



Session.....

Date: / /

## HOSTEL RULES AND REGULATIONS

Currently, the institute provides hostel facilities **only for boys**. The hostels function under the direct supervision of the **Principal**, with assistance from the **Warden** and the **Wardens' Committee** to ensure smooth operations. Hostel life involves cohabitation of students from diverse backgrounds. Therefore, responsible behavior and respect for shared living spaces are essential. All residents are expected to observe these **Hostel Rules and Regulations** and adhere to the **Code of Student Rights and Responsibilities**.

### 1. Hostel Admission & Allotment

- (a) Students whose parents reside 30 km or more away from the college are required to stay in the hostel.
- (b) Rooms will be allotted on a sharing basis to admitted students.
- (c) Students seeking hostel accommodation must fill out a separate Hostel Registration Form, available at the Administrative Office / Student Section / Admission Section, or online at [www.vecambikapur.ac.in](http://www.vecambikapur.ac.in), at the time of college admission each academic year.
- (d) **Hostel Admission Priority**: Priority for hostel admission will be given to first-year students, based on merit. The remaining rooms shall be allotted to 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> year on the basis of merit list and previous academic records.
- (e) **Academic Session Duration**: The hostel session will commence from July and end with the End Semester Exam of the Even Semester.
- (f) **Hostel Allotment Committee**: Hostel allotment will be finalized by a committee comprising:
  - **President**: Principal
  - **Members**: All Heads of Departments (HODs)
  - **Secretary**: Hostel Warden

### 2. Room Changes

- (a) Room allotments are generally valid for the **entire academic year**.
- (b) Students must occupy the room allotted to them within the stipulated time given by the Warden/Principal.
- (c) Students **shall not shift** to another room without **written permission** from the Warden.
- (d) Requests for room changes must be submitted to the Warden with valid justification.
- (e) Approval of such changes is at the **discretion of the Warden and the Principal**, who reserve the right to change/cancel room assignments for reasons such as health, security, discipline, or academic environment.

### 3. Room Care and Maintenance

- (a) Personalization of rooms must not damage walls, paint, or fittings.
- (b) No **nailing, removal of furniture** or **structural changes** is allowed.
- (c) Students must maintain all institute-provided furniture in proper condition; damages will be charged to the student responsible.
- (d) If damage responsibility cannot be ascertained, a **common fine** will be imposed.

- (e) **Energy and resource conservation** is mandatory. Lights and appliances must be turned off when not in use. Report malfunctions immediately.

#### 4. Hostel Fees

- (a) Students must pay the **hostel fee excluding mess** at the time of hostel admission.

#### 5. Timings and Permissions

- (a) **After 8:00 PM**, no student is allowed to leave the hostel premises without prior permission from the competent authority.
- (b) Students should **not remain in hostel rooms during class hours or college events** unless medically excused.
- (c) **Permission from the Warden** is required for visits outside the campus, including to shops, clinics, etc.
- (d) On **holidays/Sundays**, an **Out Pass** signed by the Warden is required, stating the reason, time of departure, and expected return.
- (e) **Visitors**, including guardians and relatives, must seek **prior permission** from the Warden or Principal before entering the hostel.

#### 6. Student Conduct

- (a) Students must be **respectful, courteous**, and use appropriate language at all times.
- (b) Any involvement in **ragging, quarrels, or illegal activities** is strictly prohibited.
- (c) **COVID-19 guidelines** issued by State/Central Government must be followed.
- (d) **Cooking in rooms**, use of **heavy electrical equipment**, and **playing loud music** is strictly not allowed.
- (e) Possession of **suspicious items** (e.g., knives, rods, chains, alcohol, and tobacco) is **strictly prohibited**.
- (f) Use of **internet** (if available) will be charged **separately**.

#### 7. Vacation Policy

- (a) During **semester breaks, summer/winter vacations**, or any **public holiday exceeding one week**, students must **vacate the hostel within two days** unless special permission is granted.

**8. Grounds for Expulsion from the Hostel:** A student may be expelled from the hostel for the following reasons:

- (a) Involvement in **ragging, quarrels, or illegal/misconduct activities**.
- (b) **Breach of hostel discipline** or rules.
- (c) Continuous **unauthorized absence** from academic classes.
- (d) **Submission of misleading or false information** at any stage.
- (e) The **Principal and Warden** reserve full authority over hostel expulsion decisions.
- (f) If a student's admission is **cancelled**, they must **immediately vacate the hostel**.

*(Hostel Warden)*

*(Principal)*



Application No.: \_\_\_\_\_ Date: / /2026

**Hostel Admission Form**

Photo  
(Self Attested)

To,

**The Principal**  
 Government Engineering College, Ambikapur

**Sir,**

I respectfully request that I may kindly be granted admission to **Swami Vivekanand Boys Hostel** for the Academic Session **2026–2027**. I wish to reside in the hostel from / /20\_\_ to / /20\_\_. My particulars are furnished below:

- [1] Name of the applicant (in Block Letter) : \_\_\_\_\_
- [2] Programme/Branch/Class/Semester : \_\_\_\_\_
- [3] Father's Name : \_\_\_\_\_
- [4] Mother's Name : \_\_\_\_\_
- [5] Date of Birth : \_\_\_\_\_ Blood Group : \_\_\_\_\_
- [6] Date of Admission: \_\_\_\_\_ College Fess Receipt No. : \_\_\_\_\_
- [7] Allergy to any Medicine if Yes, Please mention : \_\_\_\_\_  
 Email ID: \_\_\_\_\_ Mobile No.: \_\_\_\_\_
- [8] Address of Correspondence (in Block Letter) : \_\_\_\_\_  
 \_\_\_\_\_ Phone No.: \_\_\_\_\_
- [9] Gender:..... Category (General/SC/ST/OBC) ..... PET Rank.....Score.....
- [10] Name and Address of Local Guardian : \_\_\_\_\_  
 \_\_\_\_\_ Phone No.: \_\_\_\_\_
- [11] Occupation/Designation of : Father: : \_\_\_\_\_; Mother: \_\_\_\_\_;  
 Local Guardian: \_\_\_\_\_
- [12] Name of the relatives/visitor (Other than Parents/Local Guardian) with address and Phone No.  
 i) \_\_\_\_\_ ii) \_\_\_\_\_
- [13] Whether he/she will travel alone or with the Parents/Local Guardian at the time of Holiday/of the Institute.
- [14] Fee Particulars:  
 Amount: \_\_\_\_\_; DD / Cash: \_\_\_\_\_; Date: \_\_\_\_\_; Bank:  
 \_\_\_\_\_; Branch: \_\_\_\_\_; City: \_\_\_\_\_;

Documents enclosing with: 1) Admission Letter, 2) Address Proof (Any two), 3) Fee Receipt.

**Signature of the Father / Mother/Local Guardian**

**Signature of the Student**

**Verified By: Hostel Committee**

**Approved BY**

**Principal**

**ANNEXURE – I**  
**AFFIDAVIT BY PARENT/GUARDIAN**

I, **Mr./Mrs./Ms.** \_\_\_\_\_, Father/Mother/Guardian of **Mr.** \_\_\_\_\_, who has applied for admission to the **UG/PG Programme** in the Department of \_\_\_\_\_ at **Government Engineering College, Ambikapur**, do hereby solemnly affirm and declare as follows:

1. I have carefully read and understood the **Hostel Rules and Regulations**, the **Institute Rules**, and the provisions of the **UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009**, including the relevant provisions of the Anti-Ragging laws applicable in India.
2. I undertake to ensure that my ward shall strictly abide by all the rules, regulations, instructions, and code of conduct prescribed by the Institute and the Hostel authorities from time to time.
3. I undertake that my ward shall neither indulge in nor support, directly or indirectly, any act of ragging. I understand that ragging in any form is a punishable offence and may invite disciplinary, administrative, civil, and criminal action, including suspension, expulsion from the hostel/institute, cancellation of admission, filing of an FIR, or any other action as deemed appropriate by the competent authority.
4. I understand that any violation of hostel rules, institute discipline, or anti-ragging regulations by my ward shall render him liable for disciplinary action, including debarment from hostel accommodation without any claim for compensation or refund.
5. I have personally satisfied myself with the facilities available in the hostel and understand that hostel accommodation is allotted subject to availability and institutional norms. I shall not demand any special facility or preferential treatment for my ward.
6. I understand that only hostel accommodation is being provided. Furniture and other hostel facilities shall be provided as per institutional availability and policy.
7. I agree that my ward shall leave the hostel premises only after obtaining prior permission from the competent hostel authority and after informing me, wherever required under hostel rules.
8. I understand that my ward shall strictly refrain from visiting rivers, lakes, ponds, dams, waterfalls, abandoned buildings, isolated places, or any prohibited areas without prior permission. I further undertake that my ward shall not consume or possess alcohol, narcotic drugs, tobacco products, intoxicants, or any prohibited substances either inside or outside the hostel premises.
9. I understand that the Institute and Hostel authorities shall not be responsible for any accident, injury, loss, or untoward incident arising out of my ward's negligence, violation of rules, unauthorized absence, or participation in prohibited activities.
10. I agree to cooperate with the Hostel Administration in maintaining discipline and shall extend full support whenever required.

**VERIFICATION**

I hereby verify that the statements made above are true and correct to the best of my knowledge and belief. No part of this affidavit is false, and nothing material has been concealed.

Verified at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, **2026**.

**Signature of Parent/Guardian**

Name: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

Certified that the above affidavit has been solemnly affirmed before me on this \_\_\_\_\_ day of \_\_\_\_\_, **20**.

**Oath Commissioner / Notary Public**

**ANNEXURE – II**  
**AFFIDAVIT / DECLARATION BY THE CANDIDATE**

I, **Mr.** \_\_\_\_\_, Son of **Mr./Mrs.** \_\_\_\_\_, admitted to the **UG/PG Programme** in the Department of \_\_\_\_\_ at **Government Engineering College, Ambikapur**, do hereby solemnly affirm and declare as follows:

1. I have submitted my application for hostel accommodation with the full knowledge and consent of my parent/guardian.
2. I have carefully read and fully understood the Hostel Rules and Regulations, Institute Rules, Code of Conduct, and all instructions issued by the Hostel Administration from time to time, and I undertake to comply with them without exception.
3. I have carefully read and understood the **UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009**, and all applicable Anti-Ragging laws. I fully understand what constitutes ragging under these regulations.
4. I solemnly undertake that I shall not indulge in, encourage, participate in, abet, or propagate ragging in any form, either directly or indirectly, within or outside the hostel and campus.
5. I shall maintain discipline, decorum, cleanliness, and a healthy academic environment in the hostel and shall respect fellow students, hostel staff, faculty members, and Institute property.
6. I shall not damage hostel property. In case of any damage caused by me, I shall be personally responsible for the repair or replacement cost in addition to disciplinary action.
7. I shall not consume, possess, or distribute alcohol, tobacco products, narcotic drugs, intoxicants, or any prohibited substances within or outside the hostel premises.
8. I shall not possess any weapons, explosives, inflammable materials, or any prohibited articles inside the hostel.
9. I shall not leave the hostel without obtaining prior permission wherever required under hostel rules and shall comply with all entry, exit, and attendance regulations.
10. I shall not visit rivers, lakes, ponds, dams, waterfalls, abandoned places, or any prohibited locations without prior permission of the competent authority.
11. I understand that the hostel authorities shall not be responsible for any accident, injury, theft, loss, or any untoward incident arising due to my negligence, violation of rules, unauthorized activities, or natural calamities.
12. I shall follow all safety, health, and emergency guidelines issued by the Government, the Institute, or the Hostel Administration from time to time.
13. I understand that hostel accommodation is a privilege and not a matter of right. In case of violation of hostel rules or misconduct, I may be expelled from the hostel without any claim for refund of hostel fees or any compensation.
14. I certify that all the information furnished by me is true and correct. If any information is found to be false, misleading, or suppressed, my admission and hostel allotment shall be liable to cancellation.

**VERIFICATION**

I hereby verify that the statements made above are true and correct to the best of my knowledge and belief. No part of this affidavit is false, and nothing material has been concealed.

Verified at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, **2026**.

**Signature of Candidate**

Name: \_\_\_\_\_ Enrollment No.: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

Certified that the above affidavit has been solemnly affirmed before me on this \_\_\_\_\_ day of \_\_\_\_\_, **20**.

**Oath Commissioner / Notary Public**

## **MEDICAL CERTIFICATE**

(To be signed by a registered medical practitioner holding M.B.B.S. degree)

(To be submitted at the time of hostel admission)

This is to certify that I have carefully examined Mr./Ms. \_\_\_\_\_

S/D/o Mr./Ms. \_\_\_\_\_ whose signature is given below based on the examination, I certify that he/she is in good mental and physical health and does not suffer from any infectious and contagious disease harmful to others or may interfere with his/her studies.

Marks of Identification:

Signature of the applicant:

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Name and signature of the Medical Officer with Seal & Registration No.**