

Allotted Room: Date of Admission: Signature of Warden:

Form No.:

Asansol Engineering College
Hostel Admission Form (Girls' & Boys')
[20.....-20..... Session]

Photo

1. Name of the Student (in full) :
2. Branch : Gender: DOB:
3. Year of admission to this Institution :
4. Date of joining the Hostel :
5. Permanent address :

6. Present Address of the parent's/ Guardian

OFFICE

RESIDENCE

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Contact No.:

Contact No.:

7. Contact Phone No. (Student) : 8. Blood Group :
9. Parent's/Guardian's Name :
10. Relation with Guardian :
11. Contact Phone No. (Guardian) :
12. Guardian Annual Income : Profession:
13. Local Guardian Name (if any) :
14. Address of Local Guardian

OFFICE

RESIDENCE

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Contact No.:

Contact No.:

15. Contact Address in case of Emergency:

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Contact No.:

16. Medical certificate: Attached / Not Attached

17. Extra-Curricular Activities

I have read the hostel rules & agree to follow the hostel rules.

Signature of Student in full

Date:

I undertake that the information give by my ward is true & he / she will abide by the hostel rules.

Signature of Guardian

Date:

DECLARATION

I Sri/Smt. son/daughter of
Sri / Smt. hereby declare that I shall abide by
the Hostel rules & regulations imposed by the College from time to time. I also declare that —

- a) I shall stay in the hostel for at least one academic year. If I decide to leave the hostel in between, I will pay the seat rent for entire academic year. I shall take proper permission through proper channel and shall also perform all official formalities before leaving the hostel.
- b) I will pay hostel seat rent in advance for 1st semester by August & 2nd semester by February within 10 days of starting of semester classes, failing which a fine will be imposed as per College rules. Further, I undertake to pay in advance Mess-Charges by 10th day of August (1st installment), November (2nd installment), February (3rd installment) & May (4th installment) as per college nitification.
- c) I understand that smoking is strictly prohibited Consumption of liquor or drugs is forbidden.
- d) I understand that ragging is banal banned by law. I have also noted that any person found indulging in ragging in any form will be summarily punished.

Signature of the Student in full

Counter signature of the Parent/Guardian

(For Office use only)

Admitted/Not Admitted Principal	Allotted Room No. of Hostel From (date) Signature of Chief Warden
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ASANSOL ENGINEERING COLLEGE

UNDERTAKING

(To be filled in by every Hostel Boarder of Girls' / Boy's Hostel Admission)

I, _____ Son / daughter of Shri / Smt.

_____ of B.Tech/BBA/BCA/MCA _____
Department of _____ year, hereby undertake and promise to abide by the hostel rules and regulation which I have read carefully and thoroughly. Further I also undertake that:

1. The Hostel allotment is purely on yearly basis. If any disciplinary action taken against any hostel boarders the hostel authority have the full right to remove the boarders from the hostel immediately without any notice. His/her seat rent will be taken as per college rules.
2. If I am found indulged in any indisciplinary activities such as misbehavior, quarrelling cases, then I shall be liable to suspension from Hostel as well as College.
3. I shall pay my dues regularly i.e. mess rent preferably within 10th of each month and seat rent at the beginning of each semester, otherwise I shall be liable to pay fine of Rs. 10/- per day for mess fees and as per college rules for seat rent.
4. I shall maintain in-time and out-time regularly else I will be liable to any strict action to be taken against me by the hostel authority.
5. I will not take mess food to room else will be liable to heavy fine.
6. I will not exchange my room without prior written permission of the warden.
7. I shall not keep costly items / money in my room otherwise incase of theft I shall be solely responsible for it and will not involve hostel or college authority.
8. I have submitted anti-ragging affidavit.
9. I will register for NPTEL course positively in order to avail hostel facilities.
10. I will maintain my attendance well above 75% to avail hostel facilities.
11. I will maintain proper dress code in the hostel specially when in the ground floor and dining.

If found guilty of violation of any hostel rules, in view of above undertaking, I shall be liable to appropriate action including cancellation of allotment of my room or expulsion from the hostel.

(Signature of Guardian)

(Signature of Applicant)

Dept: _____

Year: _____

Roll No.: _____

Room No.: _____



Asansol Engineering College (AEC)

Vivekananda Sarani, Asansol-5

HOSTEL RULES & REGULATIONS

1. ABOUT AEC HOSTEL

The Hostel Facility has been established to provide a clean, safe and a healthy environment for all boarders. The conduct of all boarders will be monitored closely to ensure highest possible standards. The Authority of the College Management is final and irrevocable regarding all issues involving the Hostels. The Student should first approach to the Hostel Warden for help, guidance and grievance redress. Representations to the College Management must be forwarded through Hostel Superintendent and Warden concerned. Due to limited availability inside the campus, some students may be accommodated in hired buildings outside in which case too, these rules will equally hold good.

2. ELIGIBILITY FOR ADMISSION TO THE HOSTEL

- 2.1 The Applicant should be a bonafide student of the Institution
- 2.2 The applicant must be willing to obey all the Rules & Regulations of the Hostel as prescribed from time to time.
- 2.3 Contact details of Father / Mother & Local Guardian should be nominated for emergency purposes.
- 2.4 Admission in the hostel cannot be claimed as a matter of right.

3. DOCUMENTS TO BE SUBMITTED (At the time of Hostel Admission)

- 3.1 Completed "Application Form" along with:
- 3.2 Passport size photo(s) of the student's parents / local guardian and regular visitors (if any).
- 3.3 Correspondence addresses of parents and / or local guardians with contact numbers.
- 3.4 Parents' ID proof (photocopy of Voter's ID/ Adhar card/ Driving license etc.)
- 3.5 Photocopy of the "Hostel Admission Fees" receipt.
- 3.6 An Affidavit on Non-Judicial Stamp Paper on Anti-Ragging as well as Hostel Rules & Regulations to be signed by the Student & Parents.
- 3.7 The student shall be allotted a hostel seat (as per availability) by the appropriate authority and the student shall become a boarder from the date he / she occupies the seat.

4. IDENTITY CARDS

- 4.1 The Hostel Identity (ID) Card is non-transferable and is to be carried at all times by the resident. This card must be presented to the Superintendent / Warden or security personnel upon request.
- 4.2 The ID Card is valid only for the duration of stay at the Hostel and must be surrendered to the Warden before the resident leaves the hostel upon terminating his / her tenancy.
- 4.3 Safe custody of the ID card is the sole responsibility of the boarder and any loss or damage must be reported to the Warden immediately. In case of damage / loss, a new ID card may be issued by the appropriate authority after the payment Rs. 100/- (Rupees One Hundred) as processing fee.
- 4.4 The resident is prohibited from lending the ID to anyone under any circumstances. Any misuse of the ID Card will lead to eviction from the Hostel.

5. UPKEEP OF THE HOSTEL

- 5.1 Rooms are allotted to each student on his / her personal responsibility. Residents should maintain the upkeep of the allotted room, hostel and its environment. Students should not throw litter indiscriminately and should not use non-biodegradable items, such as carry / poly bags.
- 5.2 All fans, lights and electrical appliances must be switched off when the resident is not in the room / respective area. A penalty will be imposed for failure to comply.
- 5.3 Cooking, making tea etc. by the boarder is strictly banned inside the Hostel premises. A penalty will be imposed on residents found cooking in rooms.
- 5.4 The Hostel Management reserves the right to make spot checks and surprise visits to the hostel units and the bedrooms without prior notice to the students.
- 5.5 Handymen, electricians, and contractors may enter rooms as and when necessary in the course of their duty under the directives of the Hostel Management. However every effort will be made to respect the privacy and dignity of the residents.
- 5.6 The Hostel Management reserves the right to permanently expel or move residents to other hostels if necessary.
- 5.7 Residents staying in rooms with balcony are not allowed to store personal belongings in the balcony. All items stored in the balcony will be confiscated.
- 5.8 Attendance and conduct of all boarders will be closely monitored. If a boarder is found not to exhibit proper and desirable conduct, then he/ she may be evicted from hostel.
- 5.9 Boarders are responsible for keeping their rooms and the common areas in the hostel such as visitor's area, bathrooms, stair case, and common room etc. clean and tidy at all times.
- 5.10 Common hostel furniture must not be moved without the permission of the superintendent / warden.
- 5.11 Any damage to the hostel property must be reported immediately to the superintendent as well as warden. Boarders will be charged for all damages except damages caused by normal wear and tear.
- 5.12 Pasting of posters, writings, wall chalking, slogans of any kind or defacing the hostel in any form is not allowed.
- 5.13 Uses of all unauthorized electric appliances such as iron/ electric kettles/ immersion heaters or rods, etc. are STRICTLY PROHIBITED.
- 5.14 Food cannot be served to boarders in their rooms except for valid reasons of illness. Any such service shall require prior permission from the Mess-in-charge/ Super.

6. VISITORS / GUESTS

- 6.1 Visitors / Guests are permitted to visit the residents at the visitor's room only & not in the individual rooms during the following visiting hours:

Weekdays	05.00 pm to 06.30 pm
Weekends & Holidays	09.00 am to 06.30 pm
- 6.2 All visitors to hostel including the parents / guardians must make necessary entries in the Visitor's Book available at the hostel entrance with the security guard.
- 6.3 It is the duty of the resident to inform visitor(s) of the visiting hours and to advise them to leave within the scheduled hours. Residents found in the company of their visitor(s), including family members, relatives, friends and / or any non-residents of the respective hostel outside the visiting hours in any part of the hostel complex without the prior consent of the Hostel Warden will be penalized. No visitors will be permitted to stay overnight in the hostel premises.

7. COLLECTIVE RESPONSIBILITIES

- 7.1 Boarders are duty bound to report to the Hostel Superintendent / Hostel Warden any unwanted incident or undesirable activity going on in the hostel.
- 7.2 Boarders should not arrange any functions / parties or meetings within the hostel or outside without

specific and written permission of the concerned authorities.

- 7.3 Boarders should not arrange for any picnic inside or outside the hostel without specific permission of the College Management.
- 7.4 Boarders are advised to keep their rooms under lock and key during their absence. Any case of theft should be reported promptly in writing to the Hostel Superintendent.
- 7.5 The jurisdiction of AEC is confined to the campus of Institute & Hostels only. If students create law and order problems outside the campus, AEC is not answerable to the police or any other authority. Students will be solely responsible for their conduct.
- 7.6 AEC will do its utmost to protect students as long as they are on the right side of the law. Students are advised not to overstep their legal limits. Help us to help you.

8. GENERAL

- 8.1 In each room two boarders will be stayed.
- 8.2 Only bonafide students of the Institute will be given accommodation in hostel.
- 8.3 All those admitted to hostel shall occupy the rooms allotted to them by the Warden and shall give an acknowledgement of the furniture and fittings handed over to their charge to the Hostel Superintendent. When they leave Hostel finally, they will be required to handover the furniture and fittings to the Hostel Superintendent. Damages (if any) will be chargeable.
- 8.4 Each member will be supplied a cot and other basic amenities by the Institute. The safety of these articles will be the responsibility of the boarder.
- 8.5 Boarders are required to bring their own mattresses, mosquito nets and such other requirements.
- 8.6 Although adequate security arrangements are provided, the Institute shall not be responsible for any loss or damage of property belonging to the resident of the hostel.
- 8.7 Boarders should exercise all possible economy in the use of water and electricity. Heaters or similar electrical appliances should not be used. Any violation will invite disciplinary action.
- 8.8 Boarders should not meddle with the fittings (electrical or plumbing) already in their rooms/ washrooms/ common areas or take extra connections.
- 8.9 Use of electrical gadgets, radios, transistors or any other instrument that would cause disturbance is prohibited.
- 8.10 Boarders who expect to be away from the hostel for short periods exceeding twelve (12) hours shall inform the Hostel Superintendent and the Mess-in-Charge of their absence, indicating the probable time of their return. Absence from the hostel without prior written permission from the Hostel Warden will subject the member to disciplinary action and absence for more than a month may entail cancellation of the allotment and the adjustment of the deposit towards dues.
- 8.11 Notice of intimation to vacate a room must be given in writing at least seven days before the vacation of the room. Change of room except according to the allotment made by the Superintendent / Warden is not permitted.
- 8.12 Boarders are required to register their names with signature mentioning "Time-out" & "Time-In" in specified movement register available with the Hostel Superintendent whenever they go outside the hostel beyond college hours. Non-compliance to the rule might lead to serious penalty.
- 8.13 Boarders should put off the lights and fan and also keep the door locked at the time of leaving their rooms.
- 8.14 Boarders shall not be allowed to go out of hostel premises beyond stipulated hours (i.e. after 8.00 PM for Boys and after 7.00 PM for girls) under any circumstances. Action will be taken against those who fail to comply the scheduled timings. Repeated violation will result in expulsion and other disciplinary actions.
- 8.15. Positing of any opinion which is against the College Interest on the social networking may lead to expulsion from the hostel as well as from the college.

- 8.16. Boarders present in the Hostel but not attending the classes without any proper reason and prior intimation to the Hostel Superintendent may take severe action such as expulsion from the Hostel etc.
- 8.17. Any student suffering from infectious disease will not be allowed to stay in the hostel till she produces a certificate of medical fitness from a physician.
- 8.18. Incase a boarder is serious and she needs to get admitted in the hospital for some time super / warden should inform her parents immediately. Thereafter parents will take up the responsibility of the boarder at the hospital or at their own level.
- 8.19. Wi-Fi Timings: Week days: 5:00pm – 10:00pm, Week end/ holidays: 10:00am – 10:00pm
For any kind of failure of internet they may contact to Hostel Superintendent

9. PROCESS OF HOSTEL ADMISSION

- 9.1. The students desirous of staying in the Hostel are required to apply with character certificate from the Head of the Institution/ Department where he / she studied last. Depending on the availability of accommodation the allotment of room will be recommended by the Hostel Allotment Committee / Warden/ Chief Warden for admission in the Hostel and subsequent approval shall be obtained from the college.
There after admission in the Hostel shall be permitted only after submission of duly filled in prescribed admission form and photocopy of payment receipt of prescribed Hostel charges to the Hostel allotment committee / Hostel Super.
- 9.2. Hostel Charges as determined from time to time by the Authority is to be paid 7 days in advance at a time at installment basis. Hostel Charges are to be paid either by demand draft or by Banker's Cheque in favour of "Asansol Engineering College" payable at Asansol. Penalty will be levied upon defaulting Boarders at the rate of Rs. 500/- per month for non-payment of Hostel Charges beyond the 1st week of commencement of each installment. If any boarder is found as defaulter of the mess charges beyond 10th day of the commencement of the said month the concerned boarders shall have to pay the penalty charges @Rs.10/- per day for that month. If he/she do not pay within that month his/her seat may be cancelled which will be treated as violation of hostel rules.
- 9.3. Hostel charges (Seat rent and mess) once paid shall not be refunded under any circumstances.
- 9.4. At the time of admission in the Hostel, students are required to register their name, parent's name, local guardian's name and full address and other relevant details in the Hostel Register and deposit passport size photographs of all above to the Hostel Superintendent.
- 9.5. Hostel Leaving: Any boarder who wants to leave the hostel permanently has to pay the seat rent of that whole academic year (August to July). Also he/she needs to take hostel clearance from Accounts Section of the college and a room clearance form (both forms to be availed from website). will be submitted to the College Accounts.

10. SUPERVISION & CONTROL

- 10.1. The supervision and control of the students residing in the institute's Hostel will primarily be responsibility of the warden and Hostel Superintendent.
- 10.2. Parents/Local Guardians of boarders may be asked to report to College at any time for emergency purposes if necessary.
- 10.3. The College reserves the right of expelling any resident of Hostel. Thereafter if she continues to stay in the Hostel it would be detrimental to the interest of the residents of the Hostel and will be penalized accordingly.

11. ADMISSION & ALLOTMENT OF ROOMS

- 11.1. The Hostel allotment is purely on yearly basis. If any disciplinary action taken against any hostel boarders the hostel authority have the full right to remove the boarders from the hostel immediately without any notice. His/her seat rent will be taken as per college rules.

- 11.2. Students admitted to the hostel will not be permitted to leave without a written application of her parents/guardian and without the permission of the concern HOD and Hostel Warden/Chief Warden.
- 11.3. For 1st year students rooms will be allotted by hostel warden and superintendent, taking into consideration the priority of the application. For the seat allotment in 2nd year onwards will be made on the basis of class attendance, results and on disciplinary ground. No allotment of rooms will be made to students who have not paid their college fees and / or other fees. No Student can claim any particular room or seat in the hostel as his/her right.
- 11.4. Pending the final allotment of rooms, the students may be permitted to temporarily occupy and vacant seat in any of the hostel blocks/rooms, which must be vacated soon after the permanent allotments are notified.
- 11.5. After 11:00 pm every hostel boarders will be stayed in their own room. Any group study or gathering in any room or common area after 11:00pm will be treated as violation of hostel rules. For such type of violation acts authority may take necessary action.
- 11.6. The College may refuse admission to Hostel at any time as a disciplinary measure.
- 11.7. Students must occupy only the rooms allotted to them by the Hostel Superintendent, they shall not change over to any other room except with the written permission of the Hostel Superintendent/ Warden/Chief Warden.

12. RENTAL

- 12.1 Hostel rents paid by student cover rent for the room, furniture, bed, light and fans.
- 12.2 The Mess charges (fooding) will be paid separately.
- 12.3 The hostel caution deposit shall be refunded and or adjusted only at the end of the course or when the student leaves the Institution.
- 12.4 The Hostel management reserves the right to increase the rental by giving one month's notice.

13. MESS RULES

The Girls' Hostel mess is run on contract basis managed by contractors.

- 13.1 All boarders are ordinarily expected to take their meals in the hostel dining hall and should not take their meal to room under any circumstances.
- 13.2 Incase mess dues are not paid on time i.e. by 10th of every month beyond which it will be accepted alongwith a fine of Rs. 10 per day. After last day of the month an additional fine of Rs. 200/- will be imposed.
- 13.3 All boarders are required to clear their hostel rent and mess dues and obtain a no due certificate before each semester exam.
- 13.4 All boarders are to observe mess timings specified from time to time. After the mess timings are over no boarder can claim for meal.
- 13.5 All boarders must come to mess and ground floor in proper dress.
- 13.6 The boarders are not allowed to take utensils from dining hall to their rooms. If utensils of mess are found in their room a fine of Rs. 100 will be imposed on them. However, if utensil of mess are found in any common place such as staircase, corridor etc. a common fine of Rs. 100/- per boarder of that particular floor will be imposed.
- 13.7 **Mess Timings:**
Boarders are required to follow the timings Of food strictly:

Morning Tea / Breakfast	: 8:00 a.m. – 9:15 a.m. / 9:00 a.m.- 10:30 a.m. (Weekends & holidays)
Lunch	: 11.30 am - 2:30 pm
Evening Tea/Tiffin	: 6.00 p.m. - 7.00 pm
Dinner	: 9.00 p.m. - 10.00 pm

(Boarders who might not take meals at any particular time should give prior intimation to the hostel superintendent to avoid wastage of food)

14. CODE OF CONDUCT AND DISCIPLINE

- 14.1 Boarders are expected to display acceptable code of conduct, maintain discipline and decorum in the hostel complex.
- 14.2 Smoking is not allowed in the hostel complex at any time.
- 14.3 Possession, distribution and consumption of alcoholic beverages, prohibited drugs, chewable tobacco in the hostel complex is not allowed.
- 14.4 Parties, social or political gatherings in the hostel complex are not permitted without the prior and written consent of the Warden.
- 14.5 The Boarders will be allowed to stay out of the hostel on submission of proper application duly authorized by parent and only if the permission granted in writing by the Warden.
- 14.6 Hostel campus should be a place where students can have the best possible conditions for studying and adequate rest. As such due consideration must be accorded to other Boarders at all times. Noise level must be kept low to allow others the opportunity to study or sleep in comfort. Television etc. provided in the common room /area must be switched off or volume toned down after 10:00 p.m. These rules are intended to ensure a conducive environment for all boarders.
- 14.7 Vandalism is a very serious offence. Boarders found guilty of committing such an offence can be evicted from the Hostel.
- 14.8. In case of any unacceptable behavior by room-mate the other room- mate must report it to the college authorities in written.
- 14.9. Students are requested to avoid singing aloud, shouting and making all kinds of noise which is likely to distract the attention of those who may be at their books.
- 14.10. Any dispute or grievances among boarders should be brought to the notice to the Hostel Superintendent/Warden. No boarders will directly deal any dispute and / or grievances of boarder without prior permission from hostel management.
- 14.11 No student /boarder can post anything on the internet, which may be against the college interest. Defaulters will be permanently expelled from the hostel as well as seriously punished as per college rules.
- 14.12 Students are not allowed to keep any medicines in their rooms without prescription.

14.13 ATTENDANCE CRITERIA

- a) Boarders present in the hostel but not attending the classes without any proper reason and prior intimation to the hostel superintendent may take severe action such as expulsion from the hostel etc.
- b) A minimum of 75% attendance is required for availing hostel facilities.
- c) Registration in NPTEL is mandatory for availing hostel facilities.
- d) Securing a CGPA above 7 point in each semester is required for getting hostel allotment.

15. TERMINATION OF TENANCY

- 15.1 The Hostel Management can end this tenancy at any time if:
 - (a) The hostilities fail to pay any sums due to the hostel within fifteen days of the due date.
 - (b) If the hosteller fails to comply with the terms of this tenancy.
- 15.2 Final assessment of damages and on losses of the Hostel property, if any, shall be made by the Hostel superintendent or an authorized representative at the time of leaving the hostel by the concerned boarder in his / her presence. The concerned boarder should deposit cash payment and / or adjustment the cost of damaging property from caution money.

16. SECURITY AND SAFETY

- 16.1 Residents are solely responsible for the safety of their own valuables. All bedrooms doors, wardrobes and drawers of the study table must be padlocked when the residents are not inside the room. A duplicate key for the padlock should be given to the superintendent. The Hostel Superintendent reserves the right to cut the padlock without giving any prior notice to the resident concerned if no duplicate key has been deposited to the Superintendent.

- 16.2 The Hostel Superintendent /Warden shall not under any circumstances be responsible for any damage, loss or theft of any property, money and other items belonging to the residents and / or their visitors or any personal injuries suffered by the residents or their visitors/ guests however caused.
- 16.3 residents are not permitted to change rooms or sleep anywhere other than in their own bedrooms without the consent of the Hostel Superintendent. Residents found violating the rule will be evicted.

17. **LATE NIGHT PASSES**

Boarders should return to the hostel by stipulated time. In exceptional circumstances, if the hosteller expects to be late (not beyond 10:00 p.m.) he/she should obtain a late night pass from the Hostel Superintendent in advance and this pass must be produced to the security guard on returning to the hostel.

18. **EMERGENCY**

In case of any emergency, contact Hostel Superintendent/ Hostel Warden/ Chief Warden/ Dean Administration.

19. **REVISION OF RULES & REGULATIONS**

The Hostel Management reserves the right to revise the rules and regulations from time to time and will keep the hosteller informed of any changes in the form of notices on hostel notice boards. Ignorance of rules will not be accepted as an excuse.

20. **RAGGING**

Ragging in any form in educational institution is banned and anybody indulging in ragging shall be punished appropriately which may include expulsion from the hostel / institution or suspension from the institution.

The punishment may also take the shape of :

1. Debarring from representation in various co-curricular activities.
 2. Cancellation of admission / suspension from attending classes.
 3. Withholding the results/ withdrawing scholarship/ fellowship and other benefits.
 4. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 5. Expulsion from the institution and consequent debarring from admission to any other institution.
- If the individual committing or abetting ragging are not identified, collective punishment can be awarded as a deterrent.

21. **COMPLAINTS & SUGGESTIONS**

Complaints and suggestions are to be submitted to the Hostel Warden.

This is hereby declare that I have gone through all the rules and regulations and assures to follow all the rules of the Hostel.

Guardian's Signature

Student's Signature