

APPENDIX – I

Undertaking to be given by students Regarding Rules, Regulations, and Maintenance of Discipline in the Hostel

I, _____ S/D/G/O Shri/Smt. _____ do hereby give an undertaking Regarding Rules, Regulations, and Maintenance of Discipline in Hostel that I shall strictly abide by the following:-

1. The residents are expected to live in the hostel as a community and with a full sense of responsibility.
2. The residents are not allowed to gamble in the hostel premises.
3. The residents are not allowed to bring intoxicants and take part in activities of intoxication in any form in the hostel premises.
4. The residents are not allowed to bring any guest into their rooms, except with the prior written permission of the Hostel warden/Hostel Supervisor.
5. The residents are not allowed to keep guests in their rooms, except with the prior written permission of the Hostel Warden/Hostel Supervisor.
6. The residents shall not commit any breach of peace in the hostel premises
7. The residents shall not invite undesirable elements into the hostel premises.
8. The residents are not permitted to stay overnight out of their hostels or go out of the station without prior permission of the Hostel Warden.
9. The residents are not permitted to install and use any electric appliance except a wall light, a table lamp, and a table fan for their rooms. A breach of this rule resulted in the forfeiture of the appliance seized.
10. Residents are not permitted to keep with them any offensive weapon, such as firearms, Kirpan or Khukhri, etc. Strict action will be taken against anyone found in possession of such a weapon.
11. A Hostel Discipline committee comprising senior and nominated members shall assist the Hostel Warden in monitoring the discipline in the Hostel.
12. A resident shall not keep cash exceeding Rs. 500 with him in the room. Cash over this shall be deposited with the accountant/Mess Manager.
13. The residents are not allowed to keep costly items like T.V., Computers, Stereo decks, etc. in their rooms.
14. The residents are not allowed to leave the hostel without prior permission of the Hostel warden/Hostel Supervisor.

Disciplinary action for violating discipline in the hostel:

1. Violation of the above rule will invite strict disciplinary action including expulsion from the hostels.
2. A resident found to have created an indiscipline in a hostel/mess may be fined Rs. 100 to Rs. 1000 per head depending upon the gravity/seriousness of the act.
3. Resident who has been fined for of rule, may be called upon to make good any loss or damage or breakage of any Government or Private property.
4. The Principal's/Hostel Warden's decision concerning all hostel matters will be final and binding.

Name and Signature of Student

Name and Signature of Parents/Guardian

Address with Phone No.

Address with Phone No.

Hostel SOPs for Resident Students

General Hostel Rules

1. Hostel is a second home – students must maintain decency and discipline at all times.
2. Cleanliness of rooms, verandahs, and surroundings is mandatory.
3. Writing or drawing on walls is strictly prohibited – fines will apply.

Room Allotment & Occupancy

4. Rooms are allotted by the Principal based on merit.
5. Room changes only with Warden's approval.
6. Unauthorized occupation or room shifting is strictly prohibited.
7. Notice of 2 months required before vacating mid-session.
8. Rooms must be vacated within 5 days of exams completion.

Prohibited Activities

9. Smoking, alcohol, and narcotics – banned.
10. Ragging is a criminal offense – results in rustication.
11. Group cooking/electrical appliances not allowed in rooms.
12. Political, communal, or religious group activities are not allowed.
13. No overnight guests without permission.
14. No loud music or disturbances.

Timings & Permissions

15. Girls: Must be in by 9:00 PM; Boys: by 10:00 PM.
16. Prior permission needed to leave campus.
17. No night outs unless pre-approved.
18. Movement register must be filled when going in/out.

Visitors

19. All visitors must register at the gate.
20. No opposite-gender entry into respective hostels.

Maintenance & Responsibilities

21. Report issues in the complaint book.
22. Misuse or damage of items → 3x recovery of cost.
23. No personal use of hostel utensils or staff.

Hygiene, Conduct, and Safety

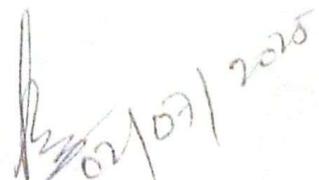
24. Use water and electricity wisely.
25. Avoid wasting food and water.
26. No dangerous objects allowed.
27. Medical emergencies must be reported.
28. Students with infectious diseases may be asked to vacate.

Celebrations & Conduct

29. Any celebrations need Warden's permission.
30. Misconduct, threats, or fights can lead to expulsion.

Mess Timings

- Breakfast: 7:45 AM – 8:45 AM
Lunch: 1:00 PM – 2:00 PM
Dinner: 8:00 PM – 8:45 PM


Principal
CCET (Diploma Wing)