

# **GRI HOSTEL MANUAL**



**THE GANDHIGRAM RURAL INSTITUTE – DEEMED UNIVERSITY**

**GANDHIGRAM 624302, TAMIL NADU, INDIA**

**(Approved by the Board of Management (BOM) in its Meeting held on 24.03.2015 and 18.07.2015 vide Resolution No: 1668/BOM.2015.III and item no.1672/BOM.2015.VII respectively and implemented from the academic year 2015-16 onwards)**

**(Amended vide Resolution for Item No.1798/BoM.2016.XI of the BoM meeting held on 12.11.2016 and minutes of the meeting of Hostel Management Committee held on 03.01.2017 vide Item No.62)**

## PROLOGUE

Gandhigram was born in 1947. A team of dedicated disciples and contemporaries of Gandhiji, Dr.T.S.Soundram and Dr.G.Ramachandran, developed Gandhigram, the home of many rural development programmes.

The Gandhigram Rural Institute (GRI) was founded in 1956. With undying faith and deep devotion to Mahatma Gandhi's revolutionary concept of "Nai Talim" system of education, the Institute has developed academic programmes in Rural Development, Rural Economics, Extension Education, Rural Oriented Sciences, Cooperation, Political Science and Development Administration, Rural Sociology, English and Communicative Studies, Tamil and Indian Languages, Agriculture and Animal Husbandry, Sanitary Science, Geology, Geo-Informatics, and Rural Industries and Management. Students who emerge from its portals tend to meet the professional manpower needs for rural development under various governmental and non-governmental schemes.

In addition to teaching, the other two dimensions such as research and extension were added in the course of time. This triangular approach became a pioneering rural development model which earned appreciation from all over the country.

The works of the Institute attracted the national attention and the Ministry of Education, Government of India (GOI) on the recommendation of the University Grants Commission, (UGC) conferred the status of a Deemed University on the institute under Section (3) of the UGC Act of 1956, on 3<sup>rd</sup> August 1976.

Today, it has become a nationally and internationally recognized University for its contribution to rural higher education, so much so that the New Education Policy of the nation reflects the principles evolved here in developing the rural university concept. Started in a small way, the Institute has developed into a big educational complex, comprising seven different faculties, offering about fifty different programmes.

*\*The GRI has hostels for both girls and boys in the campus. The boy's hostel has four different blocks, namely – Dr. S.Radhakrishnan Hostel, Sri. R.Venkataraman Hostel, Dr. Zakir Hussain Hostel and the Research Scholars' Hostel. The ladies hostel has five blocks such as Dr. Soundaram Illam, Kannagi Illam, Andal Illam, New block and Hostel for Working Women.*

The hostels are provided with facilities for dining, entertainment, in-door games and internet browsing. The common amenities such as health centre, gym and fitness centre and cooperative stores are located close-by to these hostels in order to cater to the needs of the inmates staying in the hostels. Community living and sharing the existing minimum infrastructure are the basic principles of hostel life in the GRI campus.

The Hostel Manual (HM) provides comprehensive information about hostel management, covering rules and regulations, roles and responsibilities of different personnel in management of hostels of GRI.

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### **Amended**

*\* The GRI has hostels for both boys and girls in the campus. The boys hostel has five different blocks, namely – Dr. S.Radhakrishnan block, Sri. R.Venkataraman block, Dr. Zakir Hussain block, Acharya Vinoba Bhave block and Sardhar Vallabai Pattel block (Research Scholars Hostel).*

*The Ladies Hostel has five blocks, namely-Dr. Soundaram block, Andal block, Kannagi block, Manimegalai block, Kasturba block and also Hostel for Working Women.*

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## 1. HOSTEL MANAGEMENT COMMITTEE (HMC)

The hostel administration of the GRI is entrusted with the Hostel Management Committee (HMC). This enables the administration to decentralize the functioning of hostel administration and devolve the financial resource management.

### 1.1 Composition of the HMC

The composition of the HMC is given below:

Vice-Chancellor	Chairperson
Registrar, GRI	Member
Dean, Faculty of Rural Orientated Sciences	Member
Dean, Faculty of Rural Social Sciences	Member
Dean, Faculty of Agriculture and Animal Husbandry	Member
* <b>Warden, Dr.S.Radhakrishnan Hostel</b>	Member
Warden, Ladies Hostel	Member
☆ <i>Warden, Faculty of Rural Health and Sanitation</i>	Member
⚙ <i>Deputy Director, Department of Physical Education</i>	Member
Finance Officer	Member
Two Student Representatives [one Boy and one Girl] – nominated by the Vice-Chancellor on the recommendations of the Wardens of the hostels and the Dean, Students' Welfare every year	Members
Parents representatives nominated by the Vice- Chancellor	Member
Dean, Students' Welfare / Chief Warden	Member & Convener

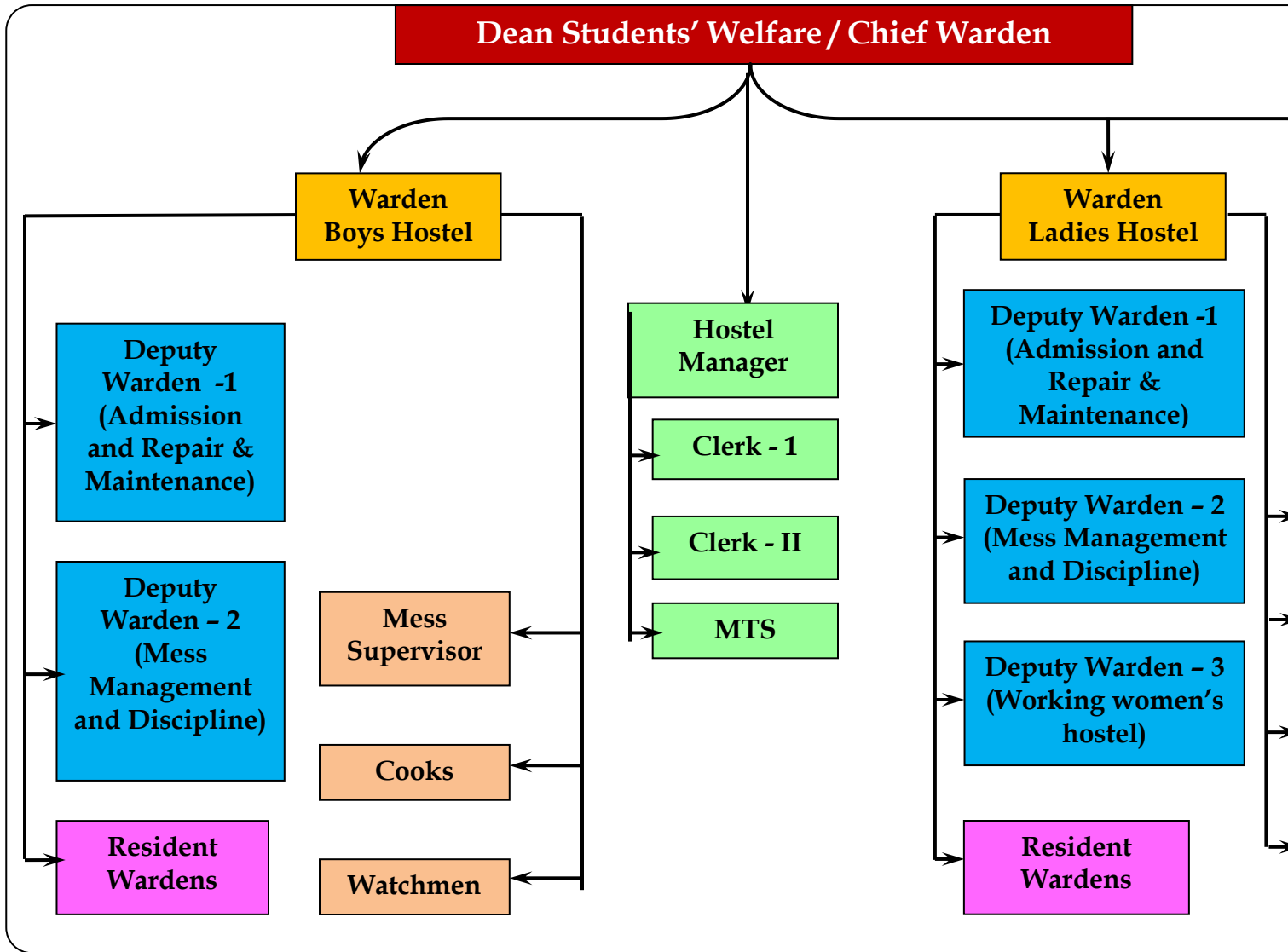
#### Amended

\* **Warden, Boys Hostel**

☆ **Warden, Faculty of Rural Health and Sanitation Hostel**

⚙ **Head, Physical Education & Yoga Center**

## 1.2 Hostel Management Structure



### **Chief Warden**

The Dean, Students' Welfare acts and serves as the Chief Warden for all the hostels ex-officio and he/she will have the Wardens separately for Boys Hostel, Ladies Hostel and Faculty of Rural Health and Sanitation Hostel.

### **Wardens**

The Wardens of the hostels shall be in the rank of Professor / Associate Professor, appointed by the Registrar, GRI on the recommendations of the Chief Warden *\*for a period of three years.*

### **Deputy Wardens**

For routine and day-to-day administration of the Hostels, a team of Deputy Wardens will be appointed in both Boys and Ladies' Hostels ☆ *for a period of three years*, who shall be in the rank of Associate / Assistant Professors by the Registrar, GRI on the recommendations of Chief Warden

### **Resident Wardens**

Based on the needs, both Boys and Ladies' hostels will have Resident Wardens. They can be from a pool of teaching faculties who can be appointed by the Chief Warden on the recommendations of Wardens concerned on a yearly basis.

### **Hostel Manager**

The Hostel Manager shall be appointed by the Chief Warden on the approval of the HMC for a period of two years and the tenure of appointment will be extended for a further period, based on the satisfactory performance, assessed and certified by the Warden/Deputy warden on a consolidated salary. He/She has to look after all the matters concerning purchases, financial accounting, auditing and managing the support staff of the hostel. The minimum qualification of the hostel manager is graduation with 10 years of working experience in the area of accounting and auditing in reputed organizations. Preference will be given to retired employees of GRI who have worked at the level of Section Officer / Asst. Registrar, who can be allowed to work till the attainment of 62 years of age. If his/her service is needed, the service may be extended for a period of one/two years, based on satisfactory performance, assessed and certified by the HMC.

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### **Amended**

\* for a period of two years

☆ for a period of two years

### 1.3 Powers and Functions of HMC

- The HMC is a top level decision making body on all aspects of the hostels of the Institute;
- The HMC will have the power to amend the Hostel Manual as and when need arises;
- ☆ *All proposals received from the Wardens shall be taken up for processing by the Office of the Chief Warden and placed before the HMC for its approval. All proposals in the prescribed format including expenditure / investment made by the Wardens, approved by the HMC will be deemed as “sanctioned by the authorities”, for taking up further processing. Necessary Sanction orders in the prescribed format on behalf of HMC will be issued by the Chief Warden;*
- ✨ *The HMC will approve the appointments of hostel staff.*
- All proposals for capital expenditure and major renovation works will be first approved by the HMC and submitted to the Registrar, GRI for financial approval.
- The HMC will supervise and guide the hostel administration in maintaining the accommodation, ensuring the provision of quality food at affordable cost, maintaining discipline, promoting health and hygiene of the inmates, providing sports and recreation facilities, and encouraging inter-religious cultural programmes in the hostels. The HMC can decide upon all matters related to these issues and guide the hostel administration properly;
- HMC meets on the 5<sup>th</sup> of every month. If it happens to be a holiday, it will be held on the next working day. The Vice-Chancellor will chair the meeting. In the absence of the Vice-Chancellor, the Chief Warden is authorized to conduct the meeting. The minutes of the meeting will be prepared by the Convener with the approval of the members and submitted to the Chairperson for ratification. The Chairperson of HMC can nominate special invitees, if required, for any meeting of the HMC.

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#### Amended

☆ In the meeting of the HMC the budget proposed by the Chief Warden for the following months will be approved. Based on this, the fund will be transferred from the office of the Registrar’s A/c. to Hostel Establishment Fund A/c for the expenditure of GRI Hostels.

All proposals received from the Wardens shall be taken up for processing by the Office of the Chief Warden and placed before the authorities for its approval. All proposals in the prescribed format including expenditure / investment made by the Wardens, approved by the authorities will be deemed as “sanctioned by the authorities”, for taking up further processing. Necessary Sanction orders in the prescribed format will be issued by the Chief Warden.

✨ The Chairperson, HMC and Vice Chancellor will approve the appointment of Hostel Staff to GRI Hostels on the recommendations given either by the Selection Committee or the Chief Warden. These appointments shall be reported to the next meeting of the HMC under the Chief Warden’s reports.



- The HMC will consider and approve the annual budget and audit reports of various hostels and constitute various committees based on need and requirements for the management of hostels as and when necessity arises;

#### **1.4 Hostel Staff**

*\* On approval of the HMC, hostel staff of different positions (Hostel Manager, Clerk, Mess Supervisor, Matron, Cook and Watchmen etc.) will be appointed in the hostels, purely on a temporary basis, by the Chief Warden and their salary will be met from the Hostel Establishment Fund Account and for these appointments GRI procedure is to be followed.*

**Note:** All Wardens, Deputy Wardens and Resident Wardens along with office staff are kept under the essential service in the institute campus. They have the privilege of using any physical/ financial / human resources for the cause of the students' welfare, so as to manage the situation. Any kind of transport facility requested / needed for the discharge of the duty of the hostel / students' welfare can be given due priority. If any payment needs to be made, it shall be collected after the event is over or on completion of the service.

#### **1.5 Purchases:**

- GRI Purchase Procedure Manual confined to GFR shall be followed in all purchases, works, services etc.
- The procedure for maintenance of the store, register etc. is given in the annexure-I.

#### **1.6 Financial Accounting and Auditing:**

- The establishment charges, collected from the students annually, will be the source for the Hostel Establishment Fund Account. The account will be jointly operated by the Chief Warden and the Finance Officer.
  - *☆ Salary for the hostel office staff, cook, remuneration for Warden, Deputy Warden and Resident Warden, civil works in hostel, purchase of items in capital nature will be met from the Hostel Establishment Account.*
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#### **Amended**

*\* On approval of the Chairperson, hostel staff of different positions (Hostel Manager, Clerk, Mess Supervisor, Matron, Cook and Watchman etc.) will be appointed in the hostels, purely on a temporary basis, by the Chief Warden and their salary will be met from the Hostel Establishment Fund Account/ Mess Account and for these appointments, GRI procedure is to be followed.*

*☆ Salary for the Hostel Office Staff, Regular Cooks, Remuneration for Wardens, Deputy Wardens and Resident Wardens, civil works in hostel, purchase of item in capital nature will be met from the Hostel Establishment Account. The salary of Temporary Mess Workers and Mess Supervisor(Boys Hostel) will be met from the Mess Account of each Hostel (Amended vide Resolution for item No.1798/BoM.2016.XI of the BoM Meeting held on 12.11.2016)*

- An individual Hostel Account for each hostel will be opened in the name of the Chief Warden and Warden of Dr.S.Radhakrishan Hostel/ The warden, Ladies Hostel and The Warden, Faculty of Rural Health and Sanitation Hostel with joint operation by the Chief Warden and the respective Wardens.
- All expenditures for the management of individual hostels will be incurred from the respective hostel account;
- The accounts of individual hostels and hostel establishment fund account will be audited at the end of every financial year by the Institute Auditors. The report of the audit will be placed before Hostel Management Committee for consideration and approval.

### **1.7 Annual Report:**

The Wardens of the hostels will prepare the annual report and submit the same to the HMC through the Chief Warden for consideration in the month of June every year. The format for Hostel Annual Report is given below:

- Number of hostel inmates with details of caste, community, religion, state of domicile and nationality;
- Important events during the report period;
- Facilities provided to the hostel inmates;
- Achievements of hostel inmates in education, sports and cultural activities;
- Mess rates for various months with a summary;
- Difficulties faced and action taken to overcome these situations;
- Improvements /suggestions for betterment of the hostels.

## **2. DUTIES AND RESPONSIBILITIES**

General duties and responsibilities of the Wardens in the hostel administration are defined here. The duties and responsibilities are subject to change based on the need of the hour and on the approval of the HMC.

### **2.1 Chief Warden**

- Day-to-day administration of all the hostels is vested with the Office of Chief Warden;
- To maintain the coordination of Wardens /Deputy and Resident Wardens of various hostels for smooth running of day-to-day routine work of hostels;
- To act as Chairperson of Central Hostel Purchase Committee (CHPC) and to ensure the timely purchase of quality items at reasonable cost for all the hostels;
- To maintain data base of hostel students;
- To make the policy for allotment of hostel to students in consultation with the respective wardens;

- To ensure discipline in the hostels;
- To implement the decisions of the HMC and Authorities of the GRI;
- To perform any other duties assigned by the HMC and authorities of GRI

## **2.2 Warden**

- The responsibility for the day- to-day affairs for hostels are vested with the respective warden;
- To maintain hostel account and submit the same at the end of the financial year for auditing;
- To make necessary purchase for management of hostel as per the procedure laid down;
- To allot of rooms to the student as per the guidelines issued by the office of Chief Warden;
- To constitute various committee among the students namely mess committee, hostel maintenance committee, common-room committee, cleanliness committee, and other such committees;
- To solve the day-to-day problems of the students and to deal with the acts of indiscipline of the students;
- To report and settle the cases of indiscipline/ragging to the Chief Warden for further action;
- To ensure the quality of food in the mess at an affordable cost;
- To check the various registers and ledgers maintained by the respective clerks/caretakers and mess supervisors from time to time;
- To communicate the mess fee by post/SMS to all the parents/guardians every month;
- To coordinate the functions of all Deputy Wardens and Resident Wardens for effective functioning of their duties;
- To arrange for preparation / monitor the collection of mess dues every month;
- To check the quality and quantity of items purchased for hostel periodically, and
- To perform any other duties assigned by the HMC and GRI authorities.

## 2.3 Deputy Wardens

*\* Each hostel should have four deputy wardens.*

### ☆ 2.3.1 Deputy Warden - 1 (Repair and Maintenance)

- *To report any repair work, electrical, plumbing, civil work etc. to the Warden and ensure its rectification through the Warden;*
- *To propose new purchases related to hostel establishment;*
- *To supervise overall hostel maintenance;*
- *To meet out the requirements received from the resident wardens;*
- *To perform any other duties assigned by the Chief Warden and Warden.*

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### Amended

*\* Boys Hostel should have two Dy.Wardens & Ladies Hostel should have three Dy.Wardens*

### ☆ 2.3.1 Deputy Warden - 1 (Admission and Repair & Maintenance)

- *To monitor the hostel admission and vacating the rooms every year and maintain the discipline in the hostel premises.*
- *To report any repair work, electrical, plumbing, civil work etc. to the Warden and ensure its rectification through the Warden;*
- *To propose new purchases related to hostel establishment*
- *To supervise overall hostel maintenance;*
- *To meet out the requirements received from the Resident Wardens;*
- *To perform any other duties assigned by the Chief Warden and Warden.*

**\* 2.3.2 Deputy Warden - 2 (Monitoring Mess related activities)**

- *To purchase items related to hostel mess and kitchen by keeping quality and quantity in mind;*
- *To monitor the quality of food;*
- *To claim all the bills related to the purchase of mess items from the Warden;*
- *To verify the stock register and other books of account;*
- *To check the mess rates and mess bills and to monitor the payment of mess bills for the hostel inmates every month;*
- *To ensure that no item/food is taken out by the hostel workers; and,*
- *To perform any other duties assigned by the Chief Warden and Warden;*

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**Amended**

**\* 2.3.2 Deputy Warden - 2 (Mess Management & Discipline)**

- To purchase items related to hostel mess and kitchen by keeping quality and quantity in mind;
- To monitor the quality of food;
- To claim all the bills related to the purchase of mess items from the Warden;
- To verify the stock register and other books of account;
- To check the mess rates and mess bills and to monitor the payment of mess bills for
- The hostel inmates every month;
- To ensure that no item/food is taken out by the hostel workers;
- To ensure roll call every night at 8.00 p.m. and ascertain the presence of hostel inmates;
- To report the absenteeism of inmates of the hostel to the Warden;
- To ensure health and sanitation in the hostel campus;
- To give instruction to defaulters on the payment of mess bill;
- To arrange vehicles for the hostel inmates in cases of emergency;
- To coordinate the functions of Resident Wardens;
- To arrange regular meetings with Resident Wardens / Matrons;
- To perform any other duties assigned by the Chief Warden and Warden.

**\* 2.3.3 Deputy Warden - 3 (Discipline, Guidance and Counseling)**

- *To ensure general discipline of the hostel inmates;*
- *To ensure roll call every night at 8.00 p.m. and ascertain the presence of hostel inmates;*
- *To report the absenteeism of inmates of the hostel to the Warden;*
- *To ensure health and sanitation in the hostel campus;*
- *To give instruction to defaulters on the payment of mess bill;*
- *To arrange vehicles for the hostel inmates in cases of emergency;*
- *To coordinate the functions of Resident Wardens;*
- *To arrange regular meetings with Resident Wardens / Matrons; and*
- *To perform any other duties assigned by the Chief Warden and Warden.*

**☆ 2.3.4 Deputy Warden - 4 (Research Scholars Hostel / Working Women's Hostel)**

*All the activities related to Research Scholars Hostel / Working Women's Hostel.*

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**Amended**

**\* Deleted**

**☆ 2.3.3 Deputy Warden - 3 ( for Ladies Hostel only) (Working Women's Hostel)**

*All the activities related to Working Women's Hostel.*

## 2.4. Resident Wardens

- To take roll call every night at 8.00 p.m daily and ascertain the presence of hostel inmates and help in maintaining silence in the hostel;
- To attend to any representation made by the inmates during night hours;
- To regulate the students' activities during night hours;
- To attend to any unrest among the inmates and inform the same to the Warden;
- To attend to the sick students, if any, immediately and bring it to the knowledge of the Deputy Warden;
- To supervise the cleaning of the hostel and its environs;
- To take steps in rectifying the defects such as electricity failure, water scarcity, water leakage in the hostel with the knowledge of the Deputy Warden;
- To inform about the misuse of electricity /water by students to the Deputy Warden concerned;
- To instruct the inmates of the hostel on the payment of monthly mess bills;
- To check for the presence of any guests in the rooms;
- To take care that no food is taken by regular students to inmates' rooms;
- The Resident Warden should
  - obtain prior permission from the Deputy Warden /Warden whenever he/she leaves the hostel for official /personal reasons;
  - report to the Deputy Warden of the concerned hostel at 6.00 p.m daily without fail;
  - perform any other duties assigned by the Chief Warden, Warden, or Deputy Warden.

### **\*2.5 Caretaker / Matron - 1**

- To oversee the occupancy/ vacation of rooms by the students
- To coordinate with electrical, maintenance, buildings, and sanitary sections.
- To get the signature of the student on the inventory of the furniture, electrical and other items in the room;
- To ensure proper maintenance of the hostel rooms, common room, toilets, sick room, mess and other hostel premises;
- To maintain proper records and recovery of hostel dues and fine fund;
- To ensure proper water / drinking water supply in the hostel;
- To distribute admit cards to the inmates of the hostel;
- To keep a watch so that any guests / unwanted students /persons do not reside in the hostel;
- To maintain guests/visitors records;
- To maintain the hostel stock register;
- To report to the Warden about the maintenance of civil and electrical works, discipline of students, guests/visitors record and any other noticeable information on a daily basis;
- To supervise the work of helper, gardener, sweeper and security guards.

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### **Amended**

### **\* 2.5 Matrons – II,III & IV**

- To oversee the occupancy/ vacation of rooms by the students
- To coordinate with electrical, maintenance, buildings, and sanitary sections.
- To get the signature of the student on the inventory of the furniture, electrical and other items in the room;
- To ensure proper maintenance of the hostel rooms, common room, toilets, sick room, mess and other hostel premises;
- To maintain proper records and recovery of hostel dues and fine fund;
- To ensure proper water / drinking water supply in the hostel;
- To distribute admit cards to the inmates of the hostel;
- To keep a watch so that any guests / unwanted students /persons do not reside in the hostel;
- To maintain guests/visitors records;
- To maintain the hostel stock register;
- To report to the Warden about the maintenance of civil and electrical works, discipline of students, guests/visitors record and any other noticeable information on a daily basis;
- To supervise the work of helper, gardener, sweeper and security guards.



### **\* 2.6 Mess Supervisor / Matron -2**

- To prepare the menu for the week and special meals in consultation with the members of student mess committee and notify the information to the students in the hostel notice board;
- To oversee that dynamics of cooking and provision services of food are hygienic;
- To accompany the student representatives for the purchase of materials which are not covered under bulk purchases through CHPC, at cost for mess;
- To supervise and coordinate the mess workers;
- To ensure and maintain supply of quality food to the inmates;
- To maintain the records of inmates who join/leave the mess and register the same in the register concerned;
- To prepare estimate of the monthly requirement of items for bulk purchase.(e.g. food grains, and grocery items) and forward the same through Warden for procurement;
- To prepare the monthly mess bill jointly signed by the mess committee;
- To display the mess bill in the notice board and convey the same to parents /guardians by post/SMS;
- To maintain the attendance register of mess workers;
- To maintain the stock of utensils, crockery, cutlery, furniture, kitchen and mess fitting, furnishings and equipment;
- To maintain proper record about the mess fine account;
- To maintain the mess premises in clean, neat, and hygienic condition;
- To make available other food items like milk, banana, etc. to the students during mess timings at extra charge;
- To ensure supply of the required diet to the sick students on request
- To report to the Warden the list of students violating the mess rules and that of the defaulters in clearing the mess dues.

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Amended

### **\* 2.6 Mess Supervisor / Matron -I**

## **2.7 Hostel Manager**

- To compile all reports of the hostel;
- To disburse the salary of all hostel staff, remunerations to Chief Warden, Wardens, Deputy Wardens and Resident Wardens.
- To prepare and submit all proposals related to purchase, obtaining quotations by adopting usual procedures and getting them sanctioned and complete the purchase process.
- To maintain the collection of mess bills and remit into the account.
- To maintain all accounts and getting them audited every year.
- To maintain all books and records related to hostel establishment and related works and to attend to all the accounts related matters pertaining to the hostels.
- Maintaining service register and establishment of all the hostel staff

## **2.8 Hostel Office Clerk**

- To compile all the reports of the hostel;
- To claim the salary of all hostel staff, remunerations to Chief Warden, Wardens, Deputy Wardens, and Resident Wardens;
- To prepare and submit all proposals for purchase, obtaining quotations by adopting the usual procedures and getting them sanctioned and complete the purchase process;
- To supervise the collection of mess bills and remit into the concerned account;
- To maintain all accounts concerned with hostel and getting them audited every year;
- To maintain all books and records related to hostel establishment and related works and attending to all the accounts related matters pertaining to the hostels;
- To maintain the service register and establishment of all the hostel staff;
- To maintain the individual accounts of all students, Hostel Deposit Accounts, Development Charge Receipts, issue of mess clearance and other certificates required by the students and to arrange for the refund of advances to the hostel inmates;
- To arrange for purchase groceries and other items for the messes, maintain stock books, issue books, dead stock, etc.;
- To prepare and arrange the issue of cheques with the knowledge of Chief Warden for the purchases made for hostels by obtaining signatures of the authorized authority;
- To arranging for civil, mechanical and electrical repairs in the hostels and purchase of required items;

- To purchase and maintain the stocks items required for the messes such as vessels, utensil, steam cooking systems, grinders, etc.;
- To prepare boarder's attendance and mess rates;
- To help in allotment of rooms to the inmates of the hostels;
- To arrange for dinners, buffets etc. for the students' function;
- To maintain all the purchase and sale at the Students Cafeteria and maintaining cash books of the same;
- To maintain furniture stocks of all the Hostels;

### **3. HOSTEL RULES AND REGULATIONS**

#### **3.1 Admission and Accommodation**

- Application for admission to the hostel shall be made in the prescribed form which can be obtained from the respective hostel office on payment of Rs.100.
- In matters of admission, the Warden can use his/her discretion and may refuse admission for a student without assigning any reason.
- Students hailing within the radius of twenty five kilometers from the hostel will not generally be given admission. If vacancy arises, the request of local students will be considered on a priority basis.
- Students seeking readmission to the hostel should have cleared all the previous year's arrears of dues.
- Residency in the hostel on an earlier occasion confers no right to membership in subsequent years.
- Every student before joining the hostel must give an undertaking in writing that he/she will abide by the rules of the hostel and shall adhere to discipline enforced by the authorities. This shall be confirmed in writing by the Parent/ Guardian also in the declaration form attached to the hostel admission application.
- Allotment of rooms shall be made by the Deputy Warden under the orders of the Warden.
- No room shall be allotted to any member unless he/ she pays the mess deposit, caution deposit, establishment charges, and water and electricity charges.
- Inmates may be shifted from one room to another by the Deputy Warden without assigning any reason.
- Inmates must occupy the rooms allotted to them and should not exchange rooms without the knowledge of the respective Wardens.

### **3.2 General Discipline**

- All inmates are required to maintain standards of behavior expected of students of a prestigious institution.
- All inmates are required to always carry their valid Identity Card issued to them by the institution and they should produce the ID card on demand.
- The rooms, common areas and surroundings of the hostel should be kept neat and clean.
- No inmate should be absent from the hostel without obtaining prior permission of the Warden/Deputy Warden. If the inmates find it necessary to leave the hostel urgently on an emergency, he/she shall report, before departure, the reasons for absence in writing to the Warden/Deputy warden. The member shall also report in writing to the Warden/Deputy Warden the date and time of his/her expected return.
- Inmates shall be in their rooms by 8.00 p.m. and maintain absolute silence during study hours from 8.00 p.m. to 10.00 p.m.
- Students are prohibited from collecting money or donations for any purpose in the hostel without the permission of the warden.
- No one shall indulge in any politics, violence, rioting, and instigate communal hatred or have dealings with outside organizations in the hostel premises. Such indulgence may lead to expulsion from the hostel and the Institute.
- No inmate will be allowed to organize meetings of any type without the permission of the Warden.
- Ragging in any form is strictly prohibited. Inmates suspected to have involved in ragging will be suspended from the hostel/ programme immediately without any enquiry.
- Inmates have to wear modest dress.

### **3.3 Strictly Prohibited Acts / Behaviors in the Hostel Premises are:-**

- Ragging of students admitted in the institute;
- Consuming non-vegetarian food in the hostel;
- Cooking in rooms;
- Possession and consumption of alcoholic beverages and drugs;
- Arranging function and meeting without prior permission;
- Taking part in any procession;
- Private collection of funds;
- Shouting and usage of abusive language;
- Dealing with outside organizations;
- Demanding any special service from the mess workers;
- Accommodating any day-scholars, former students/parents either outside or inside the rooms;
- Using personal gadgets like hotplates, stoves, electric irons, electric stoves, or any

- other gadgets;
- Wasting water, food and electricity;
- Entertaining vendors;
- Keeping of weapons;
- Playing cards and gambling;
- Keeping valuable belongings including two wheelers and cars
- Engaging private servants.
- No resident should enter the hostel without permission during the working hours.
- Inmates should not wander in the campus after 10.00 p.m.

### 3.4 Functioning of the Mess

- Pure vegetarian food is served to the inmates of the hostel
- No special diet is served to any inmate. However required diet may be supplied to the sick students, on request.
- Extra dishes cannot be claimed as a matter of right, but will be provided occasionally.
- Food will be served in the mess as per the following schedule:

<b>Breakfast</b>	<b>: 07.15 am</b>	<b>to</b>	<b>08.45 am</b>
<b>Lunch</b>	<b>: 12.45 pm</b>	<b>to</b>	<b>01.45 pm</b>
<b>Evening tea</b>	<b>: 05.00 pm</b>	<b>to</b>	<b>06.00 pm</b>
<b>Dinner</b>	<b>: 07.00 pm</b>	<b>to</b>	<b>08.00 pm</b>

- The mess charges per month will be based on the dividing system.
- Mess bill will be notified latest by the 5<sup>th</sup> working day of the following month.
- Member shall pay boarding charges on or before the 15<sup>th</sup> of the notified month, failing which they will be imposed a fine of Rs. 100/-. Unless the payment proof is produced in the respective Hostel Office, they will not be allowed to take food in the mess.
- Payment can be made in the form of DD/ Challan / Online.
- Students failing to clear the mess dues for two consecutive months will be expelled from the hostel and such students will be readmitted into the hostel at the discretion of the Warden on payment of the mess dues in full together with a re- admission fee of Rs. 1000/-
- Reduction will be permitted on boarding charges for the absence from the mess for more than 7 days (seven), provided intimation is given to the concerned authority 48 hours in advance (mere intimation left with the cook in the mess will not be considered for purpose of rebate). The inmate must produce a requisition letter recommended by the Head of the concerned department to the Deputy Warden/Mess Supervisor/Matron in this regard. On no account will reduction be allowed if the above procedure is not followed and for less than 7 days.

- Only one mess reduction will be allowed per month.
- Member should not eat more than once at any time.
- Inmates should come to the mess in formal dress.
- Transfer of one member's food to another member is not allowed on any account.
- No mess reduction is permitted during examination days.
- Residents should bring their own plates, tumblers and spoons for their use.
- Leftovers in the plate should be disposed in the waste bin and should not be left on the dining table.

### **3.5 Study Hours**

- Inmates should strictly follow the study hours from 8.00 p.m. to 10.00 p.m., during which silence should be maintained.
- Mobile phones should be put on silent mode/switched off during study hours.
- During study hours, rooms should be kept open.
- The lights should be switched off by 10.00 p.m.

### **3.6 Movement Register**

- Students should get permission from the Warden/ Deputy Warden / Resident Warden whenever they leave the hostel for purposes other than attending to their regular classes. In such cases, they should enter their name, place of visit, purpose and time of leaving and expected time of arrival in the movement register kept with Matron/ Watchman. Students should return before 6.00 p.m. without fail. They must indicate the time of return in the register kept with the Matron / Watchman when they return to the hostel.
- Inmates involved in any kind of dispute / misbehavior in the hostel will attract disciplinary action including suspension from the hostel/ programme without making any enquiry.
- PG Students leaving the hostel for research or other academic matters should get permission from the Deputy Warden or Warden with the recommendation of the Head of the Department.

### **3.7 Leaving the Hostel premises**

- Each student is permitted to go for shopping once in a week either on Saturdays or Sundays up to 6.30 p.m. with prior permission from the Resident Warden/ Deputy Warden (Women's Hostel).
- Students should submit a standing permission letter signed by their parents in the presence of the Deputy Warden (Women's Hostel) or Warden at the time of admission in the hostel. Without the standing permission letter, the students will not be permitted to leave the hostel in the middle of the semester.

- The students are not permitted to go to guardians' residences for overnight stay, unless there is a specific written request from the parents.

### **3.8 Health Care for Inmates**

- Any physical indisposition should be reported to the Resident Warden / Matron / Deputy Warden (Women's Hostel).
- Immediate health care / first-aid will be arranged by the Hostel Administration. At the same time, parents / guardians will be informed about the health condition of the student.
- Advanced health care, if needed, has to be provided by the parents / guardians.

### **3.9 Handling of Fittings and Furniture**

- Willful damage caused by the inmates to the buildings and fittings such as those in rooms, bathrooms, toilets, verandah, wash basins, etc., will be recovered at double the prevailing cost either from the individuals, if identified, or collectively from the inmates of the hostel causing the damage.
- Common Breakage of Rs.200/- will be uniformly collected from the hostel inmates while they vacate the hostel.
- On no account should any bulb or tube light be removed either from the staircase, verandah, or other places in the hostels.
- If a bulb blows up during their stay in the academic year, they should be replaced by the inmates only at their cost.
- Defacing of walls, doors and windows with paintings, fixing of posters, writing, etc. is strictly prohibited and those who violate will be severely punished.
- Inmates should not handle electrical wiring on their own. Any defect in the electrical system should be reported to the Resident/ Deputy Warden in writing.

### **3.10 Vacating the Hostel Room**

- No student once admitted to the hostel shall vacate it without the written consent of the parent/ guardian and without the permission of the Warden, unless otherwise expelled on disciplinary grounds.
- The residents should handover their rooms in the same condition with which they took over to the Warden at the end of each academic year, failing which they will be charged for damages noticed after they vacate the hostel.
- The inmates must produce a letter forwarded by the HOD concerned while vacating the hostel.

### **3.11 Additional Rules for Ladies Hostel**

The following rules and regulations are supplementary to the General rules and the regulations given above:

- Modesty in dress is expected.

- No inmate is permitted to stay outside the hostel during night without the written permission of her parents and the written permission of the Warden.
- All inmates (Except Ph.D. and M.Phil. Scholars) are permitted to go home on weekend holidays and semester holidays provided the Parents/ Guardians come in person to take them home.
- Students are advised not to keep expensive jewellery and heavy cash in their rooms.
- Residents are expected to be vigilant and protect their own personal belongings. The authorities will not be responsible for the safety of the articles in their rooms.

### **3.12 Visitors**

- At the time of admission, each inmates will be given two visitors cards. (One for the parents and the other for a declared visitor).
- The parents have to declare the visitor and his/ her relationship. Only the visitors duly declared by the parents will be permitted to visit the students during visiting hours.
- Guests are not permitted to stay overnight in the hostel under normal conditions.

### **3.13 Disciplinary measures**

- Any student who is found to be indulging in activities such as ragging, physical assault, damage to property, causing inconvenience to other inmates, non-compliance or violation of any of the rules given in this manual or enforced by the authorities from time to time will be subject to disciplinary action as follows:
  - Expulsion from the hostel without making any enquiry;
  - Making a record of misconduct in his /her personal file;
  - Full recovery of cost of damage together with penalty from him/her;
  - Imposing fine commensurate with the offence committed;
  - Denial of privilege of appearing for campus interviews;
  - Providing no referral to him/her for studies abroad;
  - Rustication from the institution.
- Any student found hosting/ harboring an offender will also be liable to the punishments mentioned in the rules.
- Availing room service or taking food or mess utensils to the room will attract a fine and disciplinary action by hostel administration, if repeated.
- The warden has full powers to inflict on offenders punishment in the form of fine, suspension and expulsion from the hostel.
- Any breach of the conduct rules or any act of indiscipline will invite an enquiry that will be conducted by the Hostel Administration. If the students are found guilty, then the Hostel Administration will take disciplinary action that it deems fit. Depending on the



case, the administration reserves the right to take direct disciplinary action, amounting to even expulsion from the hostel.

- The Authorities have the right to amend the Rules and Regulations of the hostel at any time.

## PURCHASES AND MAINTENANCE OF STORES

### 1. PREPARATION OF REQUIREMENTS - GENERAL NORMS OF PURCHASE

- As far as possible, the requirements of stores should be foreseen sufficiently in advance, and thus obviating emergency purchases which comparatively may cost more.
- As a rule, piecemeal purchases should be avoided. The requirements of stores for a reasonable period be assessed and arrangements made for the purchase. For this purpose, **the Deputy Warden (Mess)** in consultation with the Warden shall ascertain the requirements periodically being fixed with due regard to the shelf-life of the various items.
- Scales of consumption or limits of stores should be laid down, where possible, and indents/consumption be scrutinized with reference to such limits/scale.
- In cases of doubts regarding procedure, proprietary items, etc. the Warden may consult the **Chief Warden** before purchasing stock.
- Wherever the old/unserviceable stores etc are replaced, such old /unserviceable stores including dismantled/scrap stores, etc., having resale value will have to be periodically sold out as early as possible so as to earn the best out of it, as per the procedures of the Institute.
- Purchases of food articles, crockery, utensils, etc. should ordinarily be made through a Purchase Committee consisting of the **Dy.Warden (Mess), Mess Supervisor and Warden**. A representative of the Chief Warden should be also co-opted to such Committees.
- Other purchases of stores like furniture, gas tawa, water coolers or any other items/equipment, etc., may be purchased through a Central Purchase Committee. Which consists of Chief Warden, wardens of all hostels and Finance Officer.

*Note:* Purchase rules of the Institute will apply *mutatis mutandis* irrespective of the fact whether the funds are provided by the Institute or by the Hostel.

- Dry rations should, as far as possible, be purchased in bulk from Super Bazar, Government/Cooperative Stores etc. at wholesale prices.

- For bread, butter, milk, etc. endeavor should be made to enter into contracts with the producers like Modern Bakeries, Nafud, and Aavin. Gas should be procured from Indane or other approved dealers only.
- The Mess Committee can help actively in reducing the Mess Bill by resorting to bulk purchases in the whole-sale markets in a manner to be approved by the Warden/Central Purchase Committee.
- The Mess Committee will supervise the system of purchases to ensure utmost economy in the best interest of the hostel mess.
- Stationery/Sanitation material, etc. should normally be purchased from Super Bazar/Kendriya Bhandar/Govt. approved Stores/Cooperative Store.

## 2 RECEIPT OF STORES

- All material received shall be examined, counted, measured or weighed, as the case may be, when delivery is taken. The Warden will be responsible to ensure that the quantities are correct, the quality is good, and the stores are according to approved specifications where presented, and will record a certificate (to be counter-signed by the **Deputy Warden /Mess**) to that effect on the relevant bills of the suppliers.
- Dry rations which are not charged off immediately, but are kept in stock should be properly preserved in a store room. The Deputy Warden (Mess) will ensure that rats, rodents, etc. do not spoil the stores and will take the necessary precautions. **The Warden** will periodically inspect the stores to see that supplies have been kept in good condition.
- The stores will normally be received during the day, preferably when the Mess Supervisor, Warden and student representative are also present.

## 3 ISSUE OF STORES

- Food articles will be issued by the **Mess Supervisor** to the kitchen normally twice a day, once in the morning for breakfast and lunch and once in the evening for dinner. The quantity and the kind of stores to be issued will be determined on the basis of the prescribed menu and the effective strength of the dining members. Where scales of consumption have been laid down, issues should be regulated according to the prescribed scales. Care should be taken to ensure that stores are not issued in excess, resulting in wastage. Daily consumption form/quanta to be prepared should be signed with date by the **Mess Supervisor** every day and it should be crosschecked by the Deputy Warden (mess) and student representative.
- The Warden will make surprise checks to assess the correctness of issues and record a certificate as a token of their surprise checks.

#### 4 DAILY SUMMARY OF ISSUES

- A daily summary of issues will be prepared by the **Clerk** in a register. At the end of each month, total issues will be worked out and carried to the stock and issue register.
- In register the food items may be grouped on the same pattern as in the stock and issue register.
- All entries in register should be attested by the **Dy.Warden (Mess)**.

*Note:* Stores charged off immediately on receipt need not be entered in this register.

#### 5 STOCK REGISTERS

- All transactions of receipts and issues of stores should be recorded in a Stock and Issues Register. The pages of the register should be machine numbered. The left hand side of the register should be used for recording receipts and the right hand side for issues. Entries of receipts will be made as and when the stores are received while entries of issues will be made in a lump at the end of each month, the total being taken from the daily summary of issues. The closing stock balance and its value should then be worked out in the register by the Warden.
- Separate page(s) may be set apart in the register for each article or group of articles.
- Items of food stuff which are procured for day-to-day consumption like bread, butter, vegetables, milk, sweets, etc. should be charged off as and when received. Similar treatment should be given to gas, washing powder, etc. A separate stock and issue register may be maintained for all such items.
- Entries made in the Stock and Issues register(s) should be attested by the **Dy.Warden (Mess)** and checked by the **Warden**.

#### 6 PHYSICAL VERIFICATION OF STOCK

- At the end of each month, the Mess Supervisor will physically verify the closing stock in the presence of the Dy.Warden and tally it with the balances as per stock register. If there is any shortage, the Warden may ask the Dy.Warden (Mess) / Mess Supervisor's explanation and fix responsibility. In case of any other discrepancy, the balance shown in the stock register should be rectified on the basis of actuals over the initials of the Dy.Warden (Mess) and the Mess Supervisor.

#### 7 VALUATION OF THE CLOSING STOCK

- The closing stock of materials will be valued at the average rate. Where items of stores are grouped together like pulses, *masalas*, etc, the valuation will be made at the average rate (which is determined by dividing the total cost of purchase by the total quantity purchased in a month).
- The value of the closing stock as worked out will be taken in the monthly statement of income and expenditure.

## 8 PAYMENT OF SUPPLIES BY HOSTEL

- All bills for supplies made to the mess will be received by the Dy. Warden (Mess)/Mess Supervisor from the suppliers. The Hostel clerk will enter them chronologically in the bill register in separate pages, which should be set apart for different articles or group of articles, the pattern adopted being the same as in the case of stock and issue register.

*Note:* Requisition for temporary advances need not be entered in the bill register; the Warden will keep a separate record for them.

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

"Stores received in good condition and entered in the stock register at page \_\_\_\_\_ item no \_\_\_\_\_".

"Prior approval of the competent authority has been taken where necessary".

"The amount is actually due and has not been claimed earlier".

"Freight and other incidental charges claimed in the bill are correct".

*Note:* Where purchases are made through Purchase Committee, the certificate will be signed by all the members of the Purchase Committee.

- The bills along with the bill register will then be sent to the **Hostel Manager**, who will check their correctness with reference to purchase orders, contracts, etc., if any, prepare the pass orders and put up to the Chief Warden for his approval. Then the Clerk will write the cheque, get it signed by the Warden of the concerned Hostel and Chief Warden and deliver it to the concerned party.
- All bills should, as a rule, be disposed of within a week of their receipt. Particular care should be taken to ensure that bills received towards the end of the month are disposed off within that month itself. The Hostel Manager will review the bill register weekly and, if any bill found outstanding for more than a week, he will initiate action for its immediate disposal.
- Ordinarily, all payments will be made by means of Crossed Cheque, but in very special and emergent cases cash payments may be made.

## 9 TEMPORARY ADVANCES

- Temporary advance may be drawn by the Warden for any specific purchase where credit facilities are not available. The occasions for withdrawal of Temporary Advance should be kept to a minimum.
- Wherever any temporary advance is required, the Warden will prepare a requisition sufficiently in advance and send to the Chief Warden. After the requisition has been examined and on approval of the Vice-Chancellor temporary advance will be paid.

- The Clerk will maintain a register of temporary advance wherein the particulars of each temporary advance will be noted and its adjustment watched. A note of entry will also be kept in the requisition for temporary advance. The register will be kept in the custody of the Clerk who will personally be responsible for its loss, damage, etc.
- All requisition of temporary advance should be disposed of immediately and, in any case, within three days of their receipt.
- If after purchase, any money out of the temporary advance is left over, the Warden shall immediately deposit it with the Clerk without waiting for preparation of the adjustment bill.

## **10 ADJUSTMENT OF TEMPORARY ADVANCES**

- All temporary advances should, as a rule, be adjusted within 7 days from the date on which the advance was drawn. Particularly, no advance can be allowed to remain unadjusted at the end of the month when the mess bill is prepared. (The expenditure actually incurred against the temporary advance has to be brought in to account within the month to which it relates.)
- The Warden will prepare an adjustment account immediately after the purchases. The bill, supported by the supplier's cash memo, etc. will be sent to the Clerk through the bill register for adjustment and payment of residual balance, if any.
- The Clerk will keep a note of the adjustment bill in the register of temporary advance. This will be attested by Warden/Chief Warden.
- The procedure for preparing and passing the adjustment bill shall be the same as for other bills.
- All cash memos, vouchers, etc. accompanying the adjustment bill will be cancelled by the Clerk by his signature.
- At the end of each week, the Clerk will prepare a list of outstanding advances in duplicate and submit it to the Hostel Manager along with the register. The Hostel Manager, after scrutiny, will send a copy of the list to Warden, who will see to it that the adjustment bills are submitted to Hostel Manager within 3 days.

## **11 INVENTORY OF CROCKERIES**

- The hostel Clerk will maintain a stock register of crockeries, utensils, etc. Separate pages should be set apart for different types of utensils like, tumblers, dishes, etc.
- At the beginning of each semester, the Warden along with the Dy. Warden (Mess) will conduct a physical verification of the stock, record a certificate in the register and, if any discrepancy is noticed, investigate it.

- Whenever crockeries, utensils, etc. are found unserviceable, a suitable note should be kept in the register along with the particulars of their disposal.
- Entries in the register should be attested by the Dy.Warden (Mess)/Warden.

## **12 PHYSICAL VERIFICATION OF STORES**

- A physical verification of all stores shall be made at least once in every financial year.
- The physical verification shall be made in the presence of the **Caretaker/ Store-keeper/ Clerk** responsible for its custody. The verification shall be entrusted to a person, not less in rank than that of an Assistant Professor who is not connected with the maintenance of stores or accounts thereof. The person should be conversant with the classification, nomenclature or the technique of the particular class of stores to be verified.

**Note 1:** Before starting physical checking of stores, the store i/c should be asked to post the stock registers up to date.

**Note 2:** The Officer carrying out stock verification shall verify the number/ quantity of the stores by having them counted, measured or weighed in his presence and prepare a detailed list specifying the number/quantity of each article so verified.

- A certificate of verification of the stores, with its result, shall be recorded in the stock register itself under the date and full signature of the verifying officer. For this purpose some pages shall be provided in the beginning of the stock register. Shortages and damages noticed during physical verification shall be recorded and a report thereof submitted to the Chief Warden, who shall send a report to the HMC, giving the details, the reasons for the loss and the results of enquiry, if any, conducted.
- All stores found in excess of the book balance in the course of physical verification shall immediately be shown as a receipt in the stock register under the dated initials of the Warden, who shall also investigate the reasons for the surplus.
- Physical verification done during the year should be taken as relating to that year. However, cases that come to the notice where the stock checking is done during the subsequent year is stated by the Hostel as relating to the previous year which is not in accordance with the rules. The Chief Warden may keep the correct position. He/ She may also ensure that physical verification of stores is not omitted and carried out in any year and report to the HMC.

## **13 DISPOSAL OF OBSOLETE, SURPLUS OR UNSERVICEABLE STORES - PROCEDURE FOR WRITE-OFF OF LOSSES; PROFORMA FOR REPORTING LOSSES; SURVEY BOARD FOR GRI HOSTELS.**

- **Disposal of obsolete/unserviceable items:**

Before a competent authority declares stores as obsolete, surplus or unserviceable, it shall ascertain the circumstances in which stores have become obsolete, surplus or unserviceable,

as the case may be. The list of such articles shall be placed before and considered by a Survey Committee, constituted by the Hostel Management Committee. The Committee shall survey the stores and prepare a Survey Report together with its recommendations for consideration of the HMC. The Hostel Management Committee, after examination of the Survey Report should record that the stores have become surplus, obsolete, unserviceable due to normal causes, and no question of loss arises. Where the stores have become obsolete, surplus or unserviceable owing to negligence, it will be necessary to fix responsibility for the same and to devise remedial measures to prevent recurrence of such cases. In either case, the orders of the HMC declaring the stores in question as obsolete, surplus or unserviceable and ordering their disposal shall be sufficient to cover the loss and no separate sanction shall be necessary. A copy of each order declaring stores as obsolete, surplus or unserviceable shall be endorsed by the Competent Authority to the Finance Section. Stores declared unserviceable, obsolete and surplus shall be transferred to another register for watching their disposal. The stores shall be disposed of in such a manner so as to get the maximum possible return after fixing a reserved price in each case.

- **Write-off of losses - procedure:**

Write off of losses of cash and stores: As soon as the loss of Cash/Stores is brought to the notice of the Warden, he shall make a preliminary investigation and take action to report the loss to the Chief Warden and investigate the reasons for the loss. The loss should be reported to the Chief Warden who may seek the help of Registrar for investigation of the case. If the preliminary investigation shows that the loss was occasioned due to fraud and negligence of the employees, a detailed enquiry shall be held to determine whether the loss was really caused due to negligence or the same was due to certain defects in rules or procedure. Besides taking action for writing off the loss with the approval of sanctioning authority, the disciplinary and remedial aspects of the case should also be examined simultaneously. All cases of proposed write-off, etc. shall be shown to HMC by chief Warden before these are finally disposed off.

**Competent Authority for Write off of Losses:**

Note: For the purpose of this delegation, the value of stores shall be the book value where prices/accounts are maintained and replacement value in other cases.

<b>Description</b>	<b>Name of Authority</b>	<b>Existing Powers</b>
Nature of losses, In coverable Loss of store or of cash and Deficiencies in store	HMC	Upto Rs. 15000
	Vice- Chancellor	Above Rs. 15000



#### **14 MONTHLY STATEMENT OF INCOME AND EXPENDITURE:**

At the end of each month, the clerk will prepare a monthly statement of Income and Expenditure. The statement of income and expenditure should be checked by the Hostel Manager and generally examined by the Warden who will initial it in token of having checked and examined. This should be done by the 3<sup>rd</sup> of the month following the month to which the bill relates. For this purpose all money realized from the residents on account of mess advance, monthly messing charges, guest charges, partial mess bills and disposal of waste/ food empties will be taken as credits (income) and all payments made for running of the mess excluding salaries of the mess staff, the Warden and expenditure on crockery will be taken as debits (expenditure).

#### **Notes:**

- The figure in respect of sale of waste food will be taken from the register maintained by the Clerk.
- The total expenditure shown in the statement should agree with the total of the bill register.
- The figure will be taken to the next nearest ten rupees. Paise will be ignored.

#### **15 PREPARATION OF MESS BILL**

After the monthly statement of income and expenditure has been prepared and checked, the Clerk will prepare individual mess bills in triplicate. The amount to be realized from each student should be expressed in whole rupees, paise below 50 being ignored and 50 paise and above being rounded off to the next higher rupee. The bill will be checked by the Hostel Manager and generally examined by the Warden. The preparation and checking of the bill should be completed by the 5<sup>th</sup> of the month following the month to which it relates.

#### **16 DISTRIBUTION OF COPIES OF MESS BILL**

- A copy should be pasted on Mess Notice Board along with monthly statement of income and expenditure.
- Keep one copy by the Clerk for collecting dues from residents.
- Keep one copy with Hotel Manager for official records.
- An abstract of statement may be sent to chief Warden for favor of information

#### **17 PARTIAL MESS BILL**

- If a student vacates the hostel before preparation of the Mess Bill for that month, his diet charges will be calculated at the same rate as in the last mess bill. To this will be added any other dues on account of extra messing/special dinner, etc.

- The correctness of the partial bill prepared by the Dy.Warden (Mess) should be checked by the Hostel Manager.
- The student will pay the bill before he or she leaves the hostel.
- The proceeds of partial mess bills will be credited to the monthly statement of income.

## **18. FINANCIAL MATTERS:**

### **18.1 DELEGATION OF FINANCIAL POWERS:**

The items required like gas, rice, groceries, vegetables, oil, and milk etc for running the mess, placing orders, payment shall be done by the Wardens. Besides this all expenditure proposal shall be placed through the Chief Warden to the Finance Officer, Registrar and Vice-Chancellor for approval.

### **19 SIGNIFICANT ACCOUNTING POLICIES:**

The significant accounting policies adopted in the preparation of Annual Accounts of the Hostel are as follows.

- Accounting Convention: The Annual Accounts are to be prepared under the historic cost convention and ongoing concern concept, unless otherwise stated, and on Accrual method of accounting so far as Accounts are concerned, and on Cash basis so far as accounts of other subsidiaries are concerned.
- The major sources are various fee realized from students, interest earned on investments, and other miscellaneous income. Fee from students, sale of admission forms and realization against discarded / written off assets are to be accounted for on cash basis.
- Interest on Investments and interest on Savings Bank Accounts are to be accounted for on Cash Basis.
- Fixed Assets are to be stated at cost of acquisition less accumulated depreciation thereon and impairment loss, if any. The cost includes inward freight, customs duty, installation charges and other directly attributable expenses related to their acquisition, installation and commissioning.
- The Receipts and Payments Account are to be prepared on direct method, from Trial Balance, incorporating gross receipts and payments during the month / year.

- The Income and Expenditure Account and Balance Sheet are to be drawn from Receipts & Payments Account, duly accounting for all known liabilities, advances and provisions as at the end of the accounting year.
- The Annual Accounts are to be audited and certified by the institute's auditors. The audited annual accounts for the financial year should be submitted to the Hostel Management Committee, which is to be held during the month of September after completion of financial year for consideration and approval.
- The procedures and rules being followed in preparation of Annual Accounts of the Institute are to be adopted in the case of Hostel also.

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