

B K B I E T, Pilani
Boys Hostel
Rules & Regulations for Students

1. Hostel Gate Opening/Closing timings for boys:-
Open time: - 5:00 am (summer) / 6:00am (winter)
Closing time: - Weekdays (Monday to Sunday):- Hostel Gate: 9:00 pm (The timings may vary according to the weather condition/situation).
2. Attendance will be around 9: 30pm – 10:00 pm, daily. You are required to be present during attendance.
3. Procedure for taking leave for going home –
 - Students are not allowed to go home without taking proper permission from the warden/ Superintendent.
 - Students will fill the out pass and approach the Superintendent. Superintendent should get a call from the parent's registered mobile number between 09:00 am to 1:00 pm and 03:00pm to 05:00pm. For any change in phone number, it is responsibility of the parents and students to get the new number registered with the Superintendent.
 - After confirmation from the parents through telephone call, student will get the out pass signed (in duplicate), out pass copy has to remain with students and entry should be made in the outgoing register at the hostel/main gate.
 - On return within the granted permission, student will enter his incoming date/time and signed in the incoming register and deposit out pass at hostel gate.
 - In case student extends his scheduled leave, it is the responsibility of the parents to call or send a SMS/e-mail to the Superintendent/Warden and inform accordingly.
 - Over stay of leave without permission is liable to fine.
4. If, anybody is found absent from the hostel without permission is liable to fine, the Institute will not be responsible for the consequences.
5. Security staff will take regular rounds in the hostel, and is authorized to go into the rooms to have random check. The students will have to inform superintendent or wardens if they are in the rooms during their class time.
6. Parents should ensure that they do not send their ward to the hostel in a bad health. The students should be mentally prepared to stay in the hostel, in case of any problem, student should share their problem with parents and warden.
7. Day scholars and guests are not allowed to stay in the hostel.
8. Any kind of indiscipline may lead to cancellation of hostel allotment.
9. Ragging is strictly banned by Supreme Court of India. Anybody found ragging/taking intro or involved in any other physical or mental harassment would be rusticated from the Institute with immediate effect.

10. Institute is not responsible for any type of theft i.e. (laptop, mobile sets, money or any other commodities). The students themselves are fully responsible for their belongings.
11. Electrical appliances like heaters/electric iron/ induction cooker/electric kettle/immersion rod are strictly not allowed. If found using, they will be seized and a fine will be imposed.
12. Unnecessary gossips and any other type of gathering is strictly prohibited particularly after 10:00 pm.
13. Playing loud music is strictly prohibited in hostel.
14. Students should take care of the hostel property. Tampering or misuse of any item is strictly prohibited.
15. a) Students will be responsible for their allotted facilities in the room. Cost of damaged/lost items will be recovered from the students.
b) Students are also responsible for the infrastructure facilities provided in the hostel. Cost of damaged /lost items will be equally recovered from all the students.
16. a) Payment of hostel fee including mess charges should be made before 31st of June and 31st of December every year. Suitable fine will be imposed strictly after the due dates.

b) The fees paid per semester is valid upto 30th of June and 31st of December. If the student wishes to leave the hostel in the next semester but has to stay for a few days after the stipulated date for some training or some exams, the room rent will be waived but the mess charges for the number of days stayed extra will be charged.

c) There will not be any deduction in the charges for any leave/absence. These are semester charges inclusive of hostel rent plus mess charges and other amenities like water, electricity, maintenance, etc.

d) If the student leaves the hostel in the mid-session then a fee of Rs 1000/- will be deducted from the security deposits (w.e.f. January 2019).

e) Sick students may be provided prescribed diet on prior information to mess incharge.
17. Mess timings :- **Breakfast** : 7:30 am - 9:00 am **Lunch** : 12:30 pm- 2:00 pm
 Dinner: 7:30 pm to 9:00 pm
18. Night canteen timings: 10:00 pm to 12:30 am.
19. A medical assistance is available from 9:00 am to 1:00 pm and from 3:00 pm to 5:00 pm.
20. Students are strictly informed that they should not go on any type of fasting. Weakness leads to different problems. Take good care of your health. The institute will be helpless if the students create problems on their own.
21. Switch off the lights and fans when leaving the room.
22. There is a complaint register with the Hostel Superintendent. Students are required to make a note in the register for any repair work. Only such complaints will be attended to. No verbal complaint will be entertained unless it is found urgent. The timings for maintenance and any type of petty repairs is between **3:00 pm to 5:00 pm**. The maintenance staff may visit the hostel during this time

even without any prior intimation. Student of that room should be present in his hostel room on next day during the maintenance timings.

23. It is the duty of every boy to monitor the cleanliness of the hostel.
24. Utensils from the mess should not be found in the room/corridors. Only if the student is ill and is not able to go to the mess, food can be brought into the hostel, else strictly not allowed.
- 25. In case a boy notices any serious illness or any kind of serious problem with his roommate, it is his responsibility to inform the same to the warden immediately.**
26. If a student wants to leave the hostel, he has to get the No objection certificate signed by the warden, hostel incharge and the mess incharge.
27. In case of any other problems, contact the superintendent/warden or meet them personally.
28. Parents or relatives of the students are not allowed to stay in the hostel. They can stay in the Institute guest house for which a form is to be filled by the student a day before. If the guest house is not vacant, they will have to make their arrangement somewhere else. For the Institute guest house, the student should collect the form from Office No.1, fill up the details and submit it back.
- 29. Consumption and possession of alcohol, tobacco, pan masala, narcotic drug, smoking etc. and their related products is strictly prohibited in the hostel campus and Institute.** If found, it may lead to cancellation of hostel allotment along with fine as decided by college.

Contact Nos.

Hostel Superintendent – Mr. VK Yadav: 8104453266/01596242023

Wardens:-

S.No	Name	Block	Floor	Mob No
01	Mr. VK Yadav	A	G/ Floor	8104453266
02	Mr. DC Sharma	A	1 st Floor	9413565645
03	Dr. YK Gupta	A	2 nd Floor	9414347004
04	Mr. Praveen Sharma	B	G/Floor	9928213255
05	Dr. Vipin Kumar	B	1 st Floor	9784533320
06	Mr. Himanshu Verma	B	2 nd floor	7737215156
07	Mr. Himanshu Gupta	C	G/Floor	7737206775
08	Mr. Himanshu Gupta	C	1 st Floor	7737206775
09	Mr. Himanshu Gupta	C	2 nd Floor	7737206775
10	Mr. Manoj Pandey	D	G/Floor	7737435144
11	Mr. Shashi K Sharma	D	1 st Floor	9929694663
12	Mr. Gautam Jangid	D	2 nd Floor	9887194108