

White Paper

Introduction:

E-governance envisages with the sole vision of enhancing the system of governance for development of the college by leveraging new and cutting-edge technologies. The broad areas of e-governance are in the area of examinations, admissions, day to day operations of departments, academics, placements management information systems and stake holder's inclusion in a staged manner. The scope of this policy broadens to the following areas:

- College Administration
- Student Admission
- Examination & Evaluation
- Library Management
- Account & Finance Section
- ICT Infrastructure

Objectives:

The purpose of implementing e-governance is to enhance good governance. Good governance is generally characterized by participation, transparency and accountability. The recent advances in communication technologies and the Internet provide opportunities to transform the relationship between Institute administrations in a new way, thus contributing to the achievement of good governance goals. The use of information technology can increase the broad involvement of employees in the process of governance at all levels by providing the possibility of on-line discussion groups and by enhancing the rapid progress and efficiency of pressure groups. Advantages for the Institute involve that the College may provide better service in terms of time, making governance more efficient and more effective. In addition, the transaction costs can be lowered and services become more accessible.

Roles & Responsibilities

Some of the functions expected of the E-Governance Cell are:

- Administration and maintenance of Institution Website & ERP Portal.
- Implementation of E-governance in all functioning of the college to provide simpler and efficient system of governance within the college.
- Development & Maintenance of Online application of ERP.
- Emphasis upon the wider Access of Information.
- Enhancing efficiency through e-office & e-Management (Document Management System)
- Promoting transparency and accountability in all the functions of the college.
- To maintain the Data on a secure environment.
- To establish a fully automated Library.
- Greater attention to Improve Service Delivery Mechanism.



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- Maintenance of Institutional data base.
- Facilitating online internal and external communication between various entities of the institution.

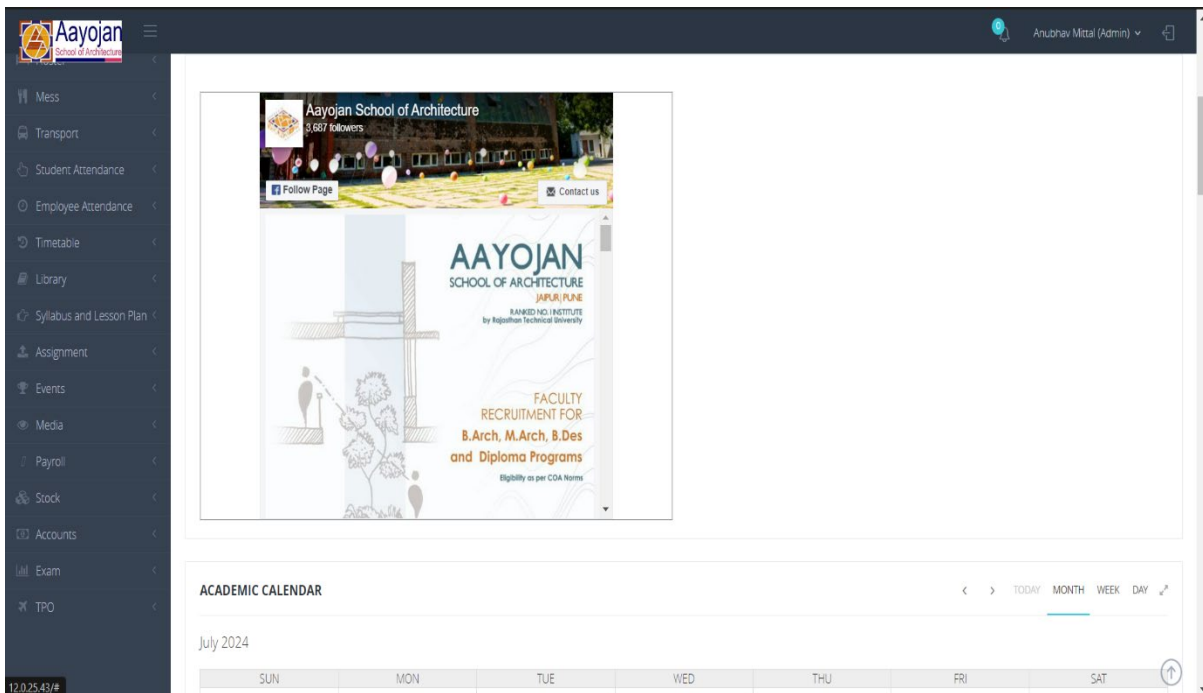
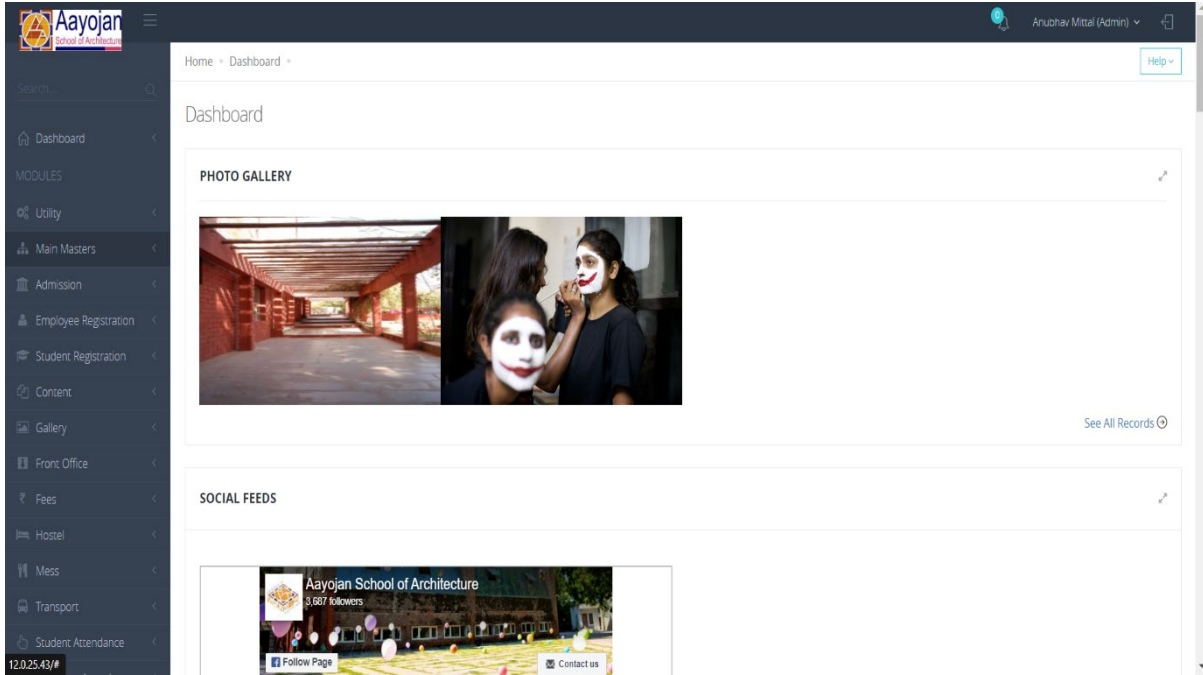
Composition;

The E-Governance cell will be constituted under the chairmanship of head of the institution with heads of important administrative units and a few teachers and a few distinguished educationists/ representatives of local committee. The composition of the E-Governance Cell may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Two to Four teachers
4. One or two members from the Management
6. Two technical support person from office.

Expected Support (*Academic/Administrative/Financial*): The E-Governance requires academic, administrative and financial support for the various purposes such as Time-Table, Pay-roll, periodic renewal etc.

ERP Interface







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Subscription Renewal Bill for 2023-2024

 IFW Techno Creations Pvt. Ltd. 328-E, Sector 5, Hiran Magri, Yasant Vihar, Near Goyal Hospital, Udaipur, Rajasthan 313002 India GSTIN 08AABC18498L1ZS W: www.ifworld.com E: sales@ifworld.com Mobile No. 9314409691, 9314409690		<h3>TAX INVOICE</h3>			
Invoice No. : 7257	Place Of Supply : Rajasthan (08)	Invoice Date : 08/08/2023			
Bill To					
M/s. : Aayojan School of Architecture Contact Person : Mr. Prabhakar Email : psr@aayojan.edu.in Contact No. : 9314514649 Address : ISI - 4, RIICO Institutional Block, Sitapura, Goner Road Jaipur, Rajasthan, India					
S. No.	Item & Description	Amount	CGST % Amt	SGST % Amt	Amount
1	IFW ERP AMC (on-premise) PO Date : 08/02/2018 PO No. : ASAD/2017-18/1095 Annual Maintenance Cost(AMC),15% Rs. 2,00,000 /- : Rs.30,000 + 18% GST = Rs.35,400/- Period Covered: 01-07-2023 to 30-06-2024 SAC: 998313	30,000.00	9% 2,700.00	9% 2,700.00	30,000.00
Total In Words <i>Rupees Thirty-Five Thousand Four Hundred Only</i>		Sub Total 30,000.00 CGST9 (9%) 2,700.00 SGST9 (9%) 2,700.00 Total 35,400.00			
*This is a computer generated invoice and does not require a physical copy. IFW Bank Detail : Account : IFW Techno Creations Pvt. Ltd. Bank Name : ICICI Bank Ltd. Bank Ac. No. : 004505007425 RTGS/NEFT IFSC Code : ICIC00000045 Branch : Madhuban, Udaipur, Rajasthan PAN No. : AABC18498L Corporate Identity No. : U72200RJ2008PTC025979 (2007-2008)		 Authorized Signature			
Terms & Conditions *If any kinds of details or updates are added in any project specifications after the finalisation of the details, extra charges will applied as per the nature of work. *For any legal dispute, the jurisdiction of the competent course shall be only Udaipur(Raj.). *Cheques are subjected to realization only. *If cheque is dishonored Rs. 1000/- will be charged extra. *Amount once received will not be returned under any circumstances. *We do not hold any liability of any kind of data loss. Client has to maintain its data backup on their own. *Objection, if any should be lodged within 7 days from the billing date. *All invoices should be cleared within 10 days of its date. In case of delay, regular services & support will be stopped. *E & O E					

Minutes of Meeting

Date: 17-July-2024

Time: 1:00 PM – 1:30

Location: Conference Hall

Attendees:

Mr. Aadi Mahajani, Executive Director

Mr. Kiran Mahajani, Principal & Director

Mr. Ayushman Agnihotri, E-Governance Cell

Mr. Anubhav Mittal, Head of Department

Agenda:

1. Discussion on E-Governance Systems
2. Implementation Plan and Timeline
3. Training and Support
4. Budget and Resources

1. Discussion on E-Governance Systems:

Academic Systems:

Platform Selection: Discussed the adoption of IFW ERP for online learning. Decision to proceed with a pilot phase.

Integration: Planned integration with current academic databases and research tools.

Challenges: Addressed concerns regarding user training and system compatibility.

Administrative Systems:

ERP System: Decided to implement IFW ERP for managing student records, faculty information, and scheduling.

Document Management: Discussed the need for an electronic document management system.

Workflow Automation: Agreed on automating routine processes to improve efficiency.

Financial Systems:

Budgeting Tools: Approved the renewal and Implementation for budgeting and accounting.

Online Payments: Approved the implementation of a secure online payment gateway for tuition fees.

2. Implementation Plan and Timeline:

Implement the time table made by Dean on ERP as soon as the classes starts. Daily lesson plan, Attendance updation is mandatory.

3. Training and Support:

Training Programs: E-Governance Cell will organize training sessions for faculty, staff, and students. Dates to be finalized.

Support Team: A dedicated support team will be established to assist with technical issues and user queries.

4. Budget and Resources:

Budget Approval: Discussed and approved the budget for system implementation and support.

Resource Allocation: Identified key resources required, including hardware, software, and personnel.

Action Items:

1. Implementation of LMS and ERP systems for the semester.
2. To evaluate document management options by September.
3. To organize training sessions for new faculties and support structures by 14 August.

Meeting Adjourned: 01:30 PM

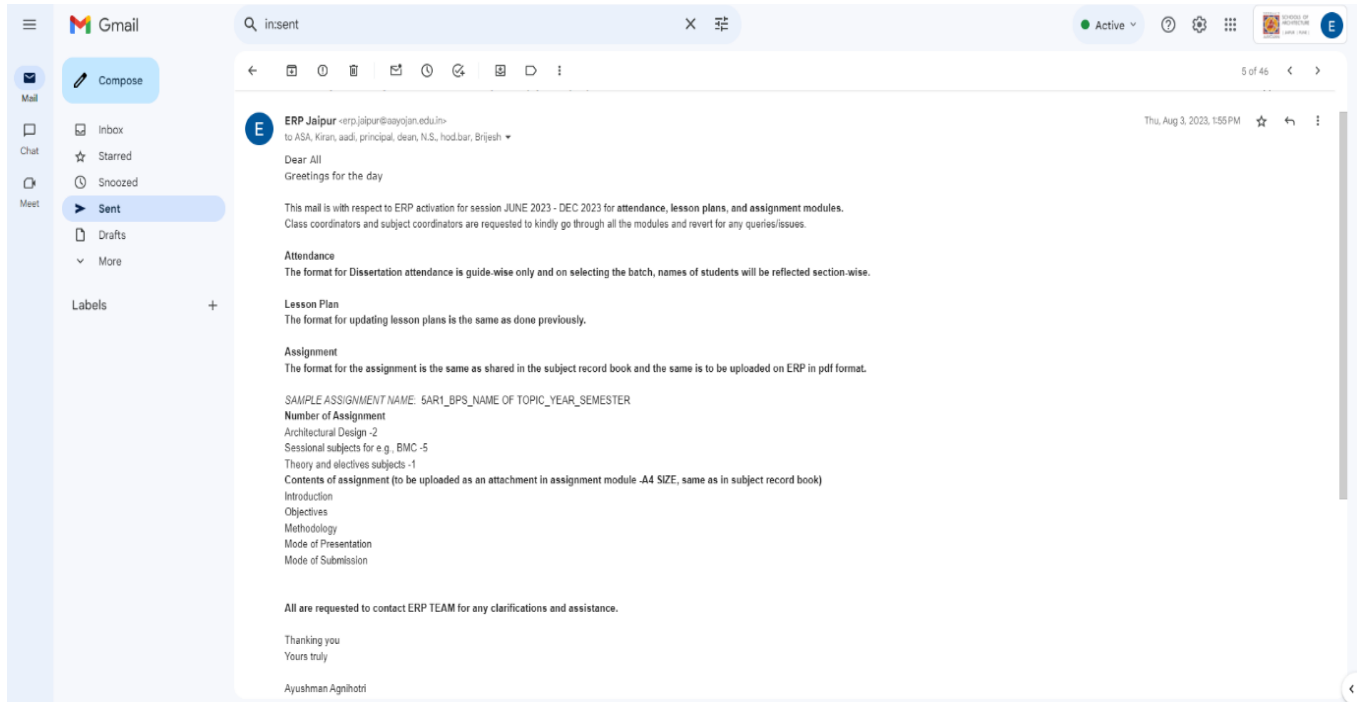
Minutes Prepared By:

Ayushman Agnihotri

E-Governance Cell

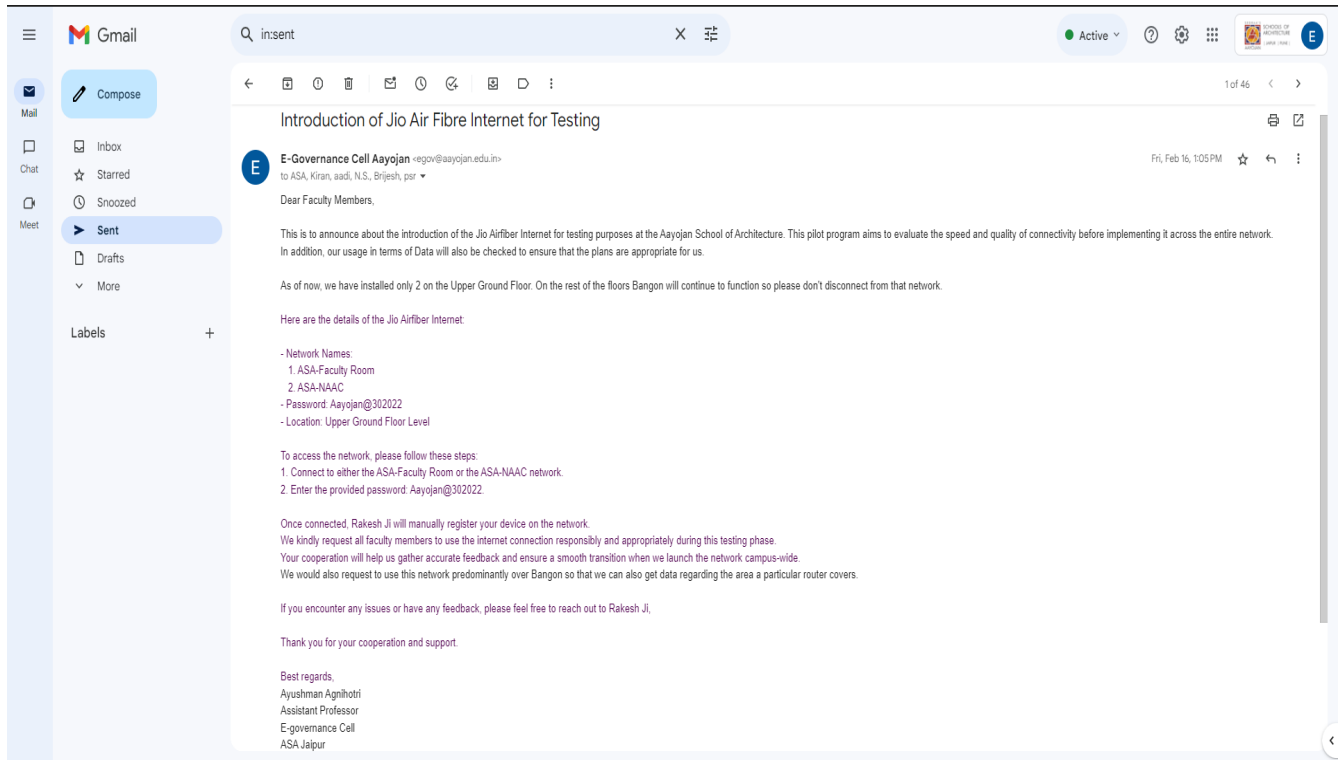
ERP Activation mail

A mail had been sent with all the necessary instruction to use ERP cum ILMS named as IFW ERP 2.0 to introduce transparency and to make Teaching Learning efficient by the use of modern technology.



Jio Fibre Implementation in Campus

Service of Jio Air fibre was started as pilot project in campus to provide high speed internet connection in campus.



The screenshot shows a Gmail interface with an email titled "Introduction of Jio Air Fibre Internet for Testing" from "E-Governance Cell Aayojan". The email content is as follows:

Introduction of Jio Air Fibre Internet for Testing

E-Governance Cell Aayojan <gov@aayojan.edu.in>
to ASA, Kiran, aadi, N.S., Brijesh, par

Dear Faculty Members,

This is to announce about the introduction of the Jio Airfiber Internet for testing purposes at the Aayojan School of Architecture. This pilot program aims to evaluate the speed and quality of connectivity before implementing it across the entire network. In addition, our usage in terms of Data will also be checked to ensure that the plans are appropriate for us.

As of now, we have installed only 2 on the Upper Ground Floor. On the rest of the floors Bangon will continue to function so please don't disconnect from that network.

Here are the details of the Jio Airfiber Internet

- Network Names:
 1. ASA-Faculty Room
 2. ASA-NAAC
- Password: Aayojan@302022
- Location: Upper Ground Floor Level

To access the network, please follow these steps:

1. Connect to either the ASA-Faculty Room or the ASA-NAAC network.
2. Enter the provided password: Aayojan@302022.

Once connected, Rakesh Ji will manually register your device on the network. We kindly request all faculty members to use the internet connection responsibly and appropriately during this testing phase. Your cooperation will help us gather accurate feedback and ensure a smooth transition when we launch the network campus-wide. We would also request to use this network predominantly over Bangon so that we can also get data regarding the area a particular router covers.

If you encounter any issues or have any feedback, please feel free to reach out to Rakesh Ji.

Thank you for your cooperation and support.

Best regards,
Ayushman Agnihotri
Assistant Professor
E-governance Cell
ASA Jaipur



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ANNUAL REPORT 2023-24

HOSTEL COMMITTEE

COORDINATOR

Akanksha Pal

HOSTEL COMMITTEE

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Introduction

In pursuance with NAAC, the hostel committee is responsible to develop a system for consistent and catalytic action for the proper functioning of the hostel and to provide safe and healthy environment for the students.

Objectives-

- To provide suitable and comfortable accommodation for residing students.
- Maintain conducive atmosphere for study and interchange of thoughts and ideas.
- To provide the students with infrastructure conducive for their growth and well-being.
- To look after the day-to-day problems of the students and appoint the student member in charge to supervise the activities of the students.

Roles & Responsibilities

Some of the functions expected by the committee are:

- Receiving the student grievances, report to the concerned authorities and get them resolved.
- Maintaining of the discipline in the mess and mess related activities.
- Sustaining the quality of food and cleanliness based on the supervision and feedback.
- The committee will enquire the cases of breach of hostel conduct rules pertaining to a hostel and take suitable action along with respective authorities.
- The committee actively meets once a month to discuss and mutually settle hostel affairs. The Member secretary maintains Minutes of meeting of hostel committee.
- Committee collaborates with the warden and caretakers to supervise the condition of the sanitation in hostel including Mess.
- Committee encourages indoor and outdoor sports activities to promote the welfare of the students.

Composition *(example IQAC)*

The composition of the committee is described as follows:

1. Chairperson
2. Senior administrative officers
3. Faculty coordinator



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4. One or two members from the Management
5. Hostel wardens for girls and boys hostel
6. Two Student In charge from girls and boys hostel

Expected Support (*Academic/Administrative/Financial*)

The hostel committee requires academic, financial and maintenance support for the various purposes- health emergencies, repair works, pest controls, rescheduling of hostel activities etc.

**RULES & REGULATIONS GOVERNING HOSTEL
ADMINISTRATION**



**AAYOJAN SCHOOL OF ARCHITECTURE
ISI-4, RIICO Institutional Area, Sitapura, Jaipur-302022**

**Managed by
SOCIETY FOR EDUCATION DEVELOPMENT AND RESEARCH IN
ARCHITECTURE & ART (SEDRAA)**

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1. HOSTEL ADMINISTRATION

- 1.1 The following office/staff are involved in the effective day-to-day functioning of Hostel and its administration:
 - a) Chairman (Dean)
 - b) Chief Warden / Proctor
 - c) Warden
 - d) Assistant to Warden
 - e) Caretaker
- 1.2 Dean – Academics / Chief Warden shall act as the Chairman.
- 1.3 Warden to be appointed by the Director in consultation with Chairman, for a period of 3 years.
- 1.4 Each hostel is supervised by Warden and assisted by Assistant to Warden and a Caretaker, who will be available in the hostel, in the normal working hours and as per time schedule decided by Hostel Administration.
- 1.5 For day to day working Warden of the hostel will take decision. If required they may consult Chairman and take his approval.
- 1.6 For implementing policy matter Chairman, may report to Director of the Institute.
- 1.7 Each mess is administered by the concerned mess supervisor along with the students mess committee under the directions from Warden of respective hostel.
- 1.8 The students can approach any of the above officers for help, guidance and grievance redressal. Representations to higher officers must be forwarded through proper channel.
- 1.9 When an authority is not satisfied by an official/staff working hierarchically below him/her, the monitoring authority can report about such official/staff in writing. Such report should invariably contain details about the cause of dissatisfaction and should be sent to the officer hierarchically above. Any such matter will be finally reported to the Director, and the Director reserves the right to initiate any action as he deems fit for the situation.

2. DUTIES AND RESPONSIBILITIES

General duties and responsibilities of the various post holders in the hostel administration are defined here. If required, the duties and responsibilities are subject to changes at any time by Hostel Administration with the approval from the Director.

2.1 Chairman

- 2.1.1. Overall administration of all the hostels.
- 2.1.2. To maintain the coordination of wardens of various hostels for smooth running of day to day routine work of Hostels.
- 2.1.3. To take the steps and measures for overall efficient hostel administrations and welfare.
- 2.1.4. Maintaining database of students through Warden's office
- 2.1.5. Making the policy for allotment of hostels to students
- 2.1.6. To ensure discipline in the hostels

2.1.7. Implementation of decisions taken by the Institute authorities

2.1.8. Communicate with the parents/guardians of the inmates

2.2 Warden

2.2.1. Allotment of rooms to the students as per the guidelines issued by the office of Chairman.

2.2.2. To redress the grievances related to the functioning of the hostel and nominate Warden-Representative.

2.2.3. Nominate the students for the mess menu committee, hostel maintenance committee, Cleanliness Committee and other such committees.

2.2.4. Regular visit to hostel for better interaction with the students

2.2.5. To give permission to the Guests for residing in the hostel on the request of the students.

2.2.6. To supervise the working of hostel staff

2.2.7. To solve the day to day problems of the students

2.2.8. To deal with the acts of indiscipline of the students.

2.2.9. Reporting the cases of serious indiscipline/ragging to the Proctorial committee for further Rules & Regulations governing Hostel Administration action at the Institute level.

2.2.10. To check the various registers and ledgers maintained by the caretaker and mess supervisor from time to time.

2.2.11. To maintain overall ambiance of the hostel premises

2.2.12. To ensure proper maintenance of the rooms and hostel premises

2.2.14. To do other assigned work as discussed and decided by Hostel Administration.

2.3 Assistant to Warden

2.3.1. To assist warden in maintaining hostel discipline and all other works mentioned above.

2.3.2. To advise and guide in smooth running of the Mess and maintaining the quality of the food.

2.3.3. To check the hostel installations/floor and wings for proper functioning and ambiance

2.3.4. To check the mess regularly and countersign the entries in various registers maintained by various hostel level committee.

2.3.5. To ensure compliance of code-of-conduct and facilitate the hostel services to inmates.

2.3.6. To maintain the leave record of the students (To keep a watch on the In and Out register specially for first year hostels)

2.3.7. To supervise the caretaker in maintaining the stock of the hostel

2.3.8. Regular visit to the hostel to solve the day to day problems of the students.

- 2.3.9. Forward all the applications of the inmates of the hostel to the administration or for opening of the bank account, issue of mobile SIM etc through Warden.

2.4 Caretaker

- 2.4.1. Occupancy/vacation of rooms to/by the students (Get the signature of the student on the inventory of the furniture, electrical and other items in the room)
- 2.4.2. To ensure proper maintenance of the hostel rooms, common room, toilets, mess and premises i.e. coordination with Electrical maintenance section, building section and sanitary department of institute.
- 2.4.3. Maintain the proper record and recovery of hostel dues and fine fund.
- 2.4.4. To ensure proper water supply and drinking water arrangement in the hostel.
- 2.4.5. To keep a watch so that no unwanted student/person resides in the hostel without the permission of the warden.
- 2.4.7. Maintaining the record of the Guest/visitors.
- 2.4.8. Maintain the Hostel stock register (Furnitures / Equipement/ Electrical and Civil fixtures)
- 2.4.9. Daily report to the Warden/ Assistant to Warden in the prescribed time about the maintenance of the civil and electrical works, discipline of the students, guest/visitor record and any other noticeable information.
- 2.4.10. Supervise the work of helper, gardener, sweeper and security guards.

2.5 Role of Mess Menu Committee

- 2.5.1. Preparation of the menu for the week in consultation with the inmates. Days for special meals or non vegetarian meals should be fixed and notified to the students.
- 2.5.2. To maintain the quality of raw materials used to cook food and the quality of prepared food.
- 2.5.3. Maintenance of the stock of utensils, crockery, cutlery, furniture, kitchen and mess fittings, furnishings and equipments.
- 2.5.4. To maintain the proper record of the mess fine fund.
- 2.5.5. To ensure/ report the maintenance of the mess premises in clean and hygienic condition
- 2.5.6. To make available the sick diet to students on request.
- 2.5.7. To report to the Warden the names of the students who are violating the mess.

3. ACCOMMODATION

- 3.1 Hostel accommodation is available to a student, who is registered in the Institute as a regular student. Accommodation will not be provided to any student whose registration is cancelled. Any student who is removed from the Rolls of Institute will automatically cease to be a member of the hostel.
- 3.2 No UG student will have a right to occupy a room during vacation. But he/she may be permitted to stay on request, if he/she is doing any course work / project work / Institute work / Hostel work. However the decision taken by Warden and Hostel administration in this issue will be treated final and has to be abided by the inmate.

- 3.3 If hostel vacancy is available after allotment to UG students, accommodation will be provided to PG students for a maximum length of the duration of course as approved by the Institute. At the academic year end, they have to vacate the hostel.

4. ALLOTMENT OF ROOMS

- 4.1 At the time of admission of a student into the hostel and at the beginning of every year, each resident is required to submit a duly completed **Personal Data Form**. Local Guardian's address and phone number is optional. Email of the student and parent should also be provided. Any change of address / telephone number of the parent / local guardian, at any point of time, has to be intimated to the hostel office in writing. The Personal Data Form can be collected from office or downloaded from ASA website.
- 4.2 The Hostel administration will generally provide for each occupant one cot, one study table, one chair and one almirah /cupboard (wall fixed or movable). On arrival a student will report to the Caretaker and will take possession of the room after signing the inventory of the furniture, electrical and other items in the room.
- 4.3 Room once allotted to a student for an academic year will not be changed, except on special situations with the permission of respective Warden.
- 4.4 The Hostel administration, in case of shortage of rooms, can allot more than the capacity of the room.
- 4.5 If the status of any student changes during the period of stay in the hostel, he/she is required to inform the Caretaker/Warden immediately and should vacate the hostel. If the Hostel administration finds that any hostel resident is not eligible for hostel accommodation and is residing in the hostel without due permission from the Warden, disciplinary action will be taken against such illegal occupants.
- 4.6 Before vacating the rooms, the electrical installations including the fan should be handed over intact, in addition to the furniture to the caretaker. The student should fill up the **Room Vacating Slip in duplicate** and take no dues on one slip from caretaker. The no dues slip of Institute will be signed by Warden of respective hostel on countersigning of care taker.
- 4.7 The inmate is not supposed to keep his belongings at Hostel Rooms after taking no dues slip from concerned Hostel. For temporary safe keeping of his belongings he/she may have to take written permission with list of his belongings from concerned Hostel Administration.
- 4.8 **The student is not allowed to leave the hostel during the MID-SESSION** or at any point of time during the session, except in the case if he/she has been expelled from the hostel on account of disciplinary action/ misconducts/ short attendance etc.

5. CODE OF CONDUCT:

- 5.1 Residents are expected to display acceptable forms of behavior anywhere within the hostel compound and the Institute premises.
- 5.2 **Noise level, volume of music system, etc. must be kept low at all times.** These rules are intended for the Resident to follow so as to achieve a conducive living environment for all the residents.
- 5.3 **Pranks, ragging and rowdy games in any form are strictly prohibited.**

- 5.4 Strict disciplinary action will be initiated if resident/s is/are caught committing a crime or theft of any kind & the case may be referred to the City Police for necessary action under IPC and resident/s may be evicted. Prior to eviction, Resident/s will have to settle all outstanding charges where deemed applicable including forfeiture of unutilized period of the rent paid.
- 5.5 Vandalism is a very serious offence; Residents found guilty of committing such an offence may be evicted from the Hostel.
- 5.6 Residents shall dress in appropriate attire at all times within the hostel vicinity especially in Dining area. (Wearing shorts, Bermuda, Night-dress, Short/mini Skirts and One piece are not allowed in dining area and Girls' Hostel Office)
- 5.7 Residents are not allowed to keep weapons & threatening items in their possession in the hostel and institute premises.
- 5.8 Possession and consumption of intoxicants and any kind of substance abuse is strictly prohibited in the hostel and institute premises.
- 5.9 Residents are solely responsible for their activities outside the institute premises and should follow the acceptable norms of socio-legal behavior.
- 5.10 **All the residents will remain present at the time of Roll Call.**
- 5.11 Hostel Prefects are appointed to form a bridge between Institute Authorities and the students. From time to time they are given certain tasks/duties for the benefit of the students and the Residents of hostel. Every resident should cooperate with the Prefects to discharge their duties.
- 5.12 Students who go out of the hostel on leave, irrespective of any class, will have to speak to the warden of their parents at the time of going out of hostel.
- 5.13 Permission letter to go out will have to be return to warden after entry in outgoing register by Security Staff.
- 5.14 A fine of Rs. 50 will have to be paid if the gate pass is lost.
- 5.15 Students who go out of hostel on leave and come to college as day scholars are not allowed to enter the hostel without informing and depositing consent letter to warden before doing so.
- 5.16 If they come for any work in the hostel, they have to first contact the warden and if they enter without permission they will have to pay a fine of Rs 200.
- 5.17 A student, who goes to the local guardian without permission from the warden and then stays there at night, will have to pay a fine of Rs. 250 and contact the warden along with the registered local guardian as shown in the Hostel form.
- 5.18 The student who required to go out from hostel before 6.00 am their parents will have to talk to the warden a day in advance.
- 5.19 Students who wish to go on Case Study, they have to submit copy of 'Permission Letter' duly signed and marked time & date by Faculty in-charge on Permission Letter.
- 5.20 Residents are advised to use two wheelers only. **Four wheelers in the campus is strictly prohibited.**
- 5.21 Room services are strictly prohibited. However, sick diet may be taken in room after taking permission from Warden/Assistant to Warden/ Caretaker.

- 5.22. Unauthorized use of electrical appliances such as immersion heaters, electric stove / heaters, induction cookware, A.C and Refrigerators are not allowed in the rooms. Such appliances, if found will be confiscated and a fine will also be imposed.

6. UPKEEPING OF THE HOSTEL

- 6.1. Residents are responsible for the up-keeping, cleanliness and tidiness of their rooms at all times including the common areas in the Hostel, such as the lounge area, dining room and bathrooms for the convenience of the next users.
- 6.2. A Resident should check the fittings & fixtures in her room at the time of occupation. If there is any deficiency or inadequacy, it should be brought to the notice of the hostel staff. The Resident shall be responsible for the fittings and fixtures of her room and shall see to it that they are in order at the time of handing over of the room when she leaves the hostel.
- 6.3. **All fans, light and electrical appliances must be switched off when not in use.**
- 6.4. Placing of baggage/bags or unwanted items outside the room or anywhere in hostel except the allotted rooms is not allowed to avoid obstruction to other residents.
- 6.5. Common Hostel furniture must not be moved from its existing position/place without the consent of the Hostel Authority.
- 6.6. **Alteration of furniture, fixtures etc. provided by Hostel authorities is strictly prohibited.**
- 6.7. Residents sharing common facilities within a room of the Hostel shall be liable for a joint payment towards the cost of repair or loss of facilities within the room in event of loss/ damage of the facility. In no case such damage or loss is attributable to a single resident.
- 6.8. All the hostel articles issued to the students must be returned to the Hostel Matron before the students leave their rooms. They shall be responsible for any loss. The loss, if any, shall be made good from the defaulters.
- 6.9. It is advisable for the students to use mosquito nets in their hostel rooms.
- 6.10. Cleanliness of the room is to be maintained by the student themselves.
- 6.11. Washroom Area – Residents have to keep the area clean and tidy at all times.
- 6.12. The Hostel Management reserves the Rights to enter, inspect or spot checks the rooms in the interest of proper conduct of the Residents, or the orderly and efficient administration and proper use of the rooms, or to maintain/repair the premises but only in the presence of the Residents.

7. GUESTS & VISITORS (PARENTS / RELATIVES / FRIENDS)

- 7.1. All visitors must register at the Security Counter of Hostel and provide all detail and documents for verification as requested by Hostel authorities.
- 7.2. **No visitor shall be allowed to loiter around the Hostel vicinity except the visiting room.**
- 7.3. **Visitors are NOT allowed to use the hostel facilities.**
- 7.4. **Without permission of the warden day-scholars / ex-students are not allowed in the hostel.** Any day scholar / ex-student, who enter in the hostel, will have to pay Rs 200.

- 7.5. **Visitors are not permitted to stay overnight in the Hostel without the prior consent of the Warden / Hostel Management.**
- 7.6. **If a student's mother / father want to stay in the hostel at night, they will be allowed for a maximum of two nights' rest.** In case wants to stay more days, they will have to pay at the rates prescribed for Guest House even they stay with their ward.
- 7.7. Residents are not permitted to allow visitors (including Residents) of the opposite sex into their rooms at any time. The Hostel authority reserves the rights to evict any Residents who do not comply.
- 7.8. Engineers/ mechanics/masons/labors etc. other than authorized by college authorities shall not be allowed to enter the rooms in any case. Persons attending personal complaints of the residents, like repairs of computer, laptop or any other equipment are not allowed to enter into the rooms. All such type of complaints is to be attended in Visitors area only.

8. SAFETY OF ALL RESIDENTS

- 8.1. **Residents must return to the Hostel by 7.30 pm daily for their own safety. After 7.30 PM penalty will be imposed as per rules.**
- 8.2. Resident who needs to stay out after the stipulated time must take prior permission from the Warden / Matron in the prescribed form available with the Matron office and sign a declaration of their purpose in writing well in advance (4 hours). It is necessary to furnish the details like, their contact numbers, expected return time and their whereabouts during the allowed time.
- 8.3. **Residents are not allowed to stay outside the hostel overnight for their own safety. Penalty will be imposed as per rules.**
- 8.4. Resident who needs to stay outside the hostel can be permitted only if their parents or local guardian are with them. For this, parents or local guardian must make a declaration of their purpose; furnish their contact details and expected returns date and time. This permission is to be obtained from the Warden, in writing 1 day prior.

9. LATE PERMISSION TO ATTEND INSTITUTE EVENTS

- 9.1. In the event to attend various Institute events, Prefects are required to take permission on behalf of all the residents of GH. Late permission could be granted up to 10.00 p.m. depending on the schedule of the Institute event. In the event to attend various Institute events, late permission could be granted up to 10.00 p.m.

10. SECURITY

- 10.1. Residents are responsible for all their personal belongings and valuable items like cell/mobile phone, laptop, computer, watches and money etc and should ensure that door and windows of their rooms are properly secured at all times. **The Institute is not responsible for any loss of personal items.**
- 10.2. Residents are not permitted to change rooms or sleep anywhere other than in their allotted room without the consent of the Hostel Authority in writing.
- 10.3. Residents shall not hand over the keys of their room to anybody except the warden/ matron of the hostel concerned.

- 10.4. Employment of a private servant is not allowed in the hostel.
- 10.5. Offering of payment / Tips, rewards, token of appreciation or gifts in any kinds for any services rendered by any worker of hostel is not allowed.
- 10.6. The usage of the internet services is value added service to Residents.
- 10.7. Any cyber crime, indiscriminate imaging with mobile camera or digital camera, MMS etc will be taken very seriously and action shall be taken against residents found guilty of such activities.

11. EMERGENCY

- 11.1. In case of emergency after office hours, please contact (i) the Matron / The Warden / any other hostel authorities available at that point of time in the campus.

12. MEDICAL AID

- 12.1. First aid Kit is available with Warden/Hostel authorities.
- 12.2. Any case of illness shall be reported to the Hostel Authorities immediately.
- 12.3. If necessary, the resident will be shifted to the hospital. Van service is available for all students.
- 12.4. Cases of a Hosteller requiring hospitalization will be reported to the local guardian and his/her parents/guardians at respective home addresses. It shall be the duty of the local guardian / parent / guardian to take care of their wards.
- 12.5. If there is a need arises to follow up the hosteller before coming to his Parents/ local Guardian to take care of the student, it shall be the responsibility of the Institute to follow up the matter, till the arrival of his parents/local guardian/guardian.
- 12.6. All cases of illness shall be reported to the Care taker who in turn shall inform the Warden.
- 12.7. In case of illness the food can be served to the patient outside the dining hall with the permission of Warden.
- 12.8. In case of serious illness or infectious diseases, the Institute authorities in consultation with the local guardian, will make necessary arrangements to shift the student from the hostel to any other appropriate place as per medical advice.

13. UPDATES AND ANNOUNCEMENTS

- 13.1. Any new updates and announcements will be posted on the Notice Board only.
- 13.2. Resident is advice not to paste any poster / announcement on the wall.
- 13.3. Resident is advised not to tear/scratch Notices pasted on Notice Board.

14. TERMINATION OF HOSTEL FACILITY

- 14.1. Disciplinary action shall be initiated or Hostel facility shall be withdrawn at any point of time without giving any notice, if the resident is misusing the facility or not following the rules and regulations of the Hostel or found involved in any illegal activity anywhere inside/outside the hostel.

- 14.2. Principal / Chief Warden / Warden reserves the right to deny / withdrawn facility of the student(s) at any point of time without prior notice.

15. PENALTIES

- 15.1. Late entry in the campus after 7.30 PM is strictly penalized. Penalty will required to be paid in cash on spot by the student to the warden. Penalty will be Rs. 100/- after 7.30 PM till 8.30 PM and Rs. 200/- After 8.30 PM till 10.00 PM after this there will be no entry in the campus. This can be done only 3 times a month. After that, parents to be informed and written explanation sought by the next Monday.
- 15.2. If lights, fan, etc. are found switch on during the closure of room, fine of Rs. 200/- will be charged for single/double seated room and Rs. 400/- will be charged for 4 seated rooms.
- 15.3. If any electric switches in room found damaged residents of that room will be charged fine Rs. 50/- per switch.
- 15.4. Fine for different items are as under:
- | | |
|-------------------|-------------------------------------|
| Hot Plate (Large) | Rs.1000.00 |
| Hot Plate (Small) | Rs. 700.00 |
| Electric Kettle | Rs. 500.00 |
| Electric Iron | Rs. 300.00 |
| Other items | Fine shall be decided by Management |
- Confiscated items shall only be returned before summer vacations by the college.

16. REVISION OF RULES AND REGULATIONS

- 16.1. The Institute reserves the Rights to revise the Rules & Regulations, Terms & Conditions from time to time and will keep the residents informed of any changes in the form of memoranda and/or notices on the Notice Boards.
- 16.2. A resident residing at any of the hostel under the purview of this institution is governed by the rules and regulations herein mentioned.
- 16.3. Residents found breaking any Rules & Regulations, Terms & Conditions at any hostel(s) under the purview of this institute are liable for expulsion from the hostel / disciplinary action.

17. RESPONSIBILITIES OF RESIDENTS

- 17.1. General damage to the hostel property will be the collective responsibility of all the residents and they will be required to make good such damage, if the students who caused the damage could not be identified.
- 17.2. Residents should not indulge in practices / activities, which may endanger their own personal safety as well as that of others.
- 17.3. Residents will be personally responsible for the safety of their belongings.
- 17.4. Residents are duty bound to report to the Caretaker/ Assistant to Wardens/ Warden / Chairman / Institute authorities in case they notice any unwanted incident or undesirable activity going on in the hostel or on the campus.

- 17.5 Residents are required to park the vehicles only in the space provided for them in an orderly manner. **No vehicles should be parked near the entrance or in the corridors.**
- 17.6 Students should not arrange any functions or meeting within the hostel or outside or within the Institute campus without specific permission of the Warden. Meetings for routine hostel affairs (management of mess, organizing sports, co-curricular and extra-curricular activities etc.) have to be in the notice of Warden/Assistant to Warden and with their consent.
- 17.7 Students should not arrange for any picnic outside the campus without specific permission of the Warden and Chairman.
- 17.8 Residents are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable.
- 17.9 The residents of the hostel are responsible for the safe keeping of their personal belongings. They are advised to keep under lock (preferably a branded one) all valuable items such as Laptop, Mobile Phone, etc. and lock the room even when they are out for a very short period.
- 17.10 Any case of theft should be reported promptly to the Security Officer through hostel administration.

18. MESS FUNCTIONING

- 18.1 All the inmates of a hostel will compulsorily become a permanent member of the mess.
- 18.2 A mess committee consisting of five inmates of the hostel to be nominated by the warden/ assistant to warden. Among them, there will be a Convenor and a co-Convenor. The term of this committee will be for a period of six month, unless otherwise instructed.
- 18.3 The mess committee will make the change in menu and will do other related work in consultation with Warden and Mess manager.

19. MESS RULES

- 19.1 Students should register the Mess Joining Register/Biometric kept in the messes at the time of their joining the mess.
- 19.2 Students should inform to the Mess whenever they leave the mess. Otherwise they will be deemed to be present and charged accordingly.
- 19.3 Students are not permitted to dine in the mess without signing the Joining Register or after signing the Leaving Register.
- 19.4 Lunch/Dinner will be self served on the table. Well dressed up waiters will take care of this in proper manner.
- 19.5 The quantity of food will be unlimited except in the case of special items.
- 19.6 Students other than the Mess Committee Members are not permitted to enter the kitchen or store room of the mess on any account.
- 19.7. Students are not permitted to cook any food on their own accord in the mess or in their rooms.

- 19.8 Students on no account whatsoever will be permitted to take food outside the mess. Nor can they take mess utensils such as plate, spoon, tumblers, etc, to their rooms.
- 19.9 No food will be served in the rooms of the hostel for any student unless a certificate is produced from the Medical Officer to the effect that the students' condition requires the food to be served in their rooms.
- 19.10 No diner shall waste food.
- 19.11 Assist in maintaining the mess and surroundings neat and clean.
- 19.12 All diners shall interact with the mess staff in the dining hall in a courteous manner.
- 19.13 After eating food, diners shall leave the cup, plate, waste food etc. in the designated bins.
- 19.14 The guest rates for breakfast, lunch and dinner will be decided by specific hostel mess committee, subjected to revision from time to time depending upon the prevalent rates in the market with the approval of Warden on the recommendation of Chairman.

20. MESS TIMINGS

The mess timings are as follows and the students should adhere to these timings:

BREAKFAST : 07.00 – 08.30 am

LUNCH* : 12.30 – 01.30 pm

DINNER : 08.00 – 09.30 pm

* Subject to variations, if timing of classes change due to any reason.

21. HOSTEL FEES

Hostel Fees is decided by management as per occupancy of room type and it is displayed on notice board time to time.

Hostel fee is NON REFUNDABLE except Caution Money. In case the student has been expelled from the Hostel on account of disciplinary action/ misconducts/short attendance etc. his/her hostel fee and Hostel Security will automatically be forfeited. No claim for any kind of refund will be entertained.

22. COMPLAINT REGISTER

Students can lodge the complaint related to Mess, repairing of electric fittings, cleanliness, sanitary fittings etc. in a Complaint Register. Other complaints related to misbehavior of seniors, theft, change of room will be done in a written application.

APPENDIXES

1. HOSTEL ADMISSION FORM
2. HOSTEL GATE PASS
3. CONSENT FROM PARENTS
4. CONSENT FORM FOR HOSTEL ACCOMODATION
5. UNDERTAKING FOR STANDING CONSENT
6. APPLICATION FOR VACATING HOSTEL

APPENDIX-1



SOCIETY FOR EDUCATION DEVELOPMENT & RESEARCH IN ARCHITECTURE & ART (SEDRAA)

ISI-4, RIICO Institutional Block, Sitapura, Goner Road, Jaipur-302022

APPLICATION FOR ADMISSION IN HOSTEL

For the Academic Year:

1.	a) Name of the candidate in full		Space for Student's Photograph
	b) Gender		
	c) Home Address	PIN:..... Mobile No.	
	d) Whether suffering from any chronic medical complaints	Yes / No	
	If Yes, Please mention the disease		
	e) Blood Group		

2.	a) Father's / Mother's Name		Space for Joint Photograph of Parents
	b) Occupation / Department		
	c) Office Address with Phone		
	d) Father's / Mother's Mobile		
	e) Email ID		

3.	a) Name of Local Guardian	
	b) Relation with Student	
	c) Address	
	d) Mobile No.	

4. I agree

- (i) To confirm to the enclosed rules and regulation at present in force or that may hereafter be made for the governance of hostel. I further undertake that so long as I am a student of the College I will do nothing, either inside or outside the hostel that will interfere with their orderly governance and discipline.
- (ii) That the Principal of College will have full liberty to expel me from the hostel for any infringement of the above undertaking.
- (iii) To pay the hostel and mess charges as prescribed by the Management from time to time.
- (iv) **The Room allotted to me is acceptable in all respects. If I will change my room without permission of warden I will be fully responsible for any controversy and warden will have full liberty to shift me from that room.**

AGREEMENT BY THE PARENT / GUARDIAN

I have read the rules pertaining to the functioning of the hostel and own full responsibility for any misbehavior on the part of my ward and agree to abide by the decision of the Management.

Signature of the Father / Mother / Guardian
Date:

Signature of Student
Date:.....

APPENDIX - 2

AAYOJAN SCHOOL OF ARCHITECTURE, JAIPUR

HOSTEL STUDENT GATE PASS

No.: Date:

Name:..... Class

Mobile No. Place of Visit

Purpose

Contact Person Contact No.

Expected Time & Date to Come-back

Permitted Out Time (Students Signature)

Authorised Signatory (Guard's Sign.)

In Time & Date

(Students Signature)

(Guard's Signature)

Note: Student should come back before 7.30 p.m.

APPENDIX – 3

**AAYOJAN SCHOOL OF ARCHITECTURE, JAIPUR
CONSENT FROM PARENTS**

I (Name of Parent/Guardian)
certify that Mr./Ms.(Name of ward) was
staying with us from date to date at my home
(address)
.....

Signature of Parent/Guardian
Date:
Relation with student
Phone No.

APPENDIX – 4



AAYOJAN SCHOOL OF ARCHITECTURE
(Affiliated College of Rajasthan Technical University)

Date:

Consent Form for Hostel

Name: Class

Father's Name :

Home Address:

.....

Mobile No. Landline No.

Father's Mobile No. Mother's Mobile No.....

I want to occupy Single seated Room Double Seated Room

I will follow the rules and regulations of the hostel and ensure that

- (1) I will not leave the hostel in middle of the session. If I will leave the hostel in middle of the session, I will liable to pay hostel fees for the whole year.
- (2) I will be liable to pay fees for single seated room as per prescribed fees by the college management, if I will occupy single seated room.
- (3) I will be responsible for further happenings, if I will change my allotted room or room partner without permission.
- (4) I will pay all the penalties if I found indulging in any in-disciplinary act.
- (5) I will follow all the rules & regulations of the hostel.

Kindly allot me Room in the hostel.

Signature of candidate

For office use only:
Fees Rs.
DD No.
Transaction ID
Receipt No./Date:.....
Room No. allotted:
Signature:

Date:

**UNDERTAKING
(LETTER OF STANDING CONSENT)**

I Father/Mother of
class do hereby undertake that I have no objection, if my
ward who is residing in the hostel of Aayojan School of Architecture, Jaipur
stays at night outside the hostel as per hostel rules (2 night outs in a
month). This undertaking is to be considered, as a “Standing Consent”
from my side. You may permit him/her to go out from the campus, with
prior information to the respective warden.

I also undertake full responsibility of my ward, during his/her absence from
the hostel, under such a scenario. Further, I shall not hold the Institution
responsible for any eventuality, during such an absence.

Signature (Father / Mother)

Name:

Mobile No.

APPENDIX – 6

APPLICATION FOR VACATING HOSTEL

To
The Warden

Sir,

I Student of Year, undertake that I am leaving hostel from this day & date, I have not taken any article related to college, and I am not leaving my article in the hostel. If found any article in the hostel after leaving, I will not claim for this article.

If I will handed over any article to my fellow junior or any other person residing in the campus, I will give my consent to the college management in writing.

I have no dues from hostel. Appliances (if any) which were caught by Warden, I have taken back after paying penalty to the Office.

Signature of Candidate

Name:

Date:

SEDRAA's
AAYOJAN SCHOOL OF ARCHITECTURE

ISI-4, RIICO Institutional Area, Sitapura, Jaipur-302022

HOSTEL VACATING FORM- BOYS / GIRLS

Date: _____

- 1 Name of the Student (In Block Letters) : _____
- 2 Block No. & Room No. : _____ & _____
- 3 Father's Name (In Block Letters) : _____
- 4 Address of Communication : _____

- 5 Year of Study & Semester : _____ & _____
- 6 Hostel Name : _____
- 7 Date of Joining the Hostel : _____
- 8 Date of Vacating the Hostel : _____
- 9 Reason of Vacating Hostel : _____

10. Dues if any : _____
11. Student Contact Number : _____
12. Parent Contact Number : _____
13. Signature of the Student : _____
14. Signature of the Parent : _____

Remark:

Signature of Warden

HOSTEL ROOM ALLOTTMENT CHART 2023-2024

FLR	Room	Name of Student	Class	FLR	Room	Name of student	Class
GROUND FLOOR	1	CHANDRA PRAKASH DHAYAL	I	FIRST FLOOR	101	ABU TALIB	I
		AMAN KUMAWAT	I				
	2	VIVEK SAINI	I		102		
		HARSHIT SUTHAR	I				
	3	MANASWIN GUPTA	I		103	HARDIK KUMAWAT	I
		KUSHAGRA YADAV	I				
	4				104	SAMYAK SETHI	II
						ANISH VIJAYVERGIA	II
	5	GAUTAM SHARMA	I		105	VIVEK GUPTA	II
		PRIKSHIT SAINI	I			KRISHNA SHARMA	II
	6	ARIJIT MONDAL	V		106	ARYA JAIN	II
						RISHI RAJ DAIYA	II
	7	YAGYA GAHALOT	I		107	SHASHANK GUPTA	II
						HARSHVARDHAN TAILOR	II
8	ASHMIT RATHORE	I	108	HIMANSHU JAT	II		
	ARYAN JOSHI	I		NITISH YADAV	II		
9	DAKSH VAISHNAV - B.Des.	I	109	KRISHNA PODDAR	II		
				VISHAL KATARIA	II		
10	LAVYA VERMA - B.Des.	I	110	ARYAN SURANA	II		
	MAYUR RAI	I		MANAS DIXIT	II		
11			111	LEKHRAJ SHARMA	STAFF		
				RAMAWTAR MEENA	STAFF		
X			112				
SECOND FLOOR	201			THIRD FLOOR	301	ADWYTH S. DEV	III
						SUYASH GUPTA	III
	202	RIJUL CHAJJER	IV		302	DEVANSH GARG	III
						CEZANNE JOSHI	III
	203	MOHD. IRFAN MANSURI	IV		303	SHIVANSH GARG	III
		ABHAY TRIPATHI	IV			SHLOK VERMA	III
	204	DILIP SINGH RAJPUROHIT	IV		304	YESHURAJ SINGH SISODIA	V
		YAS CHAUDHARY	IV				
	205	SHASHANK MEHTA	IV		305	AKSHAT JAIN	V
		BHAVYA SHARMA	IV				
	206	MEER ALAM ABBASI	IV		306	SAJAL MOHAN SHARMA	III
		AKSHAT CHASTA	IV			DIVYANSH JAIN	III
	207	KSHITIZ RAJ	IV		307	MOHIT YADAV	III
						NIRMAL KUMAWAT	III
208	SHAMSHAD KHAN	II	308				
209			309	ADITYA JANGIR	III		
210	UTTKARSH PRATAP SINGH	IV	310	JAYRAJ SINGH CHOUHAN	III		
	NITIN YADAV	IV		NIMIT KUMAWAT	III		
211	PRIYANSHU BANGER	IV	311	SIDDHANT YADAV	V		
	VAIBHAL AGAL	IV					
212	SAHIL GUPTA	IV	312				

TOTAL SEATS AVAILABLE = 90

TOTAL SEATS FILLED = 72

HOSTEL ROOM ALLOTMENT CHART-2023-24

GIRLS HOSTEL – `A` BLOCK

	ROOM NO.	NAME-1	Id no.	NAME-2	Id no.	Year	Candidate
GROUND	G-1	MEDICAL ROOM					
	G-2	FACULTY ROOM					
	G-3	TABLE STORE ROOM					
	G-4	HIMANSHI GARG				II	1
	G-5	SANVI JAIN				III	1
	G-6						
FIRST	101	KHUSHBOO GOYAL		SINGLE		III	1
	102			SINGLE		III	1
	103	GARVITA JAIN		SINGLE		III	1
	104	AROHI		SINGLE		III	1
	105	YASHIKA AGARWAL		SINGLE		III	1
	106	MAHAK KHATRI		SINGLE		III	1
	107	AASTHA SHUKLA		SINGLE		III	1
SECOND	201	RASHI MANGAL		SINGLE		III	1
	202			SINGLE		III	1
	203	ISHU		SINGLE		III	1
	204	SNEHAL MAURYA		SINGLE		III	1
	205	CHHAVI SHARMA		SINGLE		III	1
	206	AKSHITA DANGAYACH		SINGLE		III	1
	207	SATAKSHI		SINGLE		III	1
THIRD	301	X		X			
	302	X					
	303	X		X			
	304			SINGLE			
	305			SINGLE			
	306						
	307						

HOSTEL ROOM ALLOTMENT CHART-2023-24

GIRLS HOSTEL – `B` BLOCK

	ROOM NO.	NAME-1	Id No.	NAME-2	Id No.	Year	Candidate
GROUND	G-1						
	G-2	GALLERY					
	G-3	STORE ROOM					
	G-4	SADHANA GIRWAL		WARDEN			1
	G-5						
	G-6						
FIRST	101	RISHITA GOYAL		SINGLE	S	III	1
	102	PRIYANSHI NATANI		SINGLE	S	III	1
	103	PALLAVI SAINI		SINGLE	D	II	1
	104	AASHNA MORE		SINGLE	S	III	1
	105	KRITIKA BOHRA		SINGLE	S	II	1
	106	MANSI GARG		VIDHI LAKHOTIYA	D	II	2
	107	MEETHANSHI BOHRA		KHUSHI PATIDAR	D	II	2
	108	SOMYA ARORA		SNEHA BANSAL	D	II	2
			X				
SECOND	201	PRACHI			S	III	1
	202	DIKSHA YADAV		SINGLE	S	III	1
	203	SHIRANYA PATHAK		SINGLE	S	III	1
	204	SONA		SINGLE	S	III	1
	205	KRITIKA SHARMA		SINGLE	S	III	1
	206	HIMANI NALME		DISHA MUNJLEY	D	III	2
	207	PRIYANSHI GANGAWAL		SINGLE	S	III	1
	208	CHANCHAL GUPTA		LAKSHITA PUJARI	D	III	2
	209	ADITI JAIN		SINGLE	S	III	1
THIRD	301						
	302	LAKSHITA PUROHIT		SINGLE	S	III	1
	303						
	304						
	305	KASHISH JAIN			S	III	1
	306	SANVI JAIN		SINGLE	S	III	1
	307	KHANAK KHATRI		KRISHNA GOSWAMI	D	III	2

HOSTEL ROOM ALLOTMENT CHART-2023-24

GIRLS HOSTEL – 'C' BLOCK (4th & 5th YEAR)

	ROOM NO.	NAME-1	Id No.	NAME-2	Id No.	Year	Candidate
GROUND	G-1						
	G-2	SAKSHI			S	IV	1
	G-3	ANJANI RATHORE			S	IV	1
	G-4	KHUSHBOO MATHUR			S	V	1
	G-5	KHUSHI JAIN			S	V	1
FIRST FLOOR	101	PRAGATI AGARWAL			S	II	1
	102	MUSKAN JANGID			S	II	1
	103	VATSALA AGARWAL		ANUSHKA GOYAL	D	II	2
	104	HEENA CHUGH		PRAGUN JAIN	D	II	2
	105	ANANYA JOSHI		VIDHI AGARWAL	D	II	2
	106	DIVYANSHI SIROHI		DRASHTI JAIN	D	II	2
	107	HARSHITA RAJPUT		APARNA JAIN	D	II	2
	108	VANSHITA KHANDELWAL		RIDDHI SHARMA	D	II	2
	109	TANISHA MANSINGHKA			S	II	1
	110	AARYA GUPTA			S	II	1
SECOND FLOOR	201	PELVIN SWAMI	IV		S	IV	1
	202	ANJALI BOTHRA			S	IV	1
	203	ANANYA SHARMA			S	IV	1
	204	TUHINA DEBGHARIYA			S	IV	1
	205	AHANA JAIN			S	II	1
	206	ANISHA CHOUDHARY			S	IV	1
	207	DIVYA KUMAWAT			S	V	1

HOSTEL ROOM ALLOTMENT CHART-2023-24

GIRLS HOSTEL - 'D' BLOCK

	ROOM NO.	NAME-1	Id No.	NAME-2	Id No.	Year	Candidate
FIRST FLOOR	101	PALAK RATHORE		LALIT PRIYA RATHI		I	3
		KANISHKA GUPTA		X			
	102	RIDDHI GUPTA		APEKSHA YADAV		I	3
		HARSHITA SHARMA		X			
	103	SAPNA JAIN		APEKSHA MAHESHWARI		I	3
		SAKCHI JAIN		X			
	104	SARA		MAHAK VALECHA		I	3
		SANA PATRA		X			
105	PAWANI BANSAL		VANSHITA NIHLANI		I	2	
			X				
106	RISHIKA BHURA (JAIN)		MEENAL KHAJWANIA		I	3	
	TAMANNA SAHARAN		X				
107							
			X				
SECOND FLOOR	201	PALAK		PRANJAL KAREL		I	3
		SNEHA GUPTA		X			
	202						
	203						
	204	AKSHARA RAJ		ANSHIKA SHARMA		I	2
				X			
205	TANYA SINGH LODHI		ISHITA AGARWAL		I	3	
	SRISHTI		X				
206							
			X				
207							
			X				

21/04/2023

To,
The Principal
Aayojan School of Architecture
Jaipur.

Sub. - Absent without Permission from hostel.

Sir,

At the time of attendance on 20/4/2023 @ 10:00 PM in the Boys' Hostel, the following students were absent without permission -

- ① Vasudev Tyagi - 1st year (C)
- ② Krishna Poddar - 1st year (B)
- ③ Manas Dixit - 1st year (B)
- ④ Rishi Raj Dahiya - 1st year (C)

After investigation, it is found that all the above students were staying on the flat of Himanshu Pareek - III year (A). It is also heard that Sameer Shah was also involved.

You are requested to take an action against them.

Thanking you,

Yours' truly

Brijesh Aggarwal
21/4/2023

(Brijesh Aggarwal)
Warden, Boys Hostel.

CC. - (1) Proctor - DPK.
(2) AKP - Hostel Committee

To
The Principal
Aayojan School of Architecture
Jaipur

September 2nd, 2023

Subject :- Application regarding mess food quality

Respected sir,

This is to inform you that I Aditya Jain student of III-A wants to draw your attention regarding the quality of the food provided by mess. The food is causing problems such as food poisoning and vomiting.

I request you to take strict actions regarding the issue faced.

Thanking you
Yours obediently
Aditya Jain

III Year



Advised
Mess contract changed!

Shubh
AASCEC
(COORDINATOR)

To Principal

Aayojan School of Architecture,
Jaipur

Date:- 2nd Sept 2023

Subject:- Letter regarding health issues from mess
food.

Respected Sir,

This is to inform you that I Jayant Kamboj Student of 3rd Year wants to draw your attention regarding the quality of the food provided by the mess. The quality of the food has been degraded highly which has caused the problems of food poisoning, vomiting etc. This quality has been faced from past 3 to 4 days. So, I hereby want to request you to kindly take some steps on this low quality food so that problems like food poisoning and vomiting wouldn't faced in the future.

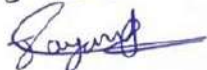
I hope you will consider the request.

Thanking You

Yours's trustworthy

Jayant Kamboj

3rd Year



To,
The Principal,
Aayojan School of Architecture,
Jaipur, Rajasthan.

Subject: complaint regarding mess food.

Respected Sir,
This is to bring to your notice that eating the food of our college mess has been quite harmful for my health. I got severe stomach problems like vomiting, loose motions and extreme stomach pain as well, because of which I started avoiding going to the mess. These problems have been frequent since approx last 6-7 months. This also had me ordering food because mess food was not at all eatable for me.

Therefore, I request you to kindly look upon this matter as other students are also facing issues about the same. I shall be highly obliged for your kind consideration.

Thanking you,
Your sincerely,
Sona
3rd Year - B.

To,

The Principal,
Jayram School of Architecture,
Jaipur, Rajasthan.

Subject - Complaint regarding mess food.

Respected Sir,

This is to bring to your notice that the college mess food is not eatable at all. Recently I faced severe health issues like loose motion, and vomiting. Also, the quality of the food is depleting day-by-day, because of which I started going to the mess.

Many of the students are also facing the same issue.

Therefore I kindly request you to look upon this matter. I shall be very obliged for your kind consideration.

Thanking You,

Yours Sincerely,

Shriamya Bhatnagar
3rd year - B



AAYOJAN SCHOOL OF ARCHITECTURE

(Affiliated with Rajasthan Technical University)

ANNUAL REPORT 2023-24

Admissions

COORDINATOR

Kapil Sharma



AAYOJAN SCHOOL OF ARCHITECTURE

(Affiliated with Rajasthan Technical University)

NAME OF PORTFOLIO

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Introduction:

For Admission Cell: -

The admission cell is an important part of the autonomy. Admission cell make arrangement for the admission process. Brochure and form distribution to be carried out at the institute. Meeting conducted to inform the list of activities, responsibilities and action plan of the members. Publish advertisements on admissions in local newspapers.

Admission Cell acts as **an interface between the students and the Institute, by helping the students to understand the various career options and enhance them to make the right choice.**

Objectives :

- The objectives of this cell is **to increase number of admission in various courses conducted.** Also to give advertisement by way of distributing pamphlets, by counseling and by organizing camps etc.
- Admission Cell is **to guide candidates in selecting different courses according to their interest and to help in the admission formalities through counseling.**

Roles & Responsibilities:

To prepare an annual calendar of formative admissions at the beginning of each academic year, to be incorporated in the annual academic calendar.

The main work of admission cell is to advise students on application process, keep track for degree completion, organizing orientation activities, and managing student data. Entrance requirements for admission cell include: An undergraduate or master's degree from an accredited academic institution.

Composition:

The admission cell will be constituted under the chairmanship of Dean of the institution with admission in charge of important academic and administrative units. The composition of the Examination cell may be as follows:

1. Chairman of the committee: Dean - **NSR**
2. Registrar I Admin - **BJA**
3. Admission cell In- charge I Associate Professor - **KPS**
4. Additional In- Charge of admission cell - **SPS**

The Role of Coordinator

The role of the coordinator is to provide assistant to the Dean for smooth conduction of admissions process, Prepare the orientation and induction programme for newcomer students. Established the connection between the academics and administrative processes involved in the process of admissions. Develop a stringent system for data storage and retrieval.

Expected Support *(Academic/Administrative/Financial)- None.*

Minutes of Meeting 1

Date: March 15th, 2023

Attendees:

- Prof.K.S. Mahajani Principal & Director
- Prof. N.S.Rathore Dean
- Aadi K.Mahajani Director Strategy & Operation
- Brijesh Agarwal Registrar
- Prof. Kapil Sharma Head of Department
- Prof.Prashant Vijayvargiya
- Prabhakar Singh Ranawat

Agenda:

1. Make an action Plan for outreach of Admissions
2. Discussion of upcoming tasks
3. Discussion about the scholarship
4. Social media promotion
5. Print media promotion
6. Out reach to multiple agencies for leads generation Campaigning.
7. Portfolio test Date Announcement

Key Points Discussed:

- **Achievements:** Highlighted successful task previous years as on the basis of deficiencies.
- **Upcoming Projects:** planning for outreach innovative approaches.
- **Approach:** Discussed improvements in approach for this academic year admissions with approaching multiple agencies and outreach.

Decisions Made:

- Initiate to promotion through print media and various social media platforms.
- Enhance the Calling to reach probable candidates.



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Action Items:

School will provide the sim cards to the admission team to reach the probable candidates

Media cell will make sure the digital posters as per the schedule and upload it on institute social media platforms.

Short discussion will be held to cross check the updates on weekly basis with admission coordinator.

portfolio test will be conducted for interior Design Fortnightly it may be differ as per the application with prior permission.

Minutes of Meeting 2

Date: May 4th ,2023

Attendees:

- Prof.K.S. Mahajani Principal & Director
- Prof. N.S.Rathore Dean
- Aadi K.Mahajani Director Strategy & Operation
- Brijesh Agarwal Registrar
- Prof. Kapil Sharma Head of Department
- Prof.Prashant Vijayvargiya
- Prabhakar Singh Ranawat

Agenda:

Progress of the all task as per the action Plan for outreach of Admissions
Further Discussion about upcoming tasks

Discussion about the scholarship weather its attracting the Probable candidates or how we can spread it on bigger scale

Status about social media promotion till dates and responses



Status Print media promotion

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Status about Outreach to multiple agencies for leads generation Campaigning.

Key Points Discussed:

- **Achievements:** Highlighted successful task as discussed in Previous Meeting
- **Upcoming Projects:** planning for outreach with innovative approaches for this academic year admissions.
- **Approach:** Discussed improvements in approach for this academic year admissions with approaching multiple agencies and outreach.

Decisions Made:

- Initiate to Frequent promotion through print media and various social media platforms
- Enhance the Calling to reach probable candidates.
- Filter the probable candidate and call them for Campus Visit.

Action Items:

Make Necessary Arrangements for Visitors

Make necessary arrangement for campus visit and student counselling

Activities / Events:

1. Admission enquiries are invited through website, social media and SEO.
2. REAP is an admission authority for B.Arch. admissions in Rajasthan. REAP was published a notice in local newspapers for admission process.
3. REAP was announced the schedule of counselling process for admission in B.Arch.
4. Students applied for admission through REAP-on-REAP portal.
5. REAP announced the merit list and allotted the students to the colleges according to their merit and college choices.
6. After allotment of seat, student reported to the college for admission and completes all the formalities of admission at the campus.
7. After admission Induction program was arranged for students.
8. Portfolio based Interview test conducted for interested aspirants for taking admission in B.des Interior Design Programme.
9. Telephonic talk to interested candidates for all the programmes.
10. WhatsApp messages for all interested candidates for sharing the relevant information regarding the admissions.



AAYOJAN SCHOOL OF ARCHITECTURE

(Affiliated with Rajasthan Technical University)



COUNCIL OF ARCHITECTURE

(A Statutory Authority of Government of India under Architects Act, 1972)

India Habitat Centre, Core 6A, 1st Floor, Lodhi Road, New Delhi-110003

website: www.nata.in, www.coa.gov.in

IMPORTANT PUBLIC NOTICE

REVISION IN ELIGIBILITY FOR ADMISSION TO B.ARCH. COURSE FOR 2023-24 AND CONDUCT OF 4TH TEST OF NATA 2023

The Council, with the approval of the Central Government has amended the Regulation 4(1) and (2) of the Council of Architecture (Minimum Standards of Architectural Education) Regulations, 2020 and amended the eligibility for admission to Architecture course w.e.f. 19.07.2023, as under:

1. "(1) No candidate shall be admitted to architecture course unless she/he has passed 10+2 or equivalent examination with Physics and Mathematics as compulsory subjects along with either Chemistry or Biology or Technical Vocational subject or Computer Science or Information Technology or Informatics Practices or Engineering Graphics or Business Studies with at least 45% marks in aggregate or passed 10+3 Diploma Examination with Mathematics as compulsory subject with at least 45% marks in aggregate."
2. "(2) The candidate needs to qualify an aptitude test in architecture conducted either by NTA (i.e. JEE) or "NATA" conducted by the Council of Architecture."

Accordingly, all stakeholders i.e. students, parents, architectural institutions and concerned authorities are required to follow the above eligibility criteria for admission to First Year of 5-year B.Arch. Degree Course for the academic session 2023-24.

In view of the above revised eligibility criteria, the Council has decided to conduct 4th Test of NATA 2023 Examination on **September 17, 2023 to facilitate the eligible aspirants with one final opportunity to appear for the NATA for the purpose of admission to B.Arch. Degree Course.** The candidates qualifying in the 4th NATA Test shall be eligible for admission to B.Arch. degree course for academic session 2023-2024, irrespective of the fact whether they had appeared in previous Tests of NATA 2023 or not.

It may be noted that **admission of successful candidates in 4th NATA Test shall be only against vacant/ unfilled seats available at various Institutions. Centralized Admission counselling process in the states shall continue and will not be affected by the results of the 4th Test.** For further details on registering for NATA, please visit website www.nata.in.

New Delhi
August 22, 2023

Registrar

SEDRAA'S



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INITIATIVES

Aayojan School of Architecture

JAIPUR

RANKED NO.1 INSTITUTE
by Rajasthan Technical University

FOR CAMPUS TOUR &
ORIENTATION



REGISTER NOW
<http://surl.li/cmmhr>

ADMISSIONS 2023

Bachelor's in
Design (ID)

Eligibility : 10+2 in any stream
or Diploma (10+3 pattern)

Bachelor's in
Architecture

Eligibility : 10+2 with 50%
aggregate marks in PCM
or 10+3 diploma with
mathematics as
compulsary subject.

Accepted Test Score :
NATA & JEE Paper 2

Master's in
Urban Design

Eligibility : B. Arch. with 50%
aggregate marks

"Architecture should speak of its time and place, but yearn for timelessness."

- Frank Gehry

For more information and queries visit:

Website: <http://www.aayojan.edu.in> | Email: info@aayojan.edu.in
ISI-4, RIICO Institutional Block Sitapura, Goner Road, Jaipur, Rajasthan
Ph +91 8233165578, 93145 17709, 97850 33721



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A 4 year Degree
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Rajasthan ILD Skills
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We facilitate additional
credits for our students
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*The four year course establishes
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and experimentation in the
domain of interiors. The course
through its pedagogical
approach intends to upskill
students through hands on
workshops, regular site visits,
seminars, interaction with
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Aayojan School of Architecture
JAIPUR

**Announcement Date for
Portfolio based Interview**

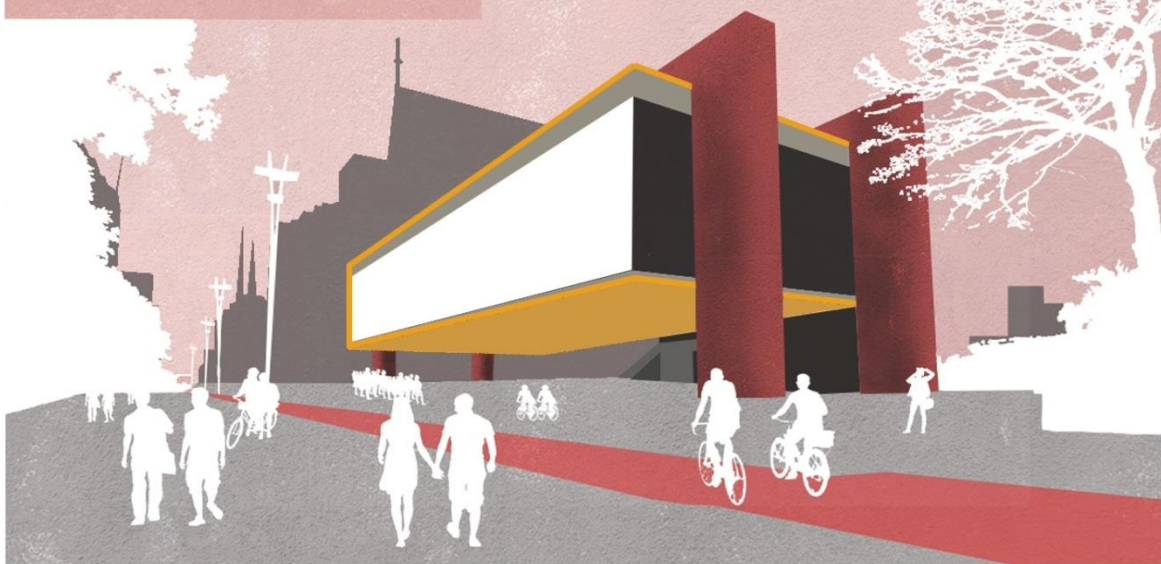
**SAVE
THE
DATE** April
12
2023

**ADMISSIONS
2023**

**B.Des
(Interior Design)**

Eligibility
10+2 in any stream or
Diploma (10+3 pattern)

Affiliated with Rajasthan
ILD Skills University, Jaipur



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