visitor or any person is allowed to stay with the hostellers in their rooms. However, with prior intimation to the concerned hostel authority, Guest Room can be booked on payment basis. This provision is subject to availability of the Guest Room.
- No Girls are permitted in the Boys Hostels and no Boys are permitted in the Girls Hostels.

9. PERMISSION FOR OUTING

9.1 Outpass

- A hosteller, who wants to go out of station due to an exigency, will be issued outpass only after requesting permission (specifying duration of outpass and reason) of the concerned warden / chief warden.
- Students, who wish to take leave during working days, should get special permission from Faculty In-Charge/HOD/Chief Warden for the issue of outpass from the concerned hostel authorities.





- Hostellers will be permitted to go out of hostel with parents/guardians after obtaining due permission from the concerned hostel authority well in advance.

9.2 Official Tour / Travel

- Hostellers who are leaving the hostel to attend events/programs organized by the college should get prior permission from the concerned HOD/Chief Warden and also their parents. The parents should give their consent in writing for the official tour/travel. Also, hostellers are required to inform the concerned hostel authority about the same.

9.3 Vacation

- During notified vacations, students must remove all of their belongings from their allotted rooms in order to allow the hostel authorities to carry out maintenance work.
- Students, who prefer to stay back in hostel during the end semester vacation for Internship / Professional Practice / Summer Term, etc., should take prior permission from the Head and Chief Warden. Accommodation during this period will be on payment basis and such payment shall be in addition to the hostel fees paid / payable.

10. CELEBRATING FESTIVALS AND BIRTHDAYS

Hostellers should not celebrate festivals and birthdays in the hostel premises. The permission to celebrate some festivals can be granted with prior permission from the Principal / Chief Warden.

11. MEDICAL EMERGENCY

- Any accidents or sudden illness should be reported immediately to the concerned hostel authority for necessary action.
- In case of a medical emergency, the hosteller will be given first aid medical care and Parents / Guardians will be informed immediately. Hence, it is very important that the Phone / Contact numbers must to be updated by the hostellers/parents.
- The hostel authority will take all precautions in providing minor first aid medical care within the Hostel, and if deemed necessary, move the concerned hosteller to a local hospital for medical attention and hospitalization. The college shall not be held responsible for any incident or consequence during the provision of this service. Further, the college shall not be held responsible in cases of any medical exigencies such as accidents, which may occur inside the hostel premises and journeys to and from the college, including College Transport facility. The college shall not be liable in torts or any other Law for any accident injury or damage caused to a hosteller due to any act or omission or commission by the concerned hosteller





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and /or if such injury or damage arises due to the concerned student failing to adhere to prescribed safety norms or directions or instructions or failure to adhere to the code of conduct prescribed.

- If required, the cost/medical expenses of initial medical treatment will be paid by the college and the same shall be recovered from the Hostel Deposit and/or as an additional amount due from the hosteller.

12. ROOM INSPECTION

All rooms are subject to periodic and/or unscheduled inspection by the hostel authorities. The authorities shall be entitled to inspect the entire room, including personal bags and belongings.

13. HOSTEL COMMITTEES

These committees are constituted and notified by the college authorities. There are a few essential committees such as Hostel Committee, Mess Committee and Anti-Ragging Committee consisting of students and Wardens to look after the day-to-day functioning of the Hostels.

14. CODE OF CONDUCT FOR HOSTELLERS: DO'S & DON'TS

GENERAL	
DO'S	DON'TS
<ul style="list-style-type: none">❖ Maintain discipline inside and outside the Hostel and college Premises.❖ Keep your Hostel Identity Card always with you.❖ Show your Identity Card to security personnel or any other authorities of Hostel / College as and when demanded.❖ Lock your room always, even when going out for short durations for security reasons.❖ Keep your rooms and corridors tidy, neat and clean at all times.❖ Dress appropriately when you are in hostel premises.❖ Register a complaint to the respective Security Personnel for any maintenance work.	<ul style="list-style-type: none">❖ Take photographs inside the hostel premises.❖ Meddle with lock and key. Students are advised to get duplicate keys made with the permission of the concerned hostel authority to guard against loss of keys.❖ Keep or feed pets of any kind in your room or hostel premises.❖ Play or create disturbance in the corridors.❖ Involve/get involved in any un-lawful activity, violate any rules and regulations of the Hostel and college leading to un-becoming of a student.❖ Hang your clothes other than in the designated place.❖ Hire services of housekeeping staff for personal work even on payment basis. However, in a few exceptional cases like illness, student can avail the same with the





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<ul style="list-style-type: none">❖ Share your problem(s) individually with the authorities.❖ Take special care of your mobiles and give your number to only authorized persons.❖ Keep your valuables and cash under lock.❖ Save electricity and water.❖ Switch off the fans and lights whenever you leave hostel room.❖ Girls must record their thumb impressions on the biometric machine installed at the main gate while entering and leaving the college premises.❖ Students can keep their own personal Laptops at their own risk by making an entry about Laptop details in the register book available with the concerned hostel authority. However, hostel authorities will not be responsible for any theft or damage of the same.❖ Use the laptop for academic requirements only, failing which the hostel authority may initiate disciplinary action.	<ul style="list-style-type: none">permission of the concerned hostel authority.❖ Bring extra furniture and / or fixture into the room except with the permission of the concerned hostel authority.❖ Steal, cheat or spread rumours. Never use things without the permission of the owner (fellow hosteller).❖ Use/bring any personal vehicles to the hostel premises.❖ Use sound system with speakers, or any other type of electrical and electronic appliances/gadgets in the hostel premises. However, a few items found to be essential can be permitted provided:<ul style="list-style-type: none">- permission is obtained from the concerned hostel authority, and- fellow hostellers do not complain / object.❖ Download / screen / circulate any pirated/restricted/pornographic/unlicensed movies or video clips in your computers inside the hostel rooms, common areas and the college campus. Any violation will be dealt very severely, including expulsion from the hostels.❖ Use individual heaters, coils and iron boxes or any other heating / cooking electrical gadgets in the room.
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15. STRICTLY PROHIBITED ACTIVITIES

Infringement of the following rules will be severely dealt with, which includes expulsion from the hostels or levying hefty fine:

- Ragging in any form is banned inside and outside the hostel premises. Strict action will be taken against defaulters. No leniency will be shown to offenders. Students involved in ragging will be expelled from the hostels and rusticated from college.
- Consumption/possession of alcohol, smoking or use of tobacco, narcotic drugs, possession of obscene pictures, posters, pornographic materials, lethal weapons or inflammable materials and the related products are strictly banned in the Hostel and College premises. Violation of these rules will be treated as a serious offence resulting in expulsion from the hostel.





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- All hostellers are advised to extend their fullest co-operation to see that no unauthorized person enters in the hostel premises. If a hosteller finds any such unauthorized person, the matter should be brought to the notice of the concerned higher authorities/chief warden/warden/security personnel immediately for further action.
- Playing with dry/wet colours or with plain water, using crackers inside the hostel premises even with excuses of celebrations and festivals are strictly prohibited.
- Hostellers shall not play games in the hostel premises which may cause any damage to the property and disturbance to others.
- Hostellers are not allowed to write/scribble/draw/paste anything on walls, windows or doors in the room or deface them in anyway.
- Hostellers are not expected to be in the hostel rooms during class hours. However, a hosteller who is unwell may stay back in hostel during working hours, strictly on the advice of doctors and with the prior permission from the concerned hostel authority.
- No hosteller shall loiter in the hostel corridors, peep through the windows with voyeuristic tendencies or move surreptitiously between rooms causing disturbance to other residents in the hostel.
- Late entry in the college premises or damage to the property or violation of rules and regulations of the college will be dealt seriously and such students will be fined heavily. The amount of fine will be deducted from caution money.
- The college administration can levy hefty fine taking into consideration the nature of wrongdoings.

16. ACTS OF VIOLATION, HANDLING AUTHORITIES & PROBABLE ACTION

S. N.	Act of Violation	Handling Authority	Probable Action
1.	Indulging in any political, communal, immoral or untoward activity, any propaganda or publicity of any nature which violates harmony, discipline and the image of the Institute	Principal / Chief Warden / Wardens	As decided by the authority
2.	Drugs/ Alcohol consumption or possession or sale or being under influence of: a)Alcohol, Tobacco, Gutka and Cigarettes b)Narcotic drugs and Psychotropic substances	Principal / Chief Warden / Wardens	Heavy fine / Expulsion from the hostel as decided by the authority





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3.	Ragging: Anyone found indulging in ragging in any form in the Hostel	Principal / Chief Warden / Anti-Ragging Cell	As per the norms of AICTE received time to time
4.	Gambling: No Gambling of any kind shall be allowed in the premises of the Hostel	Principal / Chief Warden / Wardens	Heavy fine / Expulsion from the hostel / academic punishment depending upon the nature of incident as decided by the authority. Amount of fine to be deducted from caution money
5.	Willful disobedience or proxy signatures, forging of any kind or all of the types of defiance of authority, non-observance of hostel rules, causing damage to person or property or indulging in anti-national or undesirable activities.		
6.	Indulging in Physical Fights / Quarrels / Bouts		
7.	Damages: If any common property is damaged or lost		
8.	Late Entry into the campus		
9.	Using electric gadgets like iron, heater		
10.	Not signing in Attendance Register		
11.	Partying and playing loud music inside Hostel Room		
12.	Having meals inside the hostel room unless medically advised and endorsed by the warden.		
13.	Sticking notices or writing on walls		
14.	Celebration of birthdays / festivals		

15. GRIEVANCE

If any hosteller has any grievance/problem, he/she needs to enter the grievance/complaint in the relevant "Grievance Register" kept at the security counter in every hostel. If the complaint is not attended to within a week, he/she may take the issue to the concerned hostel authority. If the problem still remains un-resolved, he/she can report the grievance/complaint to the Chief Warden.

16. EXPULSION FROM THE HOSTELS

The college reserves the right to cancel admission of a Hosteller from the college hostels without giving any prior notice or reason. Suspension/rustication from the college also implies consequent suspension / rustication from the college Hostel.





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17. SECURITY

The college provides 24X7 security to all the hostels. Ladies and Gents Security Personnel work in three shifts.


18. SUGGESTION BOX / COMPLAINT BOX

Suggestions and complaints can be deposited in the "Suggestion Box" kept in the hostel premises.

19. REVISION OF RULES AND REGULATIONS

The college reserves the right to revise or amend the Hostel Policy, Rules and Code of Conduct for Hostellers from time to time as deemed necessary by the college. Hostellers will be informed of such changes through notices / circulars and they shall abide by the revised / amended Hostel Policy, Rules and Code of Conduct for Hostellers.




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(Principal)
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