

**ARCHITECTURE GIRLS HOSTEL,**  
**SECTOR-11, CHANDIGARH-160011**



**RULES AND REGULATIONS**  
**(Effective from January, 2025)**

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1. These rules and regulations are being issued under the authority of the Principal, Chandigarh College of Architecture, Sector-12, Chandigarh.
2. Parents/ guardians are requested to make a note of the rules and ensure that their Daughters/ wards observe them at all times.
3. These Rules and Regulations may be altered at any time and such an alteration will be binding on all residents.

**ARCHITECTURE GIRLS HOSTEL, SECTOR-11, CHANDIGARH.  
RULES AND REGULATION (Effective from January, 2025)**

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**HOSTEL MANAGEMENT**

- 1.1 The Architecture Girls Hostel is managed under the overall control of the Principal, Chandigarh College of Architecture, Sector-12, and Chandigarh.
- 1.2 A faculty member of the Chandigarh College of Architecture, designated as the Hostel Incharge oversees the functioning of the hostel.
- 1.3 Mrs. Kulwinder Kaur, Hostel Superintendent is residing in the hostel. Residents and parents can contact her at all times for help and guidance. (Contact No.9988800984)
- 1.4 Other members of the hostel staff i.e Hostel Cashier, Accounts Clerk etc. are available from 9:30 a.m. to 5:30 p.m. during the working days (Monday-Friday) and Hostel Attendant available from 9:00 a.m to 5:00 p.m during Monday to Saturday.
- 1.5 Sweepers have been appointed to clean the toilets and common spaces. They also clean the rooms at the residents' risk and responsibility during the times noted in their duty charts. Residents are advised to get their rooms cleaned only in their presence.
- 1.6 **Office Timings:**
  - (a) Hostel Superintendent 09:30a.m to 12:00p.m  
(All days of the week and 04:30p.m to 09:00p.m  
Except Wednesday)
  - (b) Hostel Cashier and 09:30a.m to 05:30p.m  
Accounts Clerk  
(Monday to Friday)
  - (c) Hostel Attendant 09:00a.m to 05:00p.m  
(Monday to Saturday)

**2.0 ADMISSION PROCEDURE:**

- 2.1 All rights of admission to the Architecture Girls Hostel are reserved with the Principal, Chandigarh College of Architecture, Chandigarh. He can refuse admission to any student without assigning any reason.
- 2.2 Bonafide girl's students of Chandigarh College of Architecture, and Government College of Arts, Chandigarh are allowed admission to the hostel on the recommendation of the Principal of the respective institution.
- 2.3 Admission to the hostel will be open every year in July/August i.e at the beginning of each academic session.
- 2.4 Students seeking admission must apply on the prescribed form available with the Hostel Superintendent. Presence of Parents / Guardians of the candidate is essential at the time of new admissions.
- 2.5 The completed form must be countersigned by the Parents/ Guardians of the applicant and the Principal of the institution to which the applicant belongs.
- 2.6 Old residents are also required to seek fresh admission to the hostel at the beginning of every academic session (i.e July/ August).
- 2.7 Admission to old residents is granted / confirmed subject to the following;
  - a) Receipt of a duly completed admission form
  - b) Satisfactory conduct / discipline during the previous semester
  - c) Clearance of all previous duesFailing compliance of any of the above the admission will not be granted. If an old resident delays the submission of a computed admission form a daily fine of Rs 150/- will be charged till the date of submission.
- 2.8 Ordinarily hostel rooms will not be issued to the Tri-city students, Preference will be given to the out station students.
- 2.9 Ordinarily hostel rooms will not be issued to UT pool students, Preference will be given to the all India quota students.
- 2.10 Thesis students will get extra room for thesis work if the room will be vacant.

**3.0 FACILITIES PROVIDED:**

- 3.1 Will be supplied with one Bed, one study table and one chair by the hostel authorities. Residents are required to sign the stock register on issue of the furniture.

- 3.2 Every resident shall be responsible for the safety of the furniture issued to her and Maintenance of the room allotted to her. Damage done to the furniture/ room in her possession will have to be made good by the resident concerned. **Repair charges for any damage done to the furniture will have to be paid by the resident Concerned.**
- 3.3 Before leaving the hostel at the end of the session every resident shall personally hand over the charge of the room and obtain clearance from the Hostel Superintendent.
- 3.4 Penalty for leaving the hostel without handing over charge of room is Rs.500/-.
- 3.5 Students should bring with them their own bedding, bedlinen, locks and bulb/tube rods.
- 3.6 The Hostel Authorities shall in no case be responsible for the residents' articles/property. Students are advised not to bring costly jewellery or keep excessive cash with them. They may open an account in the State Bank of India Branch in the college premises.
- 3.7 Facilities like Wi-fi, Sports, Television and laundry exist in the hostel.
- 3.8 All rooms in the hostel are single-seater cubicles. No double sharing of room can be allowed.
- 3.9 Residents All securities will stand lapsed one year after the resident leaving the hostel.

#### **4.0 ALLOTMENT OF ROOM:**

- 4.1 Allotment of room for each session is done at the beginning of the academic year (i.e. July/ August).
- 4.2 Allotment is done in consultation with the residents strictly on seniority basis. Decisions of the Hostel Incharge will be final in case of any dispute arising out of the above.
- 4.3 No resident is allowed to change her allotted room without prior permission of the Authorities even if such a change is mutual.

#### **5.0 MESS RULES:**

- 5.1 Every resident is a compulsory member of the mess.
- 5.2 The hostel mess and canteen caters to both vegetarian and non-vegetarian to the students.
- 5.3 The hostel mess is run under the supervision of the Hostel Superintendent and with the help of the hostel committee.
- 5.4 Meals will not be served before or after the fixed hours the timings for which are as follows;

<b>Breakfast</b>	<b>08:30 a.m to 09:30 a.m</b>
<b>Lunch</b>	<b>1:00 p.m to 2:00 p.m</b>
<b>Dinner</b>	<b>8:00 p.m to 9:00 p.m.</b>

- 5.5 All residents are required to dine in the dining hall during the specified hours only. Food will not be served in the residents' room, the common room or the Visitor's room.
- 5.6 Residents must be punctual for meals, must be properly dressed while in the dining hall and maintain decorum.
- 5.7 The mess is run on contract basis and charges of diets (Breakfast, Lunch and Dinner) keeping in view the terms and conditions of the contract.
- 5.8 The mess is run on basis of fixed 75 diets for Breakfast, lunch and dinner. Every resident have to pay Rs.3375/- for 75 diets (Breakfast, lunch and dinner) per month. If any resident take diets more than 75 the additional diets will be counted separately as per diet rate. Exemption is given only in summer and winter break.
- 5.9 Evening Snacks and tea are served as canteen items and direct pay to the contractor.
- 5.10 a) Residents guests will be served meals at the usual rates.  
b) The contractor will not supply food to anyone outside the hostel or who is not a resident of the Hostel. However, staff members may be allowed tiffin facility in consultation with the Hostel Incharge on payment as per guest charges of the Mess.
- 5.11 **MESS FINES:** If a resident has not informed the mess contractor beforehand about not taking any meals, she will pay a fine equal to half the rate of the diet.

#### **5.12 PAYMENT OF MESS DUES:**

- a) The list of mess dues outstanding against each resident's name shall be displayed by the 4<sup>th</sup> of each month. Discrepancies', if any, should be brought to the notice of the Hostel Superintendent and the mess contractor by the 6<sup>th</sup> of the month after which the resident will be bound to pay the amount shown against her name.

b) Mess dues are to be paid via online latest by the 10<sup>th</sup> of each month after which residents will be required to pay fines at the following rates: -

- |      |   |          |
|------|---|----------|
| i)   | upto 11 <sup>th</sup> to 17 <sup>th</sup> of each month | Rs.100/- |
| ii)  | upto 18 <sup>th</sup> to 24 <sup>th</sup> of each month | Rs.200/- |
| iii) | upto 25 <sup>th</sup> to last day of each month         | Rs.300/- |

c) Residents who delay in paying their dues for more than a month will not be served meals in the hostel mess.

d) The Hostel Incharge may expel any student from the hostel if the dues remain unpaid for more than 40 days.

e) Residents are advised to periodically check their mess registers for any discrepancy

## **6.0 SUMMER VACATION/ CLOSING OF HOSTEL;**

6.1 The hostel formally closes on the last day of the examination. Residents will vacate the hostel room within 72 hours of the termination of their examination. A fine of Rs.150/-per day will be charged for overstay. Students undergoing practical training / college work and those who have to continue their work after examinations may be permitted to stay in hostel during summer and winter vacations on the specific recommendation of their Principal. Any student who returns to the hostel mid-vacation without prior permission of the Principal/AGHI, will be charged a fine of Rs.150/- per day (consisting it an overstay).

6.2 Foreign students who are continuing their course may also be allowed to stay in the hostel during vacation on the recommendation of their Principal.

6.3 Ex-Final year foreign students may also be permitted to stay in the hostel on payment of guest charges at Rs.150/-per day for a maximum period of 10 days.

## **7.0 ATTENDANCE AND LEAVE RULES;**

7.1 7.1 Residents shall present themselves in person for daily roll call in the Hostel Superintendent office at the following time:

- (a) Summer & Winter 8:30 p.m. to 8:45 p.m

7.2 **The hostel gate will be closed at 08.30 p.m. |The time will remain same for entire summer and winter.** Residents returning to the hostel after this time shall make late entries in the register maintained for this purpose.

7.3 Residents will be allowed 8 late leaves. The late leave timings will be 09.30 pm for B.Arch 1st year, B.Arch 2nd year, B.Arch 3rd year, BFA 2<sup>nd</sup> year and BFA 3<sup>rd</sup> year. Late leave timings will be 10:00 p.m for B.Arch 4<sup>th</sup> & 5<sup>th</sup> year, M.Arch students, MFA students and BFA final year students will remain same for entire summer and winter. The prior information to be given to the hostel authorities by signing the register, failing which a fine will be imposed. No resident will be allowed to enter the hostel after the specified time. A fine of Rs.100/- will be imposed on the first late leave without permission and a cumulative fine of Rs. 100/- per late leave (without permission) will be imposed i.e. a second late leave will be fined Rs. 200/- and a third of Rs.300/- and so on, up to the maximum of 03 in one academic year, after which the student has to vacate the hostel.

7.4 Residents who avail more than the prescribed number of late leaves due to emergency and without intimation will have to get a signed letter from their parents/ guardians and fine will be applied as stated in 7.3.

7.5 Residents are not allowed to stay the night out without giving prior information to the hostel authorities.

7.6 Ordinarily residents will not be allowed to stay out of the hostel for more than three days at a stretch. Long leave beyond three days is permitted only if the college is observing holidays or if the students are required to go on a study tour. In case a resident wish to go home for a special /festive occasion prior permission has to be sought from the Hostel In-charge for staying out beyond three days. Anybody failing to do so the leave will be treated as Leave without Permission and a fine of Rs.50/-per day imposed.

7.7 All residents going on leave/ late leave must fill the leave register personally in their own hand before departure appropriate entries must also be made on return from leave.

- 7.8 Residents returning from leave shall report themselves at roll call otherwise it shall be assumed that they are absent from the hostel and a fine of Rs.100/-per day imposed. After a lapse of 02 days consecutively, the resident will be liable to a written explanation to the Hostel Superintendent failing which a case for vacating the hostel will be made.
- 7.9 The residents should submit the weekend Performa in the Hostel Superintendent's office on the day of return from leave. Anybody failing to do so will be fined Rs.50/-. In case the weekend Performa is not submitted on day of return from leave, the leave will be treated as Leave without Permission and a fine of Rs.50/-per day imposed.
- 7.10 Residents shall present themselves in person for daily roll call in the Hostel Superintendent office at the following time:
- (a) Summer & winter 8:30p.m. to 8:45p.m
- 7.11 **The hostel gate will be closed at 08.30p.m. The time will remain same for entire summer and winter.** Residents returning to the hostel after this time shall make late entries in the register maintained for this purpose.
- 7.12 Residents will be allowed 8 late leaves. The late leave timing will be 09:30 p.m for B.Arch 3<sup>rd</sup> year, B.Arch 2<sup>nd</sup> Year, B.Arch 1<sup>st</sup> year and BFA 3<sup>rd</sup> year, 2<sup>nd</sup> year. Late leave timings will 10.00p.m. for B.Arch 4<sup>th</sup>year, 5<sup>th</sup> year, M.Arch Student, BFA Final year and MFA students the time will remain same for entire summer and winter.The prior information to be given to the hostel authorities by signing the register, failing which a fine of Rs.100/- may be imposed. No resident will be allowed to enter the hostel after the specified time.
- 7.13 Residents who avail more than the prescribed number of late leaves will have to get a signed letter from their parents/ guardians and Rs. 100/- per late leave will be paid.
- 7.14 Residents are not allowed to stay the night out without giving prior information to the hostel authorities.
- 7.15 Ordinarily residents will not be allowed to stay out of the hostel for more than three days at a stretch. Long leave beyond three days is permitted only if the college is observing holidays or if the students are required to go on a study tour. In case a resident wish to go home for a special /festive occasion prior permission has to be sought from the Hostel Incharge for staying out beyond three days, anybody failing to do so the leave will be treated as Leave without Permission and a fine of Rs.50/-per day imposed.
- 7.16 All residents going on leave/ late leave must fill the leave register personally in their own hand before departure appropriate entries must also be made on return from leave.
- 7.17 Residents returning from leave shall report themselves at roll call otherwise it shall be assumed that they are absent from the hostel and a fine of Rs.100/-per day imposed.
- 7.18 The residents should submit the weekend Performa in the Hostel Superintendent's office on the day of return from leave. Anybody failing to do so will be fined Rs.50/-. In case the weekend Performa is not submitted on day of return from leave, the leave will be treated as Leave without Permission and a fine of Rs.50/-per day imposed.

## 8.0 **VISITOR OR GUEST RULES:**

- 8.1 Male visitors shall meet the residents in the visitor room only and during the hours specified below: -

**All days of the week**

**10:00a.m to 01.00p.m.**

**02:00p.m to 08:00p.m**

Note:

- i) Allowed for activities such as college submission, parents meeting visitor meeting etc. with the prior permission of Hostel Superintendent.
- ii) Visitor meeting duration will be maximum 30 minutes.

- 8.2 Standing outside, the hostel gate with male visitors is strictly prohibited and may lead to disciplinary action by the hostel authorities.
- 8.3 All female visitors/ guests entering the hostel building (i.e. the residents rooms, dining hall, common room etc.) will be required to make entries in GUEST REGISTER kept for this purpose. The entry is to be made both at the time of entering and leaving the building.
- 8.4 The friends of the residents will not be allowed to stay in her room. The permission will be granted only for academic work. For academic work the permission of stay of girls' student of CCA and GCA in her room should be taken from Principal, Chandigarh College of Architecture and Principal, Govt. College of Arts with the recommendation of Warden from respective colleges.
- 8.5 Residents will be charged @ Rs100/-per day for female guests staying with them during academic work for 3 days. After 3 days permission shall be taken by the Principal of respective Colleges.

**NOTE:**

- (i) Wards should fill the guest entry register and inform the Hostel Superintendent. All the particulars about the guest should be clearly filled in the Guest Performa and also attached the guest ID proof with guest Performa.
  - (ii) Guest Room will be allowed to the family members (mother & sister) of the residents of Architecture Girls Hostel with the permission of the Warden upto seven days. Beyond seven days the permission for stay of guest will be seeked from Principal, Chandigarh College of Architecture and Principal, Govt. College of Arts with the recommendation from respective Warden
  - (iii) If any resident will avail the guest room facility in hostel, she will pay Rs.150/- per day per guest.
  - (iv) All guest charges will be deposited with the college cashier in advance and guest Performa/application with ID Proof should submit in the hostel office for office record before arrival of guest.
- 8.6 The Hostel Superintendent will personally check the hostel rooms and the mess to ensure that no guest is staying in the hostel in an unauthorized manner. Fine at double the rate of guest charges will be imposed on defaulters.

**9.0 CONDUCT AND DISCIPLINE;**

- 9.1 Ragging in any form is completely banned. Anyone found indulging in ragging in the hostel premises will be liable for Legal Action in addition to rustication from the hostel.
- 9.2 Residents are expected to observe good manners and polite behavior with their fellow residents, hostel and mess staff.
- 9.3 Disciplinary action shall be taken against and fines imposed on any resident found guilty of misbehavior and breach of discipline.
- 9.4 Residents must switch off their lights while going out of their rooms or while going to sleep.
- 9.5 Residents are not permitted to cook in their rooms or use any private electrical appliance. Defaulters will be fined Rs.500/-each time and the electrical appliance confiscated (not to be returned).
- 9.6 Non-payment of dues, misconduct or violation of hostel rules by residents may result in imposition of disciplinary fines. Students who habitually flout hostel rules and / or whose dues remain unpaid for more than 40 days will be expelled from the hostel. In such a case, Hostel Incharge will have the authority to get the resident's room locked/opened for possession without any liability whatsoever.
- 9.7 All applications regarding leave/ complaints etc. will be addressed to the Hostel Incharge and submitted to the Hostel Superintendent in her office.

**10.0 HOSTEL FEES AND SECURITIES:**

The following fees and securities are to be paid by the residents; -

10.1 **AT THE TIME OF ADMISSION;**

a)	Hostel Security	Rs.1500/-	} Refundable on the residents leaving the hostel.
b)	Mess Security	Rs.1000/-	
c)	Mess Advance	Rs.3375/-	

10.2 **CHARGES TO BE PAID IN JULY AND JANUARY:**

- a) Room rent, electricity and Water charges Rs.720/- (Rs.240+ Rs.480/-)
- b) Amalgamated Fund Rs.300/-
- b) Architecture Girls Hostel Fund Rs.900/- for Architecture and Arts College Fund students

10.3 **MONTHLY CHARGES:**

- a) Mess Bill fixed Rs.3375/- for 75diets

11.0 **REFUND OF SECURITIES:**

- 11.1 The hostel and mess securities will be refunded to a resident only after she has cleared all the dues and handed over the possession of the room.
- 11.2 Securities will not be adjusted against the bills
- 11.3 Applications for refund of securities must be submitted at least three days before the intended date of leaving the hostel when the resident's mess account will close and she will eat on cash payment.
- 11.4 If need be, the cheque for the refund of securities can be sent by post to the resident's address.