



## Hostel Policy

# Universal Engineering College

June 2011





### 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 Warden 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 (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.

### Warden

- Warden is appointed for supervision directly in the hostel
- Warden will monitor the daily activities in the Hostel
- Warden will maintain the attendance and other related registers.
- Warden will be responsible for maintenance, mess, and safety and security of the hostel and its residents.







### **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.

### **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, of 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 warden. Rooms once allotted will not be inter changed during the academic year. When there is change in room required by any inmate in necessitated situation, it will be done with the consent of the warden.

#### **Catering:**

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 1<sup>st</sup> 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 5<sup>th</sup> 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. 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.

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. 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 warden will take roll call of the inmates after 6.30 pm, 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 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:**

Resident tutors and Warden monitors their responsibilities as mentioned in the method of operation of control

**Records:**

- (a) Hostel MOM
- (b) Complaints Register (QR – Google form shared)

