

B K B I E T, Pilani

Girls Hostel

Rules & Regulations for students

1. Hostel Gate Opening/Closing timings for girls:-

Open time: - 6:00 am (Daily)

Closing time: - Weekdays (Monday to Friday):- Main Gate : 7:00 pm, Hostel Gate: 8:00 pm

Weekends (Saturday & Sunday):- Main Gate : 8:00 pm, Hostel Gate: 9:00 pm

2. Single occupancy will be provided on seniority basis according to the availability of rooms.
3. Attendance will be around 9: 30pm – 10:00 pm, daily. You are required to present during attendance.
4. Procedure for taking leave for going home –
 - Students are not allowed to go home without taking proper permission from the warden/ Supervisor.
 - Students will fill the out pass and approach the Supervisor. Supervisor should get a call from the parent's registered mobile number between 11:00 am to 1:00 pm. For any change in phone number, it is responsibility of the parents and students to get the new number registered with the Supervisor.
 - After confirmation from the parents through a telephone call, students will get the outpass signed (in duplicate), one out pass has to be deposited at the hostel gate and entry should be made in the outgoing register at main gate.
 - On return within the granted permission, student will enter her incoming date/time at the same place in outgoing register.
 - In case student extends her scheduled leave, it is the responsibility of the parents to call or send a SMS to the Supervisor and inform accordingly.
5. If anybody is found absent from the hostel without information, the Institute will not be responsible for the consequences.
6. A lady caretaker will take regular rounds in the hostel, she is authorized to go into the rooms and have a random check. The students are answerable to the supervisor or wardens if they are in the rooms during their class time.
7. Parents should ensure that they do not send their children to the hostel in a bad health. The students should be mentally prepared to stay in the hostel, in case of any problem, should share with the parents or the wardens.
8. Day scholars and guests are not allowed to stay in the hostel.
9. Any kind of indiscipline may lead to cancellation of hostel allotment.
10. **Ragging is strictly banned by Indian Supreme Court.** Anybody found ragging/taking intro or involved in any other physical or mental harassment would be rusticated from the Institute with immediate effect.

11. Institute is not responsible for any type of theft i.e. (cycle, mobile sets, money or any other commodities). The students themselves are fully responsible for their belongings.

12. Electrical appliances like heaters are strictly not allowed. If found using, they will be seized and a fine will be imposed.

13. Gossips and any other type of gathering, loud music etc., is strictly prohibited particularly after 10:00 pm.

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 is 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) Sick students may be provided prescribed diet on prior information to mess incharge.

17. Mess timings :- **Breakfast** : 7:30 am - 8:45 am **Lunch** : 12:30 pm- 2:00 pm
Dinner: 7:30 pm to 8:45 pm

18. A medical assistant is available from 9:00 am to 1:00 pm and from 3:00 pm to 5:00 pm.

19. 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.

20. Switch off the lights and fans when leaving the room.

21. There is a complaint register with the Hostel supervisor. 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. The girls who have asked for some repair work in their rooms should be available in their hostel rooms the next day during the maintenance timings.
22. It is the duty of every girl to monitor the cleanliness of the hostel. Utensils from the mess should not be found in the 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.
- 23. In case a girl notices any serious illness or any kind of serious problem with her roommate, it is her responsibility to inform the same to the warden immediately.**
24. If a student wants to leave the hostel, she has to get the No objection certificate signed by the warden, hostel incharge and the mess incharge.
25. In case of any other problems, contact the supervisor/warden or meet them personally.
26. 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.

Contact Nos.

Hostel Supervisor – Ms Saroj Shekhawat: 9414062514

Wardens: 1) Ms. Anupama Sharma: 9887341416

3) Ms Kritika Sharma: 7737730455

2) Ms. Sonam Mittal : 9785792715

4) Ms Reena Saini : 9950675227
