

SIKKIM MANIPAL INSTITUTE OF TECHNOLOGY

MANAGEMENT OF HOSTEL

Introduction

1. Sikkim Manipal Institute of Technology (SMIT) is a residential institute with separate hostels for boys and girls, and provides excellent accommodation to over 3000 students. The hostel rooms are two-seaters, well furnished, and have attached bathrooms with hot water supply. There is a students' mess and a canteen providing vegetarian and non-vegetarian meals, separately for boys and girls. Recreation rooms with TVs, separate gymnasiums for boys and girls and sports facilities are available.

Purpose

The purpose of this manual is to lay down standard operating procedures which should be followed by all hostel staff and students.

Scope

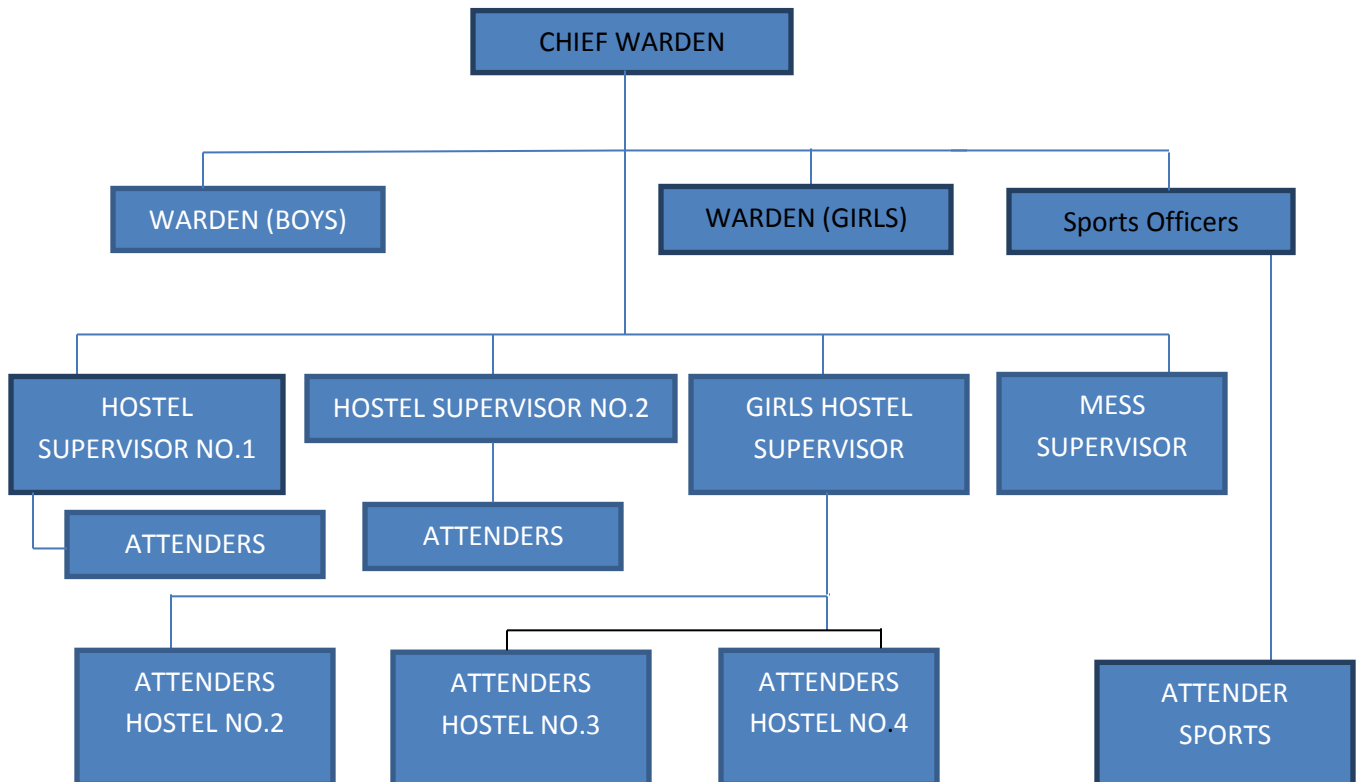
This manual will cover rules, regulations and duties of hostel staff and the code of conduct for students. This manual also list out all the activities related to hostel affairs in a structured manner for efficient management of hostel activities.

Responsibility

Chief Warden, SMIT will be responsible for laying down the procedure and their implementation. He shall review the manual every year in the month of January and introduce changes, if necessary. Rules and regulations of the institute will be kept in mind while introducing changes.

Organisational Structure

The organizational structure for management of Hostel:



Hostel Office

All the hostels are open round the clock and hostel staff is present always. All the hostels have been provided with the intercom facility.

Facilities in the Hostel

- a) **Laundry:** A laundry contractor provides services on day to day basis. In addition adequate washer men from local area are available and providing in hostel service.
- b) **Tuck Shop:** Tuck shops are provided in all the hostel for tea, coffee and light snacks from 10pm - 2am.
- c) **Elevators:** There are two Elevators in each Hostell including Girls Hostel.
- d) **Recreation:** There are two recreation halls (one each for boys & girls) where students can watch TV, play indoor games, like snooker, table tennis. It also has multi gym.
- e) **Drinking Water:** Boys Hostels are provided with RO drinking water. The Girls hostel has Aquaguard water supply and RO plant is being installed.
- g) **Supporting Staff for Maintenance:** All the hostels have supporting staff for the maintenance of the student's rooms.
- h) **Security:** Round the clock security of the hostels is done by Home Guards provided by Govt. of Sikkim and private security Guards.

j) Student Management System

- a) A multi tier administration system exists in hostel to address the various issues related to the administration, discipline, health and other related problems of students in the hostel. The system comprises the floor representatives who are students and are nominated by the respective wardens, hostel attenders, wardens who are faculty members and the chief warden.
- b) Identification of problems in hostel are two way traffic in which the students as well as hostel staff once identify the problems , it is brought to the notice of the concerned hostel staff/ maintenance staff to resolve the issue.
- c) All hostel related files are kept in the office of Chief Warden and respective hostels. These files are regularly maintained and information is circulated to all concerned. List of files is attached as **Appendix 'A'**.

K) Hygiene and Cleanliness of Hostel:

Once in a year, department of health care conducts pest control facility in an around hostel. The House keeping in the hostels is taken careThere is a team of dedicated house keeping staff Every hostel has cleaners in order to clean the corridors and hostel rooms of the student. Cleaning of the room is done on the demand of the students as and when required. All the cleaning work is supervised by the Hostel Supervisor/Attender. All hostels maintain the register for Hygiene & Sanitation.

Students are required to intimate the time of their presence in the room when room is required to be cleaned.

HOSTEL RULES AND REGULATION

8. The following rules and regulations shall apply to all the boarders of SMIT hostels for maintenance of discipline and good conduct within and outside the hostel premises.

GENERAL:

- 1.1 The institute shall provide residential accommodation in its hostels at campus to the students admitted to regular courses, including Teachers, Research project Staff/Assistant/Associate of the institute subject to availability of hostel seats. Hostel accommodation to the students is ensured for the normal duration of their respective courses, for any reason taking time beyond normal duration of their respective course for fiat the claim on the hostel accommodation. Such students will have to make arrangement for their accommodation outside the college campus. Hostel accommodation will not be available to students of part time programs, such as distance education programs, evening programs etc.
- 1.2 Every boarder must acquaint himself/herself with the rules and regulations of the hostel. He/she must obey these rules strictly. Ignorance of rules will not be accepted as an excuse.
- 1.3 All hostels shall remain closed during the period of semester break / vacation or at any time as notified by the institute authority. During such break/vacation, boarders are to vacate the rooms of the hostel. The room key and the key of the wardrobe and table shall have to be deposited by the boarders to the respective hostel supervisor who in turn shall inform the same to the Chief Warden. Students before handing over the room key to hostel staff will ensure that no valuable of their belonging is left, unlocked inside their rooms as during their absence rooms may be require to be opened either for repair or to accommodate certain people or to overcome any emergency. Student should carry their valuables along with them during long vacations or lock it is their respective wardrobe.
- 1.4 However, Ph.D. students and students having special requirement of course assignment or project work may be allowed to stay during vacation on recommendations of the concerned Head of the Department with due permission of the Chief Warden/Warden.
- 1.5 All boarders of a room or hostel shall jointly and/or as a whole be responsible for any loss/damage of the property of the hostel.
For any complaint, no boarder shall directly approach the Dean, Students' Affairs or any other higher official without approaching the Warden.
- 1.7 In the case of any outstanding dues payable by any boarder at the end of each semester, the Warden/Finance section may report it to the Deputy Controller of Examinations for withholding of his/her result until the outstanding dues are paid by the student. If a student leaves the institute without clearing all the hostel dues, the Finance Section may recover the outstanding dues from his/her hostel security and institute caution deposit. If any amount still remains unrecovered, notices to his/her guardian shall be sent who will finally be responsible to clear all outstanding dues.
- 1.8 All cases of illness shall be reported to the hostel supervisor/ staff on duty who in turn shall inform the Warden / Chief Warden and / or the Institute Medical Officer.

- 1.9 The Director with the recommendation of Dean, Student Affairs and Chief Warden will also appoint Wardens for each hostel from amongst the teaching staff to assist the Chief Warden. The appointment will be for a period of two years. The honorarium / charge allowance and other facilities to the Warden shall be as per the institute's norms.
- 1.10 The Warden shall appoint floor representatives for each floor in the hostel from amongst the boarders of the respective hostels for a period of one semester.
- 1.11 The Hostel Supervisor shall maintain permanent record (Stock Book) of all non-consumable articles of the hostel(s) supplied by the institute.
- 1.12 The Wardens shall administer and manage the hostel and the Hostel Supervisor, Hostel staff and Floor Representatives shall assist him/her in all respects.
- 1.13 There is a separate mess for boys and Girls. The mess of the hostel shall be maintained by the Mess Contractor. The dining hall shall remain open as per the timetable determined by the Mess Committee. Wardens will visit the students' mess daily as per the scheduled prepared by the Chief Warden. The Wardens on duty in the Mess are permitted to take food in the students' mess along with the students while interacting with them. The Wardens will also motivate the students during interaction with them. The mess contractor may raise the bill at the end of the month for the food taken by the Wardens. A register will be kept in the mess. The wardens will sign on the book. The book will be under the custody of the Mess Supervisor who will make the book available as and when required by the Wardens.
- 1.14 Electric bulbs / fluorescent tubes for all boarders shall be supplied by the Institute only at the time of fresh admission to the hostel. Replacements of the same shall be the responsibility of the boarders.
- 1.15 Boarders shall not use any electrical appliances such as electric heaters, electric stoves etc. in their rooms. However, boarders may use computers and music systems in their rooms.
- 1.16 Boarders are strictly prohibited to have in their possession at any time under any circumstances, dangerous materials including rod hammer or any such item can be used to physically harm any other persons, fire crackers, explosives, arms and weapons or any other items prohibited by law.

Boarders are expected to keep their rooms clean, tidy and maintain cleanliness. No rubbish should be thrown into the wash basin, drain, corridors or outside the rooms or in the surroundings. The bins kept for this purpose should be used.
- 1.17 Every boarder shall leave the hostel room clean at the time of vacating his/her hostel seat failing which the Warden/Hostel Superintendent shall not issue clearance certificate to the boarder(s).
- 1.18 Boarders shall not remove common room articles, dining hall utensils, furniture and other articles of the hostel from their normal place without the prior written permission of the hostel Warden/Superintendent.
- 1.19 Boarders on leaving their rooms shall always switch off the lights and fans.
- 1.20 Boarders shall close the water taps before moving out of the room.
- 1.21 No boarder is allowed to shift from his/her allotted room to any other room without written permission from the Chief Warden. The boarders are also not allowed to shift / exchange furniture and other assets from one room to another.
- 1.22 Rooms once allotted to the students for an academic year will normally not be changed.

- 1.23 All residents are required to maintain standards of behavior expected of students of a prestigious Institution such as ours. They are expected to behave courteously and fairly with everyone both inside and outside the campus.
- 1.24 All residents are required to carry their valid Identity Cards issued to them by the institute.
- 1.25 The rooms, common areas and surroundings should be kept clean and hygienic. Notices shall not be pasted on walls and walls shall not be scribbled on. Any defective of wall almirah or the door is a punishable offence. Student occupying the room will responsible for such damage and the cost of repair of such damages/defacing including panel deduction as decided by the appropriate authority will be imposed them. The collective fine on students will will be imposed to recover the cost of damage of common areas where the responsibility of damage cannot be pin pointed.
- 1.26 The uses of audio systems which may cause inconvenience to other occupants are not allowed. The use of personal TV, VCR and VCD / DVD is prohibited. The students should not hire objectionable CDs from outside.
- 1.27 Use of PC for any other purpose except education is not allowed. Keeping of obscene material on computer and screening of movies/songs etc. is strictly forbidden. Strict disciplinary action will be taken against the defaulters. Students will not install LANs in the hostels unless provided by the institute.
- 1.28 In addition to these rules, boarders are also governed by the rules, orders, instructions etc. framed / issued by the competent authority from time to time.

2.0 ADMISSION TO HOSTELS

- 2.1 Application for admission to hostels shall be submitted at the time of admission in the prescribed application form, duly filled in and signed by the student and countersigned by his / her local guardian and parent / guardian.
- 2.2 A student if admitted to a hostel must furnish a written declaration in the prescribed form duly signed by the student and his / her guardian to the effect that the student shall abide by the institute rules, hostel rules and code of conduct.
- 2.3 Chief Warden/ Wardens will allot the hostel rooms at the time of admission.
- 2.4 Admission form as per **Appendix 'B'**

3.0 WITHDRAWAL FROM HOSTELS

- 3.1 Application for withdrawal from the hostel shall be countersigned by the father / mother / guardian and submitted to the Director through the Chief Warden. Such application shall be submitted after all hostel dues have been cleared. In spite of the fact that the boarder has actually vacated his/her room, he/she shall have to pay all the hostel dues including fines, up to the day he/she continues to be on the roll i.e. until his/her name is formally withdrawn. The student will fill up the room survey form and get the room checked from the hostel supervisor for any damages. The report will be sent to the project office for recovery, if any. Room Survey form as per **Appendix 'C'**

4.0 MEDICAL FACILITIES

In the case of illness of a boarder, the Warden/ supervisors/ Chief Warden shall inform the Medical Officer of the Institute for treatment and inform the local guardian.

Medical facility as detailed below shall be available to all the boarders:

- 4.1 The medical officer at SMIT Dispensary shall examine the cases at the OPD / indoor (at the hostel in the cases of serious illness) and take necessary line of treatment utilizing the available resources, free of cost. However, the cost of the medicine shall be paid by the boarder.
- 4.2 In case a patient (boarder), in the opinion of the Medical Officer, requires treatment outside the SMIT Dispensary, he/she may refer the case to the Central Referral Hospital, Gangtok. In such cases, for treatment outside the SMIT Dispensary, the boarders shall bear the entire cost of medical treatment etc. on his/her own. The institute shall provide the ambulance for transportation to the CRH to emergency cases on the recommendation of the Medical Officer.
- 4.3 Cases of a boarder 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. In case of emergency, such ailing boarder shall be shifted to his / her local (home town) hospital or to a hospital at any other place by the Institute, as per advice of the Institute Medical Officer, on the condition that the expenses shall be borne by the boarder / guardian.

5.0 HOSTEL LEAVE RULES

- 5.1 For seeking leave from the hostel, the boarder must submit the application form. A boarder must obtain prior written permission from the competent authority before proceeding on leave. Girl students are required to obtain permission of their parents and concerned warden to speak to the parents. Girls students are required to get the signature of the local guardian/parents on the leave return form and submit the same to the warden/hostel office after their return.
- 5.2 Leave from the hostel up to three (3) consecutive days shall be granted by the Warden/ Chief Warden.
- 5.3 Leave from the hostel for more than three (3) consecutive days shall be granted by the Chief Warden on the recommendation of the Warden and the Head of the Department.
- 5.4 Absence from the hostel without prior permission from the Warden/ Hostel Superintendent is to be considered as an act of gross negligence and misconduct and would be liable for disciplinary action as per rules.

6.0 GUESTS

No boarder shall keep any guest(s) in the hostel without the written permission of the Chief Warden. Institute guest house facilities will be availed by students on first come first serve basis. No guest shall be allowed to share rooms with the boarders unless otherwise specially permitted on medical grounds. The host student shall have to pay the prescribed charges for the guest. No guest shall remain in the hostel for more than 2 days at a time.

7.0 VISITORS

7.1 Normally, visitor(s) shall not be allowed to visit hostel rooms. However, in exceptional cases this may be relaxed by the Warden. Under no circumstances the gents will be allowed to enter in the Girls hostel and ladies in the Boys hostel.

7.2 Visitors should be received in the Visitors' room (Hostel duty room in the absence of a visitor's room) only. Under special circumstances, written permission from the Warden must be obtained to take visitors to rooms.

7.3 Any visitor entering the hostel gate should put his / her signature and enter relevant particulars in the columns in the Visitor's Register kept for the purpose at the hostel entrance.

8.0 NIGHT ROLL CALL

8.1 A boarder has to return to his/ her hostel latest by 8:30 P.M. for Girls and 9:30 P.M. for Boys.

8.2 Attendance will be taken at 10:00- 11:00 P.M. by the Hostel staff. It is compulsory for each boarder to be present personally at the time of attendance.

8.3 Boarders are not allowed to leave the hostel after 8:30 P.M. for Girls and 9:30 P.M. for Boys

8.4 The time of return to the hostel may however be extended to 10:00 P.M. in specific cases as indicated below:

- Any boarder desiring to work late in the laboratory, library, computer center etc. must obtain a recommendation from the concerned Head of the Department. The Warden, if satisfied, gives permission for at most three days in a month. For more than three days in a month, permission shall be granted by the Chief Warden/Dean student Affairs on the recommendation of the Head of the Department and the Warden.
- A boarder taking permission for late-entry (after 9:30 P.M. to 10:00 P.M.) to the hostel should sign in the late-entry register kept with the security staff. The security personnel will not allow the boarder to enter the hostel gate if he/she cannot produce late entry permission pass and shall immediately inform the Warden.

9.0 HOSTEL DISCIPLINE:

Boarders are expected to maintain discipline and proper atmosphere of study in the Hostels. Disciplinary action shall be taken against a boarder if he/she is found to violate the rules and regulations of the Institute.

The following acts of indiscipline are strictly prohibited:

9.1 Ragging in any form in hostels or in the Institute campus.

9.2 Keeping of medicines, drugs without doctor's prescription. Drinking alcoholic beverages or using any other narcotic drugs and intoxicant of any kind inside as well as outside the Institute campus. Smoking inside the hostel and campus is strictly prohibited.

9.3 Committing insubordination or showing disrespect to the authority.

9.4 Absence from hostel and classes without permission from the Warden and Head of the Department

9.5 Playing of audio and visual systems and other musical instruments / systems inside the room or in the hostel premises causing disturbance to other boarders and neighbors.

- 9.6 Picking up quarrel or altercation with fellow boarders and employees of the hostel. Use of foul language or indulging in any unruly or indecent behavior. Involvement in any kind of regional, ethnic, religious grouping inside the campus to create disturbance.
- 9.7 Participating in or promoting any disruptive activity in the campus.
- 9.8 Making false official statement to any Institute/ university official, faculty or staff and altering Institute records.
- 9.9 Misuse of and/or damage caused to library books, journals and computer facilities.
- 9.10 Tampering with existing electrical fittings/systems.
- 9.11 Unauthorized possession of any property belonging to the Institute, hostel or any other individual.
- 9.12 Fraudulent use of Student Identity Card.
- 9.13 Organizing any meeting, function etc. in the hostel without prior permission from the Warden.
- 9.14 Any other acts which in the opinion of the Hostel Supervisor/Warden are detrimental to the interest of other boarders as well as to the Institute.
- 9.15 All kinds of shouting, hooting, violent knocking or any other act, movement or behaviors which are likely to cause disturbance or annoyance to others.
- 9.16 Leaving their room with the lights and fans on.
- 9.17 Entry of female visitors into the rooms of the boarders in Boys' Hostel and male visitors into the rooms of Girls' Hostel without written permission.
- 9.18 Maltreating or abusing the hostel employees, canteen staff and others including outsiders, students, teachers and other Institute employees.
- 9.19 Cooking inside the room.
- 9.20 Use of electric heaters, electric rod, electric stove and other similar electrical appliances in the room.
- 9.21 Any form of gambling inside or outside the campus.
- 9.22 Keeping fire arms, weapons etc. in the hostel.
- 9.23 Damaging, misusing and stealing of any hostel properties or stealing others' belongings.
- 9.24 Boarders staying outside overnight without prior permission from the Warden.
- 9.25 Staying in the Hostels during a semester break without permission from Warden.
- 9.26 Entry and hosting of outsiders in the Hostel without permission of the Warden.
- 9.27 Absence of boarders from the hostel after the stipulated time as fixed by the authority.
- 9.28 Cyber-crime: Involvement in use of any kind of media including compute, mobile etc for sending videos, text or e-mail etc. to girl students.
- 9.29 Defacing of walls, damage to windows and other fittings inside the hostel and campus premises.
- 9.30 Any form of Public Display of Affection (PDA) inside or outside the institute campus.

10. COLLECTIVE RESPONSIBILITIES

- 10.1 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.
- 10.2 Residents should not indulge in practices / activities, which may endanger their own personal safety as well as others.

- 10.3 Residents will be personally responsible for the safety of their belongings.
- 10.4 Residents are required to obey all traffic rules inside the campus.
- 10.5 Residents are duty bound to report to the Hostel Superintendent/ Hostel Supervisor/staff/ Warden/ Chief Warden / Dean (Student Affairs) or the authority in case they notice any unwanted incident or undesirable activity going on in the hostel or on the campus.
- 10.6 Use of two wheeler/four wheeler by students in the campus is strictly prohibited. Residents violating this rule are liable for punishment. Students should not arrange any functions or meeting within the hostel or outside or within the Institute campus without specific permission of the concerned authorities.
- 10.8 Students should not arrange for any picnic outside without specific permission of the Dean (Student Affairs) / Chief Warden.
- 10.9 Residents are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable. Students should not throw litter indiscriminately and should not use non-bio-degradable items, such as carry bags.
- 10.10 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 short period.
- 10.11 Any case of theft should be reported promptly to the Chief Security Officer/Chief Warden.
- 10.12 The jurisdiction of SMIT is confined to the campus. If students create law and order problems outside the campus, they are answerable to the police.
- 10.13 In/Out registers must be filled at the main gate in while leaving the hostel for academic or private purpose failing which absentee will be marked and disciplinary action initiated against defaulter(s).

11.0 BREACH OF DISCIPLINE IN HOSTELS AND PUNISHMENT:

Boarders must follow the discipline as prescribed in clause No. 9.0. Violations of the same by any boarder will attract the following punishments:

- 11.1 Offenders of minor nature will be warned and appropriate fine will be imposed. Such punishment can be awarded on the spot by Chief Warden/ Wardens.
- 11.2 Major offences will lead to investigation by the Institute Disciplinary committee and punishment such as suspension and rustication may be awarded based on the gravity of offence.

12.0 STUDENTS DISCIPLINARY COMMITTEE:

Composition:

The composition of the committee will be decided by the Director SMIT as per the gravity of the offence and will be notified in the office Order.

13.0 RECORD OF PUNISHMENTS:

If a student is found guilty of violating the rules and regulations of the Institute/Hostel or any acts of indiscipline or misbehavior by the Disciplinary Committee following actions will be taken:

- a) All strictures/ warnings will be put in his personal files.
- b) If any punishment has been awarded by the disciplinary committee, the concern student will be debarred from holding any student counsel or other student appointments.
- c) If a student is punished by the Disciplinary committee thrice, including warnings, same will be reflected in his Character Certificate.

14.0 SUSPENSION/EXPULSION

Suspension is the temporary removal of a student from the rolls of the Institute as a punishment for indiscipline. The minimum period of rustication shall be one semester in addition to the remaining period of the semester during which the order is passed.

Expulsion is the permanent removal from the Institute /Hostel. An expelled student shall not be permitted to get fresh admission to the Institute.

15.0 PROCEDURE FOR SUSPENSION/EXPULSION FROM THE INSTITUTE/UNIVERSITY:

Before a student is rusticated / expelled the following procedure shall be observed:

- i) On receipt of the complaint against the conduct of student, the Dean Student Affairs/chief warden shall enquire into the matter within 2(two) days of receipt of the complaint and place it before the Disciplinary Committee not later than 3 (three) days from the date of receipt. If the Disciplinary Committee is satisfied that there is a prima-facie case for rustication/expulsion of the student, the student shall be allowed to explain in writing about the allegations against him/her or appear before the Disciplinary Committee to show-cause why he/she should not be rusticated/expelled.
- ii) The concerned student shall have to submit his/her explanation within 24 hours (one) day from the date of issue of the intimation by the Dean Student Affairs.
- iii) After receiving the explanation(s) or hearing in person, the Disciplinary Committee shall examine the case.
- iv) If at this stage the Disciplinary Committee is convinced that it is a fit case for rustication/expulsion, the Disciplinary Committee shall forward the recommendation for consideration and approval of the Director.

16.0 OTHER PROVISIONS RELATING TO SUSPENSION / EXPULSION:

- a).The date of rustication/expulsion: It shall be the date on which the order is issued by the Director, SMIT.
- b). Any disciplinary action taken against a student shall be intimated to the parent or guardian/Teacher Guardian of the student. The record of disciplinary action shall be mentioned in the files of the concerned student.

17.0 SPECIAL POWERS OF THE DIRECTOR:

Notwithstanding anything contained in these Rules, the Director shall have the authority to institute an enquiry against any student (s) regarding his / her misconduct and shall execute appropriate disciplinary actions. Students may appeal to the grievance redress committee for redress of punishment, which then have to be approved by the Director.

18.0 THE HOSTEL MESS

- 18.1 All boarders of the hostel shall automatically be members of the respective hostel mess.
- 18.2 Joining the mess is mandatory for all boarders.
- 18.3 No student other than the boarders of the respective hostel will be allowed to take food as guest. In case of emergency written permission has to be obtained from the Warden.
- 18.4 There is a separate mess for boys and Girls. The mess of the hostel shall be maintained by the Mess Contractor.
- 18.5 The dining hall shall remain open as per the timetable determined by the Mess Committee.
- 18.6 A duty faculty is nominated and Wardens will visit the students' mess daily as per the scheduled prepared by the Institute.
- 18.7 The duty faculties on duty in the Mess are permitted to take food in the students' mess along with the students while interacting with them. The duty faculty will also motivate the students during interaction with them.
- 18.8 The mess contractor may raise the bill at the end of the month for the food taken by the duty faculties.
- 18.9 Meals and refreshments shall be served in the dining hall of the hostel during the scheduled hours as notified from time to time. No meal or refreshments shall be served to boarders outside the dining hall except with the permission of Warden in case of illness.
- 18.10 Guest of a boarder may be allowed to take meal in the mess by payment of a charge determined from time to time by the Mess Committee. The mess manager should be informed of the matter at least three hours earlier.
- 18.11 Day scholar may also be allowed to join the mess by paying a certain charge to be determined from time to time by the Mess Committee.

Boarders shall not take any hostel utensil out of the dining hall except with the permission of the Wardens/Chief Warden on medical grounds. Unauthorized possessions of mess utensils in hostel rooms are a punishable offence.
- 18.12 In addition to these rules, the Mess Committee shall frame their own rules and regulations for proper management of the mess from time to time.

DUTIES AND RESPONSIBILITIES

9. Duties and responsibilities of various appointments of the hostel are as under:

CHIEF WARDEN

- (i) Chief Warden is expected to make surprise visits to the hostels on regular basis.

- (ii) He will call for wardens meeting twice in a month on the day as fixed by the Institute.
- (iii) The final forwarding of Students; Mess Bill lies with him. For this he will be assisted by Hostel supervisor
- (iv) Chief Warden is expected to make surprise visits to Mess and Cooking area.
- (v) As and when Disciplinary cases are reported by Wardens, the same must be reported to Director so that speedy action can be taken.
- (vi) The responsibility of sanctioning leave to Hostel Supervisors and Attendants lies with Chief Warden.
- (vii) Chief Warden has the responsibility of counseling students, under the recommendations of Wardens.
- (viii) Chief Warden holds the right to get the movement registers of students at the main gate as and when required.
- (ix) Any other duties that may be delegated by the higher authorities regarding hostel affairs from time to time.
- (x) Whenever Chief Warden's proceeds on leave, his duties will be performed by the Manager Administrator.
- (xi)** To forward the hostel daily report to the Director for perusal as per **Appendix 'D'**

WARDENS

Wardens have overall responsibility of their respective hostels. They will be assisted by Hostel Superintendent and Hostel Supervisors/Attendants.

- (i) Wardens are expected to make surprise visits at nights to their respective hostels. They are expected to interact with students as much as possible so that the students have confidence and faith in the hostel authorities.
- (ii) They are expected to conduct meeting with Floor Representative of their hostel at least once in a month and should submit a report to the Chief Warden without fail.
- (iii) All the hostels have offices within the hostel buildings. They are expected to sit in the hostel office for about an hour every day except Sundays. They are required to make a time table for their stay in the office as per their convenience. This however must be put-up on the hostel notice boards for the convenience of the students for effective meeting.
- (iv) Wardens will ensure that discipline is maintained in their hostels. For this they will be assisted by Hostel Supervisor/Attendants. All the cases of

indiscipline/misconduct/abnormal behavior will be reported to the wardens who will in turn take necessary action in consultation with chief Wardens, if required.

- (v) Wardens are the final authority for approving leave of students from their Hostels. For this students must take prior approval from them. However during long vacations (Puja & Holi) and semester breaks students should sign on the movement register before leaving the hostel premises.
- (vi) Wardens are expected to make surprise visits to Mess and Cooking area. It is also expected that they sometimes eat with the students and reports about the same must be submitted to the Chief Wardens.
- (vii) Maintain all the files related to Students' Records (including Addresses, Names of their TGs & mobile numbers), Hostels Allotment, Medical Reports, Disciplinary Reports, Furniture Records and Daily Reports.
- (viii) Whenever Wardens go on leave, information regarding the same must be given to Chief Warden.
- (ix) Wardens have the responsibility of counseling students involved in cases of indiscipline, misconduct and abnormal behavior. In case they feel that they cannot handle the situation, they may refer such cases to Chief Warden.
- (x) Any other duties that may be delegated by the higher authorities regarding hostel affairs from time to time.

HOSTEL SUPERVISORS

- (i) To assist the Chief Warden and Hostel Superintendent as and when required and work under their supervision.
- (ii) To get the hostels rooms and hostel premises cleaned including the toilets.
- (iii) Taking attendance of students at night at the prescribed timings.
- (iv) To inform the Chief Warden if any article is found damaged or any hostel facility is being misused and to rectify the same.
- (v) To inform the Chief Warden without delay, of any sickness of students, undesirable misconduct or behavior, any matter of serious concern like ragging, physical assault etc. In case if a student is required to be taken to CRH, one attender shall accompany the student.
- (vi) Responsibilities for keeping unused rooms under lock and key.
- (vii) Taking attendance at night at the prescribed timings for boy's Hostel at 10pm and for the Girl's Hostel at 9.30pm.
- (viii) To intimate the concerned authorities including Engineering section regarding students complaints and follow up of the same.

- (ix) Daily report to the Chief Warden regarding hostel matters.
- (x) Any other duties that may be delegated by the higher authorities regarding hostel affairs from time to time.
- (xi) Forward the daily report to Chief Warden for perusal.

HOSTEL ATTENDANTS

- (i) To assist the Chief Warden and Supervisors as and when required and work under their supervision.
- (ii) To get the hostels rooms and hostel premises cleaned including the toilets.
- (iii) Taking attendance of students at night at the prescribed timings.
- (iv) To inform the Chief Warden if any article is found damaged or any hostel facility is being misused and to rectify the same.
- (v) To inform the Chief Warden without delay, of any sickness of students, undesirable misconduct or behavior, any matter of serious concern like ragging, physical assault etc. In case if a student is required to be taken to CRH, one attendant shall accompany the student.
- (vi) Responsibilities for keeping unused room under lock and key.
- (vii) Taking attendance at night at the prescribed timings for Boy's Hostel at 10pm and for the Girl's Hostel at 9.30pm.
- (viii) To intimate the concerned authorities including Engineering section regarding students complaints and follow up of the same.
- (ix) Daily report to the Hostel Superintendent regarding hostel matters.
- (x) To perform the duties and responsibilities of Hostel Supervisor in his/her absence /leave as seniority basis.
- (xi) Any other duties that may be delegated by the higher authorities regarding hostel affairs from time to time.

MESS SUPERVISOR

- a) Checking of quality of milk
- b) To ensure cleanliness and quality of food as per menu during preparation/cooking for the following:-
 - i. Breakfast.
 - ii. Lunch.
 - iii. Evening tea/snacks.
 - iv. Dinner.

- c) To supervise smooth distribution of food during:-
 - i. Breakfast.
 - ii. Lunch.
 - iii. Evening tea/snacks.
 - iv. Dinner.
- d) To ensure that there is no shortage of food and all students are provided with sufficient food during all services.
- e) To check quality of fresh and dry rations received in the Mess.
- f) Check cleanliness of Cook House, Dining Hall, Canteen, Stores, Deep Freeze and utensils.
- g) Check cleanliness of canteen, washing area, surrounding areas of mess and toilets in the Mess.
- h) Check condition of cooking appliances and their replacements.
- i) Hygiene and sanitation of mess staff/canteen staff and surrounding areas.
- j) Checking of dress and personal hygiene of mess/canteen staff.
- k) To maintain discipline of mess staff and the students in the mess premises/dining hall.
- l) Repair/maintenance of mess including electric fitting.
- m) Maintenance/cleaning of aqua guard installed in the mess.
- n) The above responsibilities are for both boys and girls students messes.
- o) Over all supervision of the students recreation hall.
- p) Any other duty & responsibilities assigned by the Chief warden/Institute.

ATTENDER SPORTS

1. To maintain all record of sports equipment.
2. To maintain the receipt and issue register for sports Items
3. To check correctness of the new items as per the bills.
4. To file report of the defaulters and initiate the recovery process.
5. To get the unserviceable items repaired through the Project office/Chairman sports committee.
6. Make arrangements for all sports events
7. Make arrangement for tea /water / lemons for sports events.
8. Maintenance of all the playgrounds with the help of maintains staff.

CONCLUSION

9. The above instructions laydown the procedures to be followed for hostel management. These should be reviewed and updated keeping in mind the changing scenario. Implementation of these instructions should be monitored by the auditors.

Appendix 'A'

MASTER LIST OF FILES AND REGISTERS

Sl. NO.	files	FILE NO
1	OFFICE ORDER	SMIT/CW/OO
2	CIRCULAR	SMIT/CW/CIRCU.
3	ION	SMIT/CW/ION
4	DAILY REPORT	SMIT/CW/DR
5	SUSPENSION & WARNING	SMIT/CW/SW
6	NOTICE	SMIT/CW/NOTICE
7	WARDEN CONFERENCE	SMIT/CW/WC
8	WARDENS REPORT	SMIT/CW/WR
9	WARDEN CORRESPONDANCE	SMIT/CW/W COR.
10	STUDENTS STATISTICS/ DATA (1/2) A&B	SMIT/CW/SS DATA
11	STAFF LEAVE RECORD	SMIT/CW/STAFF LR
12	STAFF RELATED DOCUMENTS	SMIT/CW/STAFF RD
13	INDISCIPLINE CASE/COMPLAINTS/STATEMENTS	SMIT/CW/DISC.
14	COMPLAINS/GRIVENCES/APPLICATION	SMIT/CW/COMP.

15	MESS MENU	SMIT/CW/MM
16	MESS POINTS/MESS METTING	SMIT/CW/M. MET.
17	SPORTS -QUOTATION/COMPARATIVE STATEMENTS/SUPPLY ORDER	SMIT/CW/SPI
18	SPORTS CLUB	SMIT/CW/SC
19	SPORTS GAMES	SMIT/CW/SG
20	EVENTS	SMIT/CW/EVENTS
21	CULTURAL PROGRAM	SMIT/CW/CP
22	HOSTEL ACCOMMODATION	SMIT/CW/HA
23	ROOM ALLOTEMENT	SMIT/CW/RA
24	ALL APPROVAL / SANCTION ORDER	SMIT/CW/SANCTION
25	BILLS	SMIT/CW/BILLS
26	DAY SCHOLAR STUDENTS	SMIT/CW/DAYSCHOLAR
27	T.G LIST	SMIT/CW/TG
28	GENERAL	SMIT/CW/GEN
29	ANTI RAGGIN	SMIT/CW/AG
30	HOSTEL LEAVING APPLICATION	SMIT/CW/HLA
31	ROOM CHANGE	SMIT/CW/RC
32	RESULTS- EVENTS /SPORTS/CULTURAL	SMIT/CW/RESELTS
33	KALRAV 2010-2011	SMIT/CW/KALRAV /10-11
34	ISB 2010	SMIT/CW/ISB-2010
35	TELEPHONE DIRECTORY/PRESS/ADDRESS	SMIT/CW/TELE. DIR,
36	GIRLS HOSTEL	SMIT/CW/GH
37	BLANK FORM /FORMAT	SMIT/CW/BFF
38	ALL RULES & REGULATION	SMIT/CW/RULES
39	GENERAL FURNITURE RECORD	SMIT/CW/FURNITURE
40	APPLICATION FOR JOB/CONTRACTOR CORRESPONDENT	SMIT/CW/APP/JOB
41	UNDERTAKING & APPOLOGY	SMIT/CW/UT & APPO.
42	CONVENING ORDER	SMIT/CW/CONVENING/

43-60	Blank	
hostel no -01(boys)		
61	STUDENTS LEAVE RECORD (night out)	CW/BH-1/SLR
62	FURNITURE RECORDS	CW/BH-1/FR
63	ROOM CHANGE	CW/BH-1/RC
64	OFFICE ORDER	CW/BH-1/OO
65	SANCTIONED STUDENTS WITHDRWAL APPLICATION	CW/BH-1/WA
66	STUDENTS REJOIN SANCTIONED LETTERS	CW/BH-1/RA
67	STUDENTS MEDICAL RECORD FILE	CW/BH-1/MR
68	FINANCE CORRESPONDANCE FILE	CW/BH-1/FC
69	COMPUTER RELATED DOCUMENTS	CW/BH-1/CR
70	DISCIPLINARY CASE CORRESPONDANCE	CW/BH-1/DC
71	STUDENTS APOLOGY RECORD	CW/BH-1/AR
72	ROOM CHANGE APPLICATION	CW/BH-1/RCA
73	RECREATION HALL STOCK RECORD	CW/BH-1/RH
74	SUSPENSION & WARNING RECORD	CW/BH-1/SW
75	DAILY REPORT TO CHIEF WARDEN	CW/BH-1/DR
76	STAFF OCCUPANCY RECORD	CW/BH-1/SO
77	PROJECT CORRESPONDING FOR FURNITURE	CW/BH-1/PC
78	STUDENTS LIST & REGISTRATION	CW/BH-1/SL
79	DEMAND FILE	CW/BH-1/DF
80	STUDENTS WELFARE FILE	CW/BH-1/SWO-COR
81	PENDING RECORD FILE	CW/BH-1/PF
82-86	BLANK	
hostel no -02(boys)		
87	STUDENTS LEAVE RECORD	CW/BH-2/SLR
88	FURNITURE RECORD FILE	CW/BH-2/FR
89	ROOM CHANGE APPLICATION FILE	CW/BH-2/RCA
90	OFFICE ORDER	CW/BH-2/OO
91	SANCTIONED STUDENTS WITHDRWAL APPLICATION	CW/BH-2/SWA

92	SANCTIONED STUDENT REJOIN APPLICATION	CW/BH-2/SRA
93	MEDICAL RECORD FILE	CW/BH-2/MR
94	FINANCE CORRESPONDANCE DOCUMENTS	CW/BH-2/FC
95	DISCIPLINARY CASE CORRESPONDANCE	CW/BH-2/DC
96	STUDENTS APOLOGY RECORD	CW/BH-2/SAR
97	ROOM CHANGE PENDING APPLICATION	CW/BH-2/RCP
98	SUSPENSION & WARNING RECORD	CW/BH-2/SW
99	DAILY REPORT TO CHIEF WARDEN	CW/BH-2/DR
100	STAFF OCCUPANCY	CW/BH-2/SO
101	PROJECT CORRESPONDANCE FOR FURNITURE	CW/BH-2/PC
102	STUDENTS LIST AND REGISTRATION NUMBER	CW/BH-2/SRN
103	DEMAND FILE	CW/BH-2/DR
104	PENDING FILE	CW/BH-2/PF
105	HOUSE KEEPING ITEMS HANDING & TAKING	CW/BH-2/HKP
106-110	BLANK	
hostel no -02(girls)		
111	ROOM SURVEY REPORT	CW/GH-2/RSR
112	FURNITURE RECORD	CW/GH-2/FR
113	MAINTENANCE RECORD	CW/GH-2/MR
114	STUDENTS RECORDS	CW/GH-2/SR
115	GUEST BILL RECORD	CW/GH-2/GBR
116	SMU/INSTITUTE GUEST DETAILS	CW/GH-2/SD
117	ROOM ALLOTMENT	CW/GH-2/RA
118	DAILY REPORT	CW/GH-2/DR
119	STUDENST LEAVE APPLICATION	CW/GH-2/SLA
120	NOTICE	CW/GH-2/NOTICE
121	STUDENTS CONTACT NUMBER	CW/GH-2/SCN
122	HOUSE KEEPING ITEMS RECORD	CW/GH-2/HKR
123-127	BLANK	
hostel no -03(girls)		
128	STUDENTS HOSTEL REGISTRATION FILE	CW/GH-3/SR

129	NOTICE FILE	CW/GH-3/NOTICE
130	STUDENTS LEAVE APPLICATION	CW/GH-3/SLA
131	DAILY REPORT	CW/GH-3/DR
132	GUEST BILL RECORD	CW/GH-3/GBR
133	FURNITURE RECORD	CW/GH-3/FR
134	HOUSE KEEPING ITEMS RECORD	CW/GH-3/HKR
135	ROOM CHANGE APPLICATION	CW/GH-3/RCA
136	NEW ADMISSION STUDENTS FILE	CW/GH-3/NAF
137-141	BLANK	
hostel no -04(girls)		
142	FURNITURE STOCK VERIFICATION	CW/GH-4/FSV
143	RECREATION HALL STOCK RECORD	CW/GH-4/RHSR
144	NEW ADMISSION STUDENTS FILE	CW/GH-4/NAF
145	STUDENTS MONTHLY RECORDS	CW/GH-4/SMR
146	STUDENTS REJOIN SANCTIONED LETTERS	CW/GH-4/RA
147	SANCTIONED STUDENTS WITHDRWAL APPLICATION	CW/GH-4/WA
148	STUDENTS APOLOGY RECORD	CW/GH-4/SAR
149	DISCIPLINARY CASE RECORD	CW/GH-4/DCR
150	STUDENTS SUSPENSION/WARNING RECORD	CW/GH-4/SSWR
151	STUDENTS ROOM CHANGE	CW/GH-4/SRC
152	FINAL YEAR STUDENTS RECORD	CW/GH-4/FYSR
153	STAFF OCCUPANCY RECORD	CW/GH-4/SOR
154	FACULTY OCCUPANCY RECORD	CW/GH-4/FOR
155	HOUSE KEEPING ATTENDANCE RECORD	CW/GH-4/HKAR
156	WARDENS FILE	CW/GH-4/WF
157	NOTICE RECORD	CW/GH-4/NR
158	STUDENTS DAILY REPORT	CW/GH-4/SDR
159	STUDENTS APPLICATION NIGHT OUT RECORD	CW/GH-4/SANOR
160	OFFICIAL LETTER RECORD	CW/GH-4/OLR
161	STUDENTS ADDRESS & CONTACT RECORD	CW/GH-4/SACR
162	ROOM SURVEY RECORD	CW/GH-4/RSR

163	ITEMS RECEIVED & ISSUED RECORD	CW/GH-4/IRIR
164	GUEST PAYMENT RECORD	CW/GH-4/GPR
165	LOCK & KEY RECORD	CW/GH-4/LKR
166	STAFF DUTY ROSTER	CW/GH-4/SDR

Appendix 'A' Contd..

MASTER LIST OF REGISTER

Sl. NO.	REGISTER
R-1	STAFF ATTENDANCE REGISTER
R- 2	DISPATCHED RECORD REGISTER (CW)
hostel no -1 (boys)	
R-3	STOCK LEDGER BOOK (01)
R-4	STOCK LEDGER BOOK (02)
R-5	WARDEN VISIT REGISTER
R-6	HOUSE KEEPING REGISTER
R-7	CHAIR RECORDS (OLD & NEW)
R-8	ROOM SURVEY REGISTER
R-9	ROOM SURVEY DETAILS REGISTER
R-10	ROOM PAINTING LOG BOOK
R-11	HYGIENE & SANITATION REGISTER
R-12	PROJECT OFFICE COMPLAIN REGISTER

R-13	SPORTS STOCK ISSUE REGISTER
R-14	FURNITURE STOCK REGISTER
R-15	COMPLAIN REGISTER (CARPENTARY)
R-16	COMPLAIN REGISTER (SANITARY)
R-17	COMPLAIN REGISTER (ELECTRICAL)
R-18	STUDENTS MOVEMENT REGISTER(OUT GOING)
R-19	STUDENTS MOVEMENT REGISTER(IN COMING)
R-20	KEY ISSUED REGISTER
R-21	ATTENDANCE REGISTER HOUSE KEEPING STAFF
R-22	ROOM CLEANING LOG BOOK
R-23	STUDENTS ATTENDANCE REGISTER BLOCK WISE
R-24-29	BLANK
hostel no -2 (boys)	
R-30	WARDEN VISITING REGISTER
R-31	ATTENDANCE REGISTER HOUSE KEEPING STAFF
R-32	ROOM CLEANING LOG BOOK
R-33	GUEST ACCOMODATION DETAILS REGISTER
R-34	COMPLAIN REGISTER CARPENTARY
R-35	COMPLAIN REGISTER SANITARY
R-36	COMPLAIN REGISTER ELECTRICAL
R-37	STUDENTS MOVEMENT REGISTER
R-38	ROOM SURVEY DETAILS REGISTER

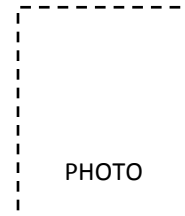
R-39	STUDENTS ATTENDANCE REGISTER BLOCK WISE
40-44	BLANK
hostel no -2 (girls)	
R-45	STUDENTS IN COMING REGISTER
R-46	STUDENTS NIGHT OUT PASS REGISTER
R-47	MOVEMENT REGISTER DAY OUT
R-48	COMPLAINED REGISTER
R-49	WARDEN VISIT REGISTER
R-50	VISITORS REGISTER
R-51	STUDENTS LETTERS RECEIVED REGISTER
R-52	GUEST RECORD
53-57	BLANK
hostel no -3 (girls)	
R-58	COMPLAIN REGISTER (PLUMBER)
R-59	COMPLAIN REGISTER (ELECTRICAL)
R-60	COMPLAIN REGISTER (CARPENTARY)
R-61	MOVEMENT REGISTER DAY OUT
R-62	STUDENTS NIGHT OUT PASS REGISTER
R-63	HOUSE KEEPING STAFF REGISTER (SWEEPERS)
R-64	VISITORS REGISTER
R-65	STUDENTS LETTERS RECEIVED REGISTER
R-66	WARDEN VISITING REGISTER
R-67	NEWS PAPERS RECORD REGISTER
R-68	ROOM SURVEY REGISTER

69-72	BLANK
hostel no -4 (girls)	
R-73	COMPLAIN REGISTER (PLUMBER)
R-74	COMPLAIN REGISTER (ELECTRICAL)
R-75	COMPLAIN REGISTER (CARPENTARY)
R-76	MOVEMENT REGISTER DAY OUT
R-77	STUDENTS OUT GOING REGISTER
R-78	STUDENTS IN COMING REGISTER
R-79	VISITORS REGISTER
R-80	STUDENTS LETTERS RECEIVED REGISTER
R-81	HOUSE KEEPING STAFF REGISTER (SWEEPERS)
R-82	RECREATION HALL RECORD
R-83	STUDENTS SICK REGISTER
R-84	WARDEN VISIT G REGISTER
R-85	GUEST RECORD REGISTER
R-86	STAFF MOVEMENT REGISTER
R-87	STAFF LEAVE RECORD
R-88	NEWS PAPERS RECORD REGISTER
R-89-95	BLANK

MESS	
R-96	MESS COMPLAIN REGISTER (BOYS)
R-97	MESS COMPLAIN REGISTER (GIRLS)

Appendix 'B'

HOSTEL REGISTRATION FORM



Name

Adm. No.....Regd. No.....Category.....

Teacher Guardian.....

Date of Birth.....

Course/Branch.....

Room No.....

If any Brother/Sister Studying at SMIT:

Name.....Year.....

Branch.....Hostel Room No.....Phone.....

Fathers Name.....Occupation.....

Mothers Name.....Occupation

Permanent Address

Correspondent Address

Contact No of Parents:

Contact No. of Student:

Any Major Medical Cases.....

Signature of occupants Total Amount

1.

Departmental Charges @25%

Appendix 'C' Contd..

Net Chargeable Amount

Amount to be shared	Name	Regn.No	Amount

Comments if any:

Signature of Supervisor:

<u>(XX) Material Used</u>	Date of Completion	
	Room Ready for use w.e.f.	
	Signature of Engineer	
	Signature of Chief Engineer	
	Signature of Store In chare	
	Signature of Supervisor	

Note: (XX) stands for office use only

No:	Room No. Handed Over: <input type="text"/>
	Date of Handing Over : <input type="text"/> Signature of supervisor

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Appendix'D'

GIRLS HOSTEL DAILY REPORT

DATE :

T/STRENGTH	PRESENT	LEAVE	V/ROOM

Hostel No.	T/Strength	Present	Leave	Absent	V/Room

PROJECT:

1. Vacation/Occupation of Day-

a) Guest/Visitors-

b) Faculty-

c) Students-

2. Indiscipline cases,if any-

3. Medical cases,if any-

4. Feedback from Student/staff-

Signature of Supervisor

Signature of Chief Warden

Director

APPX 'D' Contd..

BOYS HOSTEL DAILY REPORT

DATE:

T/STRENGTH	PRESENT	LEAVE	V/ROOM

Hostel No.	T/Strength	Present	Leave	Absent	V/Room

PROJECT:

1. Vacation/Occupation of Day (MNO Block)-

- a)
- b)
- c)

2. Vacation/Occupation-Faculty(PQR Block)-

a) Faculty-

b) Visitors-

3. Occupation/Vacation(Other Blocks)

a)Hostel No.1

(i)

(ii)

b)Hostel No.2

(i)

(ii)

4.Indiscipline cases,if any-

5.Medical cases,if any-

6. Feedback from Student/Staff-

Signature of Supervisors

Hostel No.1

Hostel No.2

Signature of Chief Warden

Director