



Government of Maharashtra

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(Automobile & Mechanical Engineering Programmes Accredited by NBA, New Delhi)

No: GCOEARA/Boys Hostel\_RR/2024/2628-

Date: 05 SEP 2024

### Hostels Rules And Regulations

The following are the rules and regulations to be followed by every student admitted in the Regular Hostel and Staff Quarter converted into hostel. The rules and regulations are framed to ensure that, the hostel property is protected. Students staying in the hostel should feel comfortable in a conducive environment for healthy living, so that the discipline is maintained amongst the inmates. All must have to maintain neat, clean and green hostel campus. Every student is required to follow the rules and regulations as well as cooperation and coordination is expected.

#### ADMISSION RULES

1. The students who required hostel can only apply for hostel.
2. Students should clearly specify for hostel choice while taking admission in respective classes in the Institute.
3. Regular hostel is allowed for all eligible FE, SE, DSE, TE and BE admitted students. Staff quarters converted into hostel is only allowed for all eligible FE admitted students.
4. After the allotment of hostel, students should fill the prescribed hostel application form available on college website along with relevant documents.

5. Admission to hostel is strictly based on merit and reservation basis as per Government Norms and Institute Rules.
6. Branch-wise, Class-wise and category-wise distribution of available seats in the Regular hostel and Staff quarter converted into hostel is displayed on College website.
7. Once seat is allotted, it is mandatory to pay the fees on SBI Collect and submit hostel form towards hostel Clerk in Office along with required documents and fees receipt within prescribed time. Otherwise waiting list will be operated for allotment.
8. Once admitted in hostel, student should occupy the allotted room within 10 days of admission, failing which his admission will be cancelled and seat will be allotted to waitlisted candidate.
9. Preferably the room allotment will be as under-

**Matoshree A–building:-** All FE and SE Students.

**Matoshree B-building:-** All TE and BE Students.

10. First floor of **Matoshree A–building** is reserved for physically disabled and others.
11. Hostel admission is applicable only for one academic year as per the academic calendar of the institute. Students are required to vacate the room after completion of academic year.
12. No refund will be entertained, in case of cancellation of hostel admission. Students upgraded from staff quarter to regular hostel can claim for refund of upgradation.
13. Provision of hostel accommodation at the time of admission does not automatically ensure its continuation in the subsequent years. The student has to apply every year for admission. Admission can be denied to students for low academic performance and those indulging in acts of indiscipline.

14. A student shall have to vacate the hostel within five days of completion of his examination or any such academic requirement, whichever is later. Any extra day will be charged as per norms. On completion of the final year course or when a student vacates hostel at the end of an academic year, he should take all his belongings with him.

### HOSTEL RULES

1. Room allotment shall be done by the Institute authorities. Students shall not interchange their room with another into vacant room/ bed without prior written permission from the Rector. The Rector have the right to shift any student from his room to another room in the hostel.
2. The Student is required to disclose all past medical history. Any nondisclosure of past medical history is at the risk of the student.
3. No right in nature of tenancy or any other like right is created by occupation or use of hostel premises and property. A student is merely permitted to temporarily stay in the hostel, under the rules and regulations framed by the Institute, from time to time.
4. The Students are personally responsible for safety of their all valuables.
5. The student shall not bring any extra furniture or other fixture in the room.
6. All furniture and fixture in the rooms allotted to the students must be cared properly. If found any kind of damages at any time will be fined by authority of the Institute accordingly.
7. Students are prohibited from interchanging any furniture/fixture from one point/location in the hostel to another. Students involved in such activities may be imposed penalty by Rector or expelled from the hostel.
8. Theft/damage to hostel assets in common areas/corridors will be recovered from all students of the flank/wing involved. In case of theft/damage to items that

pertain to usage by the complete hostel, the recoveries will be made from all the occupants of the hostel.

9. Electric appliances like stoves, induction, water heater, iron, other electric cooking devices, etc. shall not be permitted in the room, defiance of which shall enable the Rector to confiscate the gadget forthwith. **If someone found using these things, action will be taken against concerned and fine up to 1000/- will be charged.**
10. The lights in the washroom should be used only as and when necessary and shall be switched off, when the washroom is not in use. While leaving the room, students should take care to switch off the lights and fans without fail. In case of default on this account, a reasonable fine per default occasion will be imposed by the Rector.
11. Use sufficient water in Toilets and bathrooms. The student should not leave taps open when the taps are dry, as it will result in subsequent loss of water and further aggravate the water problem.
12. The Campus Administrator / Hostel Authorities/ or any other Officials of the Institute along with Security Guards may at their discretion inspect /check any room or student's belongings in the presence of the students living there in any time of the day or night.
13. The **Institute/ hostel authorities reserves the right to terminate the temporary occupancy of the student for any willful disobedience or defiance of authority, non-observance of hostel rules, causing damage to person or property or indulging in anti-social, anti-national or undesirable activities. In such cases, hostel fee will not be refunded and thereafter permanently he will not be allowed in hostel admission.**
14. Students expelled from the institutes will also be expelled from the hostel and hostel fee will not be refunded.

15. Students will not be allowed to leave hostel campus after 10:00 p.m. The students shall return to the hostel before prescribed time, thereafter gates will be closed. The gates will reopen at 6.00 a.m. on the next day.
16. Birthday and any other noise making celebrations are not allowed in hostel premises. There should not be any kind of discomfort to other students.
17. The students will always carry their college Identity card when moving out of the hostel campus so that in case of any emergency/accident, the institute can be contacted and informed.
18. No student shall take any visitor including his parents to the room. Personal servants/domestic helpers are not allowed inside the rooms. Also non allotted students/friends are not permitted to stay in the hostel. If any guest found without permission in room will be levied fine of Rs. 1000/- per room members per number of occasions.
19. The students should be decently dressed when they are out of room in campus.
20. Strict silence shall be observed in hostel from 11.00 mid night to 6.00 am. Care shall be taken at all times to ensure that music/loud talking is not audible outside the room.
21. The student shall keep their rooms, verandah and surrounding areas tidy, neat and clean at all times and shall not throw anything including trash, in such places or any premises in the hostel campus, except in the dustbin or the place specifically provided for the said purpose.
22. No wet clothes should be dried on the furniture or in corridors. No student shall store any cooked food in the room.
23. The student shall treat the staff and housekeeping staff of the Hostel with due courtesy at all times. Service of the housekeeping staff shall not be utilized for private or personal work. No tips in cash or any kind should be given to the staff of the Hostel.

24. Ragging in any form whatsoever is strictly banned. It is a cognizable offence and violation will invite action as per law, in addition to expulsion from the institute.
25. Accepting/undergoing ragging and not reporting is also an offence. Students should report any such incident immediately to any member of the Anti-Ragging Committee / Principal / Rector directly at any time of the day / night.
26. The student shall not bring, store, possess, consume and/or drink any alcohol/intoxicating drink, drug or substance of any kind what so ever and/or smoke in the room and/or any part of premises. An occurrence of such behavior shall invite strict disciplinary action leading to expulsion from Hostel, rustication from the Institute and action as per law.
27. No gambling of any kind whatsoever shall be allowed on the premises of the hostel. Any violation of this Rule, will invite action as per law, in addition to expulsion from the institute.
28. Any act of uploading derogatory remarks or image ridiculing a person in eyes of other against the Institute or any other person or organization will invite disciplinary action. Student should strictly avoid from indulging in any act of violating the code of internet use.
29. The student shall not indulge in any political or communal activity which is detrimental to the law and order and/or against the Government. Students shall not carry on any propaganda or publicity of any nature whatsoever in respect of any political or communal matters.
30. The student shall take prior written permission of the Rector/Principal before giving any information or interview regarding hostel to any member of the Press, Print Media, Radio, Television or any other media or before making any speech containing any information regarding the hostel.

31. Any type of storage or possession of firearms, ammunition, explosive and inflammable goods on the premises of the hostel is strictly prohibited. Violation of the rule will lead to expulsion from hostel and institute.
32. The student shall not bring and/or keep any pets in the premises including fish, cats, dogs, and so on. Student should desist from pampering stray dogs by offering food, petting them etc.
33. In addition to penalties, punishment and fine provided in these Rules, Disciplinary action as per institute shall be taken against student violating these Hostel Rules and Regulations.
34. Students are informed to go through proper channel for complaining about any problem or misconduct in the hostel premises. They should contact Hostel clerk /Assistant to Rector/ Rector/ Principal as per requirement and nature of problem. Mass representation of problems or any issue in large gathering / mob and shouting slogans will be considered as violation of rules and strict disciplinary action shall be taken against students. Further violations may cause involvement of Police force for restoring the peace and normalcy.
35. In any situation, boys' students are not allowed to enter near girls' hostel and faculty residential area of the campus. Presence of individual or group of students near girls' hostel and faculty residential area will be considered as violation of rules.
36. Students are not allowed to keep car/ motor bike /scooter or any vehicle. Cycle is allowed in the hostel. Cycle should be parked at parking place at their own risk.
37. If someone falls sick, one should inform immediately to the hostel authority.
38. Newspaper or magazine should be read in common room only. No outdoor game should be played within hostel premises. Gym facility should be utilized with full of ventilation and healthy atmosphere.

39. Suggestions and complaints should be either deposited in the Suggestion Box or entered in the Suggestion Register kept in the hostel premises.
40. Hostel residents should not click personal photos and videos of some of the hostel residents/students and share online/offline without their consent. This College is committed to fostering an environment of safety, respect, and integrity for all the members of its community. In line with this approach, the college will take legal strong action against such students.
41. Hostel students who involved in damage, breakage of hostel and institute property, such students may be punished in the form of fine or expulsion from hostel or both.
42. Regarding indiscipline activity or misbehavior of the hostel student in the hostel premises with chief-Rector/Rectors, Supporting Staff/Security guards/Sweepers/ Mess staff etc. will be communicated to the parents/guardians of such hostel students and appropriate action will be taken.
43. The following penalty/fines will be imposed to students for misbehavior of following cases.
- Hostel related documents/thumb pending – Rs.20/- per day
  - Collection of garbage inside rooms – Rs.50/- per finding
  - Non arrangement of furniture as per norms – Rs.50/- per finding
  - Not living in original allotted room – Rs.100/- per day
  - Living without admission/temporary consent – Rs.100/- per day
  - Moving/shifting furniture from one room to other without written permission – Rs.100/- per finding
44. Rules and regulations regarding daily attendance in hostel are as under.

**मुलांच्या वसतीगृहामधील विद्यार्थ्यांना हजेरीबाबतच्या सूचना/नियम**

- 1) सर्व विद्यार्थ्यांनी वसतिगृहामध्ये सुरक्षारक्षकाजवळ उपलब्ध असणाऱ्या हजेरी वहीमध्ये स्वाक्षरी करून प्रत्येक दिवसाची स्वतःची हजेरी नोंद करणे बंधनकारक आहे. विद्यार्थ्यांनी त्यांची



हजेरी नोंद करण्याची वेळ सांयकाळी ६.३० ते ८.३० अशी राहिल. एकादा विद्यार्थी वसतिगृहामध्ये हजर असून हजेरी नोंद करत नसेल तर त्याला प्रति दिवस ५० रुपये दंड आकारण्यात येईल. एकादा विद्यार्थी दुसऱ्या विद्यार्थ्याची हजेरी लावताना आढल्यास त्याला ५०० रुपये दंड करण्यात येईल.

वरील गैरवर्तन वारंवार करण्याच्या विद्यार्थ्यांचा वसतिगृहामधील प्रवेश रद्द करण्यात येईल.

- 2) वसतिगृहामधील सुरक्षारक्षक सकाळी ९ ते ११ या वेळेत प्रत्येक रूमला भेट देतील. त्यावेळीस सदर रूम मधील विद्यार्थ्यांनी सुरक्षारक्षकांनी विचारलेल्या हजेरी संबंधित प्रश्नांची उत्तरे सत्य व बिनचूक द्यावयाची आहेत.
- 3) परगावी जाताना किंवा वसतिगृहाचा परिसर सोडताना विद्यार्थ्यांनी याची पूर्ण कल्पना त्यांच्या पालकांना दिल्या नंतरच वसतिगृह कुलमंत्रिकडून रजेच्या विहित अर्जानुसार लेखी परवानगी घ्यायची आहे. विद्यार्थ्यांच्या रजेच्या अर्जावरील परवानगीची स्वाक्षरी कुलमंत्री खालील तक्त्याप्रमाणे देतील, संबंधित कुलमंत्र्याच्या अनुपस्थित संबंधित सपोर्ट स्टाफ, इतर उपस्थित कुलमंत्री, किंवा मुख्य- कुलमंत्री हि स्वाक्षरी विद्यार्थ्यांना देतील.

अ. क्र.	वसतिगृह इमारत	सपोर्ट स्टाफ	संबंधित कुलमंत्री
१	मातोश्री इमारत - A	श्री. डी. एम. चौगुले	डॉ. एस. ए. थोरात
२	मातोश्री इमारत - B	श्री. डी. एम. चौगुले	प्रा. वी. एन. साळी
३	स्टाफ क्वार्टर - A आणि B	श्री. जी. एस. शिर्के	प्रा. टी. टी. वाघमारे

- 4) रजेची परवानगी घेतल्यानंतर वसतिगृहामध्ये सुरक्षारक्षकाजवळ उपलब्ध असणाऱ्या In/Out वहीमध्ये रजेची नोंद करूनच विद्यार्थ्यांनी वसतिगृहाचा परिसर सोडायचा आहे. तसेच सुट्टी वरून परत आल्यानंतर परतीची नोंद In/Out वहीमध्ये करावयाची आहे. कोणताही विद्यार्थी रजेचा अर्ज जमा न-करता किंवा वरील नोंदी न-करता वसतिगृहामध्ये गैरहजर असेल किंवा हजेरी वहीमध्ये चुकीच्या नोंदी करत असेल तर उद्भवणाऱ्या सर्व परिणामांची संपूर्ण जबाबदारी हि त्या विद्यार्थ्यांची राहिल.

### MESS RULES

1. Mess is compulsory for the all hostellers, outside tiffin is strictly prohibited

2. No food will be served in the rooms of the hostel. Students are not permitted to cook any food on their own accord in the mess or in their rooms.
3. No student can claim mess reduction unless he had intimated his absence to the concerned mess manager in advance and got prior written approval. Members are expected to inform their absence to avoid wastage of food.
4. A Mess Committee comprising of Rector, Faculty and students of concerned hostel will be constituted. The mess committee will decide the menu, check food quality from time to time, maintain a record of such inspections and give feedback for improvement of food quality and other aspects of mess and dining.
5. Only members of the mess are permitted to dine in the mess. Outside food / tiffin's/Junk foods are strictly forbidden in the Mess.
6. Guests are allowed in mess only with prior permission and on payment of charges applicable.
7. The student is permitted to go home/outstation for participating in various competitions only after submitting leave application through head of department /concerned faculty to the mess manager for mess records.
8. Tendering process will be adopted as per government rules for giving mess contract in the Institute.
9. Monthly mess charges will be paid by students to the mess manager as specified in tender by time to time.
10. Hostel/Institute authorities shall not interfere regarding the mess refund and related financial matters.
11. In order to avoid wastage of food, students should take sufficient quantity as per their need.

12.To avoid the crowd in the mess as well as shortage of making Chapattis/Roti's , every student should cooperate by taking only two chapattis at a time step by step so that mess functioning will be run smoothly.

13.Mess rules applicable during PL/Vacation period is as per following calculations.

वसतिगृह खानावाळ मध्ये सत्र समाप्ती सुट्टी / Preparation Leave दरम्यान मासिक शुल्क करिता खानावाळ सुट्टी म्हणून गणना करणे बाबत कार्यपद्धती (शै.व. २०२३-२४ खानावाळ शुल्काप्रमाणे )

**व्याख्या:**

- १) **Preparation Leave** : PL म्हणजे प्रात्यक्षिक परीक्षेचा शेवटच्या दिवसानंतरचा दिवस ते लेखी परीक्षा सुरु होण्यापूर्वीचा दिवस.
- २) **सत्र समाप्ती सुट्टी (Vacation)** : लेखी परीक्षेचा शेवटच्या दिवसानंतरचा दिवस ते नवीन सत्र सुरु होण्यापूर्वीचा दिवस.
- ३) प्रति दिवस जेवणाची रक्कम : २३५१ / ३० = ७८.३६ रुपये प्रतिदिन गणना करणे बाबत कार्यपद्धती :
  - प्रत्येक महिन्यातील ०५ दिवस सामान्य सुट्टी ही या गणनेमध्ये समाविष्ट करण्यात यावी.
  - त्यानंतर PL/Vacation असेल तर खालील प्रमाणे गणना करण्यात यावी / सुट देण्यात यावी.

अ.क्र	दिवस	सूट/ गणना
०१	०५	निरंक
०२	०६,०७,०८	१० %
०३	०९,१०,११	२० %
०४	१२,१३,१४	३० %
०५	१५,१६,१७	४० %
०६	१८ दिवसापुढे	५० %

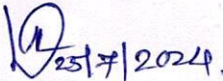
Days	Less 5 Days Common Leave	Concession Days	% Concession	Charges	Concession Amount	Amount To Be Paid
1	-4	0	0	78.36	0	78.36
2	-3	0	0	156.72	0	156.72
3	-2	0	0	235.08	0	235.08
4	-1	0	0	313.44	0	313.44
5	0	0	0	391.8	0	391.8
6	1	1	10	470.16	47.016	423.144
7	2	2	10	548.52	54.852	493.668
8	3	3	10	626.88	62.688	564.192
9	4	4	20	705.24	141.048	564.192
10	5	5	20	783.6	156.72	626.88
11	6	6	20	861.96	172.392	689.568
12	7	7	30	940.32	282.096	658.224
13	8	8	30	1018.68	305.604	713.076
14	9	9	30	1097.04	329.112	767.928
15	10	10	40	1175.4	470.16	705.24
16	11	11	40	1253.76	501.504	752.256
17	12	12	40	1332.12	532.848	799.272
18	13	13	50	1410.48	705.24	705.24
19	14	14	50	1488.84	744.42	744.42
20	15	15	50	1567.2	783.6	783.6
21	16	16	50	1645.56	822.78	822.78
22	17	17	50	1723.92	861.96	861.96
23	18	18	50	1802.28	901.14	901.14
24	19	19	50	1880.64	940.32	940.32
25	20	20	50	1959	979.5	979.5
26	21	21	50	2037.36	1018.68	1018.68
27	22	22	50	2115.72	1057.86	1057.86
28	23	23	50	2194.08	1097.04	1097.04
29	24	24	50	2272.44	1136.22	1136.22
30	25	25	50	2350.8	1175.4	1175.4

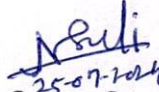
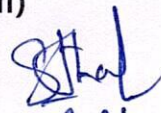
उदाहरण १): (PL / Vacation + ०५ दिवस सामान्य सुट्टी एकत्रित रित्या असल्यास) - जर विद्यार्थी ०७ दिवस PL / Vacation घेत असेल तर ०७ दिवस वजा त्या महिन्याचे ०५ दिवस सामाईक सुट्टी ( ७-५ = ०२ दिवस) हे अनुक्रमांक १ च्या अंतर्गत ०५ दिवसापेक्षा कमी भरत असलेने त्याने ०२ दिवसाचे पैसे (७८.३६ x २ = १५६.७२) १५६.७२ रुपये विद्यार्थ्याने द्यावे लागतील.

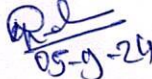
उदाहरण २): (PL / Vacation + ०५ दिवस सामान्य सुट्टी एकत्रित रित्या असल्यास) - विद्यार्थी ११ दिवस PL / Vacation घेत असेल तर ११ दिवस वजा त्या महिन्याचे ०५ दिवस सामाईक सुट्टी ( ११-५ = ०६ दिवस) हे अनुक्रमांक २ च्या अंतर्गत ०६ भरत असलेने त्याने ०६

दिवसाचे पैसे (७८.३६ x ६ = ४७०.१६ ) ४७०.१६ रुपये होत असतील तर अनुक्रमांक २ नुसार १०% सुट (४७०.१६ / १०% = ४२३.४१) ४२३.१४ रुपये विद्यार्थ्यांनि द्यावे लागतील.  
PL / Vacation

उदाहरण ३): (PL / Vacation + ०५ दिवस सामान्य सुट्टी एकत्रित रित्या नसल्यास ) -  
विद्यार्थ्यांनि महिन्याचे ०५ दिवस सामाईक सुट्टी आधीच घेतलेली असेल व त्यानंतर त्याला चा लाभ द्यावयाचा असेल तर . जर विद्यार्थी ०७ दिवस PL / Vacation घेत असेल हे अनुक्रमांक हे अनुक्रमांक २ च्या अंतर्गत ०७ भरत असलेने त्याने ०७ दिवसाचे पैसे (७८.३६ x ७ = ५४८.५२) ५४८.५२ रुपये होत असतील तर अनुक्रमांक २ नुसार १०% सुट (५४८.५२ / १०% = ४९३.६७) ४९३.६७ रुपये विद्यार्थ्यांनि द्यावे लागतील.

  
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