

HOSTEL

Purpose:

- To provide accommodation to the students who are far away from the college campus.
- To give training to the inmates of the hostel, how to get along with other inmates.
- The entire behavior of the inmates in the hostel will be viewed by steward/matron and resident tutors.
- Study habit of the inmates will be formulated by giving proper direction from the warden.
- To ensure availability of good quality and hygienic food to Hostel inmates.
- To ensure the availability of resources and proper maintenance of infrastructure facilities.
- To ensure the maximum discipline among the inmates in the Hostel.
- To make them aware about the rules and regulation of the Hostel.
- To ensure the maximum percentage of results among Hostel inmates.

Scope:

To provide quality Hostel facility for the students

Responsibility, Authority and Communication:

Chief Warden/Warden (Chief Warden is the principal):

- Is the head of the both Hostels (Boys and Ladies)
- His decision shall be final in the interpretation of the rules and in all matters connected with the
- Hostel.
- Shall have the power to frame standing orders to regulate internal matters.

Resident Tutors:

- Resident tutors shall assist the Warden in exercising disciplinary control over the inmates.
- Resident Tutors are expected to give guidance in respect of their study and motivate them to the
- academic activities.
- They have to offer welfare measures to the Hostel inmates.
- Senior most resident tutor will be in charge of current duties of the warden during the absence of the Warden.

Steward/Matron:

- He/she has to assist warden and resident tutors in maintaining discipline among Hostel inmates.
- He/she has to see that no student leave the Hostel, after the roll call, without permission of the Resident tutors/Warden.
- He/she has to see that the inmates should sleep and work in their own rooms.
- He/she is the custodian of all Furniture, equipment available in the hostel.

- He/she has to report about the loss/repair of any item in the hostel to the Warden/Administrator.
- He/she has to accompany the inmate to the hospital if she/he is not well.
- He/she has to do all possible helps to the inmates to the extent possible.
- He/she has to insist and control the cleaner and sweeper to maintain a tidy atmosphere in the hostel.

Methods of operation and control:

Admission:

- Admission is at present confined to the students of college.
- Applications for admission to the students should be addressed to the Warden, college.
- The warden will have the right to refuse admission to any applicant without assigning reasons.
- Staff members of the college may be admitted as regular boarders if there are vacancies at the discretion of the warden.
- Guest members may be admitted in the hostel, if vacancies are then at the discretion of the warden.

Deposit:

Each student on admission should pay a deposit as per current rate.

Allotment of Rooms:

Rooms will be allotted at the discretion of the warden. Rooms once allotted will not be interchanged during the academic year. When there is a change in room required by any inmate in a necessitated situation, it will be done with the consent of the warden.

Catering:

The canteen provides food to the inmates as per menu approved by the committee. The statement of dues from members shall be put up on the notice board ordinarily on 1st working day of every month. Any complaint regarding the dues should be reported to the warden in writing by the food committee representation failing which no action will be taken about the complaint. The dues shall be paid on or before 12th of every month.

Code of conduct:

The Principal will be the Chief Warden of all hostels of the College.

Every hostel will have a Warden appointed by the Principal from among the members of the faculty. The Warden will be responsible for the running of the hostel, all aspects of students' stay in the hostel, the mess and student discipline. He will be assisted by the Resident Tutors (RT). RTs will be in direct control of students in all aspects of stay in the hostel, their study and discipline. The Steward (MH) and Matrons (LH) will look after routine matters of the hostels and will assist the Resident Tutors for smooth running of the hostel and maintenance of discipline.

Hostel facilities are provided for facilitating the students for hassle-free study and

disciplined life. The facility is offered only to students who need the facility for the above stated objectives.

- A student, once admitted to the hostel, shall on no account, leave the hostel without the permission of the warden.
- Rooms once allotted will not be interchanged during the academic year.
- Inmates should keep their rooms, beddings and belongings neat and tidy. They should keep up decency and decorum in their living and manners.
- Inmates of hostel will be responsible for the safety of the articles issued to them for use. They should not tamper with the electrical installations, sanitary fittings, furniture and other articles of the hostel. If any damage is done, compensation will be levied from the persons responsible for the damage.
- Inmates should keep their valuables under lock and key. The Management will not be responsible for loss as a result of carelessness.
- All inmates must be in their rooms by 6.30 pm in the case of LH and by 8.30 pm in the case of MH. Permission should be obtained from the Resident Tutor for coming in or for going out in case of emergency.
- Inmates are not permitted to remain in the hostel during class time without the explicit permission of the warden.
- The Matrons/Steward will take roll call of the inmates after 6.30 pm in LH and after 8.30 pm in MH, when all inmates should be in their rooms.
- If any of the inmates leaves the hostel without prior permission, the matter should be reported to the Resident Tutor by the Steward /Matron immediately. The Resident Tutor should report the matter to the Warden for further necessary action.
- 8 pm to 10 pm for LH and 9 pm to 11 pm for MH are study times. During the study time, all inmates should engage themselves in studies. No body shall disturb the silence..
- Inmates are expected to switch off fan and light after use and lock the rooms when they are going out.
- Shouting, reading aloud, singing, playing stereo or musi system and such other acts causing disturbance to other inmates inside the hostel are forbidden. Inmates are not permitted to convene meetings of any sort anywhere in the hostel or its premises.
- No celebrations of any sort will be permitted in the hostel without the written permission of the Warden.

- Smoking using drugs and consuming alcoholic drinks in the hostel premises are strictly prohibited.
- Inmates are not to indulge in fighting and using abusive language in the hostel premises.
- Use of crackers and fireworks inside the hostel building are prohibited.
- Warden and RTs will have the complete rights to inspect the rooms at any time in the presence of the inmates.
- Any inmate who violates the hostel rules or cannot follow the hostel rules shall be required to leave the hostel without notice.

Holidays:

The hostel will normally be closed during the Onam, Christmas and at the end of the semester. However the warden will consider applications for studying in the hostel during the holidays.

Quality criteria for operation and control:

Routine inspection is to be done by the Warden.

Monitoring and measurements:

Steward/Matron , Resident tutors and Warden monitors their responsibilities as mentioned in the method of operation of control

Documents / Information required:

- (a) ISO 9001-2000 awareness book
- (b) Quality manual of COLLEGE
- (c) Minutes of Mess meetings.
- (d) Inmates list and Profile.
- (e) Attendance register.
- (f) Movement register.

Records:

- (a) Canteen Complaint registers.
- (b) Canteen monthly feedback report.