

# **RUSTAMJI INSTITUTE OF TECHNOLOGY**

## **BSF ACADEMY TEKANPUR**

### **STANDARD OPERATING PROCEDURE FOR HOSTEL**

#### **1. INTRODUCTION**

The Rustamji Institute of Technology, (RJIT) is located within the secured and disciplined campus of BSF Academy, Tekanpur. RJIT campus has separate Hostel facilities for boys and girls as listed below.

- i) APJ Kalam Hostel - for boys - 120 beds
- ii) CV Raman Hostel - for boys - 120 beds
- iii) Kalpana Chawla Hostel - for girls - 120 beds

Each hostel has separate mess running on contract basis. This SOP is introduced to ensure smooth functioning of all the hostels.

#### **2. HOSTEL MANAGEMENT COMMITTEE**

2.1 The following hostel committee will be detailed by the Competent Authority every year along with other annual committees. This committee will work under the supervision of Chief Administrator and Principal. This committee will execute various duties of hostels i.e. Hostel Allotment, Mess & Mess Tender, Hostel Discipline Matters, Welfare measures of students and execution of all functions in hostels.

<b>Official</b>	<b>For Boys Hostel</b>	<b>For Girls Hostel</b>
Presiding Officer	(Not below the designation of Assistant Professor))	(Not below the designation of Assistant Professor)
Member 1	Warden (permanent/additional duty) (Not below Assistant Professor)	Warden (permanent/additional duty) (Not below Assistant Professor)
Member 2	Any male faculty/staff	Any female faculty/staff
Member 3	Care taker of Hostel	Matron of Hostel

2.2 Each hostel is managed by hostel warden and care taker/matron under the direct supervision of PO, Hostel Committee. Wardens, care takers and matron will reside in the respective hostel. The students can approach wardens, matron or care taker for any help, guidance and grievances. Higher authorities may be approached through proper channel.

2.3 Disciplinary matters related to Hostel shall be initiated from Establishment Section of RJIT.

2.4 Charter of Duties

- a) PO, Hostel Committee - Annexure 'A'
- b) Warden - Annexure 'B'
- c) Matron / Care Taker - Annexure 'C'
- d) Hostel Clerk - Annexure 'D'
- e) Adm Officer - Annexure 'E'

### **3. ALLOTMENT OF HOSTEL**

- 3.1 First year students willing to avail the hostel facilities, required to submit the Hostel Admission Form (Annexure E) along with the self-attested copies of following documents. Hostel allotment is done on merit basis before the commencement of each odd semester.
- a) Institute admission letter
  - b) JEE Main score card
  - c) 12<sup>th</sup> Marks Sheet
- 3.2 Hostel Allotment to 2<sup>nd</sup> to 4<sup>th</sup> year students: In every academic year first year students will be given preference for hostel allotment. If number of first year students who wish to avail hostel facilities goes higher than the available vacancy, seats will be made available by short listing the senior boarders. Short list will be prepared based on following criteria with equal importance:
- a) Overall academic result (10 points)
  - b) Discipline; warden will maintain the record (10 points)
  - c) Previous fee (college or hostel) due (10 points)
- 3.3 At the time of admission of a student in the hostel, each student is required to submit a duly completed Hostel Admission Form. In case of any change in address or contact number of the self, parent/local guardian, boarder must inform the hostel authorities to update in record register.
- 3.4 Each resident shall deposit the full amount of hostel fee at the time of admission or commencement of every academic session. If any student fails to deposit the fee within given time s/he may be fined Rs. 50/- per day.
- 3.5 Change of rooms may be permitted in exceptional cases, provided it is necessary/justified to the warden and later to hostel committee. Unauthorized occupation of any room or exchange of rooms shall be treated as serious violation of disciplinary rules of the hostels.
- 3.6 The hostel management will generally provide minimum furniture and fittings for each room consisting of one each of cot, study table, chair, ceiling fan with regulator and, a tube light/CFL fitting. Each resident shall sign the undertaking of the room allotted. The fused bulb/CFL/tube light should be replaced by students.
- 3.7 In case of non-availability of sufficient number of rooms, hostel committee may allot more students per room than its capacity.
- 3.8 The students are entitled for accommodation in the hostel as long as they are full time registered students of RJIT.

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- 3.9 For leaving the hostel, boarder should submit duly completed hostel leaving form (Annexure F). Before vacating and leaving the rooms, the students should handover the issued inventory in good condition. The electrical installations including the fan should be handed over intact, in addition to the furniture and other inventories to the warden.
- 3.10 If any student is denied for accommodation in hostel by the hostel management due to paucity of rooms, then a complete exemption for payment of charges may be granted to the student by the hostel committee till the time accommodation is made available.
- 3.11 Every month a common meeting between hostel committee and Principal will be organized to resolve the problems of students in hostel.

### **4. HOSTEL FEE FIXATION**

- 4.1 Hostel fee will be fixed by the Fee fixation committee and approved by Competent Authority. Fee may be revised whenever needed by following the above procedure.
- 4.2 Mess advance fee will be taken as per the latest approved Mess Contract.
- 4.3 Before the commencement of every academic session, latest approved Hostel Fee structure will be provided by Establishment branch

### **5. HOSTEL FEES REFUND**

- 5.1 Hostel fee constitutes hostel management fee, caution money and mess fee.
- 5.2 Hostel management fee for the year, once paid & occupied the room, will not be refunded in any case.
- 5.3 Only mess fees and hostel caution money are refundable. Refund will be done only after adjustment of mess bills and return of issued items such as study table, chair, cupboard, cot and other accessories available in room in good condition. In case of damage to any of the above items the cost of maintenance will be recovered from the boarder.

### **6. PROCEDURE FOR PROCESSING THE MESS BILLS**

- 6.1 The draft mess bill shall be displayed on respective hostel's notice board by mess contractor after verification by concerned warden by 3<sup>rd</sup> day of each month.
- 6.2 The draft mess bill will remain displayed for 03 days' period and if any student has any objection / correction regarding their diets, the same should be rectified within the period of these 03 days only.

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- 6.3 After necessary correction if any, mess contractor will prepare the mess bill in duplicate and submit to concern hostel warden.
- 6.4 The Hostel Warden will verify the mess bill & get counter sign of PO Hostel Committee.
- 6.5 After that Mess Contractor will submit a copy of bill in dak.
- 6.6 Hostel Clerk will process the bill on file after receipt of same from dak within 3 days.
- 6.7 After approval of bill amount by concerned sanctioning authority, the file will be sent to cashier for making final payment to concerned contractor. Cashier will take not more than three days to prepare the required cheque to release the sanctioned amount. The payment should not take more than 10 days.

### **7. CODE OF CONDUCT FOR BOARDERS**

- 7.1 Every student should behave well in the campus as well as outside in such a manner as to bring credit to him/her and to the institution.
- 7.2 All boarders are required to maintain standard 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.
- 7.3 All boarders are required to carry their valid identity cards issued by the institute/university.
- 7.4 All rules and regulations are equally applicable for all students. There is no exemption for senior students and no special rules for first year or senior students.
- 7.5 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.
- 7.6 All boarders (girls and boys) are expected to be in the hostel before 2000 hrs. Hostel warden must be informed if any student is unable to reach by this time. If any student wishes to be away from the hostel during the weekend, holidays or any other time, she/he has to take prior written permission from the respective warden. Warden may permit the boarder after discussion with his/her parents.
- 7.7 A resident can avail maximum five days leave in a semester, on approval by principal after recommendation of head of the department based on the condition that s/he would be able to maintain 75% attendance and good academic record in the current semester.

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- 7.8 Only sick students may stay in hostel during college timings on prior written permission of hostel warden.
- 7.9 No student is allowed to visit others' room after 2200 hrs.
- 7.10 Rooms are allotted to each student on his/her personal responsibility. S/he should see to the upkeep of his/her room, hostel and its environment. Students should bring to the notice of the warden by making entry in maintenance register for all the required works such as cleaning, maintenance civil work and electrical. Maintenance register should be presented to PO hostel committee on weekly basis. However for urgent work it may be forwarded as per the need.
- 7.11 Students should cooperate in carrying out maintenance work and vacate their rooms completely when the hostel management requires the rooms for this purpose. On such occasions, the management will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the same.
- 7.12 Students should not screen pirated/unauthorized/unlicensed movies in their computers and common rooms. Any violation will be dealt strictly. Punishment for the same will be decided by authorities.
- 7.13 Boarders are required to handover the issued inventory in good condition when s/he changes the room or leave hostel. In case of any damage to the property in the room during occupancy of that room and the cost of maintenance will be recovered from all the students with equal contribution.
- 7.14 In case of damage to or loss of hostel property, the cost will be recovered from the student responsible for such damage or loss, if identified. If not identified then from all the students of the hostel with equal contribution.
- 7.15 The residents are required to sign a 'hostel upkeep undertaking form', a copy of which is given as Annexure G.
- 7.16 Ragging of students admitted to the institute is totally banned. Any violation of this by the students will invite a severe punishment.
- 7.17 For your understanding, ragging which is CRIMINAL & NON-BAILABLE OFFENCE is defined in legal parlances as, *"display of noisy, disorderly conduct doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear, shame or embarrassment to a student in any academic institution and includes: teasing, abusing, of*

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*playing practical jokes on or causing hurt to such student; or asking the student to do any act or perform something which such student will not in the ordinary course be willing to do.”*

Excerpts from the Directions of Hon'ble Supreme Court of India in respect of curbing ragging in Educational Institutions:

*20 The head of the institution (Vice-Chancellor/Director/Principal, etc.) should take immediate action on receipt of the recommendation of the Disciplinary Committee. S/He can also take action suo motto if the circumstances so demand.*

*21 Fresher should be encouraged to report incidents of ragging. Those who do not do so even when being witness or victims, should also be punished suitably.*

*22 When the persons committing or abetting the crime of ragging are not identified, collective punishment could be resorted to as a possible deterrent measure, as it would ensure community pressure on the potential raggers not to indulge in ragging.*

7.18 All students of RJIT, boarders and day scholars, are required to submit a signed Anti-Ragging Undertaking affidavit as per the guidelines of Honorable Supreme Court.

7.19 Smoking and/or consumption of alcoholic drinks and/or narcotic drugs in or out of the hostel premises is strictly prohibited. Students shall not enter the hostel premises in intoxicated state and should not possess such materials.

7.20 Hostel zone is a smoke-free zone in the institute. Students should not smoke inside the hostel/room/common room/dining hall/toilets/corridors/terrace, etc.

7.21 Any kind of gambling is strictly prohibited in and out of the institute's premises.

7.22 All residents should keep their personal hostel kit consisting of First-Aid-Box, one mattress and pillow, two bed sheets and pillow covers, two towels, 5 handkerchiefs, two set of institute's uniform including a blazer, tie and black belt, two sets of track pants and T-shirts, one soap case, one bucket, and a mug.

7.23 No one should use the belongings of other students without their written consent and warden's approval.

7.24 Students are advised not to keep valuables, excess amount of cash in their rooms.

7.25 The room of any student in the hostel can be inspected at any time by the warden or any authorized member of the institute or district police officials in presence of institute's authorities.

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- 7.26 Volunteer students will be selected on merit or as suggested by the warden and further approved by PO, hostel committee to assist in the smooth functioning of hostel. Every hostel inmate shall cooperate with them in the act of discharging their duties.
- 7.27 All the volunteer students will be responsible for the assigned tasks and will maintain proper record in a register and get it signed weekly from hostel warden further to put before PO hostel committee.
- 7.28 Residents should not fire crackers on any occasion inside the hostel building. Permission may be sought to fire crackers in open area.
- 7.29 Residents should not play out-door games inside the hostel premises. It not only damages the hostel property but also disturb the peace of the surroundings.
- 7.30 Employing unauthorized persons for personal work such as washing clothes, etc. is not permitted. Members of the mess staff should not be asked to enter the hostel premises on any account.
- 7.31 The students when they go out should plan to return to the campus before 2100hrs.
- 7.32 Any student who is found to be indulged in undesirable activities such as physical assault, damage to property, etc. will be liable to the following punishments:
- a) S/he will be expelled from the hostel.
  - b) A record of his/her misconduct will be made in the personal file.
  - c) The cost of damage will be fully recovered from him/her together with punishment.
- 7.33 Any student found hosting or harboring an offender will be also liable to the punishments mentioned above.
- 7.34 The use of electrical appliances such as immersion heaters, electric stove/heaters/iron are forbidden in hostel. Private cooking in the hostels/student's room is strictly forbidden. Such appliances, if found will be confiscated and a suitable fine will also be imposed.
- 7.35 The use of audio systems which may cause inconvenience to other occupants is not allowed. The use of personal TV, VCR/VCD/DVD is prohibited. The students should not hire objectionable CDs from outside.
- 7.36 When the students go out of their room they should switch off all the electrical/electronic appliances, and keep it locked all times. Violation will attract penalty of Rs 100/- or as decided by authorities.

## **8. ENTERTAINING GUESTS & VISITORS**

- 8.1 Guests of any resident may be permitted, with the prior permission approved by the PO hostel committee/Principal.
- 8.2 The hostel room charge and facility for the guest is at the rate of Rs. 100/- per day. The advance deposit amount of Rs. 500/- shall be done at the time of check-in. These charges are fixed by the hostel management from time to time.
- 8.3 All visitors to the hostel including the parents/guardians will have to make necessary entries in the visitor's entry register available in the hostel office.
- 8.4 Entertaining unauthorized guests will lead to severe punishment including expulsion from the hostel.
- 8.5 No overnight guests are permitted in a student's room without permission of the warden.
- 8.6 Visit of person of opposite gender to that of resident without prior person of warden is strictly restricted.

## **9. COLLECTIVE RESPONSIBILITIES**

- 9.1 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 students who caused the damage could not be identified.
- 9.2 Residents should not indulge in practices/activities, which may endanger their own personal safety and/or others.
- 9.3 Residents are required to obey all traffic rules inside and outside the campus.
- 9.4 Students suffering from contagious disease will not be allowed to stay at hostel.
- 9.5 Residents are duty bound to report to the warden or any other hostel committee member in case they notice any unwanted incident or undesirable activity going on in the hostel or on the campus.
- 9.6 Residents are required to park the cycles only in the space provided for the same in an orderly manner. No cycle/vehicles should be parked at the entrance or in the corridors.
- 9.7 Use of powered vehicles, personal or others, by students is banned. Residents violating this rule are liable for punishment. Powered vehicles brought to the campus will be handed over to the authorities.

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- 9.8 Students are not allowed to take common room's newspapers to their room at any time.
- 9.9 No student shall use the service of a housekeeping person for personal work.
- 9.10 Students shall not enter the rooms of other students without permission of the inmates.
- 9.11 All matters relating to differences among students and complaints against theft shall be brought to the notice of the hostel management. No police complaint will be lodged by the student before taking hostel management into confidence.
- 9.12 Any complaint from the neighbors or society will result in strict action.
- 9.13 Students indulging in use of abusive and threatening language, physical fights, use of force to get unfair act accomplished, etc. will be punished. Further, they are liable to be expelled from the hostel and or even from the institute.
- 9.14 Playing music/record player etc. loud enough to cause disturbance to his/her neighbors is prohibited. Defaulters will be punished and such appliance will be forfeited. Repeated acts will render cancellation of allotment of hostel room.
- 9.15 Students should not arrange any functions or meeting within the hostel or outside or in the institute campus without specific written permission of the concerned authorities.
- 9.16 Keeping of any lethal weapons like sticks, rods, chains etc. in the hostel rooms is strictly prohibited.
- 9.17 No secret activities or meeting are permitted in the hostel premises. For holding any meeting in the hostel, prior written permission should be obtained from warden. Such meeting should be permitted to occur only in presence of warden.
- 9.18 No association of students on the basis of religion, caste, creed or color is permitted.
- 9.19 As ours is academic institute, students may arrange any academic activity in hostel with prior permission of warden. But, no one is allowed to arrange any group religious activities in hostel premises. As religion is personal matter and not official, no group religious activity is allowed in the hostel premises or institute campus.
- 9.20 No collection of money is permitted without prior approval of PO hostel committee.
- 9.21 Students should not arrange for any picnic outside without specific written permission of the warden/PO hostel committee.

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- 9.22 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.
- 9.23 Any case of theft should be immediately reported to the security person/warden.
- 9.24 The jurisdiction of RJIT is confined to the campus. If our students create law and order problems outside the campus, they are themselves liable for their act.
- 9.25 Residents should not participate in any anti-national, anti-social or undesirable activity in or outside the campus.
- 9.26 Do not go out in large groups which are difficult to control. If you get involved in unpleasant situations, you are not the only one to be affected. You end up creating a bad impression of our Institute. Defaulter in such incidents will be strictly tackled.
- 9.27 RJIT will do its utmost to protect you as long as you are on the right side of the law. Do not overstep your limits. Help us to help you.

### **10. MESS RULES**

- 10.1 It is mandatory for every boarder to join the mess facility in respective hostel.
- 10.2 The system of self service will be followed in the mess.
- 10.3 The quantity and quality of food will be as per mess tender.
- 10.4 Boarders should strictly adhere to the mess timings fixed by the warden with the consent of boarders and finally approved by PO hostel committee.
- 10.5 Boarders should visit dining hall in decent outfits. They should wear clean track pant, T-shirt, sandals or shoes. They should avoid wearing lowers and bathroom slippers.
- 10.6 No boarder is allowed to take food in their room without prior permission of hostel management.
- 10.7 Diet off is permitted on following grounds:
  - A) Maximum five days in each semester for personal reasons
  - B) For festival holidays as declared by university
  - C) Semester breaks as declared by university
  - D) Medical condition , on prior permission of authority (out of station and submission of medical illness / fitness certificate

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- E) Participation in sports or other competitions on college behalf (on prior permission of Sports Officer)
- 10.8 Application for the diet off should be made in the form prescribed and it should be submitted at least two days in advance. The application should be forwarded by warden/matron/care taker and permitted by hostel PO/hostel committee.
- 10.9 Both the copies of approved / permitted Diet off form shall be submitted to the concerned Warden /Hostel office. From Warden Office one copy of same shall be kept in Warden office for record and one copy to be handed over to mess contractor to be shown with monthly mess bill. Boarder may keep a copy of the same for personal record.
- 10.10 Hostel office will maintain the diet off record in a dedicated register.
- 10.11 Only the students of mess committee members are permitted to enter the kitchen or store room of the mess with hostel authorities.
- 10.12 Students are not permitted to cook any food on their own accord in the mess or in their rooms.
- 10.13 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.
- 10.14 No food will be served in the rooms of the hostel for any student unless warden's approval to the effect that the student's condition requires the food to be served in their rooms.
- 10.15 No diner shall waste food. Paying mess bill does not entitle a diner to waste food. Take the food as per your requirement. A penalty of Rs 50 will be imposed if found wasting food.
- 10.16 Assist in maintaining the mess and surrounding neat and clean. No notices shall be pasted on walls. Notices put up on the notice boards should not be removed by diners.
- 10.17 All diners shall interact with mess staff in the dining hall in a courteous manner.
- 10.18 Residents should record their complaint regarding the mess facility in the provided complaint register.
- 10.19 After eating food, diner shall leave the cup, plate, waste food etc. in the designated bins.
- 10.20 All diners shall keep ID cards; they may be asked to produce it any time.
- 10.21 If any diner is medically ill and requires a special diet (e.g. oil-less food) s/he can request the warden to arrange the same at the mess.

- 10.22 Students should neither bring any pet animals into the mess nor encourage such practice.
- 10.23 Students can entertain their parents/guardians as guests in their Hostel visitor's room only, on payment of Rs. 100 -/ per day, on prior permission of hostel authority.

#### **11. RIGHTS OF HOSTEL MANAGEMENT COMMITTEE**

- 11.1 Any breach of these rules will invite any enquiry that will be conducted by the HMC. If the student is found guilty, then the HMC will take disciplinary action. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.
- 11.2 The HMC reserves its right to update these rules from time to time keeping the students informed through general circulars displayed on the hostel notice boards.

#### **12. MEDICAL EMERGENCY**

- 12.1 In case students who fall sick at the time of their stay in Hostel should intimate the Hostel Warden/matron/care taker immediately. Warden/matron/care taker will take the student to BSF Composite Hospital for immediate medical assistance. If the patient is referred to any Gwalior hospitals then patient will be escorted by the person detailed by adm officer. The same will be informed to local guardian/parents.
- 12.2 Students can also contact the PO, Hostel Committee or Adm Officer in case of any kind of emergency.

### **13. MESS CONTRACT**

- 13.1 Mess contract for both (boys & girls) hostels may be separate.
- 13.2 Store Incharge will ensure the process of Mess contract well in advance, may be three months before the commencement of new session.
- 13.3 Mess contractor will follow the instructions on diet off as per the terms and conditions mentioned in mess contract.
- 13.4 All the inventory of each mess will be issued from store to Hostel warden and care taker/matron. Further Hostel warden and care taker / matron will issue the inventory to mess contractor.
- 13.5 Mess contractor will submit no dues alongwith the copy of inventory issued/returned with his/her last mess bill. No. dues of the contractor should be signed by care taker/matron, hostel warden, PO Hostel Committee and put up to the Principal RJIT for further action.
- 13.6 All the complaint placed by the students in the food complaint register must be entertained by the mess contractor regularly.

**NOTE:** This SOP may be maintained and distributed by establishment branch. The duties of all the hostel authorities / staff may be provided at the time of taking charge of the responsibility.

Presiding Officer : \_\_\_\_\_  
(Dr. Anjana Goen)

M-1. \_\_\_\_\_  
(Dr. Rakesh Sohal)

M-2. \_\_\_\_\_  
(Ganesh Bahadur)

M-3. \_\_\_\_\_  
(Kamla Singh)

**RECOMMENDED/NOT RECOMMENDED**

**APPROVED/NOT APPROVED**

PRINCIPAL  
RJIT, BSF ACADEMY

CHIEF ADMINISTRATOR  
RJIT, BSFTEKANPUR

**Annexure 'A'**

**RESPONSIBILITIES OF PO HOSTEL COMMITTEE**

Hostel committee is detailed by the Competent Authority every year in annual committees. Hostel Committee play vital role in RJIT Hostel Management. PO would smoothly run the hostels with the help of other hostel committee members. PO will work directly under the supervision of Principal & Chief Administrator. Some of the essential responsibilities of PO Hostel Committee are as follows:

1. Guide and supervise all the members of hostel committee about all their responsibilities as per the SOP framed for hostel management.
2. Intimate the warden / matron/ care taker about approved semester breaks /festive vacations and any other break for the purpose of Diet off and hostel leave.
3. Hostel Allotment of Newly admitted /1<sup>st</sup> year students as per procedure.
4. Short listing the students from second year onwards for further allotment of hostel as per the guidelines.
5. Check the food quality on regular basis. Take necessary action to maintain the food quality as per the tender guidelines.
6. Check all the records maintained in hostels on regular basis and put to Principal as per guidelines.
7. Approve the diet off duly forwarded by warden / matron / care taker.
8. All the previous records must be handed over to newly appointed PO, hostel committee.
9. Execute all other Hostel related works whichever intimated to the committee time to time by the Competent Authority.

**Annexure 'B'**

**Duties and responsibilities of Hostel Warden**

1. Allotment of rooms to the students as per the approved guidelines of RJIT.
2. To supervise and monitor the cultural activities of students in the hostel.
3. Regular visit of hostel rooms for better interaction with the students in order to maintain cleanliness and discipline. On every alternate Saturday, submit the inspection report to PO, Hostel Committee.
4. Arrange cleanliness competition in first year, winner room will get one kilogram of rasgulla/gulab jamum.
5. Nominate the students for the various committees like mess management, cleanliness etc.
6. To take care of the guests and allocating rooms for them and to check the maintenance and repairs of the guest rooms.
7. To supervise the working of hostel staff.
8. To resolve the day to day problems of the students.
9. To care the sick students and taking care during emergency and reporting to the parents/local guardian & to immediate competent authority in case of any serious illness.
10. To deal with the acts of indiscipline of students & report the same to competent authority.
11. To ensure the quality of food, hygiene & as per approved menu in the mess.
12. Communicate with the parents/guardians of the residents on regular basis.
13. To maintain overall ambiance of the hostel premises.
14. To send advance information to PO, hostel committee about the estimated bulk requirements of the hostel items to be purchased.
15. The warden is expected to arrange mentors meeting with the students at least once a month. Students' attendance is compulsory for these meetings. The warden would sort out the minor grievances or residents. Issues may be collected prior to the meeting.
16. To keep a watch so that no unauthorized student resides in the hostel.
17. Roll call should be taken on a regular basis.
18. The following registers/records will be maintained by concerned Care-taker / Matron and Warden will sign the documents on daily basis and submit to PO hostel committee on fortnightly basis.
  - a) Room-wise / floor-wise list of boarders.
  - b) Maintain the record of hostel allotment year-wise and branch wise.
  - c) A student mess cutting register to be maintained. This should be put up before PO Hostel Committee on monthly basis.

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- d) Maintain student attendance / roll call register
  - e) Student Diet Off register / file
  - f) Students Outgoing and incoming register
  - g) Visitors incoming register
  - h) Guest house register
  - i) Students Coaching permission files /register with timings.
  - j) Maintaining Students Food / Mess register.
  - k) Students warning issue files and registers.
  - l) To initiate Hostel Leaving / Hostel Left files
  - m) Hostel maintenance /complain register
  - n) Hostel inventory register with room wise inventory.
19. He/he must be available in respective Hostel office during college working hours.
20. All previous records must be held with warden.
21. She/he will hand over all the records to PO hostel committee.

**Annexure 'C'**

**Duties and responsibilities of hostel matron / care-taker**

1. Distribution of rooms to the students as per the approved guidelines of RJIT.
2. Monitor the cultural activities of students in the hostel.
3. Regular visit of hostel rooms for better interaction with the students in order to maintain cleanliness and discipline. On every alternate Saturday, submit the inspection report to PO, Hostel Committee.
4. Arrange cleanliness competition in first year, winner room will get one kilogram of rasgulla/gulab jamun.
5. Nominate the students for the various committees like mess management, cleanliness, etc
6. Take care of the guest rooms such as allotment and maintenance guest rooms.
7. Supervise the working of hostel staff.
8. Assist warden to resolve the day to day problems of the students.
9. Care the sick students and taking care during emergency and reporting to the parents/local guardian & to immediate competent authority in case of any serious illness.
10. Assist warden to deal with the acts of indiscipline of students & report the same.
11. Reporting the cases of serious indiscipline/ragging to the PO, hostel committee for further course of action.
12. Ensure the quality of food, hygiene & as per approved menu in the mess.
13. Communicate with the parents/guardians of the residents on regular basis.
14. Maintain overall ambiance of the hostel premises.
15. Provide in advance the information to warden, hostel committee about the estimated bulk requirements of the hostel items to be purchased.
16. Keep a watch so that no unauthorized student resides in the hostel.
17. Assist warden during roll call on regular basis.
18. The following registers / records will be maintained by concerned Care-taker / Matron:
  - a) Room-wise list of boarders.
  - b) Record of hostel allotment year-wise and branch wise.
  - c) Student mess cutting Register to be maintained. This should be put up before Warden / PO Hostel Committee on monthly basis.
  - d) Diet off register / file.
  - e) Maintain student attendance register
  - f) Visitors register

*Standard Operating Procedure for RJIT Hostels*

- g) Guest register
  - j) Students Coaching permission register with timings.
  - k) Students warnings registers in individuals' pages.
  - l) Hostel Leaving record
  - m) Hostel maintenance register
  - n) Room wise inventory and other inventory.
19. She/he must be available in respective hostel office during college working hours.
20. All previous records must be held with warden.
21. She/he will hand over all the records to hostel warden / PO hostel committee on termination of her/his duties/appointment.

**Annexure 'D'**

**RESPONSIBILITIES OF HOSTEL CLERK**

1. Hostel clerk will process case regarding Hostel fee structure on yearly basis.
2. He/she will generate the receipt of Hostel and mess fee in CAAM portal for challan payment.
3. He/she will printout the daily receipt summary from CAAM portal and update fee register accordingly.
4. Fee registers duly update to be put up to AO and DDO for signature on next day.
5. He/she will check the mess bill through dak, duly verified by hostel matron/care taker/Hostel warden and countersigned by PO Hostel committee. If found any discrepancy / error, Hostel clerk will report to PO Hostel Committee.
6. After checking the mess bill if found correct, he /she will process for approval.
7. After payment of mess bill by cashier, the same will be updated in Fee Register accordingly. After updation of mess advance account of each student, the register will be put to AO and DDO within a week.
8. The mess advance account of each student will also be updated in CAAM portal monthly.
9. He/she will no dues regarding hostel & mess advance only to students.
10. He/she will process the applications of students seeking refund of Hostel caution money and diet off amount within one month for passout student and five days for hostel leaving students.
11. Process all types of correspondence related to Hostel except disciplinary matters.

**Annexure 'D'**

**RESPONSIBILITIES OF ADM OFFICER**

The Administrative officer of RJIT will have following duties / responsibilities for smooth management of hostels:

1. To arrange the vehicles as & when required by hostel for transportation of students during medical emergency.
2. To arrange vehicle on special occasions like – Going to Gwalior, Academy area, Tech fest / cultural fest at Gwalior region etc.
3. To provide cleaning staff for maintaining the hygiene and sanitation in both the hostels.
4. To provide/arrange guards for safety & security of hostels one each for boys and girls hostel on rotation basis.