



# SDG 11

## 11 SUSTAINABLE CITIES AND COMMUNITIES





## **SDG 11: Sustainable Cities & Communities**

Sikkim Manipal University extends over an area of 22 acres of the medical campus and 34 acres of the engineering campus. The campus is green and eco-friendly with infrastructure facilities as per the requirement of Statutory Regulatory Authorities.

The University provides an excellent support system, residential facilities to cater to a diverse population of students. These facilities provide a comfortable and lively stay on campus with both academic and enriched vibrant cultural and world-class sporting facilities.

Technical campus with the constituent unit - Sikkim Manipal Institute of Technology (SMIT) located at Majitar, East Sikkim near West Bengal – Sikkim border is spread over 35 acres in a picturesque valley surrounded by green hills blessed with nature's finest gifts on the banks of river Teesta. The state-of-the-art campus is the home of over 3000 students, over 200 faculties and a large and efficient team of support staff and the international standard infrastructure is an ideal setup for quality education, healthy lifestyle, and all-round growth of the students.



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UNIVERSITY

Established under Govt. of Sikkim, Act 9 of 1985, incorporated under 29 of the SICC Act, 1986



SMIT is a fully residential institute with separate hostel, mess and canteen for boys and girls.

Exhibiting a unique combination of Sikkimese style and modern architecture, our medical campus with Sikkim Manipal institute of Medical Sciences, Sikkim Manipal College of Nursing, Sikkim Manipal College of Physiotherapy with few University departments and the University Administrative office, is spread in a sprawling area of 25 acres of mountainous land. The campus provides a very congenial environment for academic activities with lecture theatres well equipped with all modern audio-visual amenities.





The campuses though located in a hilly terrain have adequate indoor and outdoor sports facilities to include Football, Badminton, Squash, Cricket, Tennis, Table tennis, Volleyball, Basketball, Swimming pool, Aerobics, and Gymnasium. The University has highly qualified Male & Female Sports officers always available on the campus responsible for coaching and conduct of various sports events. All outdoor courts/playgrounds have floodlights.

Medical facilities are provided to all by Central Referral Hospital (CRH). The University, with its aim 'education for all, provides a conducive environment for the differently-abled students/patients by providing lifts, ramps, and special toilets suitable to their needs.

The safety of students, faculty members & visitors is of paramount importance to us. The Home guards of Govt. of Sikkim and security guards of a private security agency are employed for providing security cover to the campus.

Campuses have ICT-enabled classrooms, laboratory and library infrastructure, which assist the faculty and students in their research activities.

The Technical campus has over 2000 seater hostels for boys and about 1000 seater hostels for girls. The Medical campus has over 500 seater hostels for boys and about 400 seater hostels for girls.

24 x 7 Wi-Fi connectivity is provided in all hostels, CCTV cameras at entrances of all hostels & at amphitheater, 24 x 7 electricity and water supply in all the





hostels; attenders, Laundry services, and housekeeping services are provided in all hostels during day and night. Solar panels are installed in all hostels for hot water and cafeterias.



Facilities (Technical Campus) - <https://smu.edu.in/smu/about-us/technical-campus.html>

Facilities (Medical Campus)- <https://smu.edu.in/smu/about-us/Medical-campus.html>

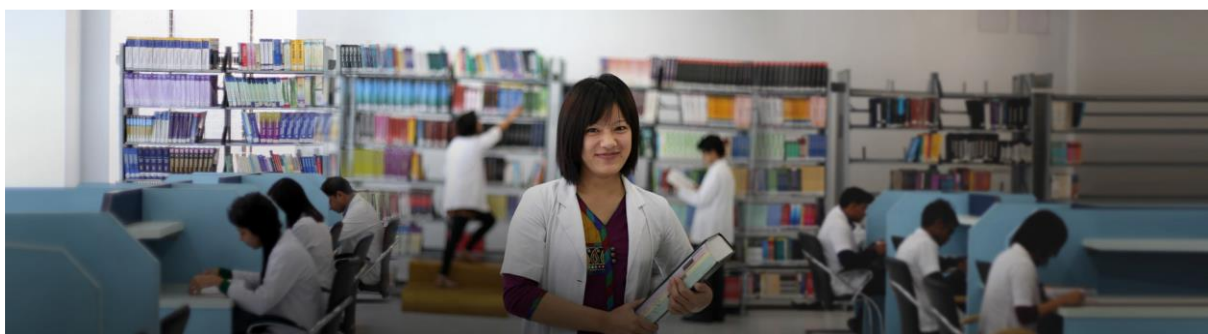


## **Library as a Learning Resource:**

Sikkim Manipal University (SMU) has a state-of-the-art library at both Medical and Technical Campuses. SMU has an integrated Library Management System (ILMS) powered by EasyLib software

The Central Library of Sikkim Manipal Institute of Technology (SMIT) was established along with the establishment of Sikkim Manipal Institute of Technology in 1997 in order to meet the academic and research needs of the Teachers, Research Scholars, and Students. The Library is a two-storied building with a 2960 square meter carpet area. The total seating capacity of the Library is 428 users at a time. SMIT

Library has built up a rich collection of books and journals of all branches of Engineering, Science, and Management. SMIT Central Library is a member of DELNET for online access to e-journals and e-books



SMIT Library users can access the above e-resources remotely by login in through the **Knimbus-e-library portal**- <https://smu.new.knimbus.com>



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**Know more about SMIT Central Library** -<https://smu.edu.in/smit/smit-experience/library.html>

Sikkim Manipal Institute of Medical Sciences (SMIMS) Library has a 1607 square meter carpet area. It has a collection of 16033 books. Out of which, 10694 are textbooks and 5339 reference books. The library has large collections of journals and e-journals. Central Library at Medical campus provides web-based access to its resources via SMUERP. Students can access library resources from Hostel.

Know more about SMIMS Central Library - <https://smu.edu.in/smims/why-smims/library.html>



## **1. Free Public Access to building year 2022:**

### **VISIT BY ARMY MEDICAL CORPS MOTORCYCLE EXPEDITION**

#### **TEAM**

Gangtok, April 19: Celebrating the spirit of 'Azadi Ka AmritMahotsav' and to commemorate the 258th Anniversary of the Army Medical Corps (AMC), a motorcycle expedition travelled

across the distant, far flung areas of the country reached Sikkim Manipal University (SMU),

Tadong, today. The team passed through 12 states, including seven in the North-East region visited various civil and Army healthcare establishments to acknowledge the commendable role of 'the Corona Warriors', doctors, paramedics and frontline workers, for providing critical medical support at remote areas with the ethos of 'Shoulders behind Soldiers.' The expedition was flagged off by the Director General Armed Forces Medical Services and DGsMS of the Army, Navy and Air Force, from India Gate, New Delhi, on April, 03 2022 and will travel over 10,000 km over a span of 20 days. Sikkim is the final pit-stop for the expedition. The team consists of three Special Officers, two Medical Officers, three Non-Tech Officers and two other ranks along with two reserve members from Army Medical Corps. Vice Chancellor, SMU Dr. (Lt. Gen.) Rajan S. Grewal felicitated the members of the AMC Motorcycle Expedition, in the



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presence of students, heads of institutions and faculty members of Sikkim Manipal Institute of Medical Sciences(SMIMS).

Team leader Col. Rajesh W. Adhau, is a recipient of the Sena Medal for gallantry during the Kargil operations and a reputed adventure enthusiast and mountaineer.

Other team members

are Lt Col. Veerbhadrappa, an Eye Specialist, Lt Col. Mrigank Choubey, Paediatric Cardiologist, Lt Col. Mahesh Mahto, a Limca Book record holder from previous

AMC Motorcycle Expedition, Maj Girish G a long distance cyclist and Maj Srinivas, a Para motor pilot, Hav Vinayak D Dhamale and NK Deepak Kumar Singh are veteran riders who were also part of AMC Motorcycle expedition and had registered their names in India

Book and Limca Book Record for Indian Army along with Hav Yogesh Matwa and Nk Satheesh D who are part of the team as reserve. The expedition will head back to Delhi via Gaya and Lucknow





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## Visit by Honourable Governor of Sikkim Shri Ganga Prasad Ji to Sikkim Manipal University on 07<sup>th</sup> September, 2022





**Visit by Honourable Chief Minister of Sikkim, Shri PS Golay Ji to  
Sikkim Manipal University on 12<sup>th</sup> June, 2022**





## **SEED School: A Report**

### **Objective of the SEED School:**

The Society of Electrical and Electronics Engineering (SEED), a student organization of the Department of Electrical and Electronics Engineering (EEE) at Sikkim Manipal Institute of Technology (SMIT), has been actively contributing to society through its initiative known as the SEED School. Since its inception on 15th August 2008, the SEED School aims to provide evening classes to students ranging from 4th to 12th grade from nearby areas, imparting knowledge in subjects such as 2nd language, English, Mathematics, Science, and Social Sciences. The initiative also includes assistance with homework for lower-grade students, promoting holistic academic growth.

### **Challenges Faced:**

Running the SEED School has presented its share of challenges. Gaining permissions from both schools and parents for students' participation, ensuring secure transportation within the campus premises, and maintaining a balance between the number of students entering and leaving the campus have been vital concerns. Winter months, with their shorter daylight hours, added complexity to ensuring the safety of students during their commute back home.





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### **Impact:**

The SEED School has made a significant impact since its inception. It has provided underprivileged students with the opportunity to receive valuable educational support, contributing to their academic growth and overall development. The involvement of SMIT's student volunteers has fostered a sense of community and familial bond, integrating the SEED School participants into the larger EEE family. Furthermore, the initiative's fundraising efforts have provided essential school supplies like copies, pencils, pens, and other stationary items, addressing the basic needs of the students.

### **Initiative Start Date: 15/08/2008**

The SEED School initiative was officially launched on 15th August 2008. Since its commencement, it has remained dedicated to its objective of empowering students with knowledge and creating a nurturing environment for their academic advancement.









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## Visit by School Students of Local Schools







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## 2. Free Public Access to libraries year 2022:

SMU provides free access to libraries for Others:

SIKKIM MANIPAL INSTITUTE OF TECHNOLOGY	
NAME OF RECORDS	VISITOR ENTRY
REGISTER NO.	VOL. 2
DATE OF OPENING	25-08-2022
DATE OF CLOSING	
RESPONSIBILITY	LIBRARIAN
LOCATION	CENTRAL LIBRARY
DISPOSITION METHOD	BY A CONSTITUTED DESTRUCTION BOARD





PURPOSE OF VISITOR	IN TIME	OUT TIME	SIGN	REMARKS
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It is certified that the Register contains 144 pages (one hundred and forty four) and all the pages are numbered.





SL. NO.	DATE	NAME OF VISITOR	DESIGNATION WITH ADDRESS	PURPOSE OF VISITOR	IN TIME	OUT TIME	SIGN	REMARKS
	23/1/22	Vivek + 2	Admission Council	Admission	4:14	4:23	[Signature]	
	04/11/2022	Pawan Kumar	SMU					
	04/11/2022	Sabitri Chakrabarti	student	Campus Visit	12:10	12:05	[Signature]	
	04/11/2022	Yammit Lepcha	Student	"	"	"	[Signature]	
	04/11/2022	Ragnandani	"	"	"	"	[Signature]	
	04/11/22	Suman Chakrabarti	"	"	"	"	[Signature]	
	04/11/22	Tanvini Dasgupta	Student, Tadong SSS	"	12:00	"	[Signature]	
	04/11/22	Sarita Naskoti	Student, T.S.S.S	"	12:01	"	[Signature]	
	04/11/22	Sajal Thapa	Student, T.S.S.S	Campus visit	12:01	"	[Signature]	
	04/11/22	Bishal Chakrabarti	Student - West point SSS	Campus visit	12:02	"	[Signature]	
	04/11/22	Abhik Chettri	Student of WPSSS	Campus visit	12:04	"	[Signature]	
	04/11/22	Prabhat Thakur	Student of WPSSS	Campus visit	12:05	"	[Signature]	
	04/11/22	MANISHA NANGIA	FACULTY WPSSS	Campus visit	12:05	"	[Signature]	
	04/11/22	Yemakit Wiche	Faculty Tadong	"	"	"	[Signature]	
	04/11/22	Pratik Thakur	Faculty WPSSS	Campus visit	11:05	"	[Signature]	
	16/11/22	Pragya Pradhan	Antar, Secondary School	Campus Visit	11:00 am	11:11 am		
	"	Sajal Tamang	Student "	"	"	"		
	"	Nirash Baraily	"	"	"	"		
	"	Sudarsan Pradhan	"	"	"	"		
	"	Nim Dibring Lepcha	"	"	"	"		
	"	Shalini Sinchury	"	"	"	"		
	"	Manita Kumar	"	"	"	"		
	"	Enka Rai	"	"	"	"		
	"	Aparna Tamang	"	"	"	"		
	"	Pashis Shaha	Faculty	"	"	"	[Signature]	
	"	Priyanka Saha	"	"	"	"		
	19/11/22	Apekha Tamang	Turung dec school	"	10:58	11:15	Apekha	
	19/11/22	Priyanka Saha	Turung see school	Library visit	"	"	Priyanka	
	19/11/22	Apekha Tamang	"	"	"	"	Apekha	
	19/11/22	Bedika Chettri	Student "	"	"	"	Bedika	
	19/11/22	Rupa Baraily	SMCON	Library Visit	1:30	1:45	Rb	
	19/11/22	Bidisha Dalta	"	"	"	"	[Signature]	





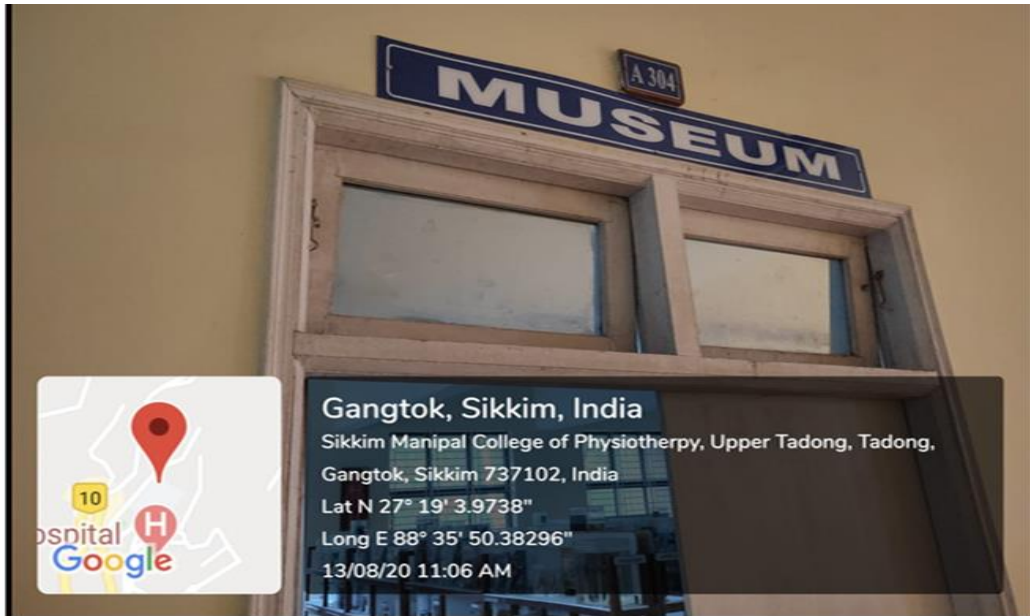
SL. NO.	DATE	NAME OF VISITOR	DESIGNATION WITH ADDRESS	PURPOSE OF VISITOR	IN TIME	OUT TIME	SIGN	REMARKS
1	21/11/22	Prima Bresthi	Gangtok SMU	Visit	1:59	2:29	[Signature]	
2	"	Meha Rai	"	"	"	2:29	[Signature]	
1.	21/11/22	Meha Rai	"	"	11:55		[Signature]	
2.	21/11/22	Rupa Banerjee	" SMU	"	12:16		[Signature]	
3.	21/11/22	Bidisha Datta	"	"	"		[Signature]	
23/11/22		Anshu Gurung + 30	Ngangtal Sec. School	Visit	11:49	12:01	[Signature]	
25/11/22		Saran Rai + 20	South Rupa Sec school	"	"	"	[Signature]	
25/11/22		Dambabhusan + 30	Majitar Sec. School	"	11:50	"	[Signature]	
28/11/22		Raj Kumar Dey + 2	Sunay Lingchey Sec. school (Patna)	visit	11:30	11:45	[Signature]	
28/11/22		Smriti Gurung + 5	students "	"	"	"	[Signature]	
04/12/22		Sannam Singh Rai	Daranga Technical, Nepal	visit	04:36	02:35	[Signature]	
04/12/22		Ujjwal + 24	"	"	"	"	[Signature]	
07/12/22		Parents + 3	Patna, Bihar	visit	11:24	11:37	[Signature]	
8/12/22		Tarun Pd Sharma	SU	visit	13:44	13:51	[Signature]	
9/12/22		Mirhan Mandal	Kolkata, WB	visit	13:45	13:51	[Signature]	
22/12/22		Tarun Bhowmik + 1	Siliguri, WB	AC	10:27 am	11:01 am	[Signature]	
30/12/2022		Ajaya Ganguly + 5	Jalpajuri	visit	4:20 PM	4:27	[Signature]	
23/01/23		Asst. Kellin Raja Gurj	SMUON	To check classroom	4pm		[Signature]	
23/01/23		" Aditi Ghosh	SMUON	= Do "	4pm		[Signature]	
23/01/23		Kelita Paulan	SMUON	class	2hr	15:41	[Signature]	
"		Ashrita Bama	"	"	"	"	[Signature]	
"		Toshika Dahal	"	"	"	"	[Signature]	
"		Jenjing Kanke	"	"	"	"	[Signature]	
"		Ashni Ghos	SMUON	"	"	"	[Signature]	
"		Rupa Banerjee	"	"	"	"	[Signature]	
"		Sohini Ghosh	"	"	"	"	[Signature]	
"		Ritambhara Choudhury	"	"	"	"	[Signature]	
"		Divya Bhattacharya	"	"	"	"	[Signature]	
"		Kayantika Nath	"	"	"	"	[Signature]	
"		Amrisha Ghosh	"	"	"	"	[Signature]	
"		Sarjana Rai	"	"	"	"	[Signature]	
"		Dipka Thakur	"	"	"	"	[Signature]	
"		Anjali Tanay	"	"	"	"	[Signature]	





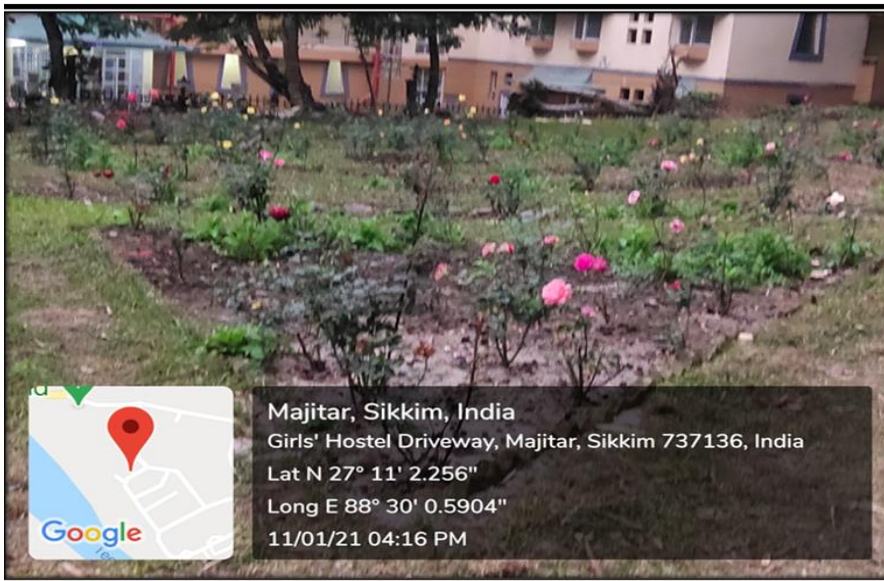
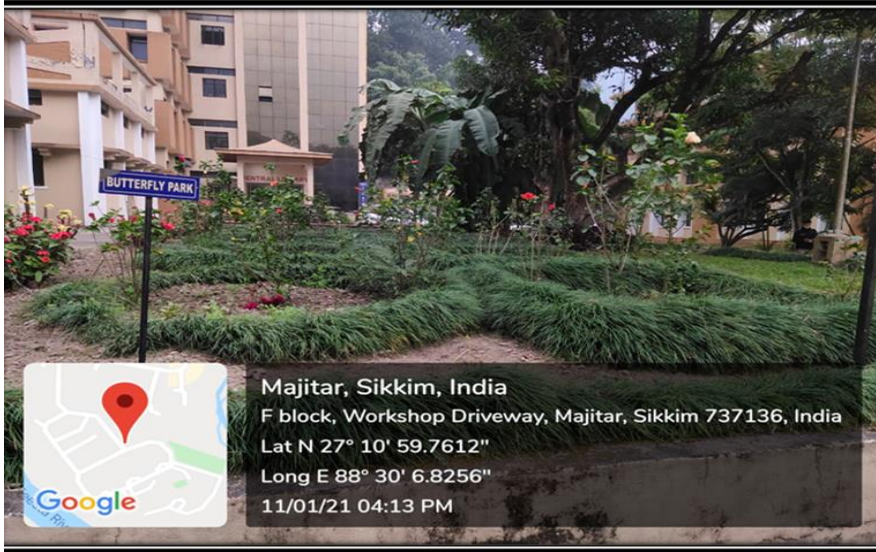
### 3. Public Access to Museums year 2022:

SMU provides free access to Museums for Others:





#### 4. Free Public Access to green spaces 2022:







## 5. Arts & heritage contribution year 2022:



**a. Bhutia Dance by Local Artist**



**b. Nepali Dance by Local Artist**





**c. Tibetan Dance by Local Artist**



**d. Tibetan Dance by Local Artist**



**e. Maruni Dance by Local Artist**



**f. Lepcha Dance by Local Artist**





**g. Nepali dance by Local Artist**



**h. Maruni dance by Local Artist**





**i. Tibetan dance by Local Artist**



**j. Tamang dance by Local Artist**





**k. Maruni dance by Local Artist**

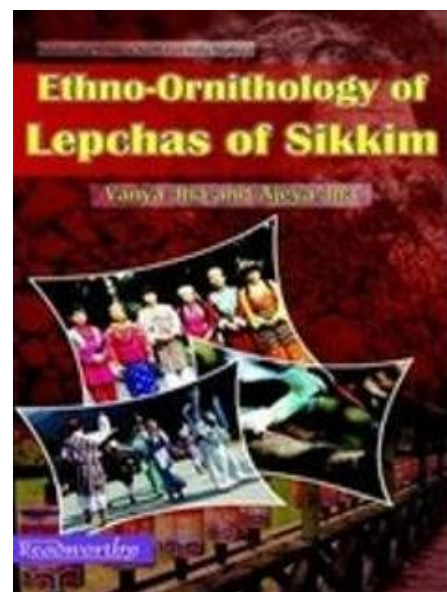
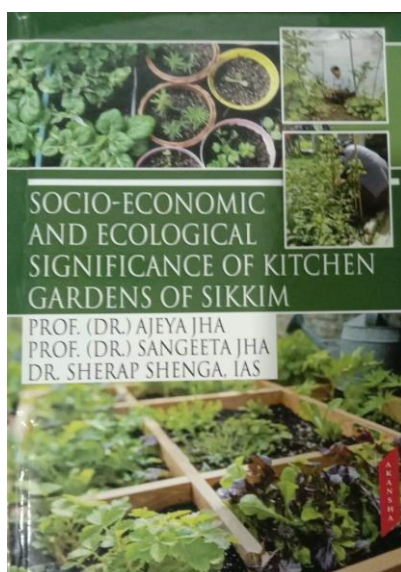


## 6. Record & preserve cultural heritage

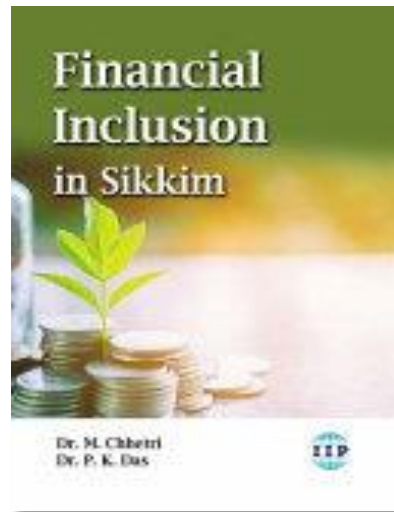
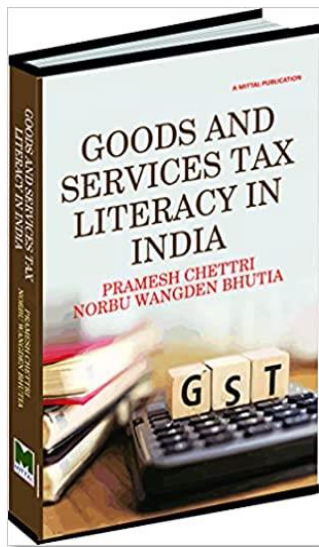
SMU supports projects that preserves local folklore, traditions, languages and knowledge in the state of Sikkim

### Completed Sikkim Based projects on:

- a. Mammals of Sikkim
- b. Reptiles and Amphibians of Sikkim
- c. Nature Folktales of Sikkim and Arunachal Pradesh
- d. Ethno-ornithology of Lepchas of Sikkim
- e. Food-plants of Lepchas
- f. Medicinal Plants of Lepchas
- g. Ecological Prudence of Lepchas
- h. Bamboo technology of Lepchas
- i. Lepcha Ritual of Death and bereavement
- j. Bird Behaviour as depicted in Lepcha folklores
- k. Medicinal Plants of Sherpas
- l. Traditional Knowledge on Disaster Management: A preliminary study of Lepchas of Sikkim
- m. Economic and ecological significance of Kitchen Gardens of Sikkim







### Ongoing Research Project

Sl	Regn	Name	Date of Registration	Department	Title	Supervisor	Co-Supervisor
1	201810014	Ms Jhuma Sunwar	03-Jul-18	CSE	“Design and Implementation of Algorithm to Extract Dynamic Gesture from Real World Environment”	Dr Samarjeet Borah, Professor, Department of CA, SMIT	
2	201810023	Mr Ashish Pradhan	27-Nov-18	Mathematics	“Development of Intra-Chunk Dependency Nepali Parser Based on Conceptual Graph and Optimization Techniques”	Dr Archit Yajnik, Addl. Prof, Dept of Mathematics, SMIT	
3	202210009	Mr. Sital Sharma	17-Nov-21	CSE	AI Based Virtual Assistant System for Native Himalayan Language ( Nepali)	Prof.(Dr.) Kalpana Sharma, Head, Department of CSE, SMIT	Dr Biswaraj Sen, Additional Professor, Department of CSE, SMIT



## 7. Measure & Set target for more Sustainable Commuting

Policy followed:

### OFFICE OF HEAD ADMINISTRATION

### CIRCULAR

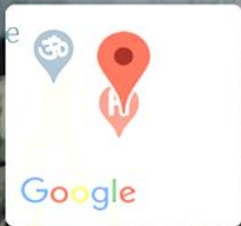
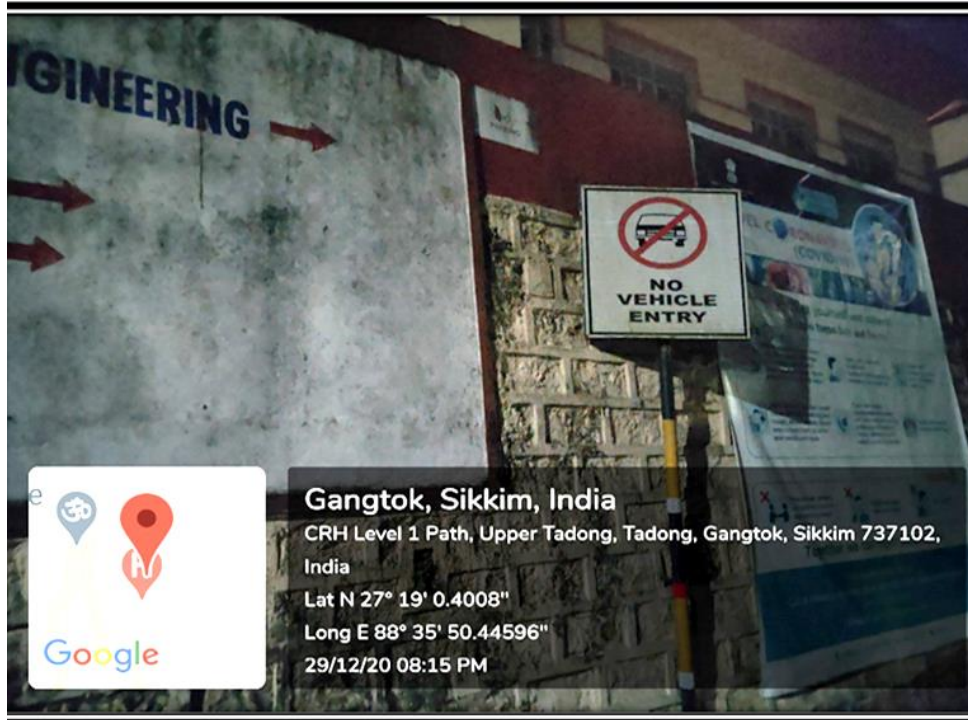
No:1/HA/Circular/05/2019

25 Feb 2019

1. Faculty/ Staff of SMIT are permitted to bring their light vehicle/ two wheelers for daily commuting to the SMIT campus. They would follow the speed limits as displayed on sign boards and park their vehicle at the designated parking places only.
2. Faculty/ Staff residing inside in staff quarters/ hostels will obtain SMIT Stickers from Head Admin and paste them in front of the vehicle for easy identification by security guards at the Main Gate of SMIT.
3. Students of SMIT, however, are NOT permitted to bring their vehicles (four/two wheelers).

Head of Administration,

Lt Col D. B. Chhetri (Retd)  
SMIT, Majhitar  
Head Administration,  
Sikkim Manipal Institute of Technology  
Majhitar, Rangpo-737136, East Sikkim



**Gangtok, Sikkim, India**

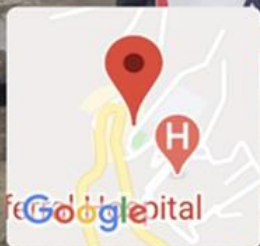
CRH Level 1 Path, Upper Tadong, Tadong, Gangtok, Sikkim 737102, India

Lat N 27° 19' 0.4008"

Long E 88° 35' 50.44596"

29/12/20 08:15 PM

**Restricted entry of vehicle in Areas**



**Gangtok, Sikkim, India**

NH10, Upper Tadong, Tadong, Gangtok, Sikkim 737102, India

Lat N 27° 19' 1.79364"

Long E 88° 35' 47.24016"

29/12/20 12:35 PM

**Restricted entry of vehicle after 5:00 PM**





## 8. Action to promote sustainable commuting:

SMU provides bus facilities to the staff to ply from their home to Offices every day based upon basic nominal fare.

Technical campus of SMU provides bus facilities for weekly marketing



## Bus Facilities for Commutation



## 9. Affordable Housing:

SMU provides affordable housing to interested staff inside the campus premises. SOPs are prepared & followed for providing affordable housing to the staff of Sikkim Manipal University same is provided as **SOP for Housing**.



**Staff housing at Medical Campus**



**Staff housing at Engineering Campus**





## 10. Affordable Hostel:

SMU provides affordable housing to interested staff inside the campus premises. SOPs are prepared & followed for providing affordable housing to the staff of Sikkim Manipal University same is provided as **SOP for Hostel**.

There is separate hostel & mess facilities for boys and girls with 24X7 Wifi, Health & other basic amenities



**SMIMS Hostel**

**Boys -67 rooms (201)**  
**Girls -129 rooms (387)**



**Residents' Hostel**

**Studio Apartments (26)**  
**Single Seaters (120)**



## Nursing Hostel

**Girls -92 rooms (276)**



## SMIT Hostel

**Boys-972 rooms (1944)**

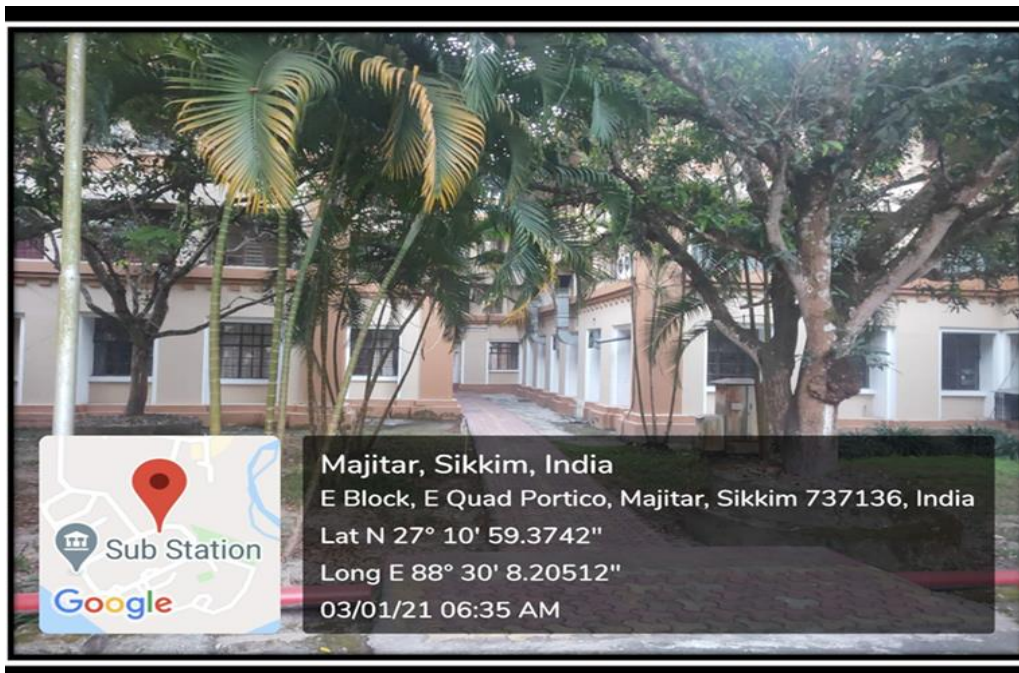
**Girls-393 rooms (786)**







## 11. Pedestrian priority on Campus



**Pedestrian Friendly Pathway from Hostel towards Academic Block  
(Engineering Campus)**



**Pedestrian Friendly Pathway from Hostel towards Academic Block  
(Medical Campus)**





## 12. Building on brownfield sites

Brownfield sites inside the campus premises are converted to build green house for plantation of flowers & vegetables.



## Green house for plantation of vegetables



## Green house for plantation of flowers



Review - SOP Quarter Allotment

1. Please refer to the draft SOP for allotment of quarters (Married & Single accommodations) dated 28 Jun 2022 and the remarks VC.
2. With reference to para (o) of the draft SOP, the following may be considered for maintaining seniority of allotment as being done in SMIT with additional points for consideration.
3. Allotment of Quarters to Key Appointments. Key appointment quarters will be allotted on joining the Institute. Allotment of quarter to an appointment if allotment of quarter has been included under terms & conditions of enrolment. Following are the key appointments: -
  - a. VC
  - b. HoIs
  - c. Registrar
  - d. Head GS
  - e. Head Finance
  - f. Head HR

Seniority of Allotment (As in practice in SMIT)

4. An allotment of Quarter is based on the following: -
  - a. Reckoned from date of joining the Institute and on availability (and not on date of application for accommodation).
  - b. Same Date of Joining
    - i. Teaching Staff
    - ii. Higher Salaried (Basic+AGP) Teaching Staff
    - iii. Date of Birth

5. Married Couple

- a. Associate Professor/Selection Grade and above when get married will get 2BHK quarter as per anti date seniority.
- b. One year Anti Date Seniority. To married staff members from the date of marriage.
- c. When two employees occupying separate quarters get married, then one of the quarters to be vacated within one month.
- d. When both husband and wife are employed in institute, one of them will be allotted a quarter based on their seniority.

6. On Promotions

- a. Seniority of allotment of quarter based on date of promotion.

7. Loss of Seniority

- a. If an employee refuses to occupy the quarter allotted to him/her within one month of allotment he/she will lose six months seniority.

8. Allotment from 1BHK to 2BHK

- a. Married employee on promotion to Associate Professor/Selection grade on availability

9. Change of Quarter

- a. Change of accommodation may be allowed on medical grounds, if accepted to the Quartering Committee.



- b. Mutual exchange of quarters is not permitted, unless processed through Quartering Committee.
  - c. Seniority for change of quarter will be from the date of application to Quartering Committee,
10. Undertaking
- a. Non-entitled employee may be allotted a 2BHK, if vacant on undertaking to vacate within one month when notice issued for vacation.

Additional Points for Consideration

11. Additional Responsibilities. Those in occupation of accommodation in campus may have to take additional responsibilities/ duties in any emergency/ special occasions decided by SMU management.
12. Allotment of Converted Quarter into Guest Rooms. Temporary allotment may be made to a new joinee for a specific period as a special case on discretion of VC/ Dean.





## SOP – QUARTER ALLOTMENT

### 1. Objective

To frame uniform rules/ SOP for allotment of available married and single accommodation to the entitled employees posted in Tadong Campus.

### 2. Scope & Coverage

This policy covers all entitled teaching/ non-teaching employees of Sikkim Manipal University and its constituent units deployed at Tadong, Sikkim.

### 3. List of entitled teaching & non-teaching employees

#### Teaching staff

- a) Dean
- b) Professors
- c) Associate Professors
- d) Assistant Professors
- e) Lecturer
- f) Senior Resident/ Tutor
- g) JR/ MO/ (MBBS non-PG)
- h) JR-PG Students (MD/ MS/ DNB)

#### Non-teaching staff

- a) Vice Chancellor
- b) Registrar, Deputy Registrar, Assistant Registrar & Assistant Controller of exam.
- c) Head (HR/ Projects/ General Services/ Finance/ IT), Finance Officer/ equivalent designation Finance/ Management Executives/ Engineer or equivalent rank.
- d) Nurses/ Technician/ Others

## SOP – QUARTER ALLOTMENT

### 4. Entitlement of Occupants

Teaching Staff	Single	Family
Heads of Institution/ Professor/ equivalent designation	2 BHK	2BHK in A & B block
Associate Professor	1 BHK	2BHK in A & B block
Assistant Professors/ Lecturers/ SR/ Tutor/ equivalent designation	Double Room/ Studio Apartment	1BHK
Super Specialist (DM/ MCH)	As per availability	3BHK
JR-MBBS (Non PG)/ JR-PG (MD/MS/DNB)	1 Room	NA

*Note: All the allotments are subject to availability of rooms/ flat.*

Non-Teaching Staff	Single	Family
Vice Chancellor	Earmarked	3BHK
Registrar/ Controller of Exams/ Dy Director/ Dy Registrar/ Head (HR/Projects/General Services/Finance)/ Finance Officer/ equivalent designation	1 BHK	2BHK
Assistant Registrar/ Assistant Controller of exams/ equivalent designation	Studio Apartment/Single hostel room/shared accommodation	1BHK
Nurses/Technician/Other	Hostel room on shared basis	NA
Technicians/Others	As per terms of appointment	As per terms of appointment

*Note: All the allotments are subject to availability of rooms/ flat (other than staff quarters).*



## SOP – QUARTER ALLOTMENT

### 5. Criteria for Allotment

- a) Teaching staff of SMIMS, those who need to attend emergency calls at CRH, shall be given preference.
- b) The faculty of other constituent colleges of SMU at Tadong campus shall be considered if there is any surplus accommodation available.
- c) The employees residing in Gangtok Municipality Corporation area\* shall not be provided accommodation.  
(\* GMC area – Tashi view point upto Ranipool)
- d) In the case of retirement/ completion of deputation/ completion of contract from the University/ Institute, the faculty/ staff can retain the room/ quarter for a period of one month by paying the applicable charges on room/ quarter, electricity and water.
- e) In the case of resignation/ termination, the faculty/ staff can retain the room/ quarter for a period of 7 days by paying the applicable charges on room/ quarter, electricity and water.
- f) Exception allowed on further extension/ retention of room/ quarter as mentioned in point 5(d) and 5(e) shall be with the approval of Dean and Vice Chancellor.
- g) Those members of teaching staff who proceed on unsanctioned/ unauthorized leave without information for more than 30 days & without vacating their accommodation shall forfeit their claim for accommodation and the same will be vacated after following due procedures.
- h) In case of new recruitment, allotment of the quarters shall be based on entitlement and availability.

## SOP – QUARTER ALLOTMENT

- i) Persons engaged on contract for a period up to one year and staff members who are on deputation shall be entitled to housing as applicable to single/ family accommodation with charges as applicable.
- j) In case where both spouses are employed and deployed at Tadong Campus, allotment of quarter shall be determined on the basis of seniority in designation/ scale of pay.
- k) If any occupant continues to be working in the institute and vacates the house on any grounds, he/ she shall not be considered for re-allotment if there are people in waiting list for allotment. If there is no person in the waiting list, his/ her request may be considered for re-allotment at the discretion of the Quartering Committee.
- l) In case of vacating the accommodation during the month, license fee will be deducted for the number of days it was occupied. Cost of damages beyond normal wear and tear if any, shall be recovered from the occupants.
- m) Rooms allotted to JR-MBBS (non-PG) shall be charged Rs-1,000/- (Rupees One Thousand) per month. This will be excluding electricity and other maintenance charges.
- n) The allotment of accommodation to the entitled teaching and non-teaching employees should be strictly as per the seniority maintained.
- o) The seniority for allotment of accommodation shall be reckoned from the date of submitting the request for accommodation by the employee. However, preference shall be given in the following order:
  - I. If there are more than one request on the same date, seniority shall be decided based on the No: of years of service in SMIMS/ SMU.
  - II. Married (Both the spouses are deployed at Tadong campus)
  - III. Married (One of the spouse is deployed at Tadong campus)



## SOP – QUARTER ALLOTMENT

- p) Any kind of exception in the entitlement and allotment can only be permitted after the approval of Vice Chancellor, SMU.

### 6. Composition of Committee Members:

The Quartering Committee of the University shall comprise of:

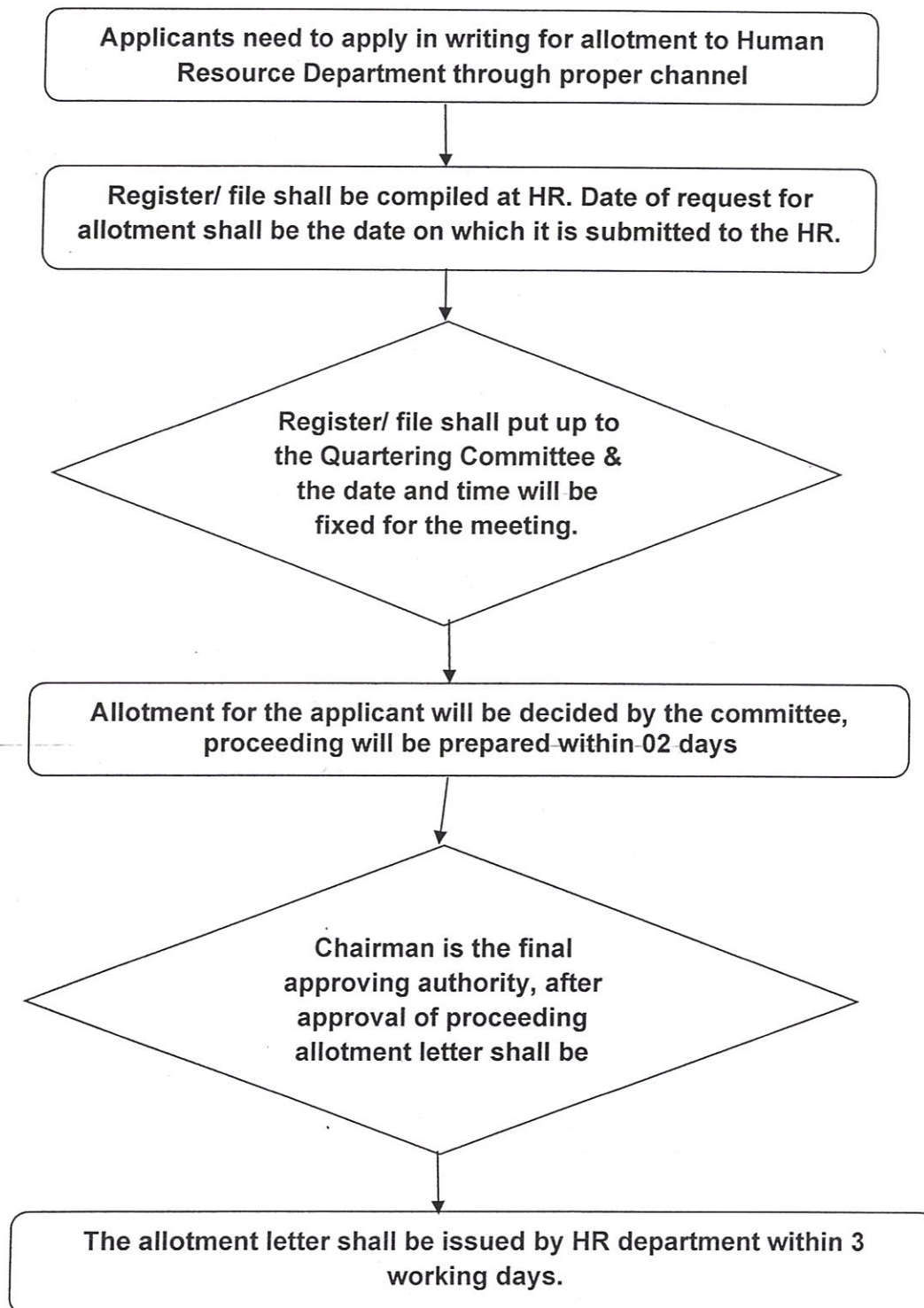
- Dean, SMIMS- Chairman
- Head HR, SMU- Member
- Head General Services, SMU- Member
- Senior Finance Officer, SMU- Member
- Representative from Engineering Department
- Representative from Human Resource Department

### 7. Powers of Quartering Committee

The Quartering Committee is empowered to allot quarters as per the entitlement, seniority and availability and sort out the problems of the occupants through discussions.

## SOP – QUARTER ALLOTMENT

### 8. Process (general overview & flowchart)





## SOP – QUARTER ALLOTMENT

### 9. Guidelines for handing over/ vacating of room/ flat

- After receiving the allotment letter, the employee shall liaise with the engineering office for taking over the accommodation.
- Representative of the engineering office shall hand over the said accommodation after duly taking signature on the necessary documents.
- In case of occupants desirous to vacate the room/ flat, an application form to be filled up to submit in HR department and engineering office. Application form can be collected from HR Office.
- Engineering department will check all the items issued to him/ her in the accommodation and provide clearance.

### 10. Licence Fee

License fee will be levied depending on the type of accommodation provided as under:

Type of Accommodation	License fee per month (RS)
3 BHK	As per the rules of Institution/ University (Shall be reviewed from time to time)
2BHK	
1 BHK	
Single room/ Shared accommodation in Quarters/ Hired accommodation	
Hostel room/ one room accommodation per occupant	

## SOP – QUARTER ALLOTMENT

### 11. Reference Documents:

S. No.	Document Description	Document No.	
1	Fresh applicant Format	I	<u>..\..\Allotment of room.docx</u>
2	Change of Room Format	II	<u>..\..\Change of room.docx</u>
3	Withdrawal of Room Format	III	<u>..\..\Vacation of Rooms.docx</u>

### 12. Abbreviations

S No	Terms	Abbreviations
1	QTR	Quarter
2	BHK	Bedroom Hall Kitchen
3	SMIMS	Sikkim Manipal Institute of Medical Sciences
4	CRH	Central Referral Hospital
5	SR	Senior Resident
6	JR	Junior Resident
7	PG	Post Graduate
8	MO	Medical Officer

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## **GANGTOK MUNICIPAL CORPORATION**

- 1. FORMED IN MAY 2010.**
- 2. POPULATION : 1,00,286 (CENSUS 2011)**
- 3. AREA : 19.016 SQ. KM**
- 4. 17 MUNICIPAL WARDS**
- 5. BOUNDARY :TASHI VIEW POINT UPTO RANIPOOL.**
- 6. GMC ONE OF THE YOUNGEST & SMALLEST CORPORATION IN INDIA.**



# **SIKKIM MANIPAL INSTITUTE OF TECHNOLOGY**

## **MANAGEMENT OF HOSTEL**

### **Introduction**

1. Sikkim Manipal Institute of Technology (SMIT) is a residential institute with separate hostels for boys and girls, and provides excellent accommodation to over 3000 students. The hostel rooms are two-seaters, well furnished, and have attached bathrooms with hot water supply. There is a students' mess and a canteen providing vegetarian and non-vegetarian meals, separately for boys and girls. Recreation rooms with TVs, separate gymnasiums for boys and girls and sports facilities are available.

### **Purpose**

The purpose of this manual is to lay down standard operating procedures which should be followed by all hostel staff and students.

### **Scope**

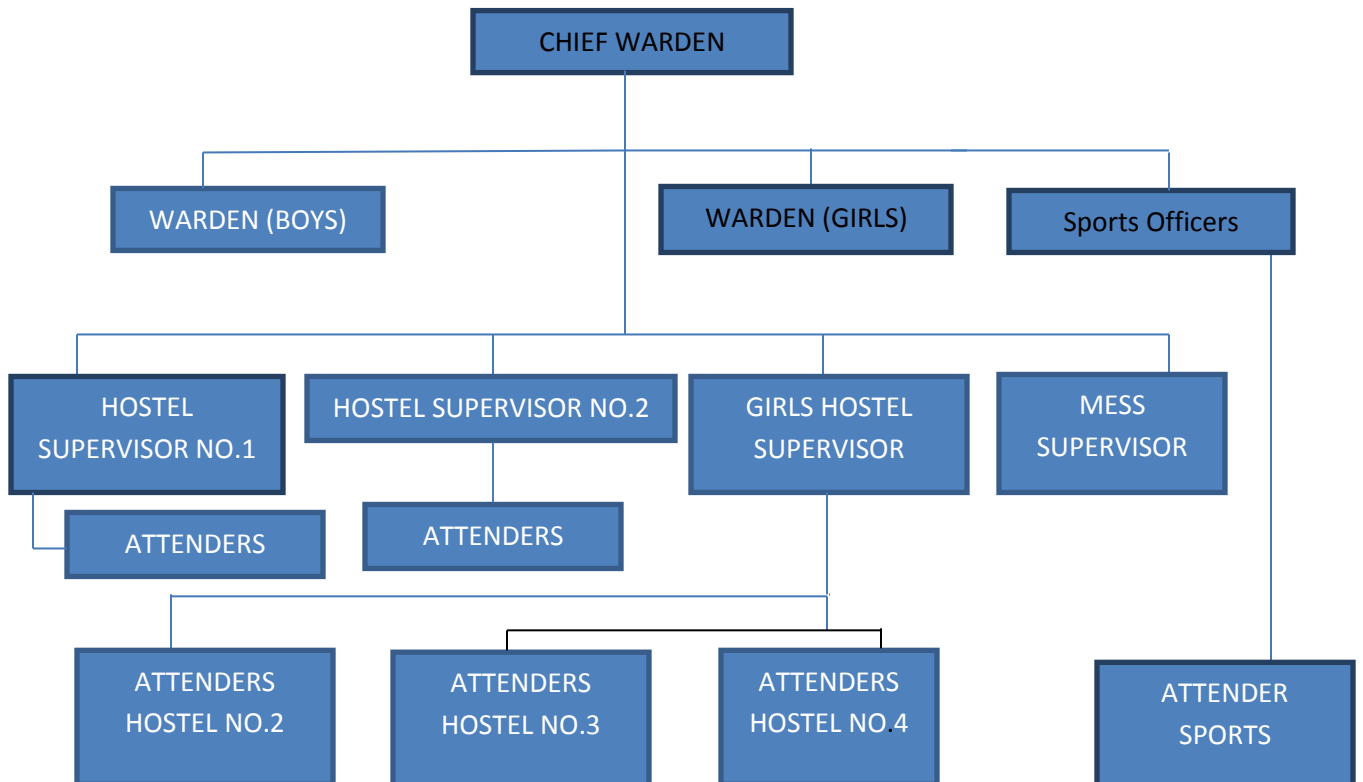
This manual will cover rules, regulations and duties of hostel staff and the code of conduct for students. This manual also list out all the activities related to hostel affairs in a structured manner for efficient management of hostel activities.

### **Responsibility**

Chief Warden, SMIT will be responsible for laying down the procedure and their implementation. He shall review the manual every year in the month of January and introduce changes, if necessary. Rules and regulations of the institute will be kept in mind while introducing changes.

## Organisational Structure

The organizational structure for management of Hostel:



## **Hostel Office**

All the hostels are open round the clock and hostel staff is present always. All the hostels have been provided with the intercom facility.

### **Facilities in the Hostel**

- a) **Laundry:** A laundry contractor provides services on day to day basis. In addition adequate washer men from local area are available and providing in hostel service.
- b) **Tuck Shop:** Tuck shops are provided in all the hostel for tea, coffee and light snacks from 10pm - 2am.
- c) **Elevators:** There are two Elevators in each Hostell including Girls Hostel.
- d) **Recreation:** There are two recreation halls (one each for boys & girls) where students can watch TV, play indoor games, like snooker, table tennis. It also has multi gym.
- e) **Drinking Water:** Boys Hostels are provided with RO drinking water. The Girls hostel has Aquaguard water supply and RO plant is being installed.
- g) **Supporting Staff for Maintenance:** All the hostels have supporting staff for the maintenance of the student's rooms.
- h) **Security:** Round the clock security of the hostels is done by Home Guards provided by Govt. of Sikkim and private security Guards.
- j) **Student Management System**
  - a) A multi tier administration system exists in hostel to address the various issues related to the administration, discipline, health and other related problems of students in the hostel. The system comprises the floor representatives who are students and are nominated by the respective wardens, hostel attenders, wardens who are faculty members and the chief warden.
  - b) Identification of problems in hostel are two way traffic in which the students as well as hostel staff once identify the problems , it is brought to the notice of the concerned hostel staff/ maintenance staff to resolve the issue.
  - c) All hostel related files are kept in the office of Chief Warden and respective hostels. These files are regularly maintained and information is circulated to all concerned. List of files is attached as **Appendix 'A'**.

### **K) Hygiene and Cleanliness of Hostel:**

Once in a year, department of health care conducts pest control facility in an around hostel. The House keeping in the hostels is taken careThere is a team of dedicated house keeping staff Every hostel has cleaners in order to clean the corridors and hostel rooms of the student. Cleaning of the room is done on the demand of the students as and when required. All the cleaning work is supervised by the Hostel Supervisor/Attender. All hostels maintain the register for Hygiene & Sanitation.



Students are required to intimate the time of their presence in the room when room is required to be cleaned.

### **HOSTEL RULES AND REGULATION**

8. The following rules and regulations shall apply to all the boarders of SMIT hostels for maintenance of discipline and good conduct within and outside the hostel premises.

#### **GENERAL:**

- 1.1 The institute shall provide residential accommodation in its hostels at campus to the students admitted to regular courses, including Teachers, Research project Staff/Assistant/Associate of the institute subject to availability of hostel seats. Hostel accommodation to the students is ensured for the normal duration of their respective courses, for any reason taking time beyond normal duration of their respective course for fiat the claim on the hostel accommodation. Such students will have to make arrangement for their accommodation outside the college campus. Hostel accommodation will not be available to students of part time programs, such as distance education programs, evening programs etc.
- 1.2 Every boarder must acquaint himself/herself with the rules and regulations of the hostel. He/she must obey these rules strictly. Ignorance of rules will not be accepted as an excuse.
- 1.3 All hostels shall remain closed during the period of semester break / vacation or at any time as notified by the institute authority. During such break/vacation, boarders are to vacate the rooms of the hostel. The room key and the key of the wardrobe and table shall have to be deposited by the boarders to the respective hostel supervisor who in turn shall inform the same to the Chief Warden. Students before handing over the room key to hostel staff will ensure that no valuable of their belonging is left, unlocked inside their rooms as during their absence rooms may be require to be opened either for repair or to accommodate certain people or to overcome any emergency. Student should carry their valuables along with them during long vacations or lock it is their respective wardrobe.
- 1.4 However, Ph.D. students and students having special requirement of course assignment or project work may be allowed to stay during vacation on recommendations of the concerned Head of the Department with due permission of the Chief Warden/Warden.
- 1.5 All boarders of a room or hostel shall jointly and/or as a whole be responsible for any loss/damage of the property of the hostel.  
For any complaint, no boarder shall directly approach the Dean, Students' Affairs or any other higher official without approaching the Warden.
- 1.7 In the case of any outstanding dues payable by any boarder at the end of each semester, the Warden/Finance section may report it to the Deputy Controller of Examinations for withholding of his/her result until the outstanding dues are paid by the student. If a student leaves the institute without clearing all the hostel dues, the Finance Section may recover the outstanding dues from his/her hostel security and institute caution deposit. If any amount still remains unrecovered, notices to his/her guardian shall be sent who will finally be responsible to clear all outstanding dues.
- 1.8 All cases of illness shall be reported to the hostel supervisor/ staff on duty who in turn shall inform the Warden / Chief Warden and / or the Institute Medical Officer.

- 1.9 The Director with the recommendation of Dean, Student Affairs and Chief Warden will also appoint Wardens for each hostel from amongst the teaching staff to assist the Chief Warden. The appointment will be for a period of two years. The honorarium / charge allowance and other facilities to the Warden shall be as per the institute's norms.
- 1.10 The Warden shall appoint floor representatives for each floor in the hostel from amongst the boarders of the respective hostels for a period of one semester.
- 1.11 The Hostel Supervisor shall maintain permanent record (Stock Book) of all non-consumable articles of the hostel(s) supplied by the institute.
- 1.12 The Wardens shall administer and manage the hostel and the Hostel Supervisor, Hostel staff and Floor Representatives shall assist him/her in all respects.
- 1.13 There is a separate mess for boys and Girls. The mess of the hostel shall be maintained by the Mess Contractor. The dining hall shall remain open as per the timetable determined by the Mess Committee. Wardens will visit the students' mess daily as per the scheduled prepared by the Chief Warden. The Wardens on duty in the Mess are permitted to take food in the students' mess along with the students while interacting with them. The Wardens will also motivate the students during interaction with them. The mess contractor may raise the bill at the end of the month for the food taken by the Wardens. A register will be kept in the mess. The wardens will sign on the book. The book will be under the custody of the Mess Supervisor who will make the book available as and when required by the Wardens.
- 1.14 Electric bulbs / fluorescent tubes for all boarders shall be supplied by the Institute only at the time of fresh admission to the hostel. Replacements of the same shall be the responsibility of the boarders.
- 1.15 Boarders shall not use any electrical appliances such as electric heaters, electric stoves etc. in their rooms. However, boarders may use computers and music systems in their rooms.
- 1.16 Boarders are strictly prohibited to have in their possession at any time under any circumstances, dangerous materials including rod hammer or any such item can be used to physically harm any other persons, fire crackers, explosives, arms and weapons or any other items prohibited by law.  
  
Boarders are expected to keep their rooms clean, tidy and maintain cleanliness. No rubbish should be thrown into the wash basin, drain, corridors or outside the rooms or in the surroundings. The bins kept for this purpose should be used.
- 1.17 Every boarder shall leave the hostel room clean at the time of vacating his/her hostel seat failing which the Warden/Hostel Superintendent shall not issue clearance certificate to the boarder(s).
- 1.18 Boarders shall not remove common room articles, dining hall utensils, furniture and other articles of the hostel from their normal place without the prior written permission of the hostel Warden/Superintendent.
- 1.19 Boarders on leaving their rooms shall always switch off the lights and fans.
- 1.20 Boarders shall close the water taps before moving out of the room.
- 1.21 No boarder is allowed to shift from his/her allotted room to any other room without written permission from the Chief Warden. The boarders are also not allowed to shift / exchange furniture and other assets from one room to another.
- 1.22 Rooms once allotted to the students for an academic year will normally not be changed.

- 1.23 All residents are required to maintain standards of behavior expected of students of a prestigious Institution such as ours. They are expected to behave courteously and fairly with everyone both inside and outside the campus.
- 1.24 All residents are required to carry their valid Identity Cards issued to them by the institute.
- 1.25 The rooms, common areas and surroundings should be kept clean and hygienic. Notices shall not be pasted on walls and walls shall not be scribbled on. Any defective of wall almirah or the door is a punishable offence. Student occupying the room will responsible for such damage and the cost of repair of such damages/defacing including panel deduction as decided by the appropriate authority will be imposed them. The collective fine on students will will be imposed to recover the cost of damage of common areas where the responsibility of damage cannot be pin pointed.
- 1.26 The uses of audio systems which may cause inconvenience to other occupants are not allowed. The use of personal TV, VCR and VCD / DVD is prohibited. The students should not hire objectionable CDs from outside.
- 1.27 Use of PC for any other purpose except education is not allowed. Keeping of obscene material on computer and screening of movies/songs etc. is strictly forbidden. Strict disciplinary action will be taken against the defaulters. Students will not install LANs in the hostels unless provided by the institute.
- 1.28 In addition to these rules, boarders are also governed by the rules, orders, instructions etc. framed / issued by the competent authority from time to time.

## **2.0 ADMISSION TO HOSTELS**

- 2.1 Application for admission to hostels shall be submitted at the time of admission in the prescribed application form, duly filled in and signed by the student and countersigned by his / her local guardian and parent / guardian.
- 2.2 A student if admitted to a hostel must furnish a written declaration in the prescribed form duly signed by the student and his / her guardian to the effect that the student shall abide by the institute rules, hostel rules and code of conduct.
- 2.3 Chief Warden/ Wardens will allot the hostel rooms at the time of admission.
- 2.4 Admission form as per **Appendix 'B'**

## **3.0 WITHDRAWAL FROM HOSTELS**

- 3.1 Application for withdrawal from the hostel shall be countersigned by the father / mother / guardian and submitted to the Director through the Chief Warden. Such application shall be submitted after all hostel dues have been cleared. In spite of the fact that the boarder has actually vacated his/her room, he/she shall have to pay all the hostel dues including fines, up to the day he/she continues to be on the roll i.e. until his/her name is formally withdrawn. The student will fill up the room survey form and get the room checked from the hostel supervisor for any damages. The report will be sent to the project office for recovery, if any. Room Survey form as per **Appendix 'C'**

## **4.0 MEDICAL FACILITIES**



In the case of illness of a boarder, the Warden/ supervisors/ Chief Warden shall inform the Medical Officer of the Institute for treatment and inform the local guardian.

Medical facility as detailed below shall be available to all the boarders:

- 4.1 The medical officer at SMIT Dispensary shall examine the cases at the OPD / indoor (at the hostel in the cases of serious illness) and take necessary line of treatment utilizing the available resources, free of cost. However, the cost of the medicine shall be paid by the boarder.
- 4.2 In case a patient (boarder), in the opinion of the Medical Officer, requires treatment outside the SMIT Dispensary, he/she may refer the case to the Central Referral Hospital, Gangtok. In such cases, for treatment outside the SMIT Dispensary, the boarders shall bear the entire cost of medical treatment etc. on his/her own. The institute shall provide the ambulance for transportation to the CRH to emergency cases on the recommendation of the Medical Officer.
- 4.3 Cases of a boarder requiring hospitalization will be reported to the local guardian and his/her parents/guardians at respective home addresses. It shall be the duty of the local guardian / parent / guardian to take care of their wards. In case of emergency, such ailing boarder shall be shifted to his / her local (home town) hospital or to a hospital at any other place by the Institute, as per advice of the Institute Medical Officer, on the condition that the expenses shall be borne by the boarder / guardian.

## **5.0 HOSTEL LEAVE RULES**

- 5.1 For seeking leave from the hostel, the boarder must submit the application form. A boarder must obtain prior written permission from the competent authority before proceeding on leave. Girl students are required to obtain permission of their parents and concerned warden to speak to the parents. Girls students are required to get the signature of the local guardian/parents on the leave return form and submit the same to the warden/hostel office after their return.
- 5.2 Leave from the hostel up to three (3) consecutive days shall be granted by the Warden/ Chief Warden.
- 5.3 Leave from the hostel for more than three (3) consecutive days shall be granted by the Chief Warden on the recommendation of the Warden and the Head of the Department.
- 5.4 Absence from the hostel without prior permission from the Warden/ Hostel Superintendent is to be considered as an act of gross negligence and misconduct and would be liable for disciplinary action as per rules.

## **6.0 GUESTS**

No boarder shall keep any guest(s) in the hostel without the written permission of the Chief Warden. Institute guest house facilities will be availed by students on first come first serve basis. No guest shall be allowed to share rooms with the boarders unless otherwise specially permitted on medical grounds. The host student shall have to pay the prescribed charges for the guest. No guest shall remain in the hostel for more than 2 days at a time.

## **7.0 VISITORS**

7.1 Normally, visitor(s) shall not be allowed to visit hostel rooms. However, in exceptional cases this may be relaxed by the Warden. Under no circumstances the gents will be allowed to enter in the Girls hostel and ladies in the Boys hostel.

7.2 Visitors should be received in the Visitors' room (Hostel duty room in the absence of a visitor's room) only. Under special circumstances, written permission from the Warden must be obtained to take visitors to rooms.

7.3 Any visitor entering the hostel gate should put his / her signature and enter relevant particulars in the columns in the Visitor's Register kept for the purpose at the hostel entrance.

## **8.0 NIGHT ROLL CALL**

8.1 A boarder has to return to his/ her hostel latest by 8:30 P.M. for Girls and 9:30 P.M. for Boys.

8.2 Attendance will be taken at 10:00- 11:00 P.M. by the Hostel staff. It is compulsory for each boarder to be present personally at the time of attendance.

8.3 Boarders are not allowed to leave the hostel after 8:30 P.M. for Girls and 9:30 P.M. for Boys

8.4 The time of return to the hostel may however be extended to 10:00 P.M. in specific cases as indicated below:

- Any boarder desiring to work late in the laboratory, library, computer center etc. must obtain a recommendation from the concerned Head of the Department. The Warden, if satisfied, gives permission for at most three days in a month. For more than three days in a month, permission shall be granted by the Chief Warden/Dean student Affairs on the recommendation of the Head of the Department and the Warden.
- A boarder taking permission for late-entry (after 9:30 P.M. to 10:00 P.M.) to the hostel should sign in the late-entry register kept with the security staff. The security personnel will not allow the boarder to enter the hostel gate if he/she cannot produce late entry permission pass and shall immediately inform the Warden.

## **9.0 HOSTEL DISCIPLINE:**

Boarders are expected to maintain discipline and proper atmosphere of study in the Hostels. Disciplinary action shall be taken against a boarder if he/she is found to violate the rules and regulations of the Institute.

The following acts of indiscipline are strictly prohibited:

9.1 Ragging in any form in hostels or in the Institute campus.

9.2 Keeping of medicines, drugs without doctor's prescription. Drinking alcoholic beverages or using any other narcotic drugs and intoxicant of any kind inside as well as outside the Institute campus. Smoking inside the hostel and campus is strictly prohibited.

9.3 Committing insubordination or showing disrespect to the authority.

9.4 Absence from hostel and classes without permission from the Warden and Head of the Department

9.5 Playing of audio and visual systems and other musical instruments / systems inside the room or in the hostel premises causing disturbance to other boarders and neighbors.

- 9.6 Picking up quarrel or altercation with fellow boarders and employees of the hostel. Use of foul language or indulging in any unruly or indecent behavior. Involvement in any kind of regional, ethnic, religious grouping inside the campus to create disturbance.
- 9.7 Participating in or promoting any disruptive activity in the campus.
- 9.8 Making false official statement to any Institute/ university official, faculty or staff and altering Institute records.
- 9.9 Misuse of and/or damage caused to library books, journals and computer facilities.
- 9.10 Tampering with existing electrical fittings/systems.
- 9.11 Unauthorized possession of any property belonging to the Institute, hostel or any other individual.
- 9.12 Fraudulent use of Student Identity Card.
- 9.13 Organizing any meeting, function etc. in the hostel without prior permission from the Warden.
- 9.14 Any other acts which in the opinion of the Hostel Supervisor/Warden are detrimental to the interest of other boarders as well as to the Institute.
- 9.15 All kinds of shouting, hooting, violent knocking or any other act, movement or behaviors which are likely to cause disturbance or annoyance to others.
- 9.16 Leaving their room with the lights and fans on.
- 9.17 Entry of female visitors into the rooms of the boarders in Boys' Hostel and male visitors into the rooms of Girls' Hostel without written permission.
- 9.18 Maltreating or abusing the hostel employees, canteen staff and others including outsiders, students, teachers and other Institute employees.
- 9.19 Cooking inside the room.
- 9.20 Use of electric heaters, electric rod, electric stove and other similar electrical appliances in the room.
- 9.21 Any form of gambling inside or outside the campus.
- 9.22 Keeping fire arms, weapons etc. in the hostel.
- 9.23 Damaging, misusing and stealing of any hostel properties or stealing others' belongings.
- 9.24 Boarders staying outside overnight without prior permission from the Warden.
- 9.25 Staying in the Hostels during a semester break without permission from Warden.
- 9.26 Entry and hosting of outsiders in the Hostel without permission of the Warden.
- 9.27 Absence of boarders from the hostel after the stipulated time as fixed by the authority.
- 9.28 Cyber-crime: Involvement in use of any kind of media including compute, mobile etc for sending videos, text or e-mail etc. to girl students.
- 9.29 Defacing of walls, damage to windows and other fittings inside the hostel and campus premises.
- 9.30 Any form of Public Display of Affection (PDA) inside or outside the institute campus.

## **10. COLLECTIVE RESPONSIBILITIES**

- 10.1 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.
- 10.2 Residents should not indulge in practices / activities, which may endanger their own personal safety as well as others.



- 10.3 Residents will be personally responsible for the safety of their belongings.
- 10.4 Residents are required to obey all traffic rules inside the campus.
- 10.5 Residents are duty bound to report to the Hostel Superintendent/ Hostel Supervisor/staff/ Warden/ Chief Warden / Dean (Student Affairs) or the authority in case they notice any unwanted incident or undesirable activity going on in the hostel or on the campus.
- 10.6 Use of two wheeler/four wheeler by students in the campus is strictly prohibited. Residents violating this rule are liable for punishment. Students should not arrange any functions or meeting within the hostel or outside or within the Institute campus without specific permission of the concerned authorities.
- 10.8 Students should not arrange for any picnic outside without specific permission of the Dean (Student Affairs) / Chief Warden.
- 10.9 Residents are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable. Students should not throw litter indiscriminately and should not use non-bio-degradable items, such as carry bags.
- 10.10 The residents of the hostel are responsible for the safe keeping of their personal belongings. They are advised to keep under lock (preferably a branded one) all valuable items such as Laptop, Mobile Phone, etc. and lock the room even when they are out for a short period.
- 10.11 Any case of theft should be reported promptly to the Chief Security Officer/Chief Warden.
- 10.12 The jurisdiction of SMIT is confined to the campus. If students create law and order problems outside the campus, they are answerable to the police.
- 10.13 In/Out registers must be filled at the main gate in while leaving the hostel for academic or private purpose failing which absentee will be marked and disciplinary action initiated against defaulter(s).

## **11.0 BREACH OF DISCIPLINE IN HOSTELS AND PUNISHMENT:**

Boarders must follow the discipline as prescribed in clause No. 9.0. Violations of the same by any boarder will attract the following punishments:

- 11.1 Offenders of minor nature will be warned and appropriate fine will be imposed. Such punishment can be awarded on the spot by Chief Warden/ Wardens.
- 11.2 Major offences will lead to investigation by the Institute Disciplinary committee and punishment such as suspension and rustication may be awarded based on the gravity of offence.

## **12.0 STUDENTS DISCIPLINARY COMMITTEE:**

### **Composition:**

The composition of the committee will be decided by the Director SMIT as per the gravity of the offence and will be notified in the office Order.

## **13.0 RECORD OF PUNISHMENTS:**

If a student is found guilty of violating the rules and regulations of the Institute/Hostel or any acts of indiscipline or misbehavior by the Disciplinary Committee following actions will be taken:

- a) All strictures/ warnings will be put in his personal files.
- b) If any punishment has been awarded by the disciplinary committee, the concern student will be debarred from holding any student counsel or other student appointments.
- c) If a student is punished by the Disciplinary committee thrice, including warnings, same will be reflected in his Character Certificate.

#### **14.0 SUSPENSION/EXPULSION**

Suspension is the temporary removal of a student from the rolls of the Institute as a punishment for indiscipline. The minimum period of rustication shall be one semester in addition to the remaining period of the semester during which the order is passed.

Expulsion is the permanent removal from the Institute /Hostel. An expelled student shall not be permitted to get fresh admission to the Institute.

#### **15.0 PROCEDURE FOR SUSPENSION/EXPULSION FROM THE INSTITUTE/UNIVERSITY:**

Before a student is rusticated / expelled the following procedure shall be observed:

- i) On receipt of the complaint against the conduct of student, the Dean Student Affairs/chief warden shall enquire into the matter within 2(two) days of receipt of the complaint and place it before the Disciplinary Committee not later than 3 (three) days from the date of receipt. If the Disciplinary Committee is satisfied that there is a prima-facie case for rustication/expulsion of the student, the student shall be allowed to explain in writing about the allegations against him/her or appear before the Disciplinary Committee to show-cause why he/she should not be rusticated/expelled.
- ii) The concerned student shall have to submit his/her explanation within 24 hours (one) day from the date of issue of the intimation by the Dean Student Affairs.
- iii) After receiving the explanation(s) or hearing in person, the Disciplinary Committee shall examine the case.
- iv) If at this stage the Disciplinary Committee is convinced that it is a fit case for rustication/expulsion, the Disciplinary Committee shall forward the recommendation for consideration and approval of the Director.

#### **16.0 OTHER PROVISIONS RELATING TO SUSPENSION / EXPULSION:**

- a).The date of rustication/expulsion: It shall be the date on which the order is issued by the Director, SMIT.
- b). Any disciplinary action taken against a student shall be intimated to the parent or guardian/Teacher Guardian of the student. The record of disciplinary action shall be mentioned in the files of the concerned student.

#### **17.0 SPECIAL POWERS OF THE DIRECTOR:**

Notwithstanding anything contained in these Rules, the Director shall have the authority to institute an enquiry against any student (s) regarding his / her misconduct and shall execute appropriate disciplinary actions. Students may appeal to the grievance redress committee for redress of punishment, which then have to be approved by the Director.

## **18.0 THE HOSTEL MESS**

- 18.1 All boarders of the hostel shall automatically be members of the respective hostel mess.
- 18.2 Joining the mess is mandatory for all boarders.
- 18.3 No student other than the boarders of the respective hostel will be allowed to take food as guest. In case of emergency written permission has to be obtained from the Warden.
- 18.4 There is a separate mess for boys and Girls. The mess of the hostel shall be maintained by the Mess Contractor.
- 18.5 The dining hall shall remain open as per the timetable determined by the Mess Committee.
- 18.6 A duty faculty is nominated and Wardens will visit the students' mess daily as per the scheduled prepared by the Institute.
- 18.7 The duty faculties on duty in the Mess are permitted to take food in the students' mess along with the students while interacting with them. The duty faculty will also motivate the students during interaction with them.
- 18.8 The mess contractor may raise the bill at the end of the month for the food taken by the duty faculties.
- 18.9 Meals and refreshments shall be served in the dining hall of the hostel during the scheduled hours as notified from time to time. No meal or refreshments shall be served to boarders outside the dining hall except with the permission of Warden in case of illness.
- 18.10 Guest of a boarder may be allowed to take meal in the mess by payment of a charge determined from time to time by the Mess Committee. The mess manager should be informed of the matter at least three hours earlier.
- 18.11 Day scholar may also be allowed to join the mess by paying a certain charge to be determined from time to time by the Mess Committee.  
  
Boarders shall not take any hostel utensil out of the dining hall except with the permission of the Wardens/Chief Warden on medical grounds. Unauthorized possessions of mess utensils in hostel rooms are a punishable offence.
- 18.12 In addition to these rules, the Mess Committee shall frame their own rules and regulations for proper management of the mess from time to time.

## **DUTIES AND RESPONSIBILITIES**

9. Duties and responsibilities of various appointments of the hostel are as under:

### **CHIEF WARDEN**

- (i) Chief Warden is expected to make surprise visits to the hostels on regular basis.



- (ii) He will call for wardens meeting twice in a month on the day as fixed by the Institute.
- (iii) The final forwarding of Students; Mess Bill lies with him. For this he will be assisted by Hostel supervisor
- (iv) Chief Warden is expected to make surprise visits to Mess and Cooking area.
- (v) As and when Disciplinary cases are reported by Wardens, the same must be reported to Director so that speedy action can be taken.
- (vi) The responsibility of sanctioning leave to Hostel Supervisors and Attendants lies with Chief Warden.
- (vii) Chief Warden has the responsibility of counseling students, under the recommendations of Wardens.
- (viii) Chief Warden holds the right to get the movement registers of students at the main gate as and when required.
- (ix) Any other duties that may be delegated by the higher authorities regarding hostel affairs from time to time.
- (x) Whenever Chief Warden's proceeds on leave, his duties will be performed by the Manager Administrator.
- (xi) To forward the hostel daily report to the Director for perusal as per **Appendix 'D'****

### **WARDENS**

Wardens have overall responsibility of their respective hostels. They will be assisted by Hostel Superintendent and Hostel Supervisors/Attendants.

- (i) Wardens are expected to make surprise visits at nights to their respective hostels. They are expected to interact with students as much as possible so that the students have confidence and faith in the hostel authorities.
- (ii) They are expected to conduct meeting with Floor Representative of their hostel at least once in a month and should submit a report to the Chief Warden without fail.
- (iii) All the hostels have offices within the hostel buildings. They are expected to sit in the hostel office for about an hour every day except Sundays. They are required to make a time table for their stay in the office as per their convenience. This however must be put-up on the hostel notice boards for the convenience of the students for effective meeting.
- (iv) Wardens will ensure that discipline is maintained in their hostels. For this they will be assisted by Hostel Supervisor/Attendants. All the cases of

indiscipline/misconduct/abnormal behavior will be reported to the wardens who will in turn take necessary action in consultation with chief Wardens, if required.

- (v) Wardens are the final authority for approving leave of students from their Hostels. For this students must take prior approval from them. However during long vacations (Puja & Holi) and semester breaks students should sign on the movement register before leaving the hostel premises.
- (vi) Wardens are expected to make surprise visits to Mess and Cooking area. It is also expected that they sometimes eat with the students and reports about the same must be submitted to the Chief Wardens.
- (vii) Maintain all the files related to Students' Records (including Addresses, Names of their TGs & mobile numbers), Hostels Allotment, Medical Reports, Disciplinary Reports, Furniture Records and Daily Reports.
- (viii) Whenever Wardens go on leave, information regarding the same must be given to Chief Warden.
- (ix) Wardens have the responsibility of counseling students involved in cases of indiscipline, misconduct and abnormal behavior. In case they feel that they cannot handle the situation, they may refer such cases to Chief Warden.
- (x) Any other duties that may be delegated by the higher authorities regarding hostel affairs from time to time.

### **HOSTEL SUPERVISORS**

- (i) To assist the Chief Warden and Hostel Superintendent as and when required and work under their supervision.
- (ii) To get the hostels rooms and hostel premises cleaned including the toilets.
- (iii) Taking attendance of students at night at the prescribed timings.
- (iv) To inform the Chief Warden if any article is found damaged or any hostel facility is being misused and to rectify the same.
- (v) To inform the Chief Warden without delay, of any sickness of students, undesirable misconduct or behavior, any matter of serious concern like ragging, physical assault etc. In case if a student is required to be taken to CRH, one attender shall accompany the student.
- (vi) Responsibilities for keeping unused rooms under lock and key.
- (vii) Taking attendance at night at the prescribed timings for boy's Hostel at 10pm and for the Girl's Hostel at 9.30pm.
- (viii) To intimate the concerned authorities including Engineering section regarding students complaints and follow up of the same.

- (ix) Daily report to the Chief Warden regarding hostel matters.
- (x) Any other duties that may be delegated by the higher authorities regarding hostel affairs from time to time.
- (xi) Forward the daily report to Chief Warden for perusal.

### **HOSTEL ATTENDANTS**

- (i) To assist the Chief Warden and Supervisors as and when required and work under their supervision.
- (ii) To get the hostels rooms and hostel premises cleaned including the toilets.
- (iii) Taking attendance of students at night at the prescribed timings.
- (iv) To inform the Chief Warden if any article is found damaged or any hostel facility is being misused and to rectify the same.
- (v) To inform the Chief Warden without delay, of any sickness of students, undesirable misconduct or behavior, any matter of serious concern like ragging, physical assault etc. In case if a student is required to be taken to CRH, one attendant shall accompany the student.
- (vi) Responsibilities for keeping unused room under lock and key.
- (vii) Taking attendance at night at the prescribed timings for Boy's Hostel at 10pm and for the Girl's Hostel at 9.30pm.
- (viii) To intimate the concerned authorities including Engineering section regarding students complaints and follow up of the same.
- (ix) Daily report to the Hostel Superintendent regarding hostel matters.
- (x) To perform the duties and responsibilities of Hostel Supervisor in his/her absence /leave as seniority basis.
- (xi) Any other duties that may be delegated by the higher authorities regarding hostel affairs from time to time.

### **MESS SUPERVISOR**

- a) Checking of quality of milk
- b) To ensure cleanliness and quality of food as per menu during preparation/cooking for the following:-
  - i. Breakfast.
  - ii. Lunch.
  - iii. Evening tea/snacks.
  - iv. Dinner.



- c) To supervise smooth distribution of food during:-
  - i. Breakfast.
  - ii. Lunch.
  - iii. Evening tea/snacks.
  - iv. Dinner.
- d) To ensure that there is no shortage of food and all students are provided with sufficient food during all services.
- e) To check quality of fresh and dry rations received in the Mess.
- f) Check cleanliness of Cook House, Dining Hall, Canteen, Stores, Deep Freeze and utensils.
- g) Check cleanliness of canteen, washing area, surrounding areas of mess and toilets in the Mess.
- h) Check condition of cooking appliances and their replacements.
- i) Hygiene and sanitation of mess staff/canteen staff and surrounding areas.
- j) Checking of dress and personal hygiene of mess/canteen staff.
- k) To maintain discipline of mess staff and the students in the mess premises/dining hall.
- l) Repair/maintenance of mess including electric fitting.
- m) Maintenance/cleaning of aqua guard installed in the mess.
- n) The above responsibilities are for both boys and girls students messes.
- o) Over all supervision of the students recreation hall.
- p) Any other duty & responsibilities assigned by the Chief warden/Institute.

### **ATTENDER SPORTS**

1. To maintain all record of sports equipment.
2. To maintain the receipt and issue register for sports Items
3. To check correctness of the new items as per the bills.
4. To file report of the defaulters and initiate the recovery process.
5. To get the unserviceable items repaired through the Project office/Chairman sports committee.
6. Make arrangements for all sports events
7. Make arrangement for tea /water / lemons for sports events.
8. Maintenance of all the playgrounds with the help of maintains staff.

### **CONCLUSION**

9. The above instructions laydown the procedures to be followed for hostel management. These should be reviewed and updated keeping in mind the changing scenario. Implementation of these instructions should be monitored by the auditors.

**Appendix 'A'**

**MASTER LIST OF FILES AND REGISTERS**

<b>Sl. NO.</b>	<b>files</b>	<b>FILE NO</b>
1	OFFICE ORDER	SMIT/CW/OO
2	CIRCULAR	SMIT/CW/CIRCU.
3	ION	SMIT/CW/ION
4	DAILY REPORT	SMIT/CW/DR
5	SUSPENSION & WARNING	SMIT/CW/SW
6	NOTICE	SMIT/CW/NOTICE
7	WARDEN CONFERENCE	SMIT/CW/WC
8	WARDENS REPORT	SMIT/CW/WR
9	WARDEN CORRESPONDANCE	SMIT/CW/W COR.
10	STUDENTS STATISTICS/ DATA (1/2) A&B	SMIT/CW/SS DATA
11	STAFF LEAVE RECORD	SMIT/CW/STAFF LR
12	STAFF RELATED DOCUMENTS	SMIT/CW/STAFF RD
13	INDISCIPLINE CASE/COMPLAINTS/STATEMENTS	SMIT/CW/DISC.
14	COMPLAINS/GRIVENCES/APPLICATION	SMIT/CW/COMP.

15	MESS MENU	SMIT/CW/MM
16	MESS POINTS/MESS METTING	SMIT/CW/M. MET.
17	SPORTS -QUOTATION/COMPARATIVE STATEMENTS/SUPPLY ORDER	SMIT/CW/SPI
18	SPORTS CLUB	SMIT/CW/SC
19	SPORTS GAMES	SMIT/CW/SG
20	EVENTS	SMIT/CW/EVENTS
21	CULTURAL PROGRAM	SMIT/CW/CP
22	HOSTEL ACCOMMODATION	SMIT/CW/HA
23	ROOM ALLOTEMENT	SMIT/CW/RA
24	ALL APPROVAL / SANCTION ORDER	SMIT/CW/SANCTION
25	BILLS	SMIT/CW/BILLS
26	DAY SCHOLAR STUDENTS	SMIT/CW/DAYSCHOLAR
27	T.G LIST	SMIT/CW/TG
28	GENERAL	SMIT/CW/GEN
29	ANTI RAGGIN	SMIT/CW/AG
30	HOSTEL LEAVING APPLICATION	SMIT/CW/HLA
31	ROOM CHANGE	SMIT/CW/RC
32	RESULTS- EVENTS /SPORTS/CULTURAL	SMIT/CW/RESELTS
33	KALRAV 2010-2011	SMIT/CW/KALRAV /10-11
34	ISB 2010	SMIT/CW/ISB-2010
35	TELEPHONE DIRECTORY/PRESS/ADDRESS	SMIT/CW/TELE. DIR,
36	GIRLS HOSTEL	SMIT/CW/GH
37	BLANK FORM /FORMAT	SMIT/CW/BFF
38	ALL RULES & REGULATION	SMIT/CW/RULES
39	GENERAL FURNITURE RECORD	SMIT/CW/FURNITURE
40	APPLICATION FOR JOB/CONTRACTOR CORRESPONDENT	SMIT/CW/APP/JOB
41	UNDERTAKING & APPOLOGY	SMIT/CW/UT & APPO.
42	CONVENING ORDER	SMIT/CW/CONVENING/



<b>43-60</b>	<b>Blank</b>	
<b>hostel no -01(boys)</b>		
<b>61</b>	<b>STUDENTS LEAVE RECORD (night out)</b>	<b>CW/BH-1/SLR</b>
<b>62</b>	<b>FURNITURE RECORDS</b>	<b>CW/BH-1/FR</b>
<b>63</b>	<b>ROOM CHANGE</b>	<b>CW/BH-1/RC</b>
<b>64</b>	<b>OFFICE ORDER</b>	<b>CW/BH-1/OO</b>
<b>65</b>	<b>SANCTIONED STUDENTS WITHDRWAL APPLICATION</b>	<b>CW/BH-1/WA</b>
<b>66</b>	<b>STUDENTS REJOIN SANCTIONED LETTERS</b>	<b>CW/BH-1/RA</b>
<b>67</b>	<b>STUDENTS MEDICAL RECORD FILE</b>	<b>CW/BH-1/MR</b>
<b>68</b>	<b>FINANCE CORRESPONDANCE FILE</b>	<b>CW/BH-1/FC</b>
<b>69</b>	<b>COMPUTER RELATED DOCUMENTS</b>	<b>CW/BH-1/CR</b>
<b>70</b>	<b>DISCIPLINARY CASE CORRESPONDANCE</b>	<b>CW/BH-1/DC</b>
<b>71</b>	<b>STUDENTS APOLOGY RECORD</b>	<b>CW/BH-1/AR</b>
<b>72</b>	<b>ROOM CHANGE APPLICATION</b>	<b>CW/BH-1/RCA</b>
<b>73</b>	<b>RECREATION HALL STOCK RECORD</b>	<b>CW/BH-1/RH</b>
<b>74</b>	<b>SUSPENSION &amp; WARNING RECORD</b>	<b>CW/BH-1/SW</b>
<b>75</b>	<b>DAILY REPORT TO CHIEF WARDEN</b>	<b>CW/BH-1/DR</b>
<b>76</b>	<b>STAFF OCCUPANCY RECORD</b>	<b>CW/BH-1/SO</b>
<b>77</b>	<b>PROJECT CORRESPONDING FOR FURNITURE</b>	<b>CW/BH-1/PC</b>
<b>78</b>	<b>STUDENTS LIST &amp; REGISTRATION</b>	<b>CW/BH-1/SL</b>
<b>79</b>	<b>DEMAND FILE</b>	<b>CW/BH-1/DF</b>
<b>80</b>	<b>STUDENTS WELFARE FILE</b>	<b>CW/BH-1/SWO-COR</b>
<b>81</b>	<b>PENDING RECORD FILE</b>	<b>CW/BH-1/PF</b>
<b>82-86</b>	<b>BLANK</b>	
<b>hostel no -02(boys)</b>		
<b>87</b>	<b>STUDENTS LEAVE RECORD</b>	<b>CW/BH-2/SLR</b>
<b>88</b>	<b>FURNITURE RECORD FILE</b>	<b>CW/BH-2/FR</b>
<b>89</b>	<b>ROOM CHANGE APPLICATION FILE</b>	<b>CW/BH-2/RCA</b>
<b>90</b>	<b>OFFICE ORDER</b>	<b>CW/BH-2/OO</b>
<b>91</b>	<b>SANCTIONED STUDENTS WITHDRWAL APPLICATION</b>	<b>CW/BH-2/SWA</b>

92	SANCTIONED STUDENT REJOIN APPLICATION	CW/BH-2/SRA
93	MEDICAL RECORD FILE	CW/BH-2/MR
94	FINANCE CORRESPONDANCE DOCUMENTS	CW/BH-2/FC
95	DISCIPLINARY CASE CORRESPONDANCE	CW/BH-2/DC
96	STUDENTS APOLOGY RECORD	CW/BH-2/SAR
97	ROOM CHANGE PENDING APPLICATION	CW/BH-2/RCP
98	SUSPENSION & WARNING RECORD	CW/BH-2/SW
99	DAILY REPORT TO CHIEF WARDEN	CW/BH-2/DR
100	STAFF OCCUPANCY	CW/BH-2/SO
101	PROJECT CORRESPONDANCE FOR FURNITURE	CW/BH-2/PC
102	STUDENTS LIST AND REGISTRATION NUMBER	CW/BH-2/SRN
103	DEMAND FILE	CW/BH-2/DR
104	PENDING FILE	CW/BH-2/PF
105	HOUSE KEEPING ITEMS HANDING & TAKING	CW/BH-2/HKP
106-110	BLANK	
<b>hostel no -02(girls)</b>		
111	ROOM SURVEY REPORT	CW/GH-2/RSR
112	FURNITURE RECORD	CW/GH-2/FR
113	MAINTENANCE RECORD	CW/GH-2/MR
114	STUDENTS RECORDS	CW/GH-2/SR
115	GUEST BILL RECORD	CW/GH-2/GBR
116	SMU/INSTITUTE GUEST DETAILS	CW/GH-2/SD
117	ROOM ALLOTMENT	CW/GH-2/RA
118	DAILY REPORT	CW/GH-2/DR
119	STUDENST LEAVE APPLICATION	CW/GH-2/SLA
120	NOTICE	CW/GH-2/NOTICE
121	STUDENTS CONTACT NUMBER	CW/GH-2/SCN
122	HOUSE KEEPING ITEMS RECORD	CW/GH-2/HKR
123-127	BLANK	
<b>hostel no -03(girls)</b>		
128	STUDENTS HOSTEL REGISTRATION FILE	CW/GH-3/SR

129	NOTICE FILE	CW/GH-3/NOTICE
130	STUDENTS LEAVE APPLICATION	CW/GH-3/SLA
131	DAILY REPORT	CW/GH-3/DR
132	GUEST BILL RECORD	CW/GH-3/GBR
133	FURNITURE RECORD	CW/GH-3/FR
134	HOUSE KEEPING ITEMS RECORD	CW/GH-3/HKR
135	ROOM CHANGE APPLICATION	CW/GH-3/RCA
136	NEW ADMISSION STUDENTS FILE	CW/GH-3/NAF
137-141	BLANK	
<b>hostel no -04(girls)</b>		
142	FURNITURE STOCK VERIFICATION	CW/GH-4/FSV
143	RECREATION HALL STOCK RECORD	CW/GH-4/RHSR
144	NEW ADMISSION STUDENTS FILE	CW/GH-4/NAF
145	STUDENTS MONTHLY RECORDS	CW/GH-4/SMR
146	STUDENTS REJOIN SANCTIONED LETTERS	CW/GH-4/RA
147	SANCTIONED STUDENTS WITHDRWAL APPLICATION	CW/GH-4/WA
148	STUDENTS APOLOGY RECORD	CW/GH-4/SAR
149	DISCIPLINARY CASE RECORD	CW/GH-4/DCR
150	STUDENTS SUSPENSION/WARNING RECORD	CW/GH-4/SSWR
151	STUDENTS ROOM CHANGE	CW/GH-4/SRC
152	FINAL YEAR STUDENTS RECORD	CW/GH-4/FYSR
153	STAFF OCCUPANCY RECORD	CW/GH-4/SOR
154	FACULTY OCCUPANCY RECORD	CW/GH-4/FOR
155	HOUSE KEEPING ATTENDANCE RECORD	CW/GH-4/HKAR
156	WARDENS FILE	CW/GH-4/WF
157	NOTICE RECORD	CW/GH-4/NR
158	STUDENTS DAILY REPORT	CW/GH-4/SDR
159	STUDENTS APPLICATION NIGHT OUT RECORD	CW/GH-4/SANOR
160	OFFICIAL LETTER RECORD	CW/GH-4/OLR
161	STUDENTS ADDRESS & CONTACT RECORD	CW/GH-4/SACR
162	ROOM SURVEY RECORD	CW/GH-4/RSR



163	ITEMS RECEIVED & ISSUED RECORD	CW/GH-4/IRIR
164	GUEST PAYMENT RECORD	CW/GH-4/GPR
165	LOCK & KEY RECORD	CW/GH-4/LKR
166	STAFF DUTY ROSTER	CW/GH-4/SDR

Appendix 'A' Contd..

## MASTER LIST OF REGISTER

<b>Sl. NO.</b>	<b>REGISTER</b>
R-1	STAFF ATTENDANCE REGISTER
R- 2	DISPATCHED RECORD REGISTER (CW)
<b>hostel no -1 (boys)</b>	
R-3	STOCK LEDGER BOOK (01)
R-4	STOCK LEDGER BOOK (02)
R-5	WARDEN VISIT REGISTER
R-6	HOUSE KEEPING REGISTER
R-7	CHAIR RECORDS (OLD & NEW )
R-8	ROOM SURVEY REGISTER
R-9	ROOM SURVEY DETAILS REGISTER
R-10	ROOM PAINTING LOG BOOK
R-11	HYGIENE & SANITATION REGISTER
R-12	PROJECT OFFICE COMPLAIN REGISTER

<b>R-13</b>	<b>SPORTS STOCK ISSUE REGISTER</b>
<b>R-14</b>	<b>FURNITURE STOCK REGISTER</b>
<b>R-15</b>	<b>COMPLAIN REGISTER (CARPENTARY)</b>
<b>R-16</b>	<b>COMPLAIN REGISTER (SANITARY)</b>
<b>R-17</b>	<b>COMPLAIN REGISTER (ELECTRICAL)</b>
<b>R-18</b>	<b>STUDENTS MOVEMENT REGISTER(OUT GOING)</b>
<b>R-19</b>	<b>STUDENTS MOVEMENT REGISTER(IN COMING)</b>
<b>R-20</b>	<b>KEY ISSUED REGISTER</b>
<b>R-21</b>	<b>ATTENDANCE REGISTER HOUSE KEEPING STAFF</b>
<b>R-22</b>	<b>ROOM CLEANING LOG BOOK</b>
<b>R-23</b>	<b>STUDENTS ATTENDANCE REGISTER BLOCK WISE</b>
<b>R-24-29</b>	<b>BLANK</b>
<b>hostel no -2 (boys)</b>	
<b>R-30</b>	<b>WARDEN VISITING REGISTER</b>
<b>R-31</b>	<b>ATTENDANCE REGISTER HOUSE KEEPING STAFF</b>
<b>R-32</b>	<b>ROOM CLEANING LOG BOOK</b>
<b>R-33</b>	<b>GUEST ACCOMODATION DETAILS REGISTER</b>
<b>R-34</b>	<b>COMPLAIN REGISTER CARPENTARY</b>
<b>R-35</b>	<b>COMPLAIN REGISTER SANITARY</b>
<b>R-36</b>	<b>COMPLAIN REGISTER ELECTRICAL</b>
<b>R-37</b>	<b>STUDENTS MOVEMENT REGISTER</b>
<b>R-38</b>	<b>ROOM SURVEY DETAILS REGISTER</b>

R-39	STUDENTS ATTENDANCE REGISTER BLOCK WISE
40-44	BLANK
<b>hostel no -2 (girls)</b>	
R-45	STUDENTS IN COMING REGISTER
R-46	STUDENTS NIGHT OUT PASS REGISTER
R-47	MOVEMENT REGISTER DAY OUT
R-48	COMPLAINED REGISTER
R-49	WARDEN VISIT REGISTER
R-50	VISITORS REGISTER
R-51	STUDENTS LETTERS RECEIVED REGISTER
R-52	GUEST RECORD
53-57	BLANK
<b>hostel no -3 (girls)</b>	
R-58	COMPLAIN REGISTER (PLUMBER)
R-59	COMPLAIN REGISTER (ELECTRICAL)
R-60	COMPLAIN REGISTER (CARPENTARY)
R-61	MOVEMENT REGISTER DAY OUT
R-62	STUDENTS NIGHT OUT PASS REGISTER
R-63	HOUSE KEEPING STAFF REGISTER (SWEEPERS)
R-64	VISITORS REGISTER
R-65	STUDENTS LETTERS RECEIVED REGISTER
R-66	WARDEN VISITING REGISTER
R-67	NEWS PAPERS RECORD REGISTER
R-68	ROOM SURVEY REGISTER



69-72	BLANK
<b>hostel no -4 (girls)</b>	
R-73	COMPLAIN REGISTER (PLUMBER)
R-74	COMPLAIN REGISTER (ELECTRICAL)
R-75	COMPLAIN REGISTER (CARPENTARY)
R-76	MOVEMENT REGISTER DAY OUT
R-77	STUDENTS OUT GOING REGISTER
R-78	STUDENTS IN COMING REGISTER
R-79	VISITORS REGISTER
R-80	STUDENTS LETTERS RECEIVED REGISTER
R-81	HOUSE KEEPING STAFF REGISTER (SWEEPERS)
R-82	RECREATION HALL RECORD
R-83	STUDENTS SICK REGISTER
R-84	WARDEN VISIT G REGISTER
R-85	GUEST RECORD REGISTER
R-86	STAFF MOVEMENT REGISTER
R-87	STAFF LEAVE RECORD
R-88	NEWS PAPERS RECORD REGISTER
R-89-95	BLANK

<b>MESS</b>	
R-96	MESS COMPLAIN REGISTER (BOYS)
R-97	MESS COMPLAIN REGISTER (GIRLS)

## Appendix 'B'

### HOSTEL REGISTRATION FORM



Name .....

Adm. No.....Regd. No.....Category.....

Teacher Guardian.....

Date of Birth.....

Course/Branch.....

Room No.....

#### If any Brother/Sister Studying at SMIT:

Name.....Year.....

Branch.....Hostel Room No.....Phone.....

Fathers Name.....Occupation.....

Mothers Name.....Occupation .....

Permanent Address

Correspondent Address

Contact No of Parents:

Contact No. of Student:

Any Major Medical Cases.....



**Signature of occupants      Total Amount**

1.

**Departmental Charges @25%**

**Appendix 'C' Contd..**

**Net Chargeable Amount**

Amount to be shared	Name	Regn.No	Amount

**Comments if any:**

**Signature of Supervisor:**

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<b><u>(XX) Material Used</u></b>	<b>Date of Completion</b>	
	<b>Room Ready for use w.e.f.</b>	
	<b>Signature of Engineer</b>	
	<b>Signature of Chief Engineer</b>	
	<b>Signature of Store In chare</b>	
	<b>Signature of Supervisor</b>	

**Note: (XX) stands for office use only**

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<b>No:</b>	<b>Room No. Handed Over:</b> <input type="text"/>
	<b>Date of Handing Over :</b> <input type="text"/> <b>Signature of supervisor</b>

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Appendix'D'

**GIRLS HOSTEL DAILY REPORT**

**DATE :**

<b>T/STRENGTH</b>	<b>PRESENT</b>	<b>LEAVE</b>	<b>V/ROOM</b>

<b>Hostel No.</b>	<b>T/Strength</b>	<b>Present</b>	<b>Leave</b>	<b>Absent</b>	<b>V/Room</b>

**PROJECT:**

**1. Vacation/Occupation of Day-**

**a) Guest/Visitors-**

**b) Faculty-**

**c) Students-**

**2. Indiscipline cases,if any-**

**3. Medical cases,if any-**

**4. Feedback from Student/staff-**

**Signature of Supervisor**

**Signature of Chief Warden**

**Director**

APPX 'D' Contd..

**BOYS HOSTEL DAILY REPORT**

**DATE:**

<b>T/STRENGTH</b>	<b>PRESENT</b>	<b>LEAVE</b>	<b>V/ROOM</b>

<b>Hostel No.</b>	<b>T/Strength</b>	<b>Present</b>	<b>Leave</b>	<b>Absent</b>	<b>V/Room</b>

**PROJECT:**

**1. Vacation/Occupation of Day (MNO Block)-**

- a)
- b)
- c)

**2. Vacation/Occupation-Faculty(PQR Block)-**

a) Faculty-

b) Visitors-

**3. Occupation/Vacation(Other Blocks)**

a)Hostel No.1

(i)

(ii)

b)Hostel No.2

(i)

(ii)

**4.Indiscipline cases,if any-**

**5.Medical cases,if any-**

**6. Feedback from Student/Staff-**

**Signature of Supervisors**

**Hostel No.1**

**Hostel No.2**

**Signature of Chief Warden**

**Director**