



Shri Guru Gobind Singhji Institute of Engineering and Technology

Vishnupuri, Nanded (Maharashtra State) INDIA PIN 431606

Government Aided Autonomous Institute DTE Code: 2020

NAAC Accredited institute GRADE B++, CGPA 2.91 (2020 -2025)

Vision Statement: Education of Human Power for Technological Excellence



(An Autonomous Institute of Government of Maharashtra)

Hostel Policy

Institute Vision and Mission

VISION

"Education of Human Power for Technological Excellence"

MISSION

- Dissemination of knowledge by offering world-class education
- Right to information for all stakeholders
- Promotion of sustainable industrialization to development of appropriate technologies
- Continuing education programs for reengineering of regional socio-economic system in the light of dynamic, global technological changes
- Contribution to national wealth through innovation

June 2024

Preface

The SGGS Institute of Engineering and Technology, Nanded, was established in 1981 by Govt. of Maharashtra in a Govt. The Polytechnic building and Hostel was started in 1982. Initially, the Hostel was started in a private Rajasthani Hostel building. Later on, with more boys and girls in the Hostel, more private buildings were hired in nearby areas of Govt. Polytechnic. The college was shifted to its Vishnupuri Campus in 1987, and a Hostel was started in its building in 1989- 90. Now, the college has two boys' hostels to accommodate 650 students and three girls' hostels to accommodate 628 girls. In addition to this, we also provide family accommodation to Ph.D. students admitted under the Quality Improvement Program (QIP).

Infrastructure:

There are five buildings on the hostel campus. Those are named Sahyadri and Nandgiri for the boys' Hostel, Devgiri, Godavari, and Krishna for the girls' Hostel. The Hostel accommodates 650 boys and 628 girls. The hostel campus has a hostel office, security cabins, a guest house, quarters for research (QIP) scholars, and a Rector and Warden quarters.

Amenities:

The students are allotted rooms with basic amenities like a cot, table, chair, cupboard, dustbin fan, and geyser in their rooms. The rooms are spacious, airy, and illuminated. Students' common rooms/dining halls are facilitated with TV sets and air coolers. Washing machines and water coolers for clean drinking water supply are available at all the hostels. 24/7 water supply is provided to all hostels. A generator is being installed to ensure that the Mess and common rooms of the Hostel are supplied. The hostel campus maintenance, like cleaning/sweeping, electrical repairs, plumbing repairs, and security services are outsourced. An electrician is available on campus.

Dispensary:

The doctor is available at the dispensary block on the hostel premises to facilitate medical emergencies. For medical counseling for depression cases, the institute has appointed a medical counselor. An ambulance facility is available on the campus.

Sports:

The students can enjoy the excellent playground near the Hostel. Facilities include cricket (turf, cement, and matting wickets), hockey, volleyball, football, basketball, and lawn tennis. A 400-meter running track with field facilities like jumping and throwing are also available. The tennis court has a floodlight facility, allowing students to play late in the evening. A separate table tennis hall is available on the campus.

A fully air-conditioned gymnasium with all modern exercise equipment is provided for all boys and girls on the institute campus.

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Preamble:

The Director, SGGSI&T, Nanded, vested with the authority of managing the Hostels for both Boys & Girls, has authorized the Hostel Management Committee (HMC) to manage the affairs of the hostels. The Rector is assisted by a team of Wardens and Assistant Wardens; all are usually campus residents. The Hostel Management Committee supervises the maintenance of hostels and Mess facilities, which are managed by the respective boys' and girls' mess committees with the help of supporting staff. This dictum silently contributes to a healthy environment of student commitment and discipline. The students are encouraged to develop community life and inculcate the spirit of tolerance, thus taking care of their psychological and emotional problems and shaping themselves into better citizens. In this spirit and sense of direction, rules and regulations are framed carefully for orderly and peaceful living and to make the students the leaders of tomorrow. Life in hostels always provides many wits and fond memories; as such, all efforts are made to make living in hostels most memorable. All the members of HMC take responsibility for the effective implementation of all the policies.

Purpose of Hostel Policy

Rules and regulations framed under this policy document with an objective of the utmost consideration for the wellbeing and comfort of the students ensure that students staying in the Hostel should have discipline maintained amongst the inmates and provide a safe, secure, comfortable, transparent, affordable, and pleasant stay and create an environment which is conducive to learning.

Policy Objectives:

1. Hostels are run with the primary objective of providing students with a comfortable and conducive environment for healthy living. The hostel atmosphere must instill discipline among the students and provide scope for developing ideals of harmonious communal living.
2. Students staying in the Hostel should maintain discipline among their roommates, ensure a safe, secure, comfortable, transparent, affordable, and pleasant stay, and create an environment conducive to learning.
3. This policy serves as a framework to guide our collective behavior and interactions within the hostel premises.

Hostel Committees:

The following committees have been constituted to ensure hostel activities' smooth conduct and functioning. The role and functioning of these committees

1. Hostel Management Committee (HMC):

Sr. No.	Designation	Role
01	Director	Chairman
02	Wardens	Members
03	Assistant Wardens	Members
04	Rector	Secretary

Role and responsibility:

- Ensure all the functions related to hostel discipline
- Mess working
- General administration of hostel functioning
- Supervision of maintenance work
- Policy framing and its implementation
- Preparation of new proposals

- Facility maintenance and new facility creation

2. Hostel Maintenance Committee:

Sr. No.	Designation	Role
01	Dean Planning	Chairman
02	Associate Dean-Planning	Members
03	Section Head-EMC	Members
04	Wardens	Members
05	Site Engineer	Members
06	Assistant Wardens	Members
07	Rector	Secretary

Role and responsibility:

- Ensure general maintenance work, such as electrical work, civil work, etc.
- Implementing and maintaining cleanliness, hygiene, proper gardening
- Ensuring safety and Security in the hostel premises
- Facility maintenance and new facility creation

Hostel Disciplinary Committee:

Sr. No.	Designation	Role
01	Dean Student Affairs	Chairman
02	All the members of the Institute level Disciplinary Committee	Members
03	Wardens	Members
04	Assistant Wardens	Members
05	Rector	Secretary

Role and responsibility:

- Make the students aware of the discipline which is to be maintained on the campus
- Enforcement of Rules and Regulations related to general discipline is to be maintained in the Hostel.
- The committee enforces the investigation of the indiscipline acts and decides the disciplinary action to be taken against the one involved in the indiscipline acts.

3. Hostel Purchase Committee:

Sr. No.	Designation	Role
01	Dean Procurement	Chairman
02	Associate Dean- Procurement	Members
03	Wardens	Members
04	Account officer/Accountant	Members
05	Store Section	Members
06	Assistant Wardens	Members
07	Rector	Secretary

Role and responsibility:

- The Hostel Purchase Committee manages the procurement of essential goods and services for hostel operations, including furniture, bedding, kitchen equipment, cleaning supplies, and other necessities.
- This involves identifying and assessing needs and selecting the appropriate procurement method, such as tendering or perpetual orders, depending on the items.
- The committee ensures a smooth procurement process from placing orders to receiving deliveries and verifies that all items meet the required quality standards through regular follow-ups.

4. Hostel Finance Committee:

Sr. No.	Designation	Role
01	Dean Finance	Chairman
02	Associate Dean-Finance	Members
03	Account officer/Accountant	Members
04	Wardens	Members
05	Assistant Wardens	Members
06	Rector	Secretary

Role and responsibility:

- The hostel finance committee manages budgets, oversees fee collection, and ensures financial transparency and compliance. It strategically manages reserves and investments, plans for future needs, and maintains fiscal accountability through audits.
- These efforts sustain hostel operations, enhance service refunds, and support a quality living environment for residents.

5. Mess vigilant committee

Sr. No.	Designation	Role
01	Rector	Chairman
02	Wardens	Members
03	Assistant Wardens	Members
04	All students from the girls and boys' mess committee	Members
05	Warden (appointed by Hon. Director)	Secretary

Role and responsibility:

- Ensure the food quality, check the food products' brands, bills, etc.
- Check hygiene of mess food, water, kitchen, workers, etc.
- Ensure that all students receive healthy and nutritious meals at affordable rates.
- Solve and verify all the Mess-related issues of students and workers.

6. Girls / Boys Mess committee:

Sr. No.	Designation	Role
01	Elected Member	President
02	Elected Member	Vice-President
03	Elected Members (one member from each branch)	Members
04	Elected Member	Treasurer Members
05	Elected Member	Vise-Treasurer

Role and responsibility:

- The Girls/Boys Mess Committee typically plays a crucial role in managing and operating the Mess cooperatively, overseeing various aspects of meals and dining arrangements for female students.
- Their responsibilities can include Menu Planning, food quality and hygiene, budget management, gathering feedback from girls regarding the food and dining experience, communicating any issues or suggestions to the relevant authorities, organizing meals for special events, festivals, and celebrations, ensuring that these occasions are memorable and enjoyable for everyone, ensuring that health and safety regulations are followed in the kitchen and dining areas, etc.
- In essence, the Girls/Boys Mess Committee plays a pivotal role in enhancing the overall dining experience for female residents, promoting wellbeing, and creating a comfortable living environment within the institution.
- Supervised the receipts for all the goods such as groceries, vegetables, daily need items, sweets, gas cylinders, milk, fruits, water cans, etc.
- Verify and approve monthly bills for all the items received for the Mess by the committee.
- After completion of the tenure (complete academic year) of the committee, the committee must present a full report of financial expenditure incurred during their tenure, monthly per head charges, etc., to the Hon. Director, and the committee is required to hand over the charge to following constituted committee.

Hostel Policy:**1. Hostel Admission**

To establish fair and transparent procedures for hostel admissions while ensuring the safety and wellbeing of hostel students.

1.1 Eligibility Criteria:

Regular students of the institute who have applied for hostel accommodation are eligible for hostel admission; the allotment of the hostel accommodation is carried out based on merit and caste category etc., as prescribed in Appendix A.

1.2 Application Process:

Detail application procedure, including where and how to apply, deadlines, and any required Documents are prescribed in the Appendix A. The notices related to admission will be displayed on the institute website under the hostel section.

1.3 Room Allotment:

The allotment process for assigning the rooms, including whether preferences are considered and how room assignments are made, is prescribed in Appendix B. The allocation process depends on the merit acquired by the students.

1.4 Cashless Fees Payment:

All fees related to the Hostel must be paid strictly through the online SBI collect mode only. The payment method through SBI collection is given in Appendix C. All the fees paid through SBI for Hostel and Mess must be verified from the account section to complete the process of no dues.

1.5 Cancellation and Refund Policy:

The procedure for canceling the hostel admission will be as per the applicable refund policy in Appendix D. Specify any penalties for cancellations made after a specific deadline—policy to expel the student for misconduct/ in-disciplinary act.

1.6 ST /SC candidate policy for Hostel Admission

The details of the ST /SC candidate policy for Hostel Admission are listed in the Appendix A

1.7 Signing of undertaking for the hostel students

A comprehensive list of hostel rules and regulations that all residents must adhere to and the undertaking for the same is given in Appendix G, this signed document should be submitted by the student at the time of admission.

2. Safety and Security for students on hostel premises

A comprehensive safety and security policy for students in hostel premises involves addressing various aspects of physical safety, emergency preparedness, and overall wellbeing. Here is a detailed policy outline:

2.1 Access Control and Surveillance

Ensure that only authorized individuals enter the hostel premises and maintain constant monitoring for Security.

2.2. Emergency Preparedness: Prepare for emergencies with clear procedures and readily available safety equipment.

2.3. Health and Hygiene: Maintain a clean and hygienic environment to ensure the health and wellbeing of all residents.

2.4. Behavioral Policies: Foster a safe, respectful, and substance-free living environment.

2.5. Visitor Policy: Regulate and monitor visitor access to ensure the safety and privacy of residents.

2.6. Training and Awareness: Students and staff are equipped with the knowledge and skills to maintain safety and Security through meetings and talks.

2.7. Maintenance and Inspection: Ensure all hostel facilities are regularly maintained and inspected for safety.

2.8. Contact Information:

2.8.1 Emergency Contacts: List of emergency contacts, including Rector, Warden, Assistant Warden, Local police, fire department, and medical services, etc., to be displayed on the hostel notice board

2.8.2 Support Services: Contact details for counseling and support services available to students.

3. Mess Functioning

This policy ensures transparent functioning on a cooperative basis for all the Mess on the campus, which provides healthy food served in a hygienic environment at an affordable price. The student's Mess committee runs the Mess cooperatively, and the Hostel Management Committee seeks to ensure its proper functioning.

The Hostel mess will be supervised by the Rector, Wardens, and assistant wardens from time to time; the role and responsibility of the hostel authority are prescribed in Appendix I.

The rules related to the Mess committee's Constitution, the mess committee members' roles, individual students' Mess duties, food served in the Mess, Roles and responsibility of mess workers and penalty for misconduct are framed for effective functioning of all the Mess, which are prescribed in Appendix E.

4. Students Discipline

This student discipline Policy outlines the expectations for appropriate behavior within the Hostel premises and institute campus. It aims to ensure a safe, respectful, and productive living environment for all residents.

All existing and newly admitted students should read all the points herein carefully before applying/admitting to hostel accommodation at the start of every academic year.

Violations of the Students' Discipline Policy will be addressed fairly and transparently and attract disciplinary action. The severity of disciplinary action will depend on the nature of the

offense and a student's past disciplinary record as prescribed. Action against the unethical act/behavior by the hostel resident student includes their expulsion from the Hostel.

This policy ensures students' discipline regarding hostel timings, daily attendance, upkeep of hostel premises, responsibility for personal belongings, and visitor rules. The Rules for this policy are prescribed in Appendix F.

5. Miscellaneous policy for Hostel and Guest room booking

Acknowledging the unique diversity of the students, including their backgrounds, beliefs, and experiences, HMC is committed to upholding principles of inclusivity, fairness, and dignity for all. Through open communication, fair governance, and proactive measures, HMC endeavors to create an atmosphere where everyone feels valued and supported. For smooth conduct of various tasks related to the Hostel. The mechanism of redressal of students' grievances and complaints is prescribed in the Appendix J

Detailed procedures for availing the guest room facility are prescribed in Appendix H.

Appendix A: Application Process and Eligibility Criteria for Hostel Admission

The process of hostel admissions for (first-year boys & girls) is made on a merit basis (MHT-CET rank) of admitted candidates course-wise and per category reservation and special reservations. As per the policy and grants received for the construction of Sahyadri Hostel, 120 hostel admission seats were reserved and allotted for the SC/ ST category candidates.

- From the second to the final year, accommodation will be given only for vacant seats, which will be on a merit basis (CGPA).
- It is mandatory to pay the entire hostel and mess fees using SBI Collect mode only.
- Hostel administration reserves the right to deny or cancel admission at any stage.
- Local students are not eligible for Hostel Admission.
- Year-down students are not eligible to be admitted in the Hostel.
- Students seeking hostel accommodation are required to apply in the prescribed application, which is available online on the college website.

Procedure of Admission:

1. The data to be filled by the student/fetched from the master data
2. Agree to the terms and conditions of the Hostel (i.e., hostel rules) by the student and upload a signed copy of the parent declaration
3. Preparation of merit list, considering (MHTCET score and CGPA, Caste category, particular reservation: PWD, Defence, Orphan, J&K, sports, etc.)
4. Display of merit list offline and online.
5. Payment of Hostel and Mess fees by the students using a Cashless payment gateway (Complete Fees payment for hostel rent and mess fees, Partial fees payment, education loan, etc.)
6. Payment verified by the Account section
7. Approval from the Hostel Office
8. Room will be allocated as per the hostel room matrix (How many rooms on each floor, hostel, capacity)

Appendix B: Rule for Room Allocation

Students are allotted rooms with all necessary items, such as study tables, chairs, cupboards, fan tubes, etc.

A notice regarding the room allotment schedule and procedure is displayed for the students. Such room allotment is made based on the merit of the students they earned in the previous examination. Top merit students are preferred when choosing a room and selecting a roommate.

Appendix C: Method of payment through SBI collect

Payment of Campus Hostel Fees

Students should follow the steps to pay the **Campus Hostel** fees through SBI Collect.

Step 1: Go to <https://www.onlinesbi.sbi/sbicollect/collecthome.htm> below the shown screen (Fig. 1) will appear. Then click on Educational Institutions.

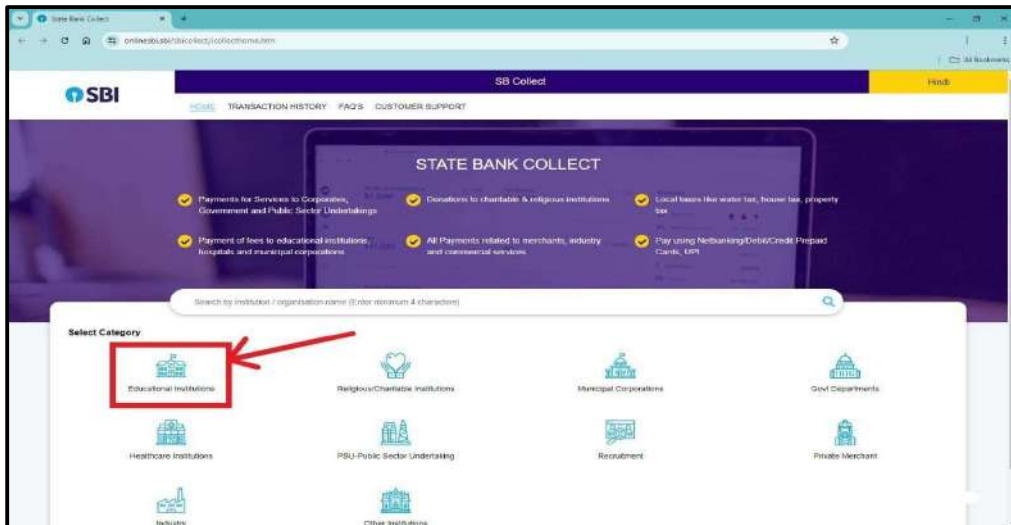


Fig. 1: Step 1 screen

Step 2: Next window will appear as shown in Fig. 2. First select Maharashtra in the "Filter by state" section, and then in the "Category: Educational Institutions" section, type SHRI GURU GOBIND SINGHJI INST OF ENGG AND TECH NED. After this, the name of educational institutions and states will appear.

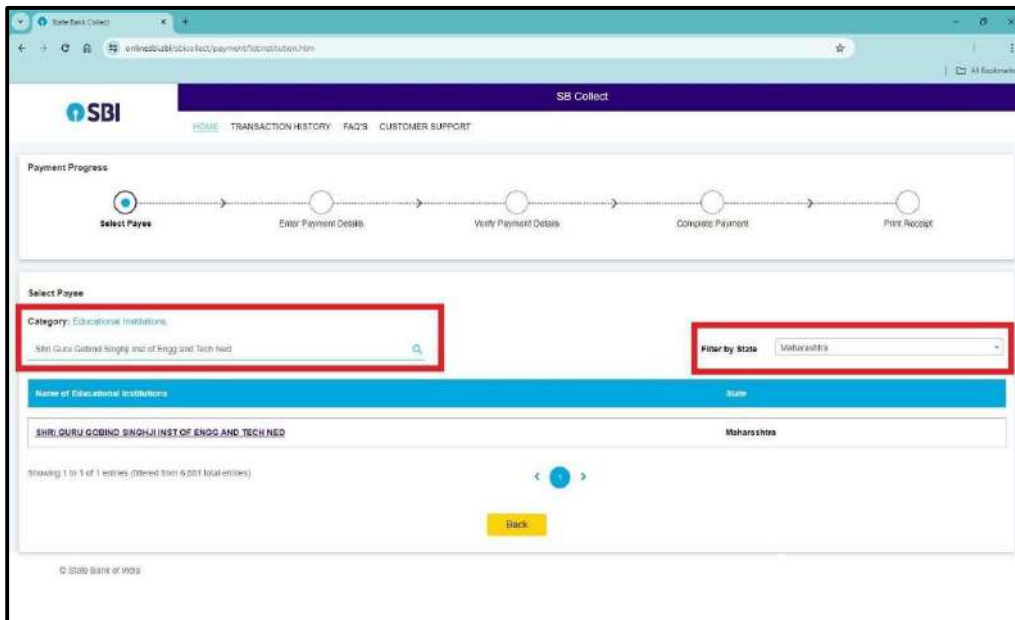


Fig. 2: Step 2 screen

Step 3: Click on [SHRI GURU GOBIND SINGHJI INST OF ENGG AND TECH NED](#) as shown in Fig. 3 below.

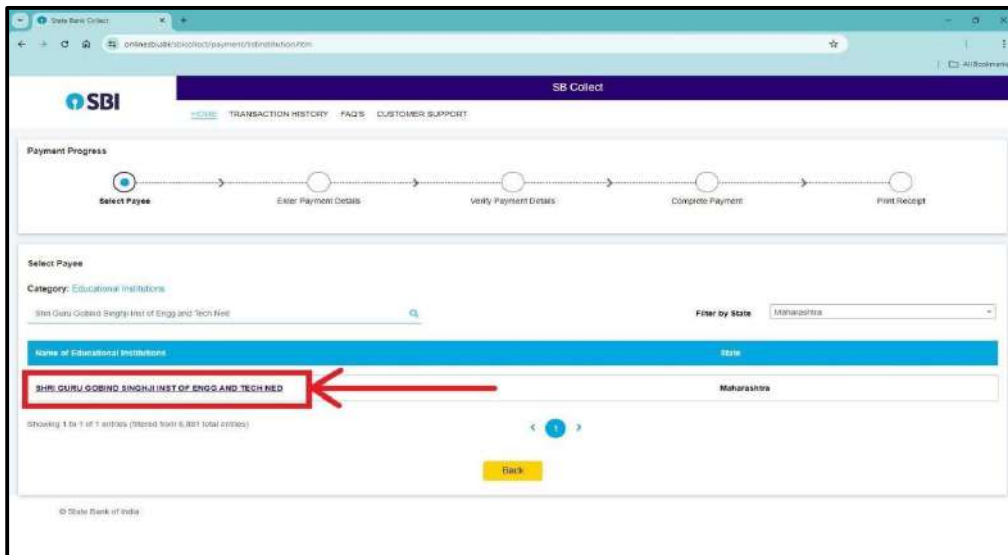


Fig. 3: Step 3 screen

Step 4: This step screen will appear below (Fig. 4). Here, verify the name of the institute as [SHRI GURU GOBIND SINGHJI INST OF ENGG AND TECH NED](#) and the address as "AT VISHNUPURI, NANDED, Nanded-431603" is shown along with our institute's logo. Then select "Payment Category" as **CAMPUS HOSTEL**.

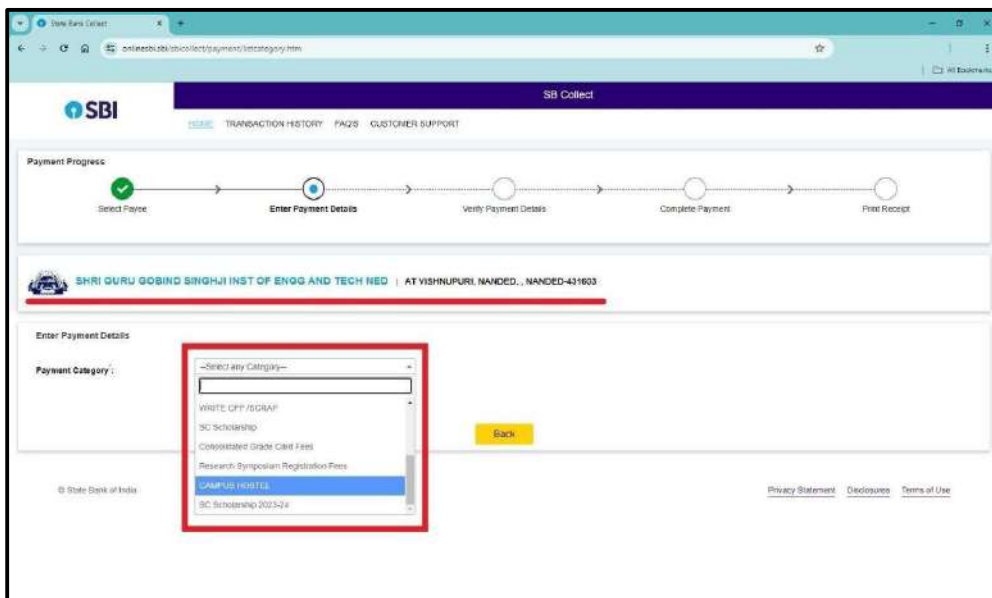


Fig. 4: Step 4 screen

Step 5: In step 5, the screens shown will appear (Fig. 5a and Fig. 5b). Students must fill in all the details carefully in this section. Note that these details should be verified before submitting them, as they are required when downloading your payment receipt. After filling in all the details, click **Next**, as shown in Fig. 5b.

The screenshot shows a web browser window with the URL <https://online.sbi.bankcollect/payment/hostelcategory.html>. The page header identifies the institution as SHRI GURU GOBIND SINGHJI INST OF ENGG AND TECH NED, located at VISHNUPURI, NANDED, NANDED-431603. The main content area is titled "Enter Payment Details" and contains the following fields:

- Payment Category:
- NAME:
- DATE OF BIRTH:
- ALLOTMENT / REGISTRATION NO.:
- HOSTEL CATEGORY:
- CATEGORY:
- BRANCH:
- YEAR:
- MOBILE NO:
- Hostel Fees:
- Hostel Deposit:
- Fine:
- Remarks:

Fig. 5a: Step 5 - Payment details

The screenshot shows the "Enter Your Details" section of the form. It includes the following fields and options:

- File:
- Remarks:
- Enter Your Details: Individual, Organisation / Corporate
- Name:
- Date of Birth:
- Mobile No:
- Email ID:
- Consent: I have read and agreed to the Terms & Conditions
- Security: Enter the text as shown in the image: (with a refresh button and a note to select one of the Captcha options: Image Captcha or Audio Captcha)

At the bottom of the form, there are three buttons: "Back", "Reset", and "Next". The "Next" button is highlighted with a red box and a red arrow pointing to it, indicating the next step in the process.

Fig. 5b: Step 5 - Payment details submission

Step 6: After confirming the payment details, click on **Next**.

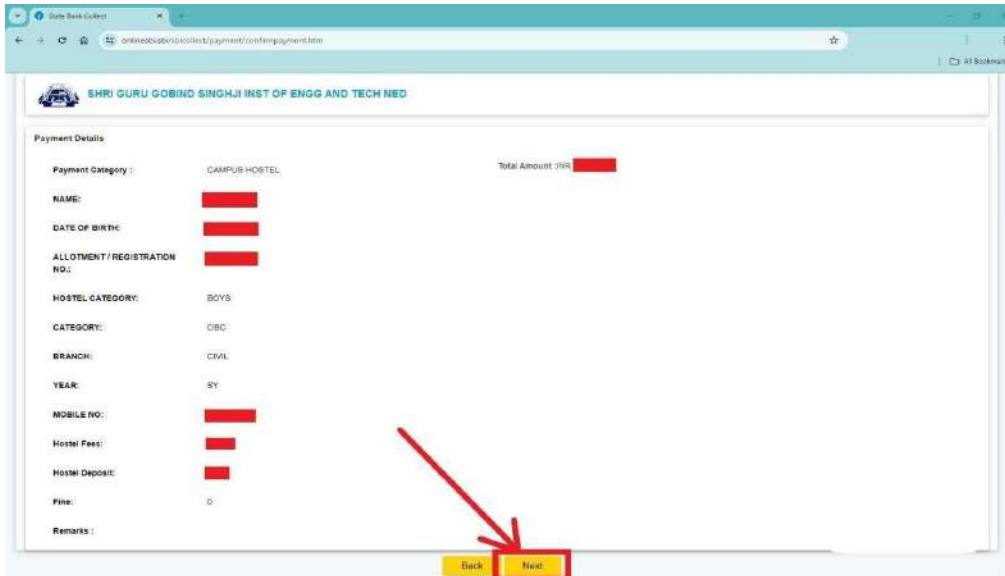


Fig. 6: Step 6 screen

Step 7: In this step of payment completion, students can choose various payment options given by the bank, such as payment through net banking, card payment, UPI, etc., as shown in Fig. 7a and Fig. 7b.

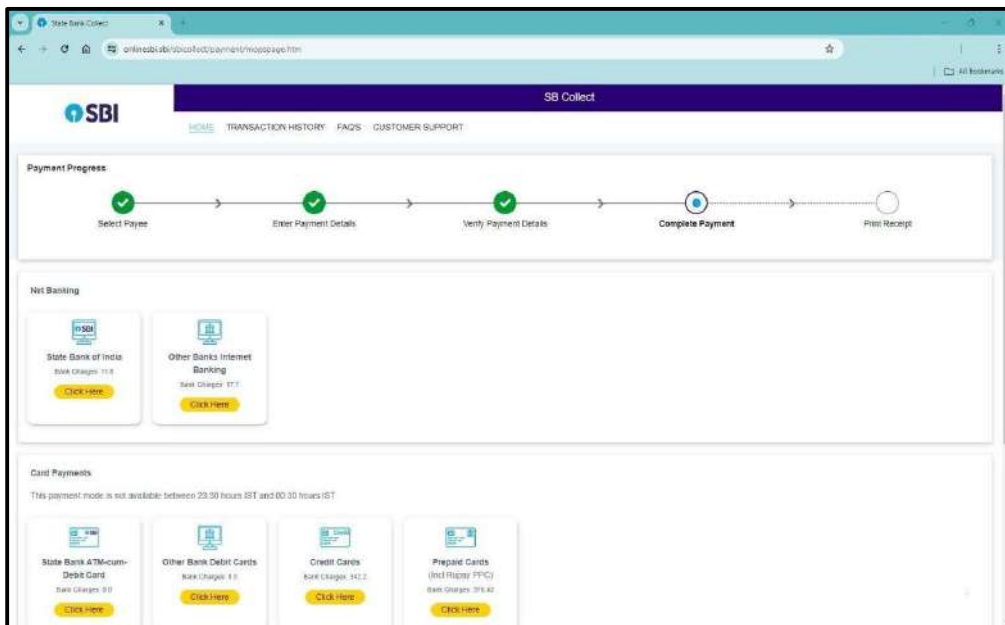


Fig. 7a: Step 7 screen 1

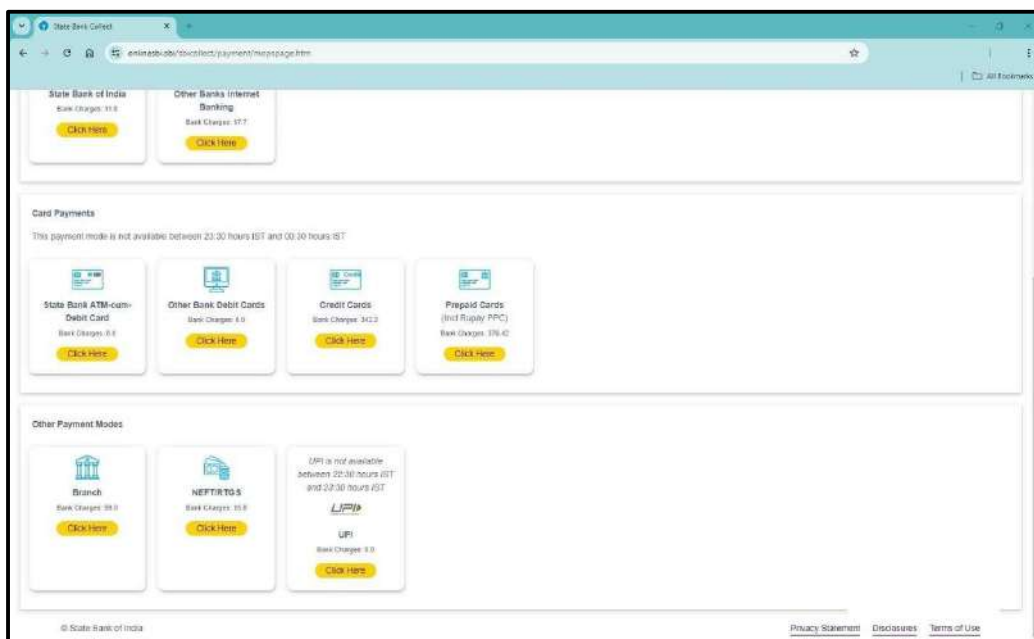


Fig. 7b: Step 7 Screen 2

Step 8: After payment is completed, a receipt will be downloaded in PDF format. Take a printout of it and submit it to the hostel section. The student must keep one copy of it with themselves as this will be required when completing the **no dues** process. It is recommended to keep all the receipts of any payment with the student till the student completes their **no-dues** process.

Note: There may be changes in this process as per the updates of SBI collect.

Appendix D: Cancellation of Hostel Admission and Fees Refund Rule

Students can write an application for the cancellation of hostel admission to the Hon. Director; after Approval of this application, students are required to inform the hostel office of the same. Only after this process can the student vacate their allotted room and return all the allotted items to them in the presence of the hostel authority/staff.

There is no refund for the hostel fees; however, the refund for mess fees will be processed based on the period for which the mess facility is available.

Appendix E: Mess functioning rules.

Hostel mess of both boys and girls: Hostels are run and managed cooperatively by the student's mess committee. The Hostel Management Committee supervises the Mess's smooth and proper functioning.

3.1 Constitution of Mess Committee

The mess committee comprises one student representative from each discipline of third-year B. Tech elected by respective discipline students. Students with good academic records are only eligible and elected as mess committee representatives at the start of every academic year. The committee includes the president, vice president, treasurer, vice treasurer, and members.

3.2 Individual Mess duty rule

Every student at the Hostel has to perform the Mess duty as per the schedule provided by the HMC. During mess duty, students must check the quality and quantity of food, bills, and brands

of food items strictly daily. Such one-day duty-assigned students must hand over the charge and keys to the students who have duty scheduled on the following day.

3.3 General Rules related to Mess for hostel residents

1. The Mess is run on a cooperative basis by students. Every hostel resident must be a mess member. They must make payments regularly and strictly.
2. The students shall not indulge in immoral acts and misbehavior with mess staff, mess committee members, caretakers, etc. It will lead to strict disciplinary action.
3. Any manhandling, group fighting or violence, or damage to hostel mess property will be considered as Strict action will be taken against the person/s involved in such activities.
4. Hostel mess is compulsory for every hostel student, and everybody should follow all mess rules displayed in mess halls.
5. Students of the Hostel should obey the rules set up by the mess committee to maintain discipline in the mess hall. Mess fees have to be paid in the beginning.
6. Only hostel students are permitted to use Mess's facility. No guests or outsiders are allowed to take meals in the Mess without the prior permission of the Rector/ Warden and mess committee; if permitted, they have to pay prescribed mess charges online only.
7. In case of illness, a sick diet will be provided to the students upon receiving written advice from the Institute Medical officer. (Please inform the Mess cook beforehand about your requirements to serve you better.)
8. Any person other than a student staying in the Hostel and opting for a mess facility will be treated as a guest. To avail the food for guests, the guest charges will be applicable, and entry in the guest register is compulsory. Violation of rules will result in a fine.
9. Hostel residents should not take utensils/food outside the dining hall. (A person undergoing medical treatment can be exempted from this rule with prior Approval from an institute medical officer). Students should mention the name of the person taking utensils outside the dining hall in the register.
10. Except for mess committee members, no one is allowed to enter the kitchen area without permission.
11. No student is allowed to share their food with one or more persons under any circumstances.
12. Any kind of Suggestions/Complaints must be conveyed only through duly filled prescribed format available in the dining hall/hostel office. The language used for such purposes should be strictly official, and the complaint should be objective rather than emotive.
13. Mailing & spreading the issue without following the mentioned procedure is not the solution to your problems, so refrain from such acts. Also, such action will be considered sufficient grounds to discard your complaint/suggestion without giving it any hearing from higher authorities.
14. Patience needs to be maintained for items that are prepared at the time of serving the meals. e.g., paratha, puri, etc.
15. Meals will be served strictly during Mess timings only.
16. Maintain queue while taking food and maintain discipline in the Mess.

3.4 Rules for mess workers

1. Daily attendance of mess workers is compulsory.
2. Mess committee members will govern mess workers. Mess committee members can report hostel wardens if there are issues with mess workers.

3. Mess workers must follow the dress code in the Mess to maintain hygiene.
4. The workers are responsible for maintaining cleanliness in the Mess and surroundings. Any negligence will impose a fine, and the fine will be deducted from the salary.
5. No workers will be allowed to carry any items out of the hostel premises. Security should check the mess workers when they leave. They should not have anything while joining and leaving the hostel mess. It is the responsibility of Security to check on mess workers.
6. Food should be prepared in appropriate quantity as directed by mess committee members. Food wastage is not desirable. No worker is also allowed to take the remaining food in the Mess.
7. The guest should be paid (through online mode only) and entered in the guest register. This responsibility can be distributed among mess workers.
8. Any unhygienic behavior of mess workers while preparing food serving will impose penalties on them.
9. Mess workers will follow guidelines given to them by mess committee members, and hostel wardens will supervise these.
10. No one is allowed to eat or use mobiles while preparing food. Hygiene should be strictly followed.
11. It is mandatory for the mess workers to wear a hair cap and gloves whenever required.

3.6 Mess Food

1. No one should waste food. Paying a mess bill does not entitle you to waste food.
2. Before the end of every month, the food menu should be prepared and displayed.
3. The quality of every food item will be checked carefully and strictly.
4. To ensure students' health while deciding the menu, committee members can consult a nutritionist.
5. It is better not to keep items that are readily available outside, like ice cream, which students can buy easily, instead of these healthy items, which are prepared in the Mess, can be served.
6. Daily food should include healthy food items Instead of giving frequent feasts.
7. A healthy diet should be strictly followed.

3.7 Meetings of Vendors/Suppliers

For proper and transparent functioning of the Mess, which is providing healthy food served in a hygienic environment at an affordable price, requires an adequate supply of all the goods and items as are necessary for the Mess; in this context, the role of the respective vendor for supply of goods becomes very crucial. The selection of respective vendors should be made based on cost-effectiveness and quality of service/ supply provided for an item. To ensure this a meeting of all the vendors should be arranged in the presence of all the HMC, the Hostel purchase committee, and the Girls and Boys Mess Committee. An undertaking for each supplier/vendor should be obtained, stating in the undertaking that he will be supplying quality food items at a correct and affordable rate as per the current market rate. It should also undertake the responsibility of hygiene and as per the food safety standards to avoid any incidences of food poisoning, etc.

3.8 Fines & Penalties:

- 1) Any negligence/violations of the rules & regulations mentioned above would lead to strict action with the consent of wardens.
- 2) Fines imposed in this regard should be deposited online to the Mess account & the amount will be utilized for the up-gradation of dining hall facilities.

- 3) The decision regarding fines & penalties imposed on a person is non-negotiable; hence no discussion/ argument will be entertained

Appendix F: Student Discipline:

4.1 Behavioral and Disciplinary Rule

- a. Hostel residents are expected to display acceptable behavior and maintain discipline and decorum everywhere, in general, and in and around the hostel premises at all times.
- b. Ragging is punishable as per F. No. 37-3/Legal/AICTE/2009 regulations. As per Maharashtra Prohibition of Ragging Act 1999, action will be immediately taken on notice of such act. Students should abstain from committing such offenses, as no leniency will be shown to any guilty student.
- c. Smoking, Possession, distribution, or consumption of alcoholic beverages, prohibited drugs, any form of narcotics, or chewable tobacco is a serious offense and not permitted anywhere in general and in and around the hostel premises at any time. Noncompliance shall lead to strict disciplinary action.
- d. A decent dress code is to be maintained on the hostel premises.
- e. Walking in the areas where plantation is done shall be carefully maintained, and the flowers should not be plucked off.
- f. Trespassers from Boys hostel to Girls hostel and vice versa is strictly prohibited. Disciplinary action will be taken for the violation of the rule.
- g. Every care should be taken to keep the Hostel neat and clean. The student should not use pens, pencils, sketches, watercolors, or any other materials to draw anywhere. If any student is found guilty, a penalty will be imposed. The student of that allotted room is responsible for maintaining the room and furniture.
- h. Students should enter and leave the hostel buildings only through designated paths.
- i. No resident can change the rooms allotted to them without prior permission. Anyone found changing rooms or residing in other rooms is liable to be expelled from the Hostel.
- j. Parties, social gatherings, celebrations, etc., on hostel premises, are not permitted without the prior consent and written permission of the Rector / Warden.
- k. Peer-Respect: The Hostel is where students are expected to have the best possible conditions for studying and adequate rest. As such, due consideration must be accorded to other hostel residents at all times. Noise levels must be kept low to allow other residents to study or sleep comfortably. Television, radio, or other facilities provided in the common room, if any, must be switched off after 10.00 PM. These rules are intended to ensure a conducive environment for all hostel Residents.
- l. Vandalism is a grave offense, and anyone found guilty of committing or resorting to such acts can be fined and/or expelled from the Hostel, and the loss will be recovered from the hostel deposit.
- m. If any roommate displays unacceptable behavior, the other roommate must report it to the hostel officials as soon as possible.

- n. Misbehaving with any faculty/ Rector/ Warden/ Assistant Warden/ Security personnel/ Cleaning and maintenance staff/Mess worker/ Hostel resident caretakers will be considered equivalent to vandalism.
- o. Resident must provide valid mobile numbers of their and their parents and a detailed address of their permanent and current residence at the time of admission.
- p. Students are not allowed to park their vehicles on the hostel premises; if found, HMC will impose a fine of Rs. 500, which must be collected online through SBI collect under the fine section.

4.2 Adherence to Hostel Timings and Daily Attendance

- a. Residents are not permitted to leave the campus before 06.00 AM and are not permitted to enter the hostel complex after 07.30 PM for girls and 09:30 PM for boys. Delayed / late entry into the hostel/campus shall attract penalty/punishment. Absence from the Hostel without permission is liable to fines and punishment.
- b. In cases where the residents anticipate late entry or early exit from the campus (for genuine reasons only), they have to obtain prior consent and written permission from the respective Warden (s).
- c. Leaving the Hostel for some period: If students need to leave the Hostel for some time for personal reasons/medical reasons/any other reason, they have to get prior permission **THREE days** in advance (except for any emergency reasons) by filling out the leave form issued by the hostel office and get it approved from the respective Class Coordinator/HoD, Assistant Warden(s), and Rector/Warden(s). Also, the student should make an entry in the hostel in-out register at the time of leaving the hostel/campus. Staying out of the hostel/campus without permission may require strict disciplinary action.
- d. Biometric attendance at the Hostel is necessary; students must record their presence on a face recognition system twice a day, from 08:00 AM to 10:00 AM and from 07:30 PM to 09:00 PM. Noncompliance with this policy may result in warnings, parental notifications, sanctions, or expulsion from the Hostel. Exceptions may be made for justifiable circumstances with prior permission from hostel officials.
- e. Hostel residents must keep an institute-issued ID card and a hostel ID card with them and be shown to hostel officials/ security persons when and where asked.

4.3 Upkeep of the Hostel

- a. The hostel management reserves the right to conduct spot-checks of the hostels and the rooms at any time without giving prior notice to the Hostel Residents.
- b. Hostel residents are responsible for always keeping their rooms clean and tidy. All fans, lights, and electrical appliances must be switched off when not in use and when leaving the room.
- c. Cooking is not permitted in the hostel rooms. Appliances found in this relation will be confiscated. Heavy fines will be collected if the students are found using such appliances as but not limited to heaters, rods, stoves, kettles, irons, hot plates, etc. and they will be liable for dismissal from the Hostel.
- d. Water and electricity should be used economically.

- e. Fire Hazards and Safety: Combustible materials/ flammable items are not permitted in the hostels. Burning/ bursting crackers and carrying crackers to the rooms are strictly banned in and around the hostel premises throughout the year.
- f. The management reserves the right to break open the rooms in case of violations of hostel rules, suspected unlawful activities, and security risk cases or when the student is absent from their room for a long period without prior information or any valid reason. This will, however, be carried out by the security person in the presence of the hostel Warden/Supervisor and one more person at the discretion of the Rector/Director. On such occasions, the items in the room will be listed by these officials and kept in the store.
- g. Common hostel furniture provided to the residents by the institute must not be moved without permission from hostel officials.
- h. Any damage to the hostel property must be reported immediately to the hostel officials. For any damage to the hostel property in a room, the cost of repair/replacement is to be borne by all the room occupants.
- i. Sticking posters, writings, wall chalking, wall painting, writing slogans of any kind, or defacing the hostel premises in any form is not permitted. Any disfigurement or damage to the property of the common areas such as the visitor's area, bathrooms, staircase, common room, etc., cost of repair / re-paint shall be borne by the occupants of that room/corridor/wings/floors, as per case, decided by the Wardens.
- j. The hostel management reserves the right to move the Residents to other hostel units or other rooms if such a need arises from time to time.
- k. Students are requested to avoid singing aloud, playing loud music, shouting, or making any noise that is likely to distract the attention of those studying in their rooms.
- l. Pets of all kinds are prohibited inside the Hostel. Feeding stray dogs or cats on hostel premises is not permitted.
- m. The students must submit the documents for two-wheeler vehicles, and stickers will be stuck on such authentic vehicles. Only such vehicles are permitted inside the campus and can be parked at the designated parking space. Institute/hostel officials do not take responsibility for any damage or theft of the vehicle. Students must drive the vehicle within the institute's speed limit and wear a helmet. Four-wheeler and car parking is not allowed for students on the Hostel Campus.
- n. All instructions/notices displayed on notice boards and/or sent via email will be deemed to have been read by all residents, and excuses for noncompliance with such instructions and notices will not be accepted. Residents are advised to look at the noticeboard daily for the latest information/orders.

4.4 Personal Belongings

- a. Hostel Residents are solely responsible for all their personal and valuable belongings. They are expected to keep their valuables under their supervision or lock and key whenever they move out of their rooms. In case of loss of such belongings, the hostel officials will not be held responsible, and no claim will be entertained in this regard.
- b. At the end of the academic year, the residents are supposed to vacate their rooms for maintenance works without putting their locks, following notices released occasionally. While vacating, all personal belongings are to be taken back. If the room is locked, hostel officials will reserve the right to break the lock without any notice to the room's resident. In that case,

if any belongings are lost, the hostel officials will not be held responsible, and no claim will be entertained in this regard.

4.5 Visitors

- a. Visitors, including parents, are allowed only in the visitor's area of the Hostel during the visiting hours as below:
 - i. For Boys Hostel: Weekdays (Monday-Friday) - 7:30 AM to 8:30 AM & 5:00 PM to 8:00 PM. Weekends (Saturday, Sunday) and Declared Holidays- 7:30 AM to 8:00 PM.
 - ii. For Girls Hostel: Weekdays (Monday- Friday) - 5:00 PM to 7:30 PM Weekends (Saturday, Sunday) and Declared Holidays -7:30 AM to 8:00 PM.
- b. All visitors must first enter the register at the security house and provide all details and documents as requested by the security personnel before entering the visitor's area of the Hostel. All visitors must strictly adhere to the timings and leave the Hostel as per the visiting hours given in item "a" above.
- c. Hostel Residents are not permitted to allow visitors of the opposite gender into rooms at any time for any reason. Any hostel resident found violating this rule will be expelled from the Hostel and will also be liable for disciplinary action.
- d. Day-Scholars/ Non-residents are prohibited from entering the Hostel without the prior permission of the Rector/ Warden.
- e. A visitor who is a relative of the Hostel Resident may be permitted to stay in the hostel room only through prior permission for a maximum of one to two days in a semester, depending on the need.
- f. Noncompliance with (d) and (e) above shall lead to fines/penalties and/or expulsion from Hostel.

Note: Students violating the above rules may be subject to disciplinary action, including expulsion from the Hostel.

Appendix G: Student Undertaking: Attached

Appendix H: Guest room booking and charges

SGGSIE&T, Vishnupuri Nanded has created guest room facility to host the guest and meet its needs. In institute, two guest rooms (1 AC and 1 non-AC) are available at Krishna girl's Hostel and eight guest rooms (4 AC and 4 non-AC) at Sahyadri boy's Hostel. To avail the guest room facility, a prior permission is required to take at least two days before and get it approved from rector/warden by filling the booking form and submit it to the hostel office. Without proper permission guest rooms may not be provided. Kindly refer institute website (www.sggs.ac.in) for accommodation charges category wise. The require payment is to be done through SBI collect facility only and mention reference number in requisition form. Once enter in hostel premises it is mandatory to mention movement record in respective register book.

Appendix I: Role and responsibility of the hostel authority

1. Rector

- 1) Reporting and assisting the Hon. Director in the administration, discipline, and maintenance of hostels of the institute.
- 2) Regular visits to the hostels, inspections, and meetings with wardens, hostel staff, and students to resolve any problems and discipline issues.
- 3) To look after the proper functioning of the student-run cooperative Mess.
- 4) The Rector is authorized to impose fines and/or take other disciplinary action against a resident student who violates the rules mentioned in Rules and Regulations.
- 5) Forward the bills related to Hostel maintenance related purchases and Mess related purchases for
- 6) approval to Hon. Director.
- 7) The Rector presides over the administration of a hostel.
- 8) Granting the leave to the hosteller students as per the rules and procedure.
- 9) Responsible for carrying out the hostel admission process per the specified rules.

2. Warden

- 1) The Warden functions under the overall charge of the Rector. The Warden should be regularly available on the institute premises to address the concerns of the students.
- 2) The Warden will ensure that residents abide by the norms of the Hostel. Will report to the Rector all relevant cases of indiscipline and violation of rules. The Warden is authorized to impose fines on a resident student in case of a misdemeanor.
- 3) The Warden can transfer a resident from one room or wing to another. The Warden will allot hostel rooms and supervise them.
- 4) Will check the resident students' register. The Warden is authorized to take disciplinary action against a boarder for keeping unauthorized guests.
- 5) Will act for the eviction of defaulting resident students in consultation with the Rector for mess fees defaulters.
- 6) They will be responsible for the overall Security of the Hostel and will coordinate their responsibility with the security officer/security guards. Will periodically verify the furniture and fittings of the Hostel with the assistance of the Office Assistant and act for their repairs/replacement or for obtaining additional furniture.
- 7) They will look after the common room and the hostel premises and regulate general discipline during the meetings, sports, and cultural programme events.
- 8) Will check the bills prepared by the Assistant Warden for Hostel maintenance purchases and Mess-related purchases.
- 9) Will ensure the maintenance of discipline and decorum in the common room. Can permit the common room to stay open beyond the prescribed hour on a special occasion. Will pursue, at an appropriate level, all complaints relating to common room items like television, etc.
- 10) With the assistance of the Mess Committee, they will supervise the functioning of the Mess and the working of the Mess Staff, Cooks, and Helpers under their charge.
- 11) Will enforce discipline and decorum in the dining hall. Will supervise the system of purchases of mess stores, provision, etc. Will check and certify the bills received from suppliers concerning the stock register.
- 12) Carry out the hostel admission procedure and room allotment for students as per the rules prescribed in the policy document.
- 13) Assisting the Rector in granting the leave to the hosteller students as per the rules and procedure.

3. Assistant-Warden

- 1) Will ensure the correctness of receipts and issues of mess stores, grocery, etc., and the stock balance and will attest all entries in the relevant stock register. They will check the valuation of the closing stock. Will ensure that stores are kept in good and efficient condition.
- 2) Will check and certify the bills received from suppliers concerning the stock register. Will investigate cases of shortage/excess of stores.
- 3) The Assistant Warden and Rector are responsible for granting the hosteller students' leave per the rules and procedure.
- 4) Responsible for keeping all the records related to notices, admission data, fee payments, etc.
- 5) Processing all the bills related to Hostel maintenance and Mess-related purchases.
- 6) Carry out the hostel admission procedure and room allotment for students as per the rules prescribed in the policy document.

Appendix: J: The mechanism of redressal of student's grievance /complaints:

To make the grievance /complaints process hassle-free and efficient, the institute has developed an online complaint portal through which hostel students can file complaints about plumbing, carpentry, electricity, etc. The redressal of such complaints is addressed by forwarding such complaints to concern sections, and follow-up of work done is taken till the resolution of the complaint.

Complaints / Suggestion Box is available at prominent places in the Hostel, where written complaints are received. The Hostel Management Committee supervises such complaints, and their redressal is carried out based on the type of complaint.

Dr. S. B. Munde
Hoste Rector

Dr. A. V. Nandedkar
Policy Coordinator
SGGSIE&T, Nanded

Dr. M. B. Kokare
Director
SGGSIE&T, Nanded