
HOSTEL MANAGEMENT RULES

As per Section 37(6) of Statutes
of SPA notified under Section 29
of SPA Act, 2014

School of Planning and Architecture,
Bhopal

PREFACE

School of Planning Architecture Bhopal (SPAB) is a premier institute of national importance. At present, approximately 600 students reside in institute hostels. General rules and regulation governing hostel administration are outlined and discussed in this booklet for uniform and transparent handling of the various issues related with the hostel sector. In this sense, this booklet will serve as basic framework for administration of the hostel sector. In case of difficulty in interpretation of any rule or regulation, clarity may be sought from the Dean, Student Affairs, who will resolve such issues in consultation with Director. Director SPAB reserves the right for changes and additions in the rules and regulation as and when required.

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1. HOSTEL ADMINISTRATION

1.1 **School of Planning and Architecture Bhopal** (hereinafter referred to as the **School**) is a fully residential Institute. Hence, all registered students and research scholars shall reside in the hostels, if not permitted otherwise, in the **Hostels** build by the School. Provided that in exceptional cases, for reasons to be recorded in writing, the Director may permit a student or scholar to reside with his parents or guardian, but where any such permission is accorded to a student or scholar, such student or scholar, as the case may be, shall be liable for the payment of such seat rent as he would have been liable for the payment of seat rent had he resided in the hostel.

Every resident in the hostels shall confirm to rules laid down by the School for the purpose.

1.2 As per clause 37 of statutes of SPA,

- 1.2.1 Every resident in the hostel shall conform to rules laid down by the School for the purpose.
- 1.2.2 For each hostel or hall of residence there shall be a Warden and such number of Assistant Wardens and other staff as may be determined by the Board from time to time.
- 1.2.3 The members of the Academic Staff shall be appointed by the Director as Warden and Assistant Warden.
- 1.2.4 Wardens and Assistant Wardens shall be entitled to rent free unfurnished quarters corresponding to the type of quarters to which they are normally entitled.

1.3 Hostel Warden

Director of SPAB (hereinafter referred to as Director) shall appoint one of the faculty members of the School as *Warden* of a Hostel for a period of 2 years, who shall be the highest authority of the Hostel responsible for supervising the affairs of the Hostel. Hostel Warden shall report to the office of Dean, Student Affairs.

1.4 Assistant Warden(s)

Director shall appoint one or more members of the faculty, as he/she deems fit, as *Assistant Warden(s)* of a Hostel for a period of 2 years, to assist the Warden in supervising the affairs of the Hostel. Assistant Hostel Warden shall report to the Hostel Warden.

1.5 Hostel Assistant

In order to assist the Warden and Assistant Warden(s) in the day-to-day management and functioning of the Hostel including the Mess, maintenance and to keep records and office in order, one or more Hostel Assistant shall either be appointed or be deputed by the School from one of its staff members for a period of 2 years. Hostel Assistant shall report to the Hostel Warden/ Assistant Warden.

1.6 Hostel Care taker(s)

In order to assist the Warden and Assistant Warden(s) in the day-to-day management and functioning of the Hostel including the Mess, maintenance and to keep records and office in order, care taker (s) in addition to Hostel Assistant shall either be appointed or outsourced by the School for a maximum period of 3 years. Hostel Caretaker(s) shall report to the Hostel Warden/ Assistant Warden.

1.7 Hostel Management Committee

The Director shall appoint the Hostel Management Committee. The composition of the committee will be as follows:

1. Dean Student Affairs
2. Hostel Warden(s)
3. Assistant Warden(s)
4. Hostel Assistant(s)
5. Caretakers
6. Student Coordinator Hostel (boys'/girls')/ Student Representatives

Dean SA will serve as the chairperson of the committee and the senior most Hostel Warden will serve as the secretary of the committee. The chairman of the committee may co-opt any member of the staff or faculty as required from time to time. The committee together shall be responsible for proper functioning of the affairs of the Hostel. For day to day working Warden/ Asst. Warden of the hostel will take decision. If required they may consult Dean SA and take his approval. For policy making and under abnormal conditions the matter has to be reported to Director through Dean (SA). The committee should meet at least once every two months for discussing matters related to proper functioning of the hostels. The office staff attached with Dean SA will help in the secretarial work of the meetings. The students can approach any of the above officers for help, guidance and grievance redressal. Representations to higher officers must be forwarded through proper channel. When an authority is not satisfied by an official/staff working hierarchically below him/her, the monitoring authority can report about such official/staff in writing. Such report should invariably contain details about the cause of dissatisfaction and should be sent to the officer hierarchically above. Any such matter will be finally reported to the Director, and the Director reserves the right to initiate any action as he deems fit for the situation.

1.8 Roles and Responsibilities of Warden

- 1.8.1 Periodic inspection of hostel premise.
- 1.8.2 Periodic checking of food quality and hygiene in hostel mess.
- 1.8.3 Periodic inspection of the leave record and entry exit register of the students.
- 1.8.4 Forwarding of bills for payment related to hostel and/or any information related to Hostel to Dean, Student Affairs or any designated authority at the time.
- 1.8.5 Forwarding of request for maintenance of hostel to Maintenance Cell or any designated authority at the time.
- 1.8.6 Formulation of policies for allotment of rooms in consultation with Asst. Warden.
- 1.8.7 Countersigning request for absence from hostel (leave/overnight stay) in the prescribed format duly verified by Hostel Caretaker/ Hostel Assistant.(Annexure 1)
- 1.8.8 Periodic review of policies related to maintenance and well-being of hostel premises in consultation with appropriate authority
- 1.8.9 Ensuring formation of the mess committee, hostel maintenance committee, Anti-ragging committee, Cleanliness Committee and other such committees with consultation of the student body and office of Dean, SA through the proper process laid down by the school.
- 1.8.10 To check the various registers and ledgers maintained by the caretaker from time to time and recordkeeping in the hostel office for each semester.
- 1.8.11 To monitor recordkeeping and countersigning of payments and procurements verified by the hostel assistant/caretaker at the hostel office for the respective financial years.
- 1.8.12 To give permission to the Guests for residing in the hostel on the request of the students on case to case basis.
- 1.8.13 Regular interaction with students and addressing their grievances in accordance with the code of conduct.
- 1.8.14 Address to parents grievances in accordance with the code of conduct.

- 1.8.15 Reporting of any misconduct of their wards and other issues requiring parent's attention.
- 1.8.16 Reporting sexual harassment cases to Internal Complaint Committee (ICC) for further action at the Institute level.
- 1.8.17 Reporting the cases of indiscipline to SPAB Disciplinary Committee for further action at the Institute level.
- 1.8.18 Reporting the cases of ragging to SPAB Anti-Ragging Committee for further action at the Institute level.
- 1.8.19 To give permission to the Guests for residing in the hostel on the request of the students on case to case basis.
- 1.8.20 A financial sanctioning authority of Rs 5000/- shall be given to the Warden to meet contingency requirements which may arise in the hostel.
- 1.8.21 Carrying out any other duties and responsibilities as per the various clauses of these rules and any code of conduct of SPA Bhopal for students.

1.9 Roles and Responsibilities of Assistant Warden

- 1.9.1 To assist the Hostel Warden in the following:
 - a) Maintaining hostel discipline, administration and student well being.
 - b) Periodic inspection of hostel premise.
 - c) Periodic checking of food quality and hygiene in hostel mess.
 - d) Periodic inspection of the leave record and entry exit register of the students.
 - e) Forwarding of bills for payment related to hostel and/or any information related to Hostel to Dean, Student Affairs or any designated authority at the time.
 - f) Forwarding of request for maintenance of hostel to Maintenance Cell or any designated authority at the time.
 - g) Formulation of policies for allotment of rooms and allocation of rooms during registration time as per policy of Hostel.
 - h) Countersigning request for absence from hostel (leave/overnight stay) in the prescribed format duly verified by Hostel Caretaker/ Hostel Assistant.(Annexure 1)
 - i) Periodic review of policies related to maintenance and well-being of hostel premises in consultation with appropriate authority
 - j) Ensuring formation of the mess committee, hostel maintenance committee, Anti-ragging committee, Cleanliness Committee and other such committees with consultation of the student body and office of Dean, SA through the proper process laid down by the school.
 - k) To check the various registers and ledgers maintained by the caretaker from time to time and recordkeeping in the hostel office for each semester.
 - l) To monitor recordkeeping and countersigning of payments and procurements verified by the hostel assistant/caretaker at the hostel office for the respective financial years.
 - m) To give permission to the Guests for residing in the hostel on the request of the students on case to case basis.
 - n) Regular interaction with students and addressing their grievances in accordance with the code of conduct.
 - o) Address to parents grievances in accordance with the code of conduct.

- p) Reporting of any misconduct of their wards and other issues requiring parent's attention.
 - q) Reporting sexual harassment cases to Internal Complaint Committee (ICC) for further action at the Institute level.
 - r) Reporting the cases of indiscipline to SPAB Disciplinary Committee for further action at the Institute level.
 - s) Reporting the cases of ragging to SPAB Anti-Ragging Committee for further action at the Institute level.
- 1.9.2 Prepare the duty roster of Caretaker and Hostel Assistant.
- 1.9.3 A financial sanctioning authority of Rs 5000/- shall be given to the Asst. Warden to meet contingency requirements which may arise in the hostel.
- 1.9.4 Carrying any other such duties and responsibilities as per the various clauses of these rules and any code of conduct of SPA Bhopal for students.

1.10 Roles and Responsibilities of Hostel Assistant and Caretaker

- 1.10.1 Ensure filling up of hostel form and undertakings at the beginning of every semester within such dates as specified by asst. wardens/ wardens and reporting of verify the contact details provided by the students.
- 1.10.2 Regarding the above, in case of non compliance of students a reporting needs to be done to the asst. warden/ warden after the stipulated date.
- 1.10.3 Occupancy/vacation of rooms to/by the students (Get the signature of the student on the inventory of the furniture, electrical and other items in the room) and also prepare list of damages if any.
- 1.10.4 Filing of hostel forms, undertaking, handover/ takeover records of rooms, notices issued to students etc. needs to be done properly.
- 1.10.5 Maintain the proper record and recovery of hostel dues and fines.*
- 1.10.6 Shall maintain leave record of students.
- 1.10.7 Shall monitor in and out attendance records of students from hostel premise.
- 1.10.8 Shall be responsible for maintaining stock of all kind of forms such as permission/leave forms and other stationary items and housekeeping items. Proper stock records are to be maintained and made available whenever required. *
- 1.10.9 Maintaining separate files and records for maintenance, attendance, visitors, leave and other permissions and bills. These records would be presented during meetings.
- 1.10.10 To report cases of unwanted student/person residing in the hostel without the permission of the warden. Daily round should be taken for detecting such cases and they should be reported to the Assistant Warden/Warden.
- 1.10.11 Maintaining the record of the Guest/visitors.
- 1.10.12 Verify mess attendance.*
- 1.10.13 On receiving information or on detecting any unwanted activities such as fights, shouts and mishandling of hostel property, they should visit the scene of the incident immediately with security guard on duty and try to mitigate the issue and file a report with the Assistant Warden/Warden immediately afterwards giving evidences and names of witnesses. If it is not possible to control the situation on the spot, they should inform the Assistant Wardens/Wardens immediately.
- 1.10.14 Vigilance in hostel premise during institute functions and attendance in meetings as instructed by Hostel Authorities irrespective of duty hours is compulsory.
- 1.10.15 To ensure proper maintenance of the common room, toilets, mess and premises i.e. coordination with the maintenance cell. Daily supervision of cleanliness and hygiene conditions in following places within hostel premises

- 1.10.16 Washrooms and common areas including the terrace.
 - 1.10.17 Dining hall, kitchen and wash area of mess.
 - 1.10.18 To ensure proper water supply and drinking water arrangement in the hostel.
 - 1.10.19 Daily supervision of outdoor spaces regarding cleanliness and maintenance of landscaped areas.
 - 1.10.20 Shall regularly maintain and update complaint register and accordingly take necessary actions.
 - 1.10.21 Shall maintain record for annual maintenance/repair of appliances, painting and civil work.
 - 1.10.22 Caretakers and Hostel Assistant if required shall be available after scheduled duty hours during emergency cases in the hostel premises as instructed by assist. Warden / Warden.
 - 1.10.23 In case of non-availability of any student attendant the caretaker/Hostel Assistant shall accompany sick student to hospital during medical emergency.
 - 1.10.24 Monthly report to be submitted to wardens as per prescribed format latest by 7th of the next month for records.
- *- Roles and Responsibility specific to Hostel Assistant.

2. ACCOMMODATION AND ROOM ALLOTMENT

- 2.1 Being a residential School and all the students and research scholars shall reside in the hostels build by the School for the purpose subject to availability. Provided that in exceptional cases, for reasons to be recorded in writing, the Director may permit a student or scholar to reside with his parents or guardian, but where any such permission is accorded to a student or scholar, such student or scholar, as the case may be, shall be liable for the payment of such seat rent as he would have been liable for the payment of seat rent had he resided in the hostel.
- 2.2 The PhD scholars availing Hostel accommodation are not eligible for HRA.
- 2.3 If available, Hostel accommodation may be provided for a limited period to project associates, research associates and interns. If accommodated, he/she is required to pay all applicable fees and rents and any other charges as decided by the Hostel Authority. Such persons residing in a Hostel is governed by the same rules and regulations as applicable to regular boarder of the Hostel and shall not be eligible for HRA.
- 2.4 Accommodation may also be provided to Hostel Assistant/ Caretaker or other directly recruited/contracted/outsourced staff of the Institute on written request by such person/s or on recommendation by Hostel Authority and approval of such request/recommendation by the Competent Authority in the Institute. In such cases, Competent Authority in the Institute shall decide on deduction of HRA and/or imposition of any other charges in respect of the person/s concerned. Hostel Authority shall not be responsible for maintaining records or collection of any money in this regard. However, at the time of vacating Hostel such person/s shall produce NOC from Competent Authority failing which clearance/no dues certification shall not be given by Hostel Authority.
- 2.5 The Hostel administration has the right to refuse admission to any one and/or withdraw permission already granted, if it is found that he/she has submitted incorrect information.
- 2.6 **At the time of admission to Institute in first year of any programme every student has to submit a written undertaking in the prescribed form, countersigned by his/her parent/guardian, to the extent that he/she would abide by the rules and regulations of the Hostel.**
- 2.7 The first year students of undergraduate programs will be accommodated in a separate wing/ block of the hostel in adherence to the anti-ragging policy of the institute.
- 2.8 In case of common hostels, both the female and male residents will be allotted separate wing/ block having definitive area zones.
- 2.9 Under special circumstances, the Director/Dean of Students' Affairs may permit a student to reside with his Parent/Guardian outside the Institute Campus. Such a student shall, however, be attached to a Hostel of Residence and will be required to pay seat rent, Hostel establishment and other charges. However, this permission may be withdrawn at the discretion of the Director/ Dean of Students' Affairs, at any time considered appropriate without assigning any reason. In any case, such student shall not be allotted room in the Hostel and shall be treated as day scholar. In case such student submits a request for temporary stay in Hostel such request shall be dealt with as per Chapter 3 (Accommodation of Guests).
- 2.10 In cases where Students/ Project associates/ research scholars/ interns are relatives of the resident staff/ faculty on campus, an application stating the same has to be forwarded to the director and the decision of the director with respect to accommodation shall be deemed final.
- 2.11 No married accommodation shall be provided to any student in the Hostels.
- 2.12 Admission and room allotment in the hostels shall take place every semester.

- 2.13 For admission to Hostel it is compulsory to submit a duly filled Personal Data Form in prescribed format, containing the current address, mobile and/or the telephone number and the e-mail address of the parents/guardian. This is applicable to all students, project associates, research associates and interns. Any change in this information at any point of time has to be intimated to the Hostel office in writing. Hostel Authority shall not be responsible for incorrect information/outdated information. Personal Data Form shall be available in the Hostel office and should be submitted to Hostel Assistant/Caretaker before a person is allowed residence in Hostel. Submitted Personal Data Form shall be forwarded by Hostel Assistant/Caretaker to the Assistant Warden/Warden within the next working day for endorsement. Assistant Warden/Warden may endorse it directly or after referring to higher authority for clarification. Any person residing anywhere in Hostel without having submitted Personal Data Form in Hostel Office shall be deemed to be a trespasser and strict disciplinary action shall be taken against the person by Competent Authority in the event of detection, which may include handing over to police. Admission to Hostel in this manner does not confer the right to room allotment to any person, for which the following process shall be strictly followed.
- 2.14 For allotment of room in the hostels, all students are required to submit a copy of their hostel fee payment receipt, mess fee payment receipt and proof of registration status to the hostel assistant/ caretaker on duty. All charges and rents in this regard, written in any document, are subject to change as per the decision of the Institute authorities without prior notice. All other categories like project associates, research associates and interns are required to produce proof of permission from Competent Authority. Allotment will be done by Hostel Assistant/Caretaker only after endorsement of Personal Data Form by Assistant Warden/Warden as mentioned above and after verification of hostel fee payment receipt, mess fee payment receipt and proof of registration status to the hostel assistant/ caretaker on duty.
- 2.15 Till the time it is not possible for one to produce the required fee receipts and registration status or other papers as mentioned above, provisional admission to Hostel shall be provided in the common room or other specially designated areas for the purpose. Provisional admission to Hostel in this manner shall be provided for a maximum seven working days from the date of endorsement of Personal Data Form by Assistant Warden/Warden as mentioned above. Within this time the person seeking room allotment should produce the requisite proofs as mentioned above or, otherwise, permission from Competent Authority in writing for room allotment.
- 2.16 Every student should stay in the room allotted to him/her. Mutual exchange of rooms after final allotment is not allowed. However, only the Warden may allow as a special case on valid and reasonable ground. Violation of this rule will be considered an act of gross misconduct and entail appropriate disciplinary action including expulsion from Hostel and imposition of heavy fine.
- 2.17 Admission of any person to Hostel shall be cancelled immediately on receiving written intimation from Competent Authority regarding cancellation of registration, withdrawal of necessary permission, termination of contract, etc. Admission of any person to Hostel shall also be cancelled immediately on receiving written instruction to this effect on disciplinary or any other grounds. Any student, whose name has been removed from the rolls of the Institute, will automatically cease to be an inmate of the Hostel. Written notice shall be served to the person concerned by Hostel Authority regarding cancellation of Hostel Admission with five calendar days' notice for vacating allotted room. The notice shall be served personally and also at the address provided in the Personal Data Form. In the event personal copy cannot be handed over, the notice shall be pasted on the door of the allotted room. Both the person as well as the parents/guardians concerned shall be informed telephonically on the numbers provided in the personal Data Form. In case the

- numbers are found unreachable/un-contactable, the Hostel Authority shall not be responsible in any manner.
- 2.18 The Hostel Management will generally provide a minimum set of furniture and fittings in each room, consisting of a cot for each inmate as well as table, chair, ceiling fan with regulator and reasonable light fitting.
 - 2.19 Allotment of rooms shall be on twin sharing basis and the sole discretion of the Hostel administration, which may allot the rooms either on first-come-first-served or any other basis, depending upon the situation, prevailing factors and objectives e.g. fostering cross-cultural relationships.
 - 2.20 No requests for single-accommodation room would be entertained.
 - 2.21 Students must occupy the respective room allotted to them. Rooms once allotted to the students for an academic year will not be changed except under special situations. Under no circumstances the inmates should exchange seats/rooms without the knowledge of the Management.
 - 2.22 Inmates shall respect the equal rights of their roommates.
 - 2.23 In exigencies the Hostel Management, without assigning any reason, may shift inmates from one room to another.
 - 2.24 All residents of boys' and girls' hostels except registered PhD scholars, project associates, research associates and interns are required to vacate their allotted rooms at the end of every semester. Rooms should be vacated within one day of last academic day of semester ending as per academic calendar in force.
 - 2.25 Hostel lock shall be put on every room during vacation. If any personal lock is found on any room without permission, Hostel Authority shall put Hostel Lock over and above the same. In case Hostel Lock is found vandalized, Hostel Assistant/Caretaker shall try to ascertain responsibility for the same within one working day, failing which fine of Rs.1000/- shall be imposed collectively on all inmates of that Hostel or concerned part of that Hostel (e.g. boys' section or girls' section only as the case may be).
 - 2.26 All inmates are advised not to keep valuables like laptops, cameras, cash, etc. in their luggage in the storage space. Institute shall not be responsible for loss of such items otherwise.
 - 2.27 Hostel authorities reserve the right to allocate rooms at the end of every semester and inmates are required to follow the instructions of Hostel Authorities in this regard.
 - 2.28 Any student or project associate, research associate or interns who wish to retain their rooms in Hostel during vacation shall fill up the designated form within the last academic day of the semester as per academic calendar in force and take permission of Assistant Warden/Warden after forwarding it through concerned Head of the Department or Project In-charge.
 - 2.29 Before vacating the rooms, the students have to fill up the prescribed 'Room Vacating Slip' in triplicate and submit these to the Warden after verification by the caretaker/hostel assistant. The furniture, electrical installations including the fan(s) and any other fixture that were provided in the room, all have to be handed over in proper condition to the Hostel Management at the time of vacating the room. If any damage in any item is found to have occurred, compensation as assessed by the Hostel Management shall be recovered from the boarder.
 - 2.30 Audit of all rooms and common spaces shall be done by Hostel Authority during vacation and fine shall be calculated accordingly. List of students with hostel fine shall be displayed on Institute website/communicated to students by e-mail/displayed on Hostel notice boards. Hostel fine should be deposited by student/s in designated account within 30 days of starting of semester, failing which a list of such students shall be communicated by Hostel Authority to Admission and Finance & Accounts Departments and no-dues certificate shall be withheld by Hostel Authority.

- 2.31 Hostel Authority reserves the right to enter any room during vacation for the purpose of audit/maintenance.
- 2.32 Hostel Authority also reserves the right inspect the room of any student in the hostel at any time during the semester
- 2.33 Students are prohibited from giving shelter to any other student/outsider in the rooms. In case of any unauthorized shelter, the student will be liable to disciplinary action.
- 2.34 Students, in their own interest, are advised not to keep excess cash or any valuables in their hostel rooms. They are cautioned to be very careful about safety of their belongings. They should close their rooms securely when they leave the room even for short periods or when they are sleeping. Institute shall not be responsible for the loss of such items due to theft or otherwise. However, in the case of theft, the matter should be immediately reported to the concerned Warden and Security In-Charge of the Institute.

3. ACCOMMODATION OF GUESTS

- 3.1 If the father/mother/guardian of a hostel resident needs accommodation for a short duration, he/she has to intimate the Hostel office preferably seven days before the expected date of occupancy. Accommodation will be provided to him/her in dedicated Guest Rooms on a chargeable basis subject to the availability. A boarder keeping a guest in his/her room is liable to disciplinary action.
- 3.2 A boarder, whose guests would be accommodated in the Guest Room of the Hostel, has to pay the guest room charges as per the rates fixed by the Hostel Management and submit a copy of a valid ID proof in the hostel office on the day of arrival of guest. Female guests are not permitted to stay in Boys' Hostel. Likewise Male guests are not allowed to stay in the Girls' hostel. Food is available on a chargeable basis in the hostel mess.
- 3.3 Day scholars (if any) would be allowed to stay in the hostel on the basis of a prior permission by the asst. warden/ warden in the prescribed format. Day scholars need to submit an undertaking stating the intent of the hostel inmate with whom they will be sharing accommodation. The host hostel inmate in such cases would be equally responsible for any violation of hostel rules by the day scholar and both will be liable to disciplinary action.
- 3.4 Hostel rules and regulations will equally apply to the guests also. No guest is permitted to stay in a boarder's room overnight. If it is established that a visitor has stayed overnight in a boarder's room, severe punishment will be imposed on the boarder which may include a monetary fine of Rs. 2000/- (Rupees two thousand only) and expulsion from the Hostel. In addition, such cases will be referred to the Institute Disciplinary Committee for further necessary action.
- 3.5 Resident students are not permitted to invite any outside person to address any meeting in the hostel without written permission of the Dean (Student Affairs)/ Director.
- 3.6 If any damage is caused to the Hostel property by the guests, compensation as assessed by the Hostel Management shall be recovered from the host boarder concerned.

4. MESS FUNCTIONING& RULES

- 6.16.1. All the inmates of a hostel will compulsorily become a permanent member of the mess.
- 6.16.2. Each hostel mess will run as a co-operative mess by the students (inmates of the hostel) under the framework laid out by the Hostel Management Committee.
- 6.16.3. Each hostel mess will have a mess committee consisting of minimum five inmates of the hostel; representing various batches; to be formed by the student body. The term of this committee will be for a period of one year, unless extension is provided through competent authority.
- 6.16.4. A yearly contract has to be signed between mess committee and mess vendor in presence of the hostel management committee.
- 6.16.5. Hotel Management Committee & Mess Committee reserve the rights to inspect the mess functioning, food quality (both raw and cooked), and hygiene of the kitchen and dining hall periodically.
- 6.16.6. Any issues related to hostel mess has to be reported in the complaint register available with the mess manager. The complaints recorded in the register will be regularly discussed with the mess vendor by the mess committee, and communicated to the hostel management committee.
- 6.16.7. The mess committee will prepare the monthly menu, in consultation with the mess vendor every month in advance and display it on the notice board and submit a copy to the hostel office.
- 6.16.8. It is the responsibility of the mess committee to verify and get the bill prepared by the mess vendor at the end of every month and submit the same to the hostel assistant.
- 6.16.9. Students other than the Mess Committee Members are not permitted to enter the kitchen or store room of the mess on any account.
- 6.16.10. Students are not permitted to cook any food on their own accord in the mess or in their rooms.
- 6.16.11. 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, outside the dining hall.
- 6.16.12. No food will be served in the rooms of the hostel for any student unless a certificate is produced from the Institute Infirmary to the effect that the students' condition requires the food to be served in their rooms.
- 6.16.13. No diner shall waste food. Paying mess bill does not entitle a diner to waste food.
- 6.16.14. It is resident's responsibility to assist in maintaining the mess and surroundings neat and clean. No notices shall be pasted on walls. Notices put up on the notice boards should not be removed by the diners.
- 6.16.15. All diners shall interact with the mess staff in the dining hall in a courteous manner.
- 6.16.16. After eating food, diners shall leave the cup, plate, waste food etc. in the designated bins.
- 6.16.17. The guest/ visitor dining rates will be managed by the mess vendor and communicated from time to time.
- 6.16.18. Mess timing will be decided by the mess committee in consultation with the mess vendor, in accordance with the academic time-table. The same is to be communicated to the hostel management committee and displayed on dining hall notice board. The mess timings are subject to change with respect to academic time-table.
- 6.16.19. Night canteen, if functional as agreed upon by the mess vendor & mess committee, will be on a day to day chargeable basis as per the decided item rate. All such item

rate list and canteen timings are to be displayed on the notice board and a copy is to be submitted to the hostel office.

5. RESPONSIBILITIES OF RESIDENTS

- 5.1 General damage to the hostel property will be the collective responsibility of all the residents and they will be required to make good such damage, if the students who caused the damage could not be identified.
- 5.2 Residents should not indulge in practices / activities, which may endanger their own personal safety as well as that of others.
- 5.3 Residents will be personally responsible for the safety of their belongings.
- 5.4 Residents are duty bound to report to the Caretaker/ Wardens / Assistant Wardens / Institute authorities in case they notice any unwanted incident or undesirable activity going on in the hostel or on the campus.
- 5.5 Students should not arrange any functions or meeting within the hostel or outside or within the Institute campus without specific permission of the Warden/ Asst. Warden. Meetings for routine hostel affairs (management of mess, organizing sports, co-curricular and extra-curricular activities etc.) have to be in the notice of Senior Warden/Warden and with their consent.
- 5.6 Residents are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable.
- 5.7 The residents of the hostel are responsible for the safe keeping of their personal belongings. They are advised to keep under lock all valuable items such as Laptop, Mobile Phone, etc. and lock the room even when they are out for a short period.
- 5.8 Any case of theft should be reported promptly to the Security Officer through hostel administration.
- 5.9 If students create law and order problems outside the campus, they are answerable to the police or city administration on their own. In such cases, they will also be answerable to SPAB administration as per the institute norms.
- 5.10 Do not get involved in any unpleasant situations in the city, which will not only affect you as individual but also result in creating a bad impression of our Institute too.

6. CODE OF CONDUCT

- 6.1 All residents are required to maintain standards of behaviour expected of students of a prestigious institution of national importance. They are expected to behave courteously and fairly with every one inside and outside the SPAB campus.
- 6.2 All residents are required to always carry their valid Identity Cards issued to them by the Institute and must present the same to any hostel or institute authority whenever asked for.
- 6.3 The rooms, common areas and surroundings of the hostel should be kept clean and hygienic.
- 6.4 Notices shall not be pasted on walls and walls shall not be scribbled on.
- 6.5 Rooms are allotted to each student on his/her personal responsibility. He/she should see to the upkeep of his/her room, hostel and its environment.
- 6.6 Students should bring to the notice of the caretaker any pending maintenance work (Civil, Carpentry, Electrical, and Sanitation) to be carried out in rooms, corridors, toilets or other areas in hostel premises. Students are also expected to support the student hostel maintenance committee.
- 6.7 Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel administration 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 maintenance work.
- 6.8 Hostel residents must look up the Hostel Notice Board regularly.
- 6.9 The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room and will be required to replace/repair at their own cost the damage, if any.
- 6.10 In case of damage to or loss of hostel property the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the wing/hostel, as decided by the Wardens/ Disciplinary Committee as the case may be.
- 6.11 The resident shall not move any furniture from its proper allotted place and also not damage them in anyway. If there are any additional items other than the above belonging to the hostel in a room, the occupant of the room shall hand over them to the caretaker, failing which he/she will be charged a penal rent as decided by the Wardens. The resident shall not remove any fittings from any other room or common area and get them fitted in his/her room. If such incident is detected he/she will be charged a penal rent as decided by the Wardens/ Disciplinary Committee as the case may be.
- 6.12 Ragging of students admitted to the Institute is totally banned. Any violation of this by the senior students will be dealt with very severely as per the Institute norms and guidelines issued from time to time by the competent authorities.
- 6.13 Fresher(s) should report incidents of ragging immediately. Those who do not do so even when being witnesses or victims, will be considered to be part of this practice, and will also be punished accordingly.
- 6.14 When the persons committing or abetting the crime of ragging are not identified, collective punishment on suspected group could be resorted to as possible deterrent measure, as it would ensure community pressure on the potential raggers not to indulge in ragging.
- 6.15 All students are required to sign an Anti-Ragging Undertaking form as per UGC guidelines and as per the requirements of Admission Department.
- 6.16 In the hostel premises following are strictly prohibited –

- 6.16.1. Smoking
- 6.16.2. Consumption of alcoholic drinks/drugs. In addition, no alcoholic beverages are permitted in facilities designated as "substance-free". Drunkenness will not be tolerated and students found in a drunken state may face expulsion from residence hostels.
- 6.16.3. Gambling
- 6.16.4. Intimidation or violence
- 6.16.5. Wilful damage to property
- 6.16.6. Entering the hostel premises in intoxicated state.
- 6.16.7. Moving in the faculty and staff residential areas after 9.00 pm.
- 6.16.8. Shouting and using abusive language in their own hostel or in other hostel premises and campus.
- 6.16.9. Watching unauthorized/illegal movies.
- 6.16.10. Employing unauthorized persons for personal work such as washing clothes, etc.
- 6.16.11. Cooking in room.
- 6.16.12. Keeping pets (Dogs, cats, birds, rodents, reptiles, or other pets) and/or stray animals within hostel premises.
- 6.16.13. Keeping any fire-arms, lethal weapons, poisonous things or intoxicants of any kind in the Hostel.
- 6.16.14. Throwing or hanging objects from windows, removal of screens, or the use of window/ventilators/balconies etc as an entrance or exit.
- 6.16.15. Signs other than those used to display institute spirit may not be displayed in window or exterior surfaces of the residence hostel or other locations.
- 6.16.16. Interfering with the rights or safety of one's roommate(s) and/or other students or creating a hostile environment within the residential facilities.
- 6.16.17. Noise or behaviour that disrupts other residents in the residential facilities and/or interferes with their ability to study.
- 6.16.18. Items such as toasters, hot plates, gas cylinders, stove, immersion rod, hand blender, induction plates, electric skillets, electric kettle, microwave, fridge, coolers or appliances with an open heating element are prohibited in all student rooms. Such appliances, if found will be confiscated, a fine will also be imposed and hostel resident would be liable for disciplinary action.
- 6.16.19. Storing personal items in public areas of a residential facility.
- 6.16.20. Alterations, additions, and/or unauthorized use of furnishings and fixtures within a residential facility.
- 6.16.21. Playing of sports or activities that present a risk of injury to persons or properties within and around a residential facility.
- 6.16.22. Failure to vacate immediately when a fire alarm sets off.
- 6.16.23. Door-to-door selling/soliciting/canvassing of any item, service or cause without prior permission from asst. warden/ warden is prohibited.
- 6.16.24. Students must not take law into their own hands, but must report all disputes to the Assistant Warden/Warden In-charge. All kinds of shouting, fighting, gambling, stealing, violent knocking, maltreating or abusing are strictly prohibited.
- 6.16.25. Room services are strictly prohibited. However, sick diet may be served in room after taking permission from Asst. Warden/Warden.
- 6.16.26. Residents should not participate in any anti-national, antisocial or undesirable activity in the hostel premises.
- 6.16.27. The uses of audio systems which may cause inconvenience to other occupants are not allowed.
- 6.16.28. The students should not view objectionable videos.

- 6.16.29. When the students go out of their room they should switch off all the electrical / electronic appliances, and keep it locked. Violation will attract suitable penalty and punishment as decided by authorities.
- 6.16.30. In case any student has to stay out of hostel for a day or more for any reason, he has to inform the warden and take his/her prior permission in the prescribed format.
- 6.16.31. Any kind of permissions from the college/ hostel authorities should be taken in written format within the college hours of 9 am – 5:30 pm. Permissions on phone/ beyond college hours would not be entertained.
- 6.16.32. All resident students are instructed to record exit-entry to the hostel premises in the prescribed format each time they exit/enter the hostel.
- 6.16.33. Boarders should not see the Director for ordinary hostel-related matters. Assistant Warden or Warden In-charge of the concerned hostel is the right person for such matters. In next step they can approach the Dean, Student Affairs.
- 6.16.34. The inmates of the hostel will not leave the hostel premises on holidays for the purpose of excursion or picnic. Prior permission of the Assistant Warden/ Warden In-charge has to be obtained for going for any picnic or excursion. However for any eventuality that may occur during picnic/excursion, the responsibility does not lie with the Institute authorities.
- 6.16.35. If students create law and order problems outside the campus, they are answerable to the police or city administration on their own. In such cases, they will also be answerable to SPAB administration as per the institute norms.
- 6.16.36. Students should not arrange any functions or meeting within the hostel or outside or within the Institute campus without specific permission of the Warden. Meetings for routine hostel affairs (management of mess, organizing sports, co-curricular and extra-curricular activities etc.) have to be in the notice of Asst. Warden/Warden and with their consent.
- 6.16.37. Hostel inmates are supposed to take care of their health themselves. Student suffering from infectious disease has to leave for medical treatment to proper clinic/hospital or isolated place.
- 6.16.38. Students should take treatment in the Institute dispensary when they are sick. The Institute doctor and the concerned hostel Warden In-charge and Warden will decide further course of treatment. Students are advised to take treatment at the nearest clinic and inform about it to the authorities immediately in case of emergency occurring outside the Institute campus.
- 6.16.39. In case of need for hospitalization, student should inform his/her parents/guardian. Parents/guardian are required to communicate to the concerned Warden In-charge/ Warden in this regard.
- 6.16.40. Formation of association of students on the basis of regions, caste or creed is not permitted, during their stay in the hostels.
- 6.16.41. Every student residing in the hostel must join the mess attached to that hostel. Individual cooking is not permitted. They are not allowed to cook anything in their rooms.
- 6.16.42. Every inmate of the hostel shall pay the mess bill and other charges as per the notified schedule failing which fine will be imposed as decided by the hostel authority.
- 6.16.43. Entry of students is restricted to the following areas of the residential facilities. These include, but are not limited to:
 - 6.16.43.1 The residence hostel roof, windows, ledges, and walls;
 - 6.16.43.2 Restrooms designated for use by members of the opposite sex (i.e., men in women's restrooms);
 - 6.16.43.3 Another resident's room without permission;
 - 6.16.43.4 Dining centres and convenience stores during non-operational hours;

- 6.16.43.5 Front desk, staff office space and kitchen area of the mess.
- 6.16.44. SPAB Hostel facilities are not open to anyone other than residents who have been allotted rooms and guests (as defined below) who have a legitimate reason for being in the building. Hostel facilities are special purpose buildings and are not open to the general public. A guest is someone who comes to a hostel to visit a specific resident or who has been extended an invitation by the Institute to visit for a specific occasion, special function, tour, or official visit. The host is responsible for familiarizing the guest with pertinent SPAB rules and is responsible for the conduct of the guest(s). Visiting hours for members of opposite-sex are posted in the lobby of each residence hostel which visitors must adhere to.

7. DISCIPLINARY ACTION

- 7.1 Penalty for violation of hostel rules will be decided by the disciplinary committee considering the severity of the offense / violation of rules / act of indiscipline. Fine/ penalty amount may be deducted from the hostel deposit. If cumulative fine on respective hostel resident exceeds Rs.2000/- per academic year, he / she will not be considered in merit for the next hostel admission.
- 7.2 Any student who is found to be indulging in undesirable activities such as ragging, physical assault, damage to property, causing inconvenience to other inmates, non-compliance of any of the conduct rules, or violation of any other rule defined in this manual will be liable to the following punishments
 - 7.2.1 Expulsion from the hostel.
 - 7.2.2 A record of his / her misconduct will be made in his personal file.
 - 7.2.3 The cost of damage will be fully recovered from him/her together with penalty.
 - 7.2.4 He/she will also be fined commensurate with the offence committed.
 - 7.2.5 The privilege of appearing for campus interviews will be denied, when he/she reaches the final year.
 - 7.2.6 No recommendations will be given to him/her for studies abroad.
 - 7.2.7 Rustication from the Institute.
- 7.3 Any student found hosting/harbours an offender will also be liable to the punishments mentioned in the rule above.
- 7.4 Availing room service or taking food or mess utensils to the room will attract a fine and disciplinary action by hostel administration.
- 7.5 Any breach of the conduct rules or any act of indiscipline will invite an enquiry that will be conducted by the Hostel Administration. If the student is found guilty, then the Hostel Administration will take disciplinary action that it deems fit.
- 7.6 The punitive actions will comply with the code of conducts handbook of SPAB.

8. HOSTEL MAINTENANCE

- 8.1 It is the responsibility of the Hostel Management to look after and take care of the general maintenance and cleanliness of the Hostel premises including the building, courtyards and the toilets. All residents shall whole-heartedly cooperate in these endeavours.
- 8.2 To plan, supervise and carry out the responsibilities mentioned at 8.1, a Hostel Maintenance Committee consisting of the following members shall be constituted:
 - 8.2.1 Hostel Warden --- Chairperson
 - 8.2.2 Assistant Warden(s)
 - 8.2.3 Hostel Assistants and caretakers
 - 8.2.4 four/five regular hostel residents (one from each course and semester year, and preferably one from each floor) - Elected by the Hostel residents
- 8.3 MATTERS RELATED TO TIMING AND ABSENCE FROM HOSTELS
 - 8.3.1 Students should be present within the Hostel premises between 11:15 PM to 06.00 AM. No student is permitted to stay outside the Hostel during this time without the written permission of the Warden. Violation of this rule will invite strict disciplinary action on him/her.
 - 8.3.2 All Students required being present at the time of Roll Call at night .
 - 8.3.3 If any student wants to go out to the city/town between 6.00 AM and 10.00 PM, excluding the class hours, he/she should submit a filled up prescribed form indicating the time of leaving the Hostel and expected time of return with dates. They should also enter their names in the register kept in the Hostel office for this purpose.
 - Except during vacations, residents shall be allowed to go home only if there is a written request for the same from self /parent/guardian citing genuine grounds and consented by Head of the School he/she belongs. Going home frequently is not permitted.