

HOSTEL MANUAL

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CHAPTER 1

HOSTEL ADMINISTRATION

Definition, Objectives, Organization of Hostel Authorities/ Functionaries & their Responsibilities / Duties

DEFINITION: Hostel means a unit of residence, by whatever name called, for students of the MSRIT provided, maintained or recognized by it.

OBJECTIVES:

- To ensure that the students are able to devote adequate time to their studies and research.
- To ensure that students coming from different parts of the country learn to live together and strengthen their relations with mutual cooperation and goodwill and
- To develop a climate congenial for co-curricular and extra-curricular activities of students.

ORGANISATION OF THE HOSTEL ADMINISTRATION

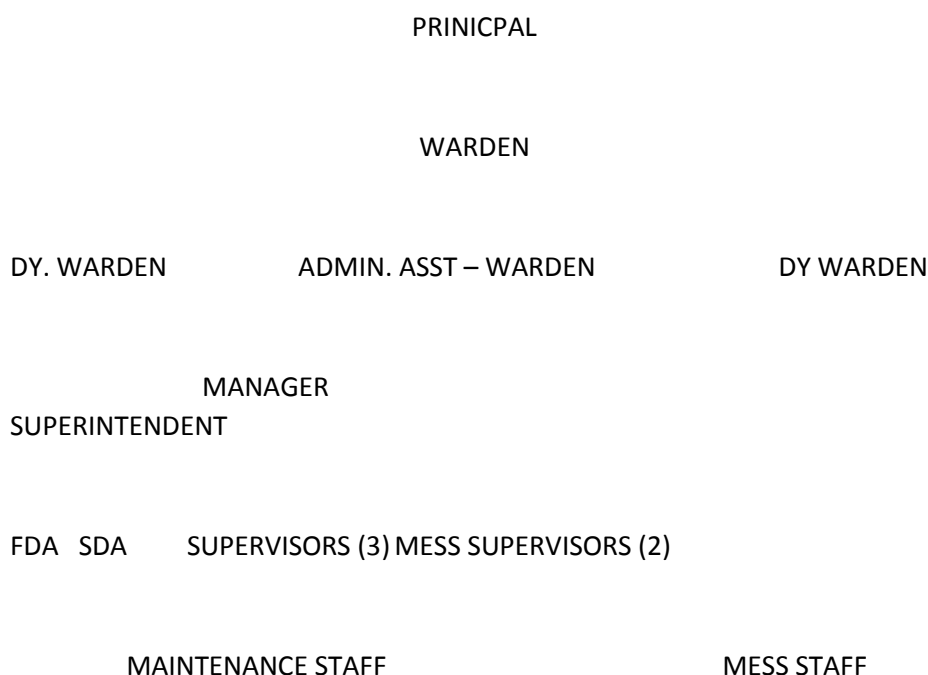
As a leading institution, the MSRIT maintains a substantial complex of hostels for students. These are grouped, for administrative convenience, into three blocks - comprising up to 12 types of accommodation, as given below:

Sl.No.	Name of the Block	Type of Accommodation	No. of Rooms	No. of Seats
1	General Block	Double Occupancy – Common Bath	119	238
2	General Block	Triple Occupancy – Common Bath	1	3
3	General Block “F”	Double Occupancy – Common Bath	57	114
4	General Block “S”	-do-	53	106
5	General Block “NR”	-do-	30	60
6	General Block “NR”	Double Occupancy – Attached Bath	4	8
7	Old NRI Block	Single Occupancy – Attached Bath	16	16
8	“	Double Occupancy – Attached Bath	14	28
9	“	Triple Occupancy – Attached Bath	1	3
10	New NRI Block	Single Occupancy – Attached Bath	101	101

11	“	Triple Occupancy – Attached Bath	36	108
12	Fresher’s Block	Double Occupancy – Common Bath	120	240
TOTAL			552	1025

The Warden of the hostel is the principal authority and executive in all matters relating to resident students’ welfare, their discipline and messing as well as the administration and security of the hostel. The Warden is assisted by Administrative Asst. - Warden, two Dy. Warden, Manager Hostels, Superintendent, Supervisors and full time office staff. The officials are responsible for their respective portfolios.

The hierarchical chart explains the organizational scheme as shown below.



The affairs of the hostels are governed by various committees consisting of officials as under:

- a. **Advisory Committee** : Chairman, Vice-Chairman, Secretary and Chief Executive.
- b. **Hostel Committee** : Principal, Warden, Dy. Wardens, Admin Asst. – Warden, Manager and Superintendent.
- c. **Mess Committee** : Warden, Dy Wardens, Admin Asst. – Warden, Manager,

Superintendent, Mess Supervisor and
Student representatives.

- d. **Disciplinary Committee** : Principal, Warden, Registrar – Admin,
Respective HOD's,
Dy Wardens, Admin Asst. – Warden, Manager
& Superintendent
- e. **Cultural Committee** : Warden, Dy Wardens, Admin Asst. –
Warden, Manager and Superintendent
- f. **Grievance Committee** : Principal, Warden, Registrar – Admin,
Dy Wardens,
Admin Asst. – Warden, Manager and
Superintendent
- g. **Anti-Ragging Squad** : Principal, Warden, Dy Wardens, HOD's,
Professors &
Associate Professors.

Powers and Functions of Warden / Dy. Warden:

The Warden/ Dy Wardens of Hostel shall perform such duties as are assigned to them by the competent authority from time to time and they shall function under the overall charge of the competent authority. In addition to the specific duties assigned, the Warden/Dy Wardens shall perform the following functions:

- The Dy Wardens shall keep close contact with the residents and shall pay attention to their health, hygiene and general life in the hostel.
- The Dy Wardens functioning under the overall charge/**coordination** of the Warden will be individually and collectively responsible for the smooth functioning of the hostels. **Each Dy Warden shall be responsible for his portfolio and such responsibilities as assigned to them by the Warden from time to time. Under the collective responsibility principle, they are responsible together for the overall smooth functioning of the hostel and to meet any contingency.**
- Each Dy Warden will be responsible for the assigned resident students.
- Each Dy Warden shall ensure that the residents in his charge observe the hostel rules properly and maintain discipline and decorum and shall promptly report

to the Warden all cases of misbehavior, indiscipline, and sickness of the residents in his charge.

- The Dy Wardens will be responsible for the proper upkeep and maintenance of such properties of the concerned hostel as are under his charge.

Powers and Functions of the Warden:

- The Warden in a hostel is the principal authority and executive in all matters relating to resident students' welfare, their discipline and messing as well as the administration and security of the hostels. The Warden shall be responsible to the competent authority for the proper maintenance and management of the hostel and of its attached mess.
- To assist the Warden, each hostel block has appropriate full time staff to look after general administration, mess, common room, health and recreational facilities, and maintenance and sanitation.
- Warden will supervise all matters concerning the functioning of the hostel.
- Warden will chair the meetings of the Dy. Wardens of the hostel and other officials which will be held as regularly as may be necessary, but at least once a month.

- Warden can transfer a resident from one wing of the hostel to another.
- Warden can permit the stay of a resident's guest for more than 7 days but upto 14 days according to hostel rules.
- Warden can sanction refund of all kinds of security money.
- Warden will secure the timely completion of and will examine the bank reconciliation statement of all accounts pertaining to the hostel.
- **Warden shall ensure proper checking by Office Incharge and shall verify the wage bills pertaining to the mess, sanitary and other staff provided by the private manpower service provider.**
- Warden can sanction repairs to furniture in emergent cases.
- Warden will be responsible for proper pursuance of complaints relating to civil/electrical works, repairs/replacements of furniture, fittings etc.
- Warden can recommend overtime in accordance with rules.

- Warden can sanction or recommend leave in respect of mess and other staff of the hostel as per delegation of authority.

Administrative Asst - Warden / Manager Hostels / Superintendent

- He will allot hostel rooms and guest rooms and supervise them. (This function will not be delegated to any staff in the hostel)
- Will check the resident students register and the guest room register.
- Can permit stay of a resident-student's guest upto a period of 7 days.
- Will take disciplinary action for keeping any unauthorized guest.
- Will order double-locking of rooms of resident students and their re-opening, when required.
- Will take action for the eviction of defaulting resident students in consultation with the Warden/superintendent for mess bill defaulters.
- Will be responsible for the overall security of the hostel and will coordinate his/her responsibility with the Security Officer of the Hostels.
- Will periodically verify the furniture and fittings of the hostel with the assistance of the Caretaker / Supervisor and take action for their repairs/replacement or for obtaining additional furniture.
- He will be responsible for general matters relating to health with the advice of the Medical Officer.
- Will look after the common room and the sports and cultural programmes of the hostel and will regulate disbursements out of the hostel's recreation grant.
- Will check the bills prepared by the Caretaker for purchase of Newspapers and Magazines.
- Will arrange disposal of old Newspapers and Magazines and ensure that the sale proceeds are deposited in the appropriate head of account.
- Will ensure maintenance of discipline and decorum in the common room.
- Can permit the common room to stay open beyond the prescribed hour on a special occasion.
- Will pursue, at appropriate level, all complaints relating to common room items like television.

- He will be responsible for all matters relating to hygiene, sanitation and cleanliness of the hostel in consultation with controllers / supervisors.
- Will supervise the work of the sanitation staff, keep a control over their attendance and maintain the Attendance Register.
- Can grant Casual Leave to the sanitation staff and recommend regular leave to the Wardenas per delegation of authority.
- With the assistance of the Mess Committee, he will supervise the functioning of the mess and the working of the Mess Supervisors, Cooks and Helpers under his charge.
- Will keep a watch over the cleanliness of the dining hall and the kitchen and of the food prepared.
- Will conduct regular inspection of the kitchen room and the dining hall, especially when the residents take their meals.
- Will enforce discipline and decorum in the dining hall.
- Will supervise the system of purchases of mess stores, provision etc.
- Will ensure the correctness of receipts and issues of mess stores, crockery etc. and of the stock balance and will attest all entries in the relevant stock register. Will check the valuation of the closing stock.
- Will ensure that stores are kept in good and efficient condition.
- Will check and certify the bills received from suppliers with reference to the stock register.
- Will investigate cases of shortage/excess of stores.
- Will be responsible for drawl of temporary advance when necessary and for keeping watch over its adjustment.
- Will examine the monthly income and expenditure statement of the Mess.

OTHER FUNCTIONARIES IN THE HOSTEL (STAFF), THEIR RESPONSIBILITIES AND DUTIES

The Office Incharge will be responsible for:

- Supervising the staff under his or her control, including the sanitation staff through the caretaker/sanitary guide.
- Checking and verifying the attendance of the staff under his control and custody of the attendance register.

- Grant or recommend casual leave to the staff under his or her control in accordance with the rules.
 - Keeping liaison with the Warden / Dy. Warden/Sr. officials of the hostel.
 - **Assisting the Warden / officials of the hostel in admission process at hostel level.**
 - Maintaining list of residents along with their guardians' permanent address and such other information as may be necessary.
 - **Maintaining a close supervision over room vacancy and immediate transmission of vacancy position the Manager.**
 - Checking the cash book and daily cash scroll with reference to relevant records, vouchers, etc.
 - Physical verification of cash balance at the end of the month and of cash coupons.
 - Custody of receipt books and cheque books.
 - Check **and verify and attest** all bills, **and including all bills related to the wages, overtime of contract staff in the hostel.**
 - Supervisory check on all ledgers, registers and stock registers maintained in his or her office and 'no dues' certificate issued by the Cashier. (xi)
Attending to the observations of internal audit.
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- Checking the correctness of the pages of receipt books, cheque books, cash coupons and cash books and to maintain proper records for these.
 - Preparing bank reconciliation statements as frequently as may be normally necessary.
 - Maintenance of casual/compensatory leave account of staff and forwarding of applications for regular leave.
 - Custody of imprest and maintenance of imprest accounts. Scrutiny and sign the wage bills of mess staff, depositing establishment charges/service charges to the concerned authority without delay.
 - **Keeping all application forms for various purposes in sufficient quantity.**
 - Any other work assigned by the Warden/Senior officials of the hostels.
 - Custody of paid vouchers, used receipt and coupon books and counterfoils of cheques.

- Maintaining all ledgers.
- Maintaining various registers like stock registers of cash coupons, register of deposits, and register of contracts.
- Writing cheques and obtaining bank drafts. Refunding security amount, after necessary adjustments of dues, if any, to the resident students on the authority of Warden.
- Issuing 'no dues' certificate under signature of Warden / official of the hostel
- Preparing list of defaulters and submitting it to the -Office Incharge.
- Typing work as may be assigned by the Office Incharge / Warden.
- Any other work assigned by Office Incharge/Senior officer.

Caretaker / Supervisors of the respective blocks will be responsible for:

- Preparing and maintaining the master list of hostel rooms indicating the student's name, programme of study, centre/school along with **latest photographs**, local and permanent address/tel. No. etc.
- Assisting the Sr. Officials in allotting rooms.
- Handing over possession of hostel rooms to allottees and obtaining from them acknowledgement of furniture and fittings, in the prescribed Form.
- Maintaining individual resident's files along with student's activities data in the prescribed proforma on the file.
- Collecting and depositing guest room charges and issuing receipts to the guest.
- Supervising the guest room(s), **wherever provided**, and undertaking physical verification, by an appointed officer, of furniture/equipment, etc annually and to submit reports to the Manager and to take action on losses/surplus stores.
- Maintain room inventories in respect of each room
- Verifying hostel furniture, fittings, etc., periodically and also when a resident vacates room including on transfer within or outside the hostel and issuing a clearance certificate with reference to the items issued to the student and to charge damages if furniture/fittings are missing or broken, as per direction of Warden keeping in view the depreciation value.

- **Identifying room vacancy on due dates and to bring it to the notice of concerned authorities.**
 - Maintaining stock registers of furniture/ non-consumable/consumable stores history sheet register, as may be necessary.
 - Reporting and pursuing complaints relating to civil/electrical works, repairs/ replacements of furniture, fittings, refrigerator, water cooler, water purifiers etc. and preparing a list of outstanding complaints with a view to ensuring that hostel life is smooth and neat and clean.
 - The caretaker / supervisor have to inspect his hostel at least once a week thoroughly and record any defects etc. in the Register, which will be inspected by the Sr.Officials every week. He is required to report immediately in writing to Sr. Officials installation/use of unauthorized equipments/appliances by residents in the rooms.
 - He has to come to work at 8 a.m. to locate leakages in water pipes, blockage of drainage, etc. He shall immediately report in writing to the Sr. Officials presence of unauthorized guests/ persons, if found living in hostel rooms/premises.
 - Indenting and stocking of electric bulbs and tubes and maintaining their stock register. (xv) Double locking residents' rooms and their reopening as and when ordered by the competent authority.
 - Assisting the Sr. Officials in eviction proceedings and preparing list of personal belongings of evicted students and keeping them in stock.
 - Preparing bills for newspapers and magazines and maintaining bill register.
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- Assisting concerned official in disposal of old newspapers, magazines, crockery, waste food, etc. and to prepare information in the prescribed performa for Survey Board.
 - Safe custody of receipt books lying in his possession and obtaining fresh receipt books when necessary.
 - Receipt and dispatch of all office correspondence.
 - The Caretaker/Supervisor will be responsible for the keys of hostel rooms when lying vacant or double locked.

- Any other work assigned by Warden, Office Incharge/ Senior Officer of the hostel..

Superintendent will be responsible for:

- Supervising cooks, helpers and daily wage staff.
- Maintaining the attendance register of cooks, helpers, daily wage staff, obtaining approval of their leave applications from the Warden
- Supervising the kitchen room and dining hall.
- Keeping watch over the quality and the hygienic preparation of food with reference to the menu.
- Maintaining account of diets and preparation of connected records.
- Indenting, receipt and issue of mess stores, provision and crockery, etc. and maintaining stock register and connected records.
- **Filling of daily consumption/quanta and obtaining signature of Mess Supervisor.**
- Collecting and depositing guest charges.
- Preparing bills **including mess bill every month** and maintaining of bill register.
- Preparing requisition of temporary advance and submitting adjustment bills.
- Preparing monthly income and expenditure statement and individual Mess Bills in coordination with officer in-charge.
- Assisting the Purchase Committee in purchase of mess stores.
- Assisting the Superintendent. in disposal of empties, old crockery and kitchenware.
- Conducting the physical verification of stock of mess stores under the concerned official's supervision.

Cook will be responsible for:

- Timely preparation of food under the guidance of the Mess Supervisor/Supdt.
- Ensuring cleanliness of the food and the kitchen, upkeep of kitchen equipment.
- Helping Mess Supervisor in receipt and issue of stores.
- Any other work assigned by Mess Supervisor/Supdt.

Helper (Mess) will be responsible for:

- Helping the cook in preparing food, cutting vegetables, cleaning rice, pulses, preparing chapattis. etc.
- Serving food to diners.
- Arranging of clean drinking water on the dining table.
- Cleaning kitchen, dining tables, crockery, utensils, etc.
- Any other duty assigned by Mess Supervisor/ Supdt.

Security Guard posted in the hostels will be responsible for:

- Watch and ward.
- Ensure that **no property** belonging to the hostel is removed by unauthorized person.
- Safe custody of keys of entry points and office rooms in the hostel.
- Check the entry of unauthorized persons.
- To remove stray cattle/dogs, etc. from the hostel and its surroundings.
- Patrol of buildings and other installations.
- Report cases of theft, sabotage or fire, etc. to hostel authorities and security officer at once.
- Any other duty assigned by hostel authorities /Security Officer/Sr. Officer of the hostel.

Safaiwala/Sanitary Guide will be responsible for:

- To keep building rooms, roads, lavatories, etc neat and clean.
- To make economical use of cleaning material.
- To bring to the notice of sanitary guide/Supervisor/hostel authorities of the place (not allotted to him) where insanitary conditions are noticed by him.
- To deposit garbage, etc, at the appropriate place.
- To supervise the work of other safaiwalas whenever required.
- To perform other duties as may be assigned by the caretaker/hostel authorities/sanitary guide/Supervisor.

CHAPTER 2

HOSTEL ALLOTMENT: NORMS, PROCEDURE AND ADMINISTRATION

Norms/priorities for allotment of Hostel accommodation to students, eligibility and procedure for Hostel allotment; procedure for allotment of rooms in various blocks of the hostels, procedure for allotment of rooms, norms of hostel life, period of stay, vacation of hostel rooms & eviction procedure, penal action/ fines on defaulters, grievance redressal mechanism in hostels, etc.,

ELIGIBILITY FOR HOSTEL ALLOTMENT

- Only students admitted to a full-time program of study are eligible to apply for hostel accommodation.
- Students coming from outside Bangalore will have first preference over the local students, who will be considered only after the outside students have been allotted hostel accommodation. Provided, however, the local students will be allotted accommodation only upto the end of current academic year. Casual students will be considered for accommodation only when seats are available. However, casual students from abroad may be given priority, as may be decided by the Competent Authority on merits of each case.
- Allotment will be made as per select merit lists supplied by the Admission Branch and on the basis of their application for hostel allotment to be submitted to the hostel office.
- Similarly some rooms will be reserved for non-resident foreign nationals (i.e. those foreign nationals not residing in India) joining the various full-time programs of study of the MSRIT, so as to provide accommodation at the earliest.
- No student is eligible for admission to the hostel room unless he deposits the currently applicable hostel dues with the hostel office/nominated branch of the bank.
- Receipts in respect of payment of hostel dues must be preserved and produced by the student when required.
- Allotment of hostel will be made by the Warden or by an officer authorized by him. No student shall be entitled to go to a particular hostel or room as a matter of right.

- The students are expected to take possession of the allotted room soon after allotment of hostels by the officer including depositing of the prescribed dues, but not later than five days of such allotment.
- The allotment of rooms will be made by the concerned officer authorized by the Warden. The officer shall not delegate this authority to any other staff member/Office In-charge, unless with prior written permission of the Warden.
- To assist the Warden/nominated officer in the allotment of rooms, the Supervisor of the hostel will prepare and maintain a master list/card in the prescribed Form of all the rooms in a hostel. When a room/seat is allotted, the Supervisor shall:
 - ensure that the concerned student has deposited the hostel dues, before he is allowed entry into the hostel room/seat;
 - fill in the name in the list of the students Register of Residents against the room allotted;
 - obtain an acknowledgment from the student in the prescribed Form listing the furniture and fixtures handed over;

Note: When the student leaves the room or hostel, the No Dues Certificate will be given only after receiving back all above items/amount for damages, if any. The quantum of damages will be fixed by the Manager Hostels keeping in view the depreciation value of the articles;

- hand over the key of the room to the student;
- inform the Mess Supdt./Mess Supervisor of the new hostler whose name is added to the Register; and
- Prepare and maintain personal/individual file of the student in Personal/Individual Student's File **with full and updated information.**

NORMS GOVERNING HOSTEL LIFE

- Allotment of a hostel room/seat shall not confer on the allottee (student) any right to tenancy or subletting and the hostel shall have every right to have the accommodation vacated/evicted in the event of breach of rules by the allottee.
- The residents should be back in their respective hostels latest by 10.30 p.m. or by half an hour after time for library closing, whichever is later. Students who are found outside their respective hostel premises after the stipulated time and involving in any violence or
- otherwise disturbing the peace on campus and privacy of MSRIT community will be evicted from hostel forthwith apart from any other disciplinary action by the hostel.
- A resident who wishes to stay out late or to remain absent overnight shall inform the Warden concerned in the prescribed Form.
- No Non-resident visitor shall be permitted to stay in the rooms of the residents after 10.30 p.m.
- For a visitor to stay in a hostel room in the absence of the resident is strictly prohibited. Violators shall be treated as trespassers and shall be liable to be dealt with in accordance with law on the subject.
- 2.5.9 Any resident lodging an unauthorized person shall be liable to fine and such other disciplinary action as may be decided by the Wardens or higher authorities.
- The hostel administration reserves the right to deny entry into the hostel to any visitor if, in its opinion, the visit including any student's, is likely to disturb peace and order in the hostel.
- The residents will be given furniture in their rooms according to the prescribed scale. Demand for additional furniture will not be entertained.
- Every resident is responsible for the care of the hostel property he uses. Residents found responsible for any damage or loss of the hostel property will be charged there for, individually or collectively, as the case may be, and they will also be liable to disciplinary action. The decision of the Warden/Competent authority will be final in this regard.

- Residents shall switch off the lights, including table light, fans and other electrical gadgets of their room while going out.
- The residents must not remove any property from the dining hall, common rooms, or the visitor's rooms or any other room of the hostels.
- The residents must not tamper with the electrical fixtures in their rooms in the hostel premises or use any unauthorised electrical appliance/gadget. **Any violation will amount to breach of hostel rules and all unauthorized appliances/gadgets shall be confiscated and disciplinary action against the resident shall be taken by the authorities.**
- Cooking of food in the rooms including in the pantry is strictly prohibited.
- The residents should take care of their personal belongings and use their own locks in the rooms. The University shall not be responsible for any loss or damage of the personal belongings of the residents.
- No resident is permitted to take away his belongings from the hostel premises without a proper 'gate pass' issued by the hostel office.
- The residents must not indulge in any act of intimidation or violence and drunken or riotous behavior.
- Use of narcotics, consumption of alcoholic beverages and gambling in the hostel are prohibited.
- The residents shall not hold any religious or political function (other than related to student's activities) within the premises of the hostel, except with the prior written permission of the Warden.
- The hostel administration reserves the right to take disciplinary action, including eviction from the hostel and forfeiture of deposits, for violation of any of the rules.
- The Warden or the competent authority or any officer of the hostel concerned reserves the right to inspect the hostel rooms at any time.
- Pets are not allowed within the Hostel.
- The MSRIT reserves the right to close any or all hostels suo motto.
- Students/Residents shall not hold any meetings within the hostel premises unless with the prior permission of the Warden of the Hostel

concerned and such permission should normally be obtained at least 48 hours in advance of the meeting.

VACATING OF HOSTEL ROOMS - PROCEDURE:

All terminal students must surrender their rooms to the concerned warden, latest by June 30, each year i. e. by the date on which they complete the normal period of stay in the hostel. Provided, however, the Warden may grant extension to such students in very exceptional cases, in consultation with the competent authority on such charges and terms and conditions, as may be decided by the competent authority.

Those students who discontinue their studies in the middle of a semester should submit an application for vacating the hostel in the prescribed Form to the Warden at least four days in advance of the date of leaving the hostel. Permission for vacating the hostel will be accorded by the Warden after the clearance of hostel and mess dues by the student concerned is submitted. Mess security refund may be made as per procedure.

Before vacating the hostel, each resident must hand over to the Supervisor in a prescribed Form the complete charge of his room with all furniture and fixtures intact, and clear all hostel and mess dues. The resident students while vacating or on being evicted from the hostel rooms will have to pay total cost of article(s) found either missing or damaged, allotted in his name keeping in view the original price of the article(s) minus depreciation value as may be decided by the Warden.

Failure to vacate the hostel room by the due date will render the resident liable to disciplinary action or fine or both and eviction procedure shall be initiated against the student.

PROCEDURE FOR EVICTION

A resident may be evicted from the hostel for any breach of discipline, norms of hostel or mess rules or if not conforming to academic requirements as stipulated in the Academic Ordinances of the MSRIT or otherwise notified by the MSRIT.

The Eviction process will be initiated by the Warden in consultation with the competent authority.

Where the second room-mate or third room-mate is affected by eviction of the defaulting resident, the second room-mate/third room-mate will be accommodated by the Warden in other room(s) as may be possible.

If any furniture articles/fixtures allotted to the student are found missing or damaged, the cost of article or damages to articles shall be recovered from the student, keeping in view the original price of the article minus depreciation value, as may be decided by the Warden.

REFUND OF MESS SECURITY

A student vacating or on being evicted from the hostel and desiring refund of mess security money will make an application to Warden in the prescribed Form. The Warden will send it to the Office In-charge with his recommendation and expenditure sanction.

After adjusting/recovering the amount due from the student, whether on account of mess dues or furniture items, etc. contingent bill for refund of security will then be prepared by the staff, the bill will be checked by Office In-charge and the amount refunded to the student under his dated signatures.

A note of refund made to the student be kept by the staff in the student's personal ledger and attested by Office In-charge with signature and date.

Hostel Guest Room:

- Hostel's guest room is meant for the stay of the bona fide casual guest of the residents on payment of specified charges.
- A resident seeking permission to entertain a guest will apply in the form prescribed for the purpose and after obtaining the permission of the Warden, deposit the guest room charges in cash with the hostel Supervisor.
- Subject to availability of rooms, the Warden may permit the stay of a guest for a period of not exceeding seven days at a time.
- A particular guest of a particular resident shall not be allowed to continue his stay as guest of another resident.
- The Warden reserves the right to cancel the stay of a guest at any time without assigning any reason.
- The host will be responsible for the behaviour of his guest during the stay in the guest room.
- Any resident found guilty of misusing the guest room facility and violation of rules shall be liable to fine and such other disciplinary action as may be decided by the Warden or higher authorities.

Complaints / Grievances:

- Any complaint / grievance from a resident student or students in the first instance should be referred to the Supervisor/Officer of the Hostel who will, depending on the nature of the complaint ensure that it is processed by him as speedily as possible.
- In case the resident student or students are not satisfied with the action taken by the Supervisor/Superintendent, the student / students, as the case

may be, may bring the grievance in writing to the notice of the Competent authority as soon as the decision of the officer has been made known and in no case later than three weeks from the date of decision of the officer.

ISSUE OF GATE PASS-PROCEDURE FOR TAKING OUT ARTICLES FROM HOSTEL

- No articles shall be allowed to be taken outside including personal belongings of students unless a proper gate pass prepared by the Supervisor and signed by the Sr. Officer is produced to the Security Guard on duty at the hostel gate.
- The gate pass will be retained by the Security Guard for record.
- Any lapse will be viewed seriously and disciplinary action will be taken.

CHAPTER 3

HOSTEL FACILITIES: OBJECTIVES & ORGANISATION OF MESSES, GUEST ROOMS - PROCEDURE AND MANAGEMENT

OBJECTIVES OF HOSTEL MESS:

- To ensure that students get a balanced diet at a reasonable cost.
- To foster a climate where the students with different creeds, languages and food habits sit and eat together harmoniously in a common mess.
- To cultivate amongst the students a spirit of cooperation and tolerance and
- To develop in the students a capacity to manage the day to day affairs of the mess on a democratic basis.

ORGANISATION OF THE MESS:

- The mess will be managed by the Mess Committee with the assistance of the hostel administration.
- The Superintendent will be responsible for proper administration and maintenance of discipline and accounts in the hostel mess.
- The mess will have such strength of staff as may be justified on norms laid down by the MSRIT from time to time.
- The Mess Supervisor and the Mess Committee shall be responsible for observing purchase procedures & maintenance of records as per rules.

- At the end of each month, the Mess Supervisor will work out the total meals, special dinner, etc. taken by a student and calculate the mess charges accordingly.
- Each resident student and his or her guest, if any, will have to take the meal in the dining hall. Sick students may be allowed to have sick diet in their rooms with the permission of the Warden if the student is not able to eat in the dining hall. In no other case, students will be allowed to take the mess food outside the dining hall; **doing so would invite disciplinary action by the Warden.**
- All residents and guests should come to the dining hall properly dressed.
- Self-service system will be followed in the mess. Students collect their share of food from the counter in the dining hall. If they need more of certain items, it will be provided at the dining table by the Mess Helpers.
- The residents are expected to behave with the Mess Supervisor and the mess staff with proper decorum and must not enter into any altercation with them. If they have any grievance, they may bring it to the notice of the Mess Committee.
- Smoking or taking alcoholic drinks in the dining hall is strictly prohibited.
- Students must not take mess utensils out of the dining hall.
- Students should not waste food.
- Students should observe cleanliness in the dining hall.
- Students must not ask mess employees to prepare special dishes for them.
- Students and others not on duty must not enter the kitchen.
- Dining hours will be as fixed by the Messn Supdt. in consultation with Mess Committee.
- Students including their guests, if any, should adhere to the set timings scrupulously. No complaint will be entertained if a student fails to report within the fixed hours.
- Any breach of the above rules will render the student liable to fine and/or disciplinary action including expulsion from the hostel.

GENERAL INSTRUCTIONS FOR FOOD HANDLERS/MESS WORKERS

- Food sanitation is directly dependent upon the state of personal hygiene and habits of the personnel working in the food establishment. All those who partake in food handling, utensils and dish washing should observe the following instructions.
- The food handlers must scrub and wash their hands with soap and water immediately after visiting a lavatory and so often as necessary at other times before handling food.
- Finger nails should be trimmed periodically and should be kept free of nail dirt.
- They should cover their heads so that loose hair do not get entry into food stuffs.
- They must not cough or sneeze in the vicinity of food. They should cover their face to prevent droplets falling on food.
- They should not smoke in food premises.
- Licking fingers to taste food must be avoided.
- Known cases suffering from Pulmonary tuberculosis, diarrhea, dysentery, typhoid fever, viral hepatitis and persons with wounds, discharging ears, boils and other skin infections should not handle food or utensils.
- All mess workers shall report for medical examinations as and when required by the hostel administration (also see paragraph 7.6.5 in chapter-7). The mess Supervisor /mess Superintendent will ensure that above instructions are followed by the mess workers.

MESS COMMITTEE

To assist the Warden, hostel will have a Mess Committee consisting of the Warden as the ex-officio Chairman and members of the hostel administration, Dy. Wardens and student representatives

The Committee will function in accordance with the rules laid down as specified.

In general, the Committee will:

- Supervise the working of the mess;
- Ensure compliance with the Mess Rules;

- Prepare the food menu to be adopted by the mess periodically in advance; to be displayed in the dining hall.
- Supervise the purchase of supplies for consumption in the mess;
- Suggest improvements in the quality of food served in the mess;
- Devise ways and means for achieving maximum economy;
- Arrange special dinners or other functions in the mess and fix the financial limit of expenditure to be incurred on such occasions;

DUTIES OF SUPERINTENDENT:

- The Superintendent will be responsible for the following:
 - He will convene meetings of the Mess Committee in consultation with the Warden and maintain minutes of such meetings duly signed by all members.
 - He will look after the quality of food and the general services rendered to the residents and bonafide guests in the dining hall;
 - He will put up the complaints of the students, if any, before the Mess Committee for redressal.
 - He will check the indents for supplies to the mess and will ensure that for all bills, the stores have been taken into stock correctly and will certify as such on the bills;
 - He will check the correctness of issues of stores;
 - He will supervise the physical verification of the stores by a Mess Supervisor, crockeries lying in stock at the close of each month, and initial the relevant entries in the Stock Register;
 - He will actively associate himself with the functioning of the stores Purchase Committee and disposal committee of the mess and safeguard the overall interest of the mess. He shall ensure that the expenditure of Mess Bill is kept within normal limits, except on occasions of special dinner, etc.
 - He will examine and countersign the monthly mess bill;
 - He will discharge such other duties in connection with the mess as may be assigned to him by the Mess Committee.

MONTHLY STATEMENT OF INCOME AND EXPENDITURE:

At the end of each month, the Mess Supervisor will prepare a monthly statement of income and expenditure. The statement of income and expenditure should be checked by the Office Incharge and generally examined

by the Warden / Admin. Asst – Warden / Manager who will initial it in token of having checked and examined. This should be done by the 3rd of the month following the month to which the bill relates. For this purpose all money realized from the residents students on account of mess advance, monthly messing charges, guest charges, partial mess bills and disposal of waste/ food empties will be taken as credits (income) and all payments made for running of the mess excluding salaries of the mess staff, the mess manager and expenditure on crockery will be taken as debits (expenditure).

PREPARATION OF MESS BILL:

After the monthly statement of income and expenditure has been prepared and checked, the officer in-charge will prepare individual mess bills to be displayed in the Notice Board for information of the residents. The amount to be realized from each student should be expressed in whole rupees, paise below 50 being ignored and 50 paise and above being rounded off to the next higher rupee. The bill will be checked by the Office In-charge and generally examined by the Warden. The preparation and checking of the bill should be completed by the 5th of the month following the month to which it relates.

CHAPTER 4

Upkeep and Maintenance & Sanitation and Cleanliness of Hostels

- The Supervisor with the assistance of the Sanitary Guide and the Care taker, will keep a proper watch over the sanitation and cleanliness of the hostel. Each Safaiwala will be allotted a certain number of rooms and other areas to be cleaned daily. The concerned Safaiwala will obtain the signature of the residents every day for having cleaned the rooms.
- The Sr.Supervisor will keep a watch over the proper use of sanitation articles supplied to the hostel from time to time on an indent signed by the Supervisor.
- The Supervisor is responsible for maintaining the current stock of such sanitation articles and will be responsible for any pilferage.
- The Sanitary Guide is responsible for the distribution and supervision of work among Safaiwalas.

CHAPTER 5

PURCHASES AND MAINTENANCE OF STORES

PREPARATION OF REQUIREMENTS - GENERAL NORMS OF PURCHASE

- As far as possible the requirements of stores be foreseen sufficiently in advance, thus obviating emergency purchases which comparatively may cost more.
- As a rule, piecemeal purchases be avoided. The requirements of stores for a reasonable period be assessed and arrangements made for the purchase. For this purpose, the Wardens' Committee concerned shall ascertain the requirements periodically being fixed with due regard to the shelf-life of the various items.
- Scales of consumption or limits of stores be laid down, where possible, and indents/consumption be scrutinized with reference to such limits/scale.
- Other purchases of stores like furniture, gas tawa, water coolers or any other items/equipment etc., may be purchased by either calling quotations or through a Purchase Committee, proposals to be approved by the Competent Authority depending upon the amount to be spent (as per delegation of financial powers).

Note: Purchase rules of the MSRIT will apply irrespective of the fact whether the funds, are provided by the MSRIT or by the Hostel.

- Dry rations should as far as possible, be purchased in bulk from Super Bazar/Kendriya Bhandar/Govt. Stores, Wholesale outlets etc.,.
- For bread, butter, milk, etc. endeavor should be made to enter into contracts with the producers / wholesale outlets etc.,.
- LPG should be procured from Govt. approved dealers only.
- The Mess Committee can help actively in reducing the Mess Bill by resorting to bulk purchases in the whole-sale markets in a manner to be approved by the Warden.
- The Mess Committee will supervise the system of purchases to ensure utmost economy in the best interest of the hostel mess.

RECEIPT OF STORES

All material received shall be examined, counted, measured or weighed, as the case may be, when delivery is taken. The Mess Supervisor will be responsible to ensure that the quantities are correct, the quality is good, and the stores are according to approved specifications where presented, and will record a certificate (to be counter-signed by the Committee members) to that effect on the relevant bills of the suppliers.

Dry rations which are not charged off immediately, but are kept in stock should be properly preserved in a store room. The Mess Supervisor will ensure that rats, rodents, etc. do not spoil the stores and will take the necessary precautions. The Mess Supdt. will periodically inspect the stores to see that supplies have been kept in good and efficient condition.

The stores will normally be received during the day preferably when the Mess Supervisor and Committee members are also present.

ISSUE OF STORES

Food articles will be issued by the Mess Supervisor to the kitchen normally twice a day, once in the morning for breakfast and lunch and once in the evening for dinner. The quantity and the kind of stores to be issued will be determined on the basis of the prescribed menu and the effective strength of the dining members including guests. Where scales of consumption have been laid down, issues should be regulated according to the prescribed scales. Care should be taken to ensure that stores are not issued in excess resulting in wastage. **Daily consumption form/quanta to be prepared and signed with date by the Mess Supervisor every day.**

The Warden and the Mess Superintendent. will make surprise checks to assess the correctness of issues and record a certificate as a token of their surprise checks.

DAILY SUMMARY OF ISSUES

A daily summary of issues will be prepared by the Mess Supervisor in a register. At the end of each month, total issues will be worked out and carried to the stock and issue register.

In register the food items may be grouped on the same pattern as in the stock and issue register.

All entries in register should be attested by the Mess Supdt./Committee member.

STOCK REGISTERS

All transactions of receipts and issues of stores should be recorded in a Stock and Issues Register. The pages of the register should be machine numbered. The left hand side of the register should be used for recording receipts and the right hand side for issues. Entries of receipts will be made as and when the stores are received while entries of issues will be made in a lump at the end of each month, the total being taken from the daily summary of issues. The closing stock balance and its value should then be worked out in the register by the Mess Supervisor.

Separate page(s) may be set apart in the register for each article or group of articles.

Items of food stuff which are procured for day to day consumption like bread, butter, vegetables, milk, sweets, etc. should be charged off as and when received. Similar treatment should be given to gas, washing powder, etc. A separate stock and issue register may be maintained for all such items.

Entries made in the Stock and Issues register(s) should be attested by the Mess Superintendent and the Committee member.

PHYSICAL VERIFICATION OF STOCK

At the end of each fortnight, the Mess Supervisor will physically verify the closing stock in the presence of the Mess Superintendent and tally it with the balances as per stock register. In case of any discrepancy, the balance shown in the stock register should be rectified on the basis of actual over the initials of the Mess Superintendent.

VALUATION OF THE CLOSING STOCK

The closing stock of materials will be valued at the last purchase rate. Where items of stores are grouped together like pulses, masala etc, the valuation will be made at the average rate (which is determined by dividing the total cost of purchase by the total quantity purchased in a month).

The value of the closing stock as worked out will be taken in the monthly statement of income and expenditure.

PAYMENT OF SUPPLIES BY MESS

- All bills for supplies made to the mess will be received by the Mess Supervisor from the suppliers. The Mess Supervisor will enter them chronologically in the bill register.

- The Mess Supervisor should check the particulars shown in the bill with those in the stock register and record following certificates thereon.

"Stores received in good condition and entered in the stock register at page_____ item no_____". "Prior approval of the competent authority has been taken where necessary". "The amount is actually due and has not been claimed earlier". "Freight and other incidental charges claimed in the bill are correct".

- The bills along with the bill register will then be sent to the Office Incharge, who will check their correctness with reference to purchase orders, contracts, etc., if any, prepare the passorders and put up to the Warden for his approval. Then the concerned staff will write the cheque, get it signed by the authorities and deliver it to the concerned party.

All bills should, as a rule, be disposed of within a week of their receipt. Particular care should be taken to ensure that bills received towards the end of the month are disposed off within that month itself. The Office Incharge will review the bill register weekly and, if any, bill found outstanding for more than a week, he will initiate action for its immediate disposal.

Ordinarily, all payments will be made by means of Crossed Cheque, but in very special and emergent cases cash payments may be made.

INVENTORY OF CROCKERIES

The Superintendent will maintain a stock register of crockeries, utensils, etc., separate pages being set apart for different types of utensils like, tumblers, dishes, etc.

At the beginning of each semester, the Warden along with the Superintendent will conduct a physical verification of the stock; record a certificate in the register and, if any, discrepancy is noticed, investigate it.

Whenever crockeries, utensils, etc. are found unserviceable, a suitable note should be kept in the register along with the particulars of their disposal.

Entries in the register should be attested by the Superintendent.

RECEIPT OF MONEY

All receipts on mess accounts will be in cash.

For any money received on mess account, the Supervisor will give the 'payer a formal receipt duly signed and will immediately enter it in the cash book.

For all payments received during a day, the Supervisor will prepare a daily cash scroll and at the end of the day, will strike the total of the cash scroll and make a lump entry in the receipt side of the cash book. The Supervisor will also preserve all the used receipts books, along with the daily cash scroll, in a guard file for reconciliation and posting of the various ledgers.

BANK ACCOUNTS OF HOSTEL (HEADS OF ACCOUNT)

There will be bank accounts named 'Hostel General Account', 'Hostel Mess Account', 'Hostel Establishment Account' and such other accounts as may be required from time to time.

Transfer of funds from one account to another is prohibited except in cases of errors.

The accounts shall be maintained only in nationalized Banks.

The accounts will be operated upon jointly by the concerned nominated authorities of MSRIT.

The Hostel Mess Account will be credited with all money realized from the resident students on account of mess advances, monthly messing charges, guest charges, partial mess bills and debited with all payments made for running of the mess excluding salaries of the mess staff and expenditure on Crockery.

All other receipts such as fines and authorized payments will be credited and debited to 'Hostel General Account'.

BANK RECONCILIATION

At the end of each month the Office Incharge will prepare a bank reconciliation statement. The reconciliation will be between the cash balance as per cash book and the monthly balance intimated by the Bank. Any discrepancy should be settled immediately in consultation with the bank. The reconciliation must be completed by the 20th of the month following the month to which it relates.

The Warden / Admin. Asst – Warden / Manager will ensure the timely completion of and will examine the bank reconciliation statement of all accounts pertaining to the hostel.

MAINTENANCE OF LEDGERS

In order to identify the balances under various heads, the Cashier will maintain separate ledger in respect of each of the following.

- Mess Advance Deposit.
- Amenity Charges.
- Maintenance and admission charges.
- Refundable Security Deposit.

CHAPTER 6

ADMINISTRATIVE MATTERS - DISCIPLINE AND LEAVE

IN THE HOSTELS, AS ELSEWHERE IN THE UNIVERSITY, STAFF DISCIPLINE HAS FOUR ELEMENTS i.e. PUNCTUALITY IN ATTENDANCE, SANCTION OF LEAVE, MAINTENANCE OF DISCIPLINE AND CONFIDENTIAL REPORTS.

Punctuality and Regularity in Attendance

All staff members are expected to be punctual i.e. come to the Office in time and not to leave before time. The lunch hour has also to be strictly observed. In case a staff member comes late, half a day's casual leave should be debited to the casual leave account for each late attendance but late attendance upon an hour on not more than two occasions in a month, may be condoned by the competent authority if he is satisfied that this is due to unavoidable reasons. In case such a course does not ensure punctual attendance, suitable disciplinary action may be taken against the staff member concerned in addition to debiting half a day's casual leave to his casual leave account on each occasion of such late attendance.

If an official has no casual leave to his credit, comes late without sufficient justification and the competent authority concerned is not prepared to condone the late coming, but does not, at the same time, propose to take disciplinary action, it may inform the official that he will be treated as unauthorized absent for the day on which he has come late and leave it to the official himself either to face the consequences of such unauthorised absence or to apply for Earned leave or any other kind of leave due and admissible for the entire day and the same may be sanctioned by the said authority.

Strict measures may be taken for the enforcement of punctuality and regularity and supervisory staff would be very particular in scrutinizing the attendance registers.

Attendance of Staff

The attendance of office staff attached to the hostel office and of Mess Managers will be controlled by the Office Incharge/Superintendent. The Office Incharge will keep the attendance register in his personal custody.

The attendance of the sanitary staff of the hostel will be controlled by the Supervisor and their attendance register will remain with the Superintendent.

The attendance of Cooks and Helpers will be controlled by the Mess Supervisor, who will keep the attendance register in his personal custody.

Mess Supervisor's Role in Relation to Mess Staff:

The hostel has appointed Mess Supervisor for the smooth functioning of various messes. The mess staff viz. Cooks/Helpers work under their supervision, and this sets out their role in the four elements of discipline in relation to mess staff.

- Punctuality in Attendance: The Mess Supervisor should see that punctuality in attendance is observed by the staff members under their charge i.e. the staff members come to the hostel in time and do not leave before time and that the lunch/meal hour is also strictly observed. In case of default by any mess worker, the Mess Supervisor should report the matter to the Superintendent.
- Mess Staff submit their applications for leave to their Mess Supervisor who forwards the same to the Warden/Competent authority concerned along with his recommendations. These recommendations should be given due consideration by the Warden/Competent authority concerned while passing orders.
- After the leave sanction order is issued by the Administration Branch, the Mess Supervisor should verify that the staff member's leave period has been correctly and fully accounted for to ensure that no leave applications are lost before reaching the Administration Branch.
- Mess Supervisor should closely watch the performance of mess staff. In case of any lapse on their part, report should be sent to the Warden/Competent authority immediately who will take appropriate action on it.

Lunch break should be scrupulously observed not only by the subordinate staff but also by the supervisory officers and periodical surprise checks would be made to ensure this.

Surprise checks will be carried out in the hostels/offices by the Wardens/Competent authorities/ In-charges.

