

GIRLS HOSTEL PROSPECTUS AND INFORMATION BROCHURE

2022-2023



**Ch. Devi Lal State Institute of Engineering and Technology
PanniwalaMota (Sirsa)**

C.D.L.State Institute of Engg. & Technology, PanniwalaMota (Sirsa)

Phone NO. 01668-277597

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PREFACE

Ch. Devi Lal State Institute of Engg. & Technology, PanniwalaMota (Sirsa) was established by Government of Haryana in the year 2003 to promote the study and research in the field of Engineering, Technology and Science. The college was named after (Late) Chaudhary Devi Lal, the former Deputy Prime Minister of India, who belonged to this very western area of State Haryana. The College is situated at NH-9 at a distance of 22 km from Sirsa and 280km from Delhi. Though situated in Haryana, the Sirsa district adjoins both Punjab and Rajasthan states and has great potential for developing into a centre of academic excellence to cater the needs of the students belonging not only to Haryana state, but also to those, coming from other states of India.

All the hostels are under the overall supervision of the Director-Principal of the College. He is assisted with the team of Chief Warden and Wardens. At present, there is one girls hostel of 223 capacity. Wi-Fi, Common room, T.V. room and gymnasium facilities are provided to the inmates. Sports facilities such as Football, volley ball, badminton and athletics are also available for the inmates for the leisure time.

Directors Message



I welcome all the girls hostel residents for better hostel life which may not be like your home but at the same time will be quite similar to that. Hostel life is an important part of any student as it provides enormous opportunities to learn and become independent. Ch. Devi Lal State Institute Engineering & Technology, Panniwala Mota, Sirsa provides State-of –the-art infrastructure, good governance improved teaching-learning processes, conducive and peaceful environment and very good hostel facilities for girls for better learning environment.

The institute is making countless efforts to provide good infrastructure including quality food, internet connectivity through Wi-Fi system, security and other basic needs in the hostel. Hostel life is important for holistic development of the student and for developing them as responsible citizens independently. Meeting with people from different regions, countries & cultures build you a person with versatile personality that makes you learn new things naturally.

I extend my best wishes to every student who comes to college and stays in hostel.

Director- Principal

Chief Warden Message

A hostel is a home away from home. I am delighted to welcome the students to the girls' hostel of CDLSIET. It has always been our endeavor to make the stay of residents safe and comfortable. The welfare of the students in the campus is of utmost importance for us. I am extremely pleased to welcome you all to be a part of CDLSIET family that strives to provide a homely and healthy atmosphere with complete safety and security in the hostel. The hostel life promotes the integral development of body, mind and spirit and encourages several desirable traits in students like sharing, caring and adjusting to community living and provides more time and scope for molding the personality and character of the students. I ensure that the students get a calm, clean, green and relaxing atmosphere. However, the residents are also liable to maintain decorum in the hostels, keep their surroundings clean and refrain from many unlawful activities. Living in a hostel presupposes high degree of integrity, consciousness, cooperation, tolerance and hard work for a bright future and good image of our institution. I wish a fruitful stay to the residents of CDLSIET hostels and I envisage a promising and prosperous career for you all.

Hostel Official

Sr.No	Name	Designation	Position Held on GH	Contact NO.
1	Dr. Yash Paul Singh Berwal	Director-Principal	Director-Principal	01668-277597
2	Dr. Shyam Sunder	Associate Professor	Registrar	9416361515
3	Dr. Pawan Kumar	Associate Professor	Chief Warden	9812615571
4	Ms. Priyanka Handa	Assistant Professor	Warden	9466579970
5	Ms. Kavita	Library Professional Assistant	Assistant Warden	9416118833
6	Ms. Suman	Clerk	Cashier	8572075029
7	Ms. Geeta	Care taker	Care taker	9588586072,8607620640
8	Ms. Krishna	Care taker	Care taker	7988436467

HODs of Departments

Sr. No	Name	Designation	Contact no.
1	Sh. Sudhir Dagar	HOD ECE	9416827726
2	Dr. Sanjay Dahiya	HOD CSE	9416414099
3	Sh. Puneet Chawla	HOD EE	9416788602
4	Sh. Manik Goyal	HOD CE	9466670070
5	Sh. Pawan Kamboj	HOD ME	9812615571

WARNING

Each and every student admitted in the hostel is strictly warned that she is not allowed to permit any of her friend/guest to stay in her room without prior written permission of the Warden of the hostel concerned. In case of any violation in the matter, warning will be issued, the room of the defaulting hosteller shall be cancelled, the hostel fee may be forfeited along with fine and she may not be given hostel facility again.

By order

Director-Principal

Inspiration

Capacity Building

When I visualize the five minds of the future (1. Disciplinary mind, 2. Synthesizing mind, 3. Creative mind, 4. Respectful mind, 5. Ethical mind), I have a message for all the teachers and students. Nurturing all the five minds is possible, if you build the following five capacities among the youth. What are those five capacities? The five capacities are: research and inquiry, creativity and innovation, use of high technology, entrepreneurial and moral leadership. These five capacities are required to be built through the education process.

Research and enquiry: The 21st century is about the management of all the knowledge and information we have generated and the value addition we bring to it. We must give our students the skills with which they find a way through the sea of knowledge that we have created and continue with lifelong learning. Today, we have the ability, through technology, to really and truly teach ourselves to become the life-long learners. This is required for sustained economic development

Creativity and innovation: The management of knowledge in the 21st century is beyond the capacity of a single individual. The amount of information that we have around is overwhelming. The management of knowledge therefore must move out of the realm of the individual and shift into the realm of the networked groups. The students must learn how to manage knowledge collectively. When the information is networked the power and utility of the information grows as square as stated by Metcalfe's law. Information that is static does not grow. In the new digital economy information that is circulated creates innovation and contributes to national wealth.

Capacity to use high technology: Every student in our colleges should learn to know how to use the latest technologies for aiding their learning process. Colleges should equip themselves with adequate computing equipment, laboratory equipment, and Internet facilities and provide an environment for the students to enhance their learning ability. In the midst of all of the technological innovations and revolutions we cannot think that the role of the teachers will be diminished. In fact the teacher will become even more important and the whole world of education will become teacher assisted and would help in "tele-porting" the best teacher to every nook and corner of the country and propagate the knowledge. There is a great opportunity and need for content generation in many fields of education which can be used all over the country.

Entrepreneurship: The aptitude for entrepreneurship should be cultivated right from the beginning and in the University environment. We must teach our students to take calculated risks for the sake of larger gain, but within the ethos of good business. They

should also cultivate a disposition to do things right. This capacity will enable them to take up challenging tasks later.

Moral leadership: Moral leadership involves two aspects. First it requires the ability to have compelling and powerful dreams or visions of human betterment. Moral leadership requires a disposition to do the right thing and influence others also to do right things. In sum, inquiry, creativity, technology, entrepreneurial and moral leadership are the five capacities required to be built through the education process. I would suggest, all the educational institutions to consider carving out a six months programme from the overall time available for the graduate and post-graduate programme. In this period the students should be equipped with knowledge on subjects like leadership, finance, marketing, inter-personal relationship, negotiation, entrepreneurship and ethical values. The students should be provided a certificate or a diploma along with the professional degree. This type of education will equip the youth with employable skills needed by the industry and also give the confidence to the youth to take up entrepreneurship as an independent venture.

If we develop in all our students these five capacities, we will produce "Autonomous Learner" a self-directed, self controlled, lifelong learner who will have the capacity to both, respect authority and at the same time is capable of questioning authority, in an appropriate manner. These are the leaders who would work together as a "Self-organizing Network" and transform any nation into a prosperous nation. The most important part of the education is to imbibe the confidence among the student is the spirit of "**we can do it**".

By, Dr. APJ Abdul Kalam
www.abdulkalam.com

HOSTEL RULES AND REGULATIONS

1. Admission:

Note:

THE ADMISSION OF GIRLS TO THE HOSTEL WILL BE MADE STRICTLY IN ACCORDANCE WITH THE MERIT/BRANCH ALLOTTED TO THEM, THERE WILL BE NO EXCEPTION TO THIS RULE.

THE HOSTELERS ARE REQUIRED TO VACATE THEIR ROOMS IMMEDIATELY WITHIN TWO DAYS AFTER THEORY EXAMINATION OF EVEN SEMESTER ARE OVER. IN CASE OF NON-VACATION OF ROOM, A FINE OF Rs. 25/- PER DAY WILL BE IMPOSED UPTO FURTHER ONE WEEK. AFTER WHICH THE STUDENT MAY BE EXPELLED FROM THE HOSTEL.

ANY OF THE RULES CONTAINED IN THIS RULE BOOK MAY BE CHANGED WITHOUT PRIOR NOTICE.

- 1) Student seeking admission to the hostel must apply on the prescribed form to the Warden/Chief Warden/Director-Principal, Ch. Devi Lal State Institute of Engg. & Technology, PanniwalaMota (Sirsa).
- 2) All rights of admission to the College hostels are reserved with the Warden/Chief Warden/Director-Principal.
- 3) Admission to the College hostels will open at the beginning of the academic session and the regular students will be admitted on the recommendations of O/I's of the respective departments on **first come first serve** basis for the first year students. (Subject to availability of accommodations).
- 4) Seats for the Second/Third/fourth year students in the hostel will be allotted on the basis of previous conduct and marks in First/Second/Third year exams in their respective courses on the recommendations of their O/I's. Admission is subjected to the availability of accommodation.
- 5) If the seats in a particular department remain vacant, Warden/Chief Warden/Director-Principal will make the re-allocation of the seats among the other departments/branches.
- 6) If a student has applied for the bus-pass, he will not be entitled for the hostel accommodation.

- 7) Generally, no hostel accommodation will be given to any student whose permanent residence is situated within 30kms for boys and 20kms. for girls from the College Campus. However, in special circumstances, the Warden/Chief Warden/Director-Principal may provide accommodation to a needy and deserving student.
- 8) If any student gets hostel accommodation on the basis of her admission in a particular branch and subsequently, she joins another branch, she must inform the hostel authorities accordingly.
- 9) Hostel accommodation is non-transferable to any other person. In case of violation to this rule, the allotment shall be cancelled and disciplinary action will be taken against allottee as well as illegal occupant of the room. In case, somebody is found living in any room without the due allotment or staying with any other person without prior permission, the room will be got vacated and strict disciplinary action with recovery of room rent and a fine of Rs.100/- to Rs. 1000/- (as deemed fit) will be imposed against the defaulter(s) & a fine of Rs.1000/- to Rs. 2000/- will also be imposed to allottee and the room will be locked till the payment of total fine to concerned hostel Cashier and she will be required to submit an affidavit regarding this concern not to repeat this again in the future.
- 10) A student suffering from any infectious disease will not be allowed to stay in the hostel till she produces a certificate of medical fitness from the Civil Surgeon.
- 11) Admission is to be sought a fresh in every academic session subject to the satisfaction of Warden/Chief Warden/Director-Principal regarding proper conduct and regarding the payment of dues of hostel, mess and canteen etc. in case of ex-residents.
- 12) Admission of a student in the hostel shall stand automatically cancelled on cancellation of her admission to the course in the College or in case, the student herself discontinues studies, but she has to apply for refund (if any) in writing.
- 13) Generally, no teacher or any other employee of the College will be allowed accommodation in any of the College hostels. However under extra-ordinary circumstances, she may be allowed to stay with the permission of the Warden/Chief Warden/Director-Principal and she has to pay hostel charges Rs.700/- per month.
- 14) There is a provision of hostel identity card and residents will have to keep this Identity Card with them. They will have to produce their I-card when asked for.

- 15) Once allotted, no hostel resident is allowed to change her room at her own, without written permission of Hostel Warden. In case, somebody is found to have changed her room without written permission of Warden, a strict disciplinary action will be taken against the defaulters & a fine of Rs. 100/- to 1000/- (as deemed fit) will be imposed on him.
- 16) **Hostellers are to submit the hostel security refund form to hostel attendant/Assistant warden /warden and handover the room properly when she will vacate.**
- 17) Any loss of furniture/ fixture found in the room will be recovered from the hostel security of the occupant of the room.
- 18) **Hostel Security of Rs. 3500/- will be refunded, when passed out from the College and after the completion of the requirements for refund of hostel security.**
- 19) **If a student does not apply for the refund of her hostel security within 3 years of leaving the hostel, in that case, the same will be forfeited automatically.**
- 20) **JUMPING OVER THE BOUNDARY WALL WILL BE TREATED AS SERIOUS OFFENCE.**
- 21) In case of emergency, college vehicle will be provided to take the hostel inmates to the hospital and the charges of the vehicle will be born by the inmate. The charges will be Rs.8/- per kilometer and Rs. 100/- will be the minimum charges. For making a request of college vehicle, performa will be filled by the respective hostel inmate and it should be duly recommended by the concerned warden, then the college vehicle will be provided. In case a resident is serious and she needs to get admitted in the hospital for some time, after get admitted the resident in the hospital, the warden will inform to her parents on phone nos. mentioned in hostel form and after that it will be the responsibility of the parents to look after their girl in the hospital or arrange to look after the inmate at their own level.

2. Attendance & Leave:

- 1) Continued absence from the Hostel without prior permission of duration seven days or more, will be intimated to the parent/guardians immediately and will render the defaulter liable to disciplinary action.
- 2) A register will be maintained by the Security-man in which due entries will be made by boarders coming late in the night.
- 3) Students interested to visit for marketing to Sirsa and nearby places, will take prior permission from the Wardens.
- 4) **Students interested to go to their home town only at the Weekends only, not in between of their weekdays and will take prior permission from the Wardens and they are required to return back to Hostel on due date as mentioned on the application form regarding permission to visit their home town, otherwise a fine of Rs. 500/- will be imposed.**
- 5) The Students must obtain permission from warden two days in advance by giving movement book to caretaker.
- 6) All the residents are expected to be in their rooms at the time of roll-call, which will be taken by Hostel Caretaker at the timings fixed by the Warden in consultation with the Warden/Chief Warden/ Director-Principal from time-to-time.
- 7) Residents have to mark their entry in the register while leaving hostel for attending classes at the college, leaving for home or for marketing and while returning to hostel, failing which they may be fined from Rs. 50/- to Rs. 200/-.
- 8) Residents desiring to be away from the hostel for a bonafide purpose, must obtain the prior permission from the hostel warden. Such permission will be given only in special circumstances and in writing. The residents staying in the department after the regular department hours should submit written permission from the Officer-in-Charge of the concerned department to the Warden.

- 9) **Application for the absence from hostel for more than eight hours, must ordinarily be supported by the consent of resident's guardian as well as Warden.**
- 10) Sanction for leave for any station except home must be taken before a student avails it. Residents, who absent themselves in anticipation, will ordinarily be considered as absent without leave. All such applications should bear room number, name of the department and dates of leave previously availed.
- 11) Coming late to the hostel or remaining absent for the night from the hostel without the prior permission will be treated as a serious offence. The names of the residents, who are guilty of repeated violation of the rules, will be reported to the Warden/Chief Warden/Director-Principal and they will render themselves liable to expulsion from the Hostel.

3. Attendance Criteria:

As per the Ordinance for Credit Based System for course of Studies w.e.f. session 2022-23 onwards of CDLU, Sirsa. Following guidelines regarding attendance will be applicable for the students enrolled with CDLU, Sirsa.

End semester examinations (Major Tests) shall be open to a regular student who:

- i) has been on the rolls of the Department / Institution during the semester ;
- and
- ii) has completed atleast **75%** of the lecturers in aggregate of each paper, (Theory & Practical separately) seminar, case discussion, field trips, tutorials, etc.

4. Guests:

- 1) Residents are not been allowed to keep any guest with them in the Hostel. In exceptional circumstances, a student may be allowed to keep a guest in the Hostel's Guest Room after obtaining prior permission from the Warden/Chief Warden/ Director-Principal. But in no case, a guest will be allowed to stay in the

hostel beyond a period of three days. Residents will enter the particulars of their guest in the guest register available with security-man on duty.

- 2) Female guests are not allowed to go to the rooms of the Boys Hostel.
- 3) Male guests are not allowed to go to the rooms of the Girls Hostel.

5. Furniture and Equipment:

- 1) Students shall keep their rooms neat and clean & shall be responsible jointly or individually for the furniture issued to them and the fixtures there in their rooms at the time of occupation. If a student observes any damage or defect in the furniture issued to him/her or in the permanent fittings in her room or finds anything missing at the time she occupies the room. It will be her duty to bring it in the notice of the Warden/Chief Warden before occupying the room, failing which it will be presumed that everything is in order at the time of occupation.
- 2) Furniture shall not be removed from one room to another. The furniture belonging to the Common room or the dining hall or the Hostel office or the Hostel Guest room shall not be taken out and brought into the student rooms. Any person indulging in such activities will be liable to disciplinary action (including a fine upto Rs. 100/- per article).
- 3) When a student vacates her room before the Summer break or after withdrawal or expulsion, she shall return all the hostel furniture & other property issued, to Warden' office, failing which she shall be liable to pay the entire cost of such furniture or other property. **Repair charges for any damage to the furniture will also have to be paid by the resident along with a penalty of Rs.100/- for not handing over the charge.**
- 4) Mishandling of T.V, Indoor Games, Water Cooler or other property in Common room, Mess, Guest room etc. may lead to a fine of Rs. 500/- or the cost of the repair & fine.

- 5) All the electrical accessories in the room are in working condition at the time of allotment. During the stay, if anything get failed to work, she will get this repaired and for this purpose, Electrician will be provided.
- 6) **If the fans or lights are found ON, when resident is not in room or room is locked, fine of Rs.100/- will be imposed.**

6. General:

- 1) Residents are expected to conduct themselves with dignity and decorum at all times in the Hostels.
- 2) They should not disturb other residents in any manner.
- 3) Residents having Computer/ Transistor i.e. sound producing equipment or musical instruments are to ensure that other residents are not getting disturbed due to high volume and use these equipment only with the help of ear-phones. If any complaint in this regard is obtained, the matter will be dealt seriously and action will be taken accordingly. No stereo or music system producing high sound is allowed in the hostels.
- 4) They should consider the College property i.e. building, electrical &, sanitation fittings, furniture etc as their own and should not try to damage them in any way. Residents will have to bear the cost of the repair of the property damaged by them individually or collectively. They are particularly warned not to scribble anything on walls and doors in the hostel.
- 5) **Use of abusive language, tearing of pages from magazines, periodicals and newspapers, playing of cards or any other act of breach of hostel discipline, will be treated as violation of the hostel rules and will invoke necessary punishment.**
- 6) **Gambling, use of alcoholic drinks and drugs/consume of meat/eggs/fishes in any form within or outside the hostel, are strictly prohibited. Those,**

violating this rule, are liable to be expelled from the hostel with forfeiting their hostel security along with heavy fine.

- 7) The residents should neither bring/entertain the outsider/non-hostellers to the College hostel nor bring any guest without the prior permission of the Warden concerned.
 - 8) **The residents are not permitted to keep Iron/weapon/arms of any kind in the hostel.**
 - 9) Hostel servants are not to be mistreated. Any complaint of indiscipline or insolence against servants must be reported to the Wardens for necessary action and a strict disciplinary action including expulsion from Hostel will be initiated.
 - 10) If any resident wants to make a representation to the Chief Warden/Registrar/ Director-Principal, it should be made through proper channel.
 - 11) Lights should be switched off and water taps should be turned off, when not required. Tea leaves or any rubbish should not be thrown into the sinks, corridors etc.
 - 12) Desert Coolers can be used by the hostellers with the prior written permission of the Warden of the concerned hostel on payment of the charges @Rs. 500/- per month per appliance. In case any student is found using desert cooler without written permission of the warden, she can be imposed a fine upto Rs. 1000/- by the Warden.
- Note:** - In case any student is found using electric Iron, electric heater, electric induction, she can be imposed a fine upto Rs. 1000/- by the Warden. Other disciplinary action may also be taken by the Warden/Chief Warden/Director-Principal including expulsion from the hostel.
- 13) Residents must not tamper with the electrical and sanitary installations. The cost of repair/replacement due to any damage done by them will be charged from the boarders besides imposition of fine.

- 14) Residents are expected to keep their surroundings neat and make proper use of dustbins. Spitting in hostel compounds and corridors. Plucking of flowers, crossing of flower beds and lawns is prohibited.
- 15) Residents should lock their rooms whenever they go out. The responsibility for any kind of loss such as loss of goods, money, jewellery or any other item, will be that of the occupant of the room. They are advised in their own interest to open their S.B. accounts in the Bank and keep with them as little money as possible. In no case, they should keep valuables or jewellery with them. Inmates are themselves responsible for any theft of valuable items.
- 16) Residents are required to observe the decorum in the common rooms. Games must be played in an orderly manner. Nothing should be removed from the common room. The residents should not mishandle the T.V, Stereo, cooler or any other property in the common room.
- 17) No VCR/VCP/VCD or DVD is permitted in the hostel and no show of picture or any other visual item is permitted during the day or night without the permission of the Warden. Those, who violate the rule, will be fined and also liable to other disciplinary action.
- 18) **The Hostel authorities may expel any resident at any time, if they are not satisfied with her conduct or for violation of the rules.**
- 19) The Warden/Chief Warden/Director-Principal may expel a resident from the hostel on recommendation of the Warden, if any kind of dues to be paid by her exceed the limit from time-to-time.
- 20) **In case of non-payment of dues of violation of any Hostel rule by a resident, the Warden may get her room locked or opened for possession without any liability whatsoever.**
- 21) Any resident opening a room by breaking the hostel lock, window-pane etc. shall be liable to fine/security forfeit/expulsion from the hostel. In case, a resident

misplaces her key, she must report to the hostel office. Hostel attendant will break the lock.

- 22) All orders, which are notified from time-to-time by Warden/Chief Warden/Director-Principal will be binding on the residents.
- 23) Foreign students studying in the College and who are not in the final year, may be allowed to stay in one of the hostels during the vacations, by the Warden/Chief Warden/Director-Principal. Those foreign students, who are in final year, may be allowed to stay in the hostel on payment of guest charges after being allowed by the Warden/Chief Warden/ Director-Principal. They will be put in the same hostel as in the case of other foreign students.
- 24) The students suffering from Chronic Diseases such as Asthma, Cardiac Heart ailment, T.B, Epilepsy etc. are required to produce a medical Certificate issued by the Govt. Doctor alongwith the prescription and history of the treatment of the student.
- 25) **All the electrical fittings/accessories present in the room should be taken care by the allottee. At the time of allotment of the room, all the fittings are to be checked and if any fault occurs later on, the total responsibility will be of the allottee of the room. After occupying the room, the inmates are supposed to maintain the electrical items at their own.**
- 26) **IF ANY STUDENT OF THE COLLEGE FOUND INDULGE IN THE INDISCIPLINARY ACTIVITIES SUCH AS MISBEHAVIOR, QUARRELING CASES, THE STUDENT WILL BE SUSPENDED FROM THE HOSTEL AND ALSO FROM THE COLLEGE.**

7. Special Rules for Girls Inmates:

- 1) At the time of admission to the girl's hostel, their ward, parents/guardians must submit a list of relatives/visitors, who are allowed to meet the girl students and who can take them out. The visitors are expected to sign the visitors' register and state their relationship.

- 2) Students can meet the visitors in the visitor room whose names have been given in the visitors list with the permission of the Warden from 7am to 6 pm.
- 3) Guests are not permitted to stay in the Hostel. However, under special circumstances, female guests can stay with the prior permission of the Warden. A fine of Rs.200/- will be imposed and a strict action will be taken against those who violate the rule.
- 4) The girl students may leave the hostel only with written permission of the Warden except for College in college timing.
- 5) At the time of admission to girls hostel the parents must mention name, address, phone no. of local guardian. Girls will be allowed to visit or stay with local guardian with prior permission of the Warden.
- 6) Residents are to observe closing time strictly. The residents coming to hostels after 5:05 pm (or as decided by Warden/ Chief Warden /Director-Principal) will make necessary entry in the register at the main gate and submit their Identity-Card to the security-man on duty, which can be collected from the Warden on the next day. Residents coming late will be fined /punished including disciplinary action against them.
- 7) **Students are allowed to go to their home town at Weekends only, not in between weekdays and will take prior permission from the Wardens and they are required to return back to Hostel on due date as mentioned on the application form regarding permission to visit their home town, otherwise a fine of Rs. 500/- will be imposed.**

8. Mess:

- 1) Both the hostels have mess on Contract basis managed by Contractor.
- 2) All the residents are expected to take their meals in the hostel dining hall. No resident is allowed to take meal at room under any circumstance without the permission of Warden.

- 3) Taking meal in mess is compulsory for all hostel residents. No resident is allowed to bring/arrange meal from the outside sources.
- 4) A minimum of 22 days diets are compulsory in a month. No exemption of diets will be considered, if inmates bunk during the working days of college.
- 5) Diet Charges will be displayed on the notice board of the hostel.
- 6) **In case, mess dues are not paid by 10th of every month, it will be accepted with a fine of Rs.10/- per day. After last day of the month, special fine of Rs.500/- will be imposed.**
- 7) **In case, any resident does not clear her dues even after two months, her name may be stuck off from the hostel rolls. Her mess facility will be stopped and her room will be locked forthwith. Parents/guardians will also be informed in this regard accordingly and whenever the dues are realized, she will be added as usual.**
- 8) **All the inmates are required to clear their hostel mess, canteen and any other dues and obtain a No-dues certificate before they take their examination roll number slip and again all their dues must be cleared before they vacate the hostel, failing which their names will be forwarded to the Academic branch of the College, for withholding their roll number slip/detailed marks cards. Other disciplinary action may also be taken.**
- 9) Residents will not go into the Cooking areas. Violation of this can attract a fine of Rs.500/- per event.
- 10) Cooking in the rooms as well as taking food in the room from dining hall is strictly prohibited. Any inmate found to violate the rule will be liable to pay a fine Rs. 200/-
- 11) **All residents are to observe mess timings specified from time-to-time. After the mess timings are over, no resident can claim for meal.**
- 12) All the residents will come in the mess in proper dress.

- 13) The inmates will not be allowed to take utensils from dining hall to their rooms, if utensils of mess are found in their room or placed in the windows of their rooms, a fine of Rs. 100/- will be imposed on them. However, if utensil of the mess will be found in any broken condition, a common fine of Rs. 100/- per utensil will be imposed on every inmate of the hostel.

9. Ragging:

Ragging in Educational Institutions is banned and anybody indulging in ragging shall be punished appropriately, which may include expulsion from the Hostel/Institution, suspension from the Institution. The punishment may also take the shape of

- i) Withholding scholarship or other benefits.
- ii) Debarring from representation in various co-curricular activities.
- iii) Withholding the result.
- iv) Suspension or expulsion from the Hostel or Mess and the likes.

If the individual committing or abetting ragging are not identified, collective punishment can be awarded to serve as a deterrent.

The following acts and conduct will be considered as ragging:- *“Any disorderly conduct whether by words spoken or written or by an act, which has the effect of teasing, treating or handling any other student with rudeness; indulging in rudely or in disciplinary activities, which cause to likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof is a fresher or a junior student or asking the students to ant act or to perform something, which such student will not do in the ordinary circumstances and which has the effect of causing or generating a sense of shame or embarrassment, so as to adversely affect the physique or psyche of a fresher or a junior student.”*

CHARGES OF GIRLS HOSTEL DUES

Sr. No.	Charges/Security	Amount
1	Hostel Security	Rs. 3500/- (Refundable)
2	Room Rent	Rs. 2400/- (For Double Seater) Rs.3600/- (For Single Seater)
3	Sweeping & Security & Electricity Charges	Rs. 5000/-
4	Hostel Fund	Rs.1200/-
	Total	Rs. 12,100/-(for double seater / Rs. 13,300/-(for single seater)

Note:-

- i. The Hostel Security can be utilized for the recovery of Hostel Dues or any other dues by the Warden of the Hostel.
 - ii. If a student leaves hostel in between the session or at the end of the session and does not pay any of his hostel dues then she should be considered as a defaulter and her security will be forfeited.
- 1) If a room is allotted to a student in the beginning of the even semester of the session i.e. December/January to May/June of the session, the hostel charges will be realized from the start of the session (i.e. for full session).
 - 2) Normally, for temporary allotment of rooms, surety of a College employee in respect of hostel dues and mess dues will be required to be given to the satisfaction of Warden/Director-Principal.
 - 3) The regular student of the College shall not be eligible for short-term accommodation. They will be admitted to the hostel on regular basis.

- 4) If any student leaves the College/ Hostel for whatsoever reason and also informs the warden in writing about her leaving the hostel within a month of hostel admission she will be entitled for 50% refund of hostel charges.
- 5) If any student leaves the College whatsoever be the reason after one month of hostel admission she will be entitled for only security keeping all the dues to be cleared from the various sections of the Hostel.
- 6) **If a student does not apply for the refund of her hostel security within 3 years of leaving the hostel, in that case, the same will be forfeited automatically.**
- 7) Once the cheque of the refund amount is issued to any student, the total responsibility of the cheque will be with that student. If it will be torn off/wash away/misplaced, case will not be entertained at any cost.

Scholarship Scheme

Sr. No	Name	Amount	Criteria
1.	Pragati Scholarship Scheme for Girls Hostler (1 st year)	50000/-	Directed by AICTE on basis of merit
2.	BC Students for Hostels	12500 /-	Income Certificate upto Rs. 250000/-
3.	BC Students for Non Hostler	8500/-	Income Certificate upto Rs. 250000
4.	SC Students for Hostler	50200/-	Income Certificate upto Rs. 250000
5.	SC Students for Non Hostler	43700/-	Income Certificate upto Rs. 250000

Girls Hostel Admission Form (2022-2023)

CH. DEVI LAL STATE INSTITUTE OF ENGINEERING & TECHNOLOGY,

PANNIWALA MOTA (SIRSA)

Note:- i) All columns in this form and hostel Identity card must be clearly filled by the student in her own handwriting.

ii) Two extra passport size photographs must be attached with this form.

1. Name (In Capitals):.....

2. Father's Name:.....

3. Branch:.....

4. Year/ Semester:.....Roll no.:.....

5. Whether belongs to SC/ST/BC? If yes,, mention the category:.....

6. Marital Status:.....

7. Distance of the College from home location:.....

8. e-mail Id of the student:

9. Permanent Address (with Tel. No. & Mob. No. of Parents):.....

.....

.....Phone/Mobile No..... e-mail:.....

10. Name & address of Local guardian (with Tel no.), if any:.....

.....

11. Whether you are old student, Yes/No? if yes, give particulars:

Name of the Hostel.....Room No.....From..... To

12. Interested in which room (Tick in appropriate Column) Single Seater
 Double Seater (Option for Girls only)

13. Whether your parents allow you to go to Sirsa for outing? Yes/No

14. Whether your parents allow you to go to home/come hostel alone? Yes/No

*Affix Passport size
photo duly attested
by O/I of deptt.
concerned with
office seal*

15. Whether any punishment for misconduct/violation of hostel rules/indiscipline etc. was ever incurred, Yes/No? If yes, give details:.....

I have gone through the rules regarding College Hostel and Hostel Mess given in the Hostel prospectus. I hereby promise to abide by these rules and rules notified from time-to-time, failing which I shall be liable to be expelled from the hostel and such other punishment as may be deemed fit. In case my status in the department changes, I shall inform the Warden about my changed status immediately & leave the hostel as required under the rules. I shall pay the hostel dues regularly, failing which the Warden of the hostel concerned may initiate legal action against me.

(Signature of Father/Guardian)

(Signature of Applicant)

I recommend that..... Son/daughter of Sh., a bonafide student of this department, may be admitted to the College Hostel. I certify that the address of the applicant given in the Hostel Admission form is same as given in the admission form of the department. In case the applicant leaves the Department or her name is struck off from rolls on account of non-payment of dues or any other reason, I shall inform the Warden concerned. I shall not issue the Roll Number slip of examination to the student unless she produces a No-Dues certificate from the Warden concerned.

O/I of the Deptt. (Office Seal)

Only for Girl Students:

(VISITOR'S LIST)

Sr. No.	Name of Visitor	Relation with Resident	Telephone No.
1
2
3
4

Dated:..... (Signature of Father/Guardian)

FOR OFFICE USE ONLY

Allotted Room No.....vide Receipt No.

Dated.....

Hostel Attended/Care Taker

Warden/Assistant Warden

UNDERTAKING

(To be filled in by every student getting Hostel admission)

I,son/daughter of Sh.Class.....
Roll No. 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) **IF I FOUND INDULGE IN THE INDISCIPLINARY ACTIVITIES SUCH AS MISBEHAVIOR, QUARRELING CASES, STRIKE ETC.THE STUDENT WILL BE SUSPENDED FROM THE HOSTEL AND ALSO FROM THE COLLEGE.**
- 2) I shall pay my dues regularly preferably before 10th of every month, otherwise I shall be liable to pay fine/special fine of Rs. 10/- per day and Rs. 500/- respectively.
- 3) **I shall neither bring/entertain any non-hostlers/any outsider to college hostel nor bring any guest without the prior written permission of Warden and make due entry into the Guest Register available with the security-man on duty.**
- 4) I shall not keep any weapon/arms/wooden rod/iron rod of any kind in my room/hostel.
- 5) **I shall maintain full discipline in the hostel.**
- 6) I shall neither force any mess worker for **ROOM SERVICE** nor I take food in Tiffin to my room. if found taking food to the room, I shall be liable to pay fine of Rs, 200/- & disciplinary action can be taken against me.
- 7) I shall keep my hostel I-card with me and show to the authorities concerned on demand.
- 8) I shall not temper with the mess register, in which Guest Diets are entered by the mess supervisor.
- 9) I shall not exchange my room without prior written permission of the Warden.
- 10) **I shall not keep costly items/ money in any room. In case of the theft of costly items/money from my room, I shall not told College/Warden/Staff of Hostel/Mess responsible for that.**
- 11) **I shall not use drugs/alcoholic drinks in any form within or outside the hostel premises.**

If found guilty of violation of any Hostel rule(s), in view of above undertaking, I shall be liable to appropriate action including cancellation of allotment of my room/ security forfeit/ expulsion from the hostel.

(Signature of Applicant)

Class:.....

Roll No:.....

Date:.....

Room No:.....

(To be filled by Office)

Mob. No:.....

**CH. DEVI LAL STATE INSTITUTE OF ENGINEERING &
TECHNOLOGY,**
PANNIWALA MOTA (SIRSA)

REQUISITION FORM FOR VEHICLE

Name of Student Roll No. Date

Mobile No. Branch Hostel Room No.

Reason for requirement of vehicle

PHC/Hospital place to be visited

I undertake to make the payment of the vehicle as per Distt. Red Cross Society Rates.

Signature of the Hostel Resident

Comments of Warden (Boys/Girls Hostel)

.....

O/I Vehicle

Director-Principal

No. of K.M. travelled_____

Signature of Driver

Account Officer

