

TEERTHANKER MAHAVEER UNIVERSITY



HOSTEL - STANDARD OPERATING PEROCEDURE (SOP) MANUAL

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HOSTEL STRUCTURE

OBJECTIVE

Hostel is like a home for the students in campus. Accordingly the students should be facilitated by the all utility services facilities, food essential commodities, sports and events and hygienic environment for residing in the hostel. As well as students should be in a manner that's bring credit to him/her and to the university.

INFRASTRUCTURE

There are separate hostels in the university campus

- A. Girls hostel
- B. Boys hostel

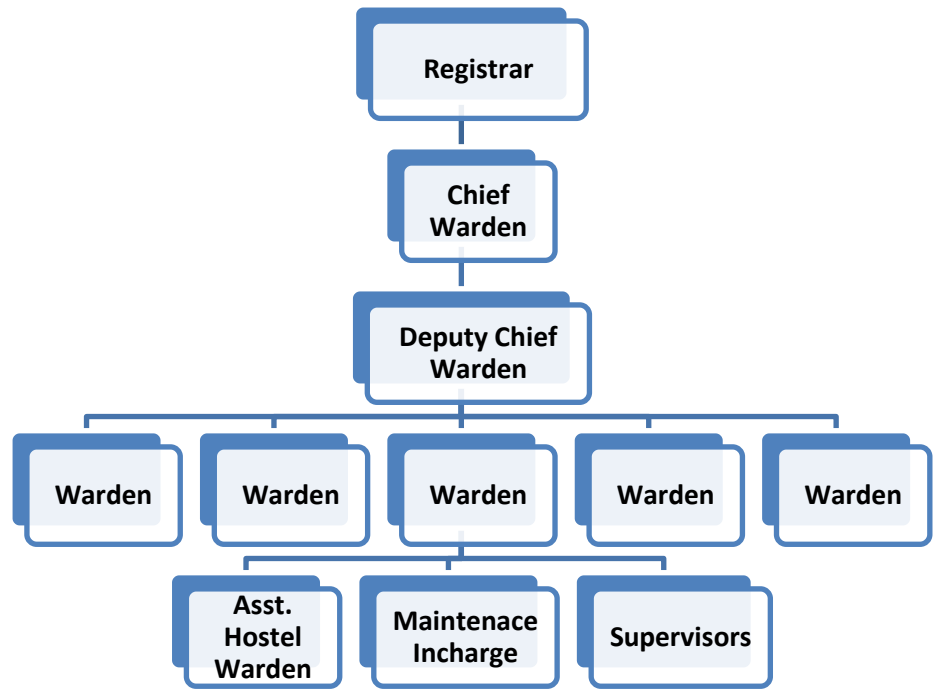
Girls hostel have three independent blocks as under

- I. New Girls Hostel
- II. MBBS Girls Hostel
- III. Girls Hostel Block A

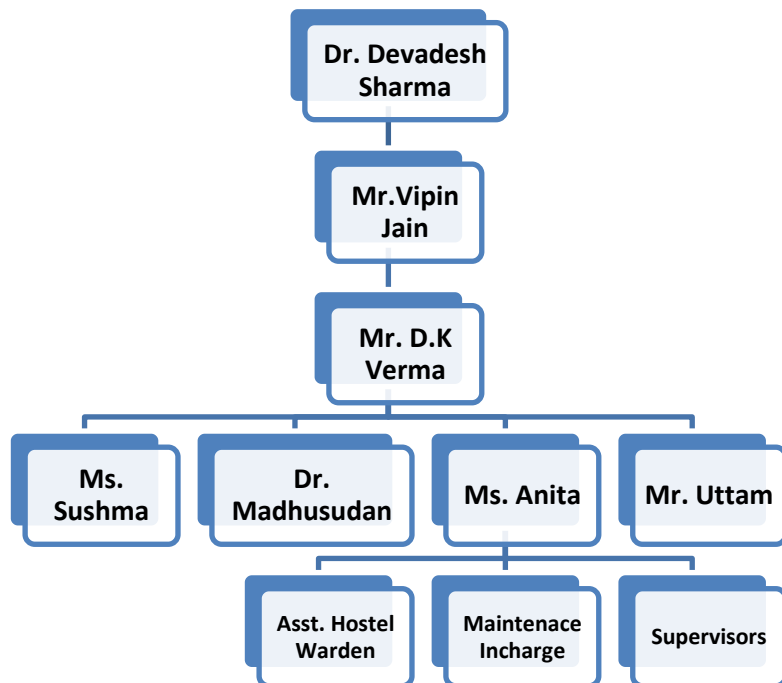
Boys hostel have three independent blocks as under

- I. Boys Hostel Block B
- II. Old Boys Hostel
- III. New Boys Hostel

DEPARTMENT STRUCTURE



PRESENT STATUS



FACILITIES

1. A hygienic mess provided in each block of the boys and girls hostels.
2. Canteen facility is available for 24*7.
3. In case of illness of the student, food is provided as per the instruction of medical advice but no case any non-vegetarian food is allowed in the hostels.
4. Proper housekeeping staff is assigned for the maintenance of the cleaning in hostel premises and each room.
5. Computer lab is provided in each hostel with LAN connection.
6. Gym facility is available for the hostellers.
7. News papers are available in the each block of the hostels.
8. Laundry & washer man service are available in the each block of the hostel at door delivery.
9. Common room / T.V room with indoor games are available in the each blocks of the hostel.
10. Although very good indoor stadium and outdoor game facilities are available in the campus. Some sports facilities e.g. basket ball, badminton is provided in the hostel premises.
11. RO system duly fitted with water cooler is available in each block of the hostel for the water purification.
12. Wi-Fi facilities are available in each block of the hostels.
13. All required furniture and fixtures are available with each room of the hostel.
14. Electricity and water supply is available round the clock except maintenance.
15. CCTV Cameras are fitted in all important areas of each block in the hostels for the security purpose.
16. A 1000 bedded hospital is available in the premises for the medical facilities to the hostellers.
17. A hot water facility is available in each block.
18. Visitor Room is available in each block of hostels for the parents and relative of the students.
19. Yoga and meditation facilities are available.
20. Study rooms are available in the hostels.

REPORTING SYSTEM

1. After taking admission student report to Chief Warden Office/ Admission cell for taking hostel facility.
2. Student fill "HOSTEL ALLOTMENT FORM" with hostel management system software received from Chief Warden Office/ Admission cell and then submit the fees at the cash counter.
3. Student show the fees receipt in Chief Warden Office/ Admission Cell. Hostel facilities are allowed only after submission of all prescribed hostel charges.
4. Room is allotted to the student as per their respected course and category chosen with the availability in respected hostel by the Warden Office.

GENERAL HOSTEL RULES & REGULATIONS

Hostel rules are available in the "Student's Diary" for hostellers as Annexure -1.

STUDENTS' GRIEVANCE REDRESSAL SYSTEM/ DISCIPLINARY ACTION

In order to promote a responsive and conducive environment into the hostel a '**Students' Grievance Redressal Cell**' is established. The 'Cell' shall provide a friendly mechanism to the students to report their grievances and the faster disposal of the same. It shall also provide a platform to the students to come forward with constructive suggestions for more efficient and effective atmosphere. [NOTE: The term "*Grievance*" refers to a difficulty, problem, or a feeling of discontent at individual student level due to an act/omission of the staff of the hostel]

HOSTEL ANTI RAGGING/GRIEVANCES COMMITTEE

Mr. Devadesh Sharma	Registrar
Mr. Vipin Jain	Chief Warden
Mr. D.K Verma	Dy. Chief Warden
Dr. Madhusudan	Warden (Boys Hostel)
Mr. Uttam Kumar Tiwari	Warden (Boys Hostel)
Ms. Sushma Bhadoriya	Warden (Girls Hostel)
Ms. Anita Tyagi	Warden (Girls Hostel)

PROCEDURE TO FILE A GRIEVANCE/SUGGESTION

A student may approach the Students' Grievance Redressal Cell in person and file her/his grievance/suggestion in the prescribed format. A student may also drop the completed Performa in the Suggestion/ Grievance Box placed in front of each mess of the hostels.

No student is allowed to file a grievance/suggestion on behalf of any other student.

GRIEVANCE PROCESSING

Grievance committee is providing a free and fair environment to students so that they can express their difficulties/problems without any apprehension.

It ensures early and effective solution to a student's problem and provide/suggest ways and means so that such an issue does not arise in future.

Counseling of the students is to be maintaining dignity and decorum, and to exercise restraint and patience as per demand of the situation in the hostel.

Ensuring friendly environment in the hostel will be by promoting cordial Student-Student and Student-Staff relations.

GRIEVANCES RELATED TO MAINTENANCE

1. Students note down their complaint in complaint register placed in warden office.
2. Maintenance department fulfill the complaint as soon as possible.

GRIEVANCES RELATED TO SECURITY

Ragging is strictly prohibited in hostel premises.

Grievance related to ragging or any other grievance should be note down in the register placed in the warden office in respective hostel or directly informed to the grievance committee or respective hostel warden.

Matters came in front of any hostel warden office immediately address and solved by the respective warden and if not able to address then refer the matter to Chief Hostel Warden.

Chief hostel warden will address the grievances and take the appropriate action on disciplinary ground and in the case of any punishable in respect to academic or punitive action required Chief Warden shall refer the matter to chief proctor of Proctor Board.

Chief Proctor will address the matter and take the appropriate action via proctor Board with the approval of Registrar/ Honorable Vice chancellor (if required).

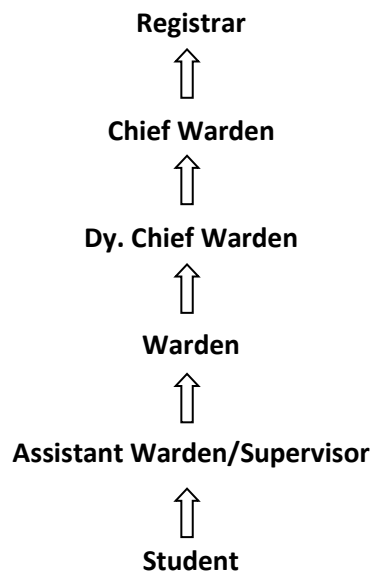
GRIEVANCES RELATED TO FOOD

Grievance related to food quality should be note down in the complain register placed in the warden office at any time.

MEDICAL EMERGENCY

1. Medical emergency service is providing immediately. The emergency contact number should be fixed on each floor and common area for the immediate response. In case of any medical emergency, hosteller contact the available concerning supervisor who informs to the concerning hostel warden and the hostel warden further inform to Deputy Hostel Warden and Chief Hostel warden. The supervisor and the concerning hostel warden should take necessary action for the immediate relief and arrange first aid and ambulance etc.
2. Emergency number should be displaced in hostel for the information to the students.
3. Hostel warden/ staff immediately call to the PWO of the hospital for the ambulance and other medical care if they feel any problem then hostel warden will contact to Chief Warden for further action.
4. Hostellers have free health facilities according to the student hostel rules and regulations provided by the Teerthanker Mahaveer Hospital
5. Hostel warden will take the condition of the students and also inform to their parents about their condition
6. Students will take care about their health and follow the hospital rules and regulations for their treatment.

EMERGENCY REPORTING PLAN



MESS COMMITTEE

Mess committee shall be constituted in the chairmanship of Chief Warden and Co-chairmanship of Dy. Chief Warden, having the member as all hostel warden and mess contractors. The functioning of mess committee is as under –

1. Standardization of all raw martial and consumables for the preparation of the mess food.
2. The food quality should be as per of standard fixed the warden, he will visit hostel mess to check the quality of food frequently.
3. The food of every shift shall be produce in the respective hostel warden office for checking before serving and if quality is not acceptable immediately replace that variety with the consent of respective warden and further inform to Chief Warden.
4. If the mess management is not up to the mark for the quality of the food is below standard or unhealthy or unhygienic, then Chief Warden on the recommendations of the respective Mess Committee shall be taken appropriate action against the Mess contractor.
5. A meeting of mess committee shall be organized in the end of every month for the standardization of hygiene, cleaning, nutrition food and change of the menu with student's feedback by the wardens.
6. The vegetable should be changed as per season.
7. A random/surprise visit should be done by hostel warden in mess to check all the system.
8. If any complaint found then information should be given to the Deputy Chief Warden and further inform to Chief Warden.
9. Extended use of mechanical working and discuss these issues in the mess meeting for the up gradation.

SECURITY

Security of all the hostels will be taken care of by Dy. Director Security with the consent of Registrar.

Hostel warden should be in touch with security staff.

In case of any lapses report to Chief Warden who will solve the matter with the consent of Registrar and Dy. Director Security.

HOSTEL MANAGEMENT SYSTEM

Hostel should be managed by concerning warden with the help of staff.

PURPOSE

The purpose of the hostel department procedures is to ensure that all accommodation activities are managed effectively to ensure compliance with the highest standard.

SCOPE

This procedure applies to and defines all the activities carried out by the hostel department headed by hostel warden.

RESPONSIBILITIES

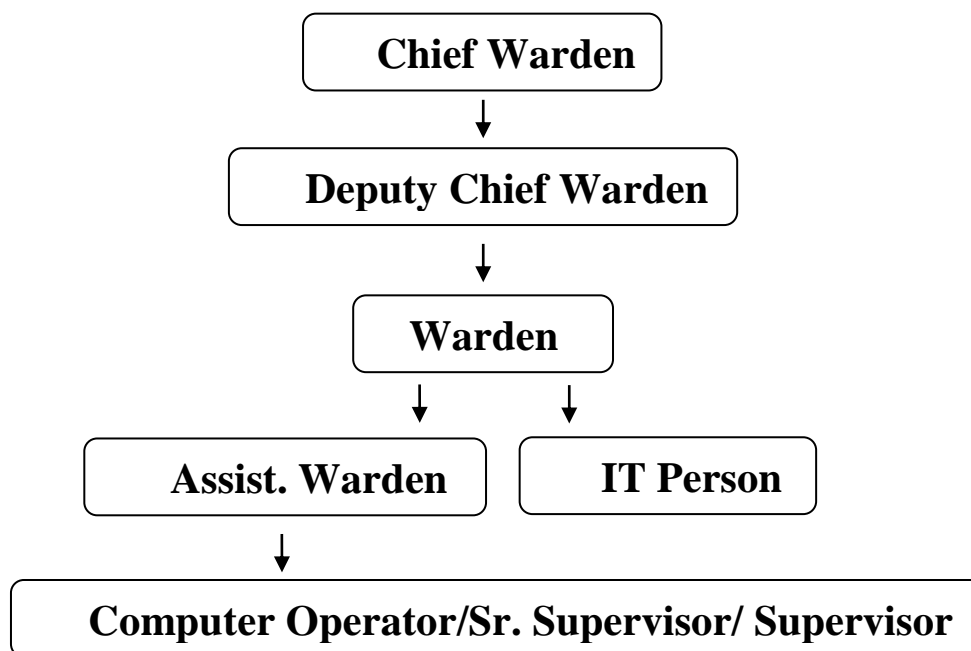
The Hostel warden has the primary responsibility of ensuring that procedure is implemented and remains adequate for its intended purpose, and for providing the information from which the documentation for their processes and activities can be compiled and initiating action to keep them up to date.

All departmental staff members are responsible for implementing and ensuring that these procedures are followed and taking fully with implementation.

SOP FOR ADMINISTRATIVE WORK

ADMINISTRATIVE STRUCTURE

Hostel Department is one of the sections in the University. The current administrative structure for the Department is as follows:



RECORDS

REGISTERS

1. Room allocation register
2. Maintenance register
3. Stock register
4. Returns items register
5. Housekeepers/ labour entry register
6. Electricity bill register
7. Student outgoing/incoming register
8. Mess menu register
9. Action taken register
10. Water tank/water cooler/R.O/cleaning and spraying record register
11. Computer lab/study room register
12. Date wise student (after night attendance) register
13. Students counselling register
14. Staff meeting /training register

FILES

1. Room wise students file with the phone no of students and parents
2. Assets file
3. Hostel rooms/staff quarters positions file
4. Course wise student file
5. Student apology/discipline file
6. Work hand over (to maintenance dept) file
7. Notice/order file
8. Mess menu checking file
9. Hostel allotment slip file
10. Maintenance MIS of the hostel file
11. No due file
12. Category change file
13. Student leave record file
14. Electricity bill file
15. Mess menu file.

OVERVIEW

Hostel department is responsible for maintaining housing services in the University. The core activities of the department include:

1. Allocation of hostel rooms to students
2. Maintenance and repair of students' hostel rooms.
3. Requisition and issuance of hostel supplies
4. Sanitation and Quality control of the Mess
5. HR issues of the hostel employees
6. Running Mess
7. Issuing the gate pass
8. Maintain discipline and report to management
9. Ensure safety and security
10. Maintenance of all infrastructure

PROCESS FOR ALLOCATION OF HOSTEL ROOMS TO STUDENTS

1. Students are allocated rooms on first come first serve basis and after presenting official receipts for payment of University charges, which includes tuition and accommodation fees or any other charges.
2. Students fill and sign a form with rules and regulations that pertains to the halls of residence. The form is filled in duplicate. One copy is retained by the warden office and the other copy is retained by the student. (Refer to rules and regulations in the halls of residence)
3. Students then sign for items in the hostels such as beds, fans, furniture and fixtures.
4. Student will make an entry in the prescribed register.

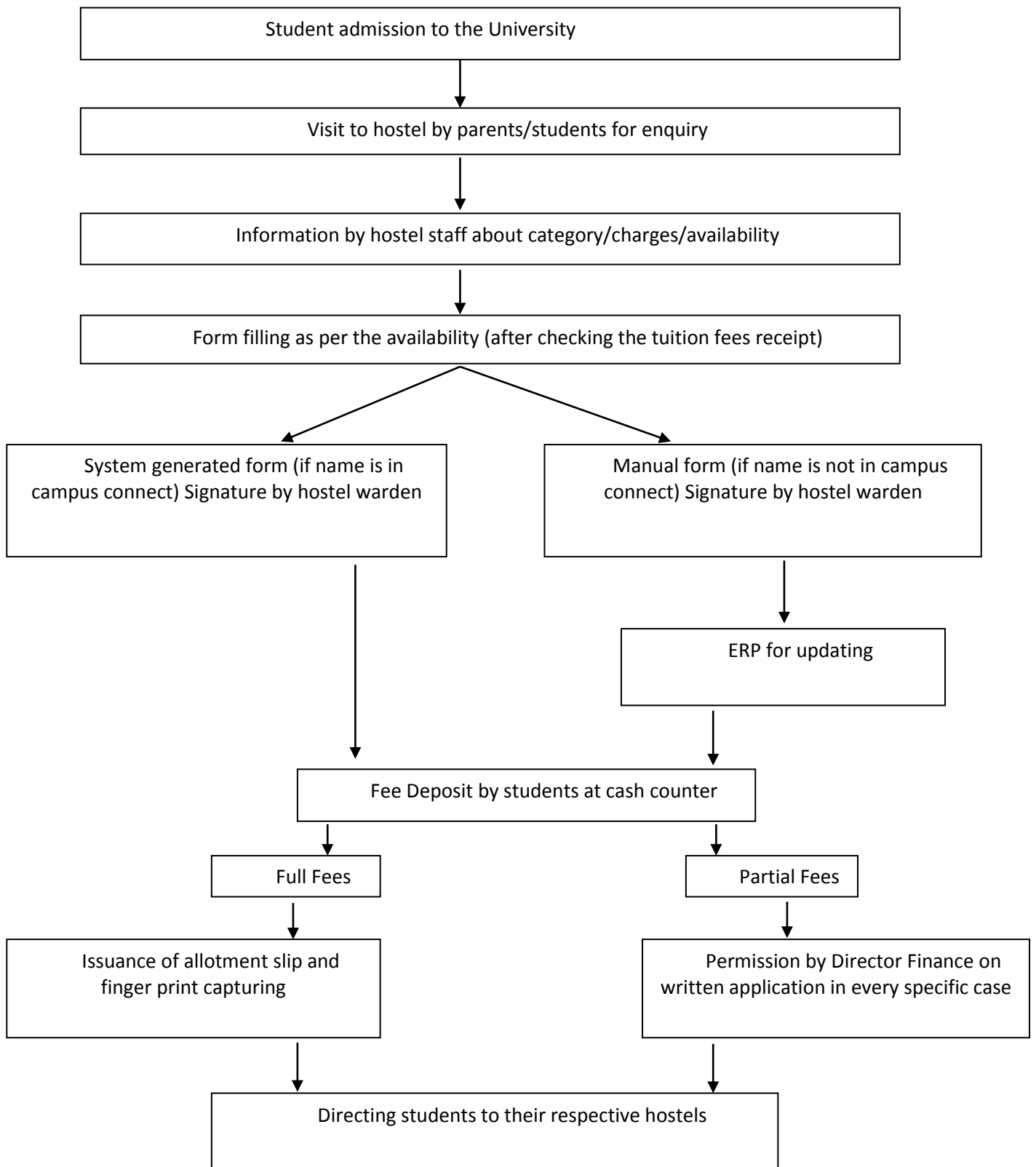
PROCESS FOR REPAIR AND MAINTENANCE OF HOSTELS

1. Areas requiring repairs are identified by students (inside the rooms), or hostel staff then records in the maintenance complain registers at the warden office.
2. Repairs are then reported to concern engineer who will do the repairs and maintenance directly or through his staff.
3. Major repair is done by Maintenance Department of university and day to day maintenance will be carried out by hostel itself which make the maintenance schedule.
4. Follow up is done to ensure that repairs are done promptly whenever possible.
5. Records are updated once a certain kind of repair is done.
6. Warden office also contacts directly or through phone with staff in-charge of minor repairs such as plumbing and minor electrical faults.

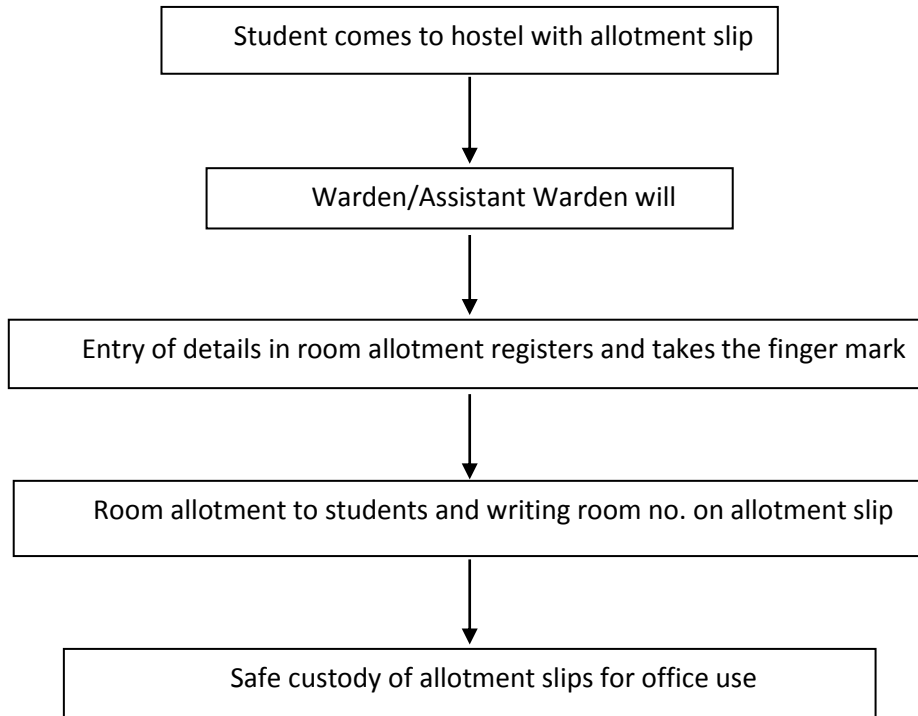
PROCESS FOR REQUISITION AND ISSUANCE MAINTENANCE SUPPLIES

1. The maintenance department at hostel shall ensure the prompt and effective maintenance and proper record of stocks, issuance items and complain registers.
2. All complaints related to maintenance shall be entered in complain register with date and the supervisor/in-charge will put the date of complain correction.
3. Maintenance supervisor/in-charge shall prepare a requisition slip/ indent as per the requirement.
4. Respective Hostel warden shall check the quantity demanded and shall ensure the quantities requisitioned are properly entered in the stock register and put his/her signature.
5. Chief Warden /Dy. Chief Warden assess the requirement and quantity and shall approve the requisition/indent slip.
6. The item issued by the store shall be entered in the stock register and maintenance supervisor/in charge will issue the items after making requisition slip that will contain Complain no. Date and the code of the items.
7. Maintenance supervisor/in-charges shall deposit the non usable items to the store under due receiving and record.

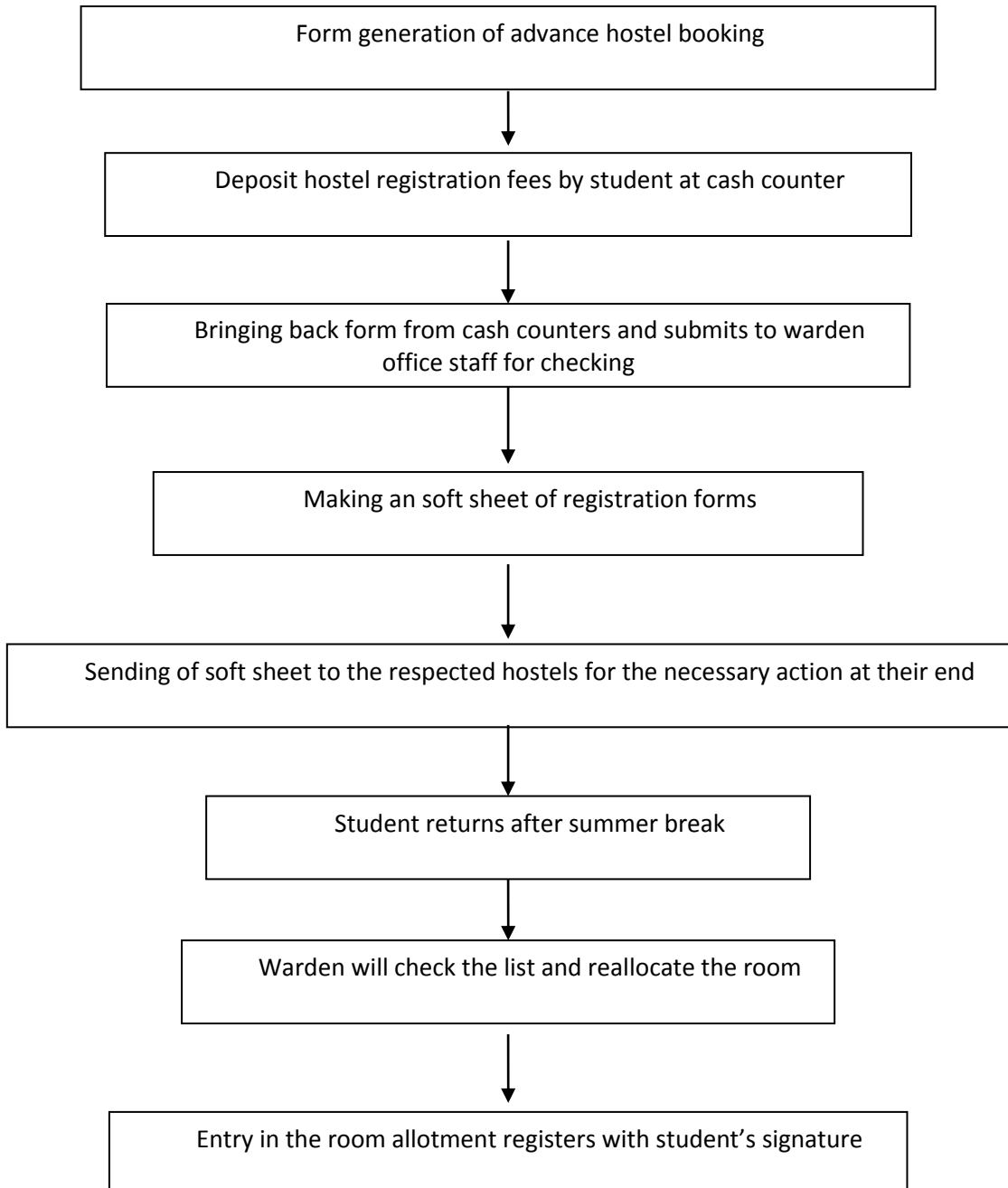
Fresh Students Hostel Allotment Flow Chart



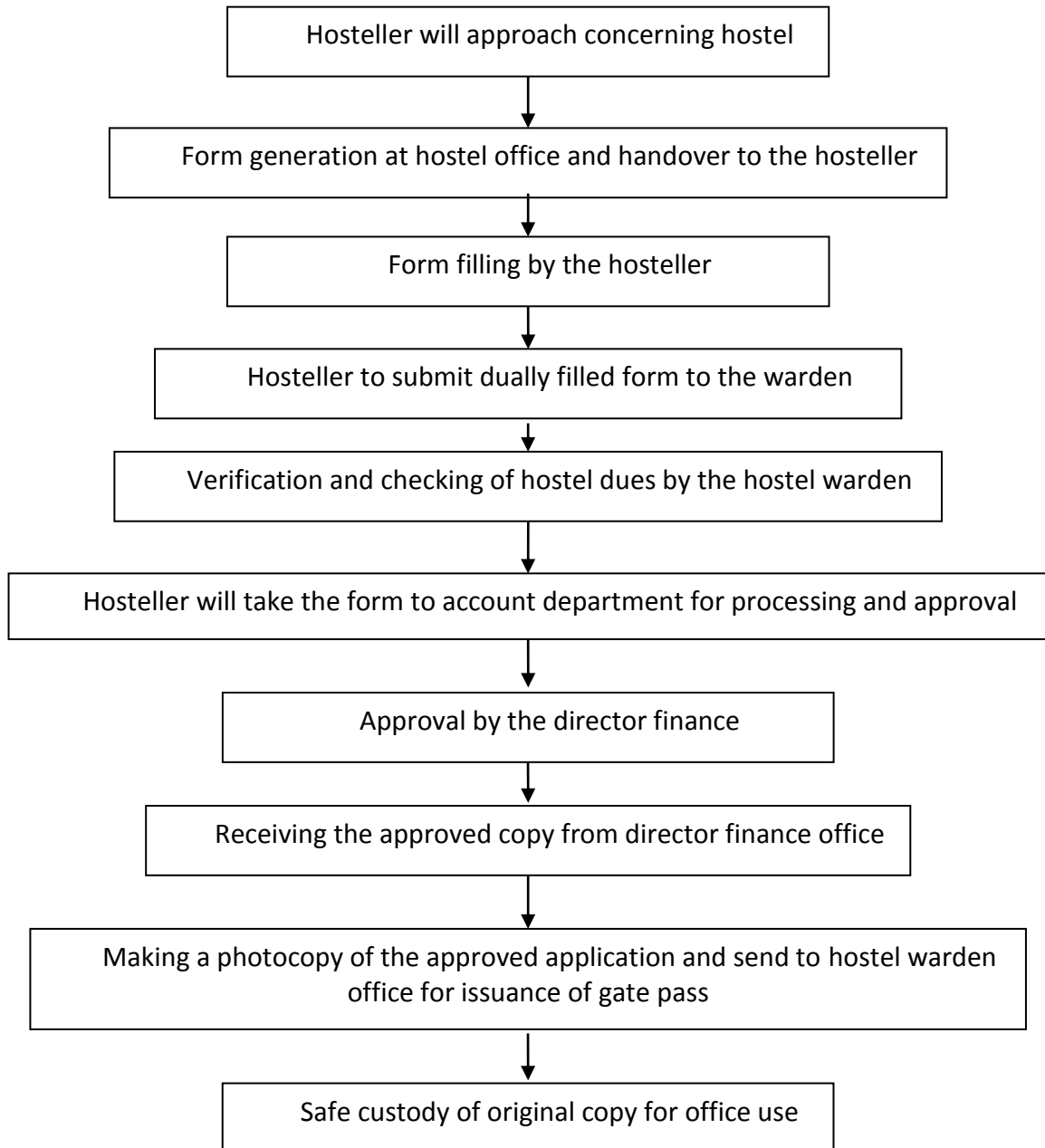
Allotment of Room at Hostel Flow Chart



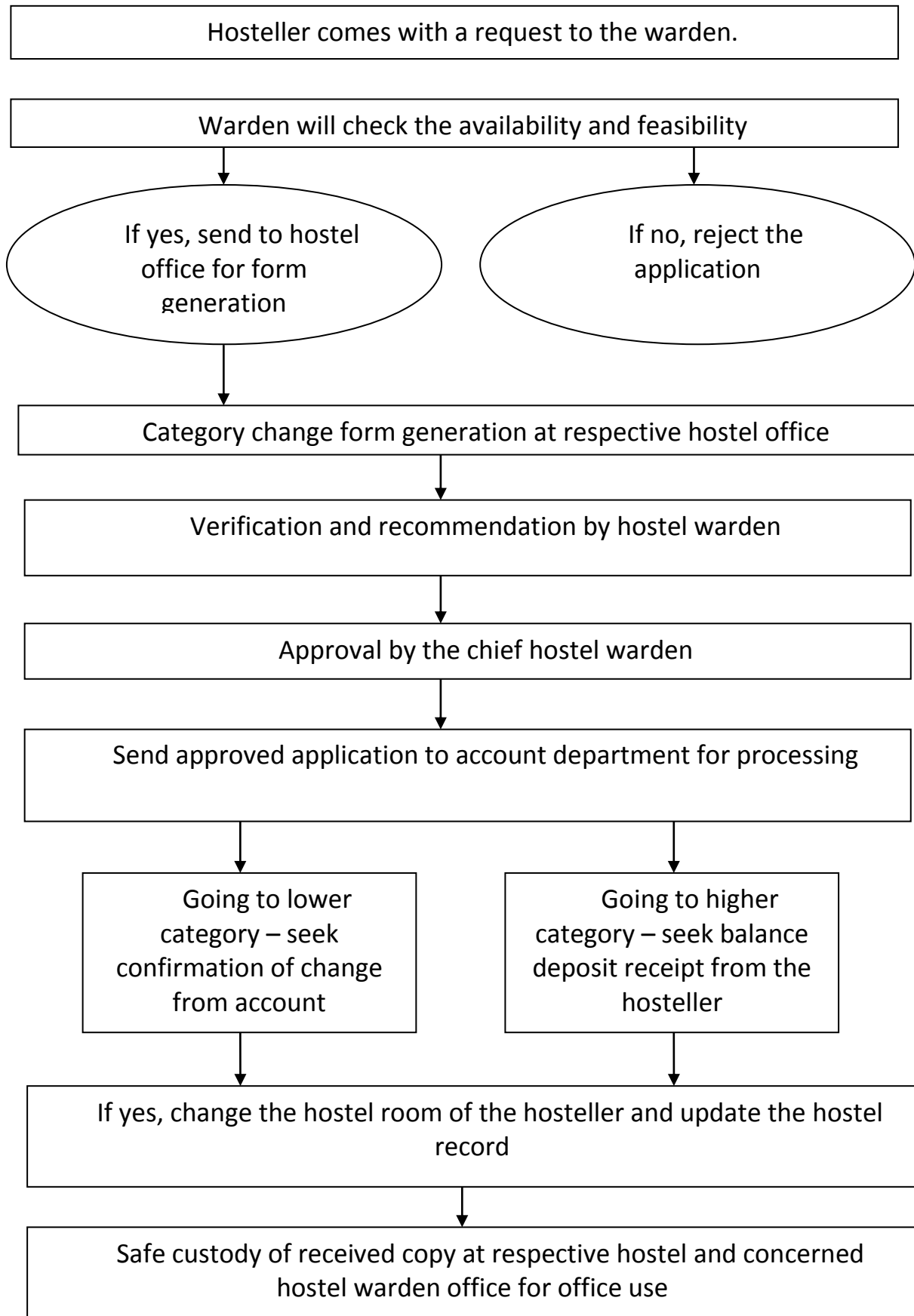
Advance Registration for Hostel Room by Existing Hosteller Flow Chart



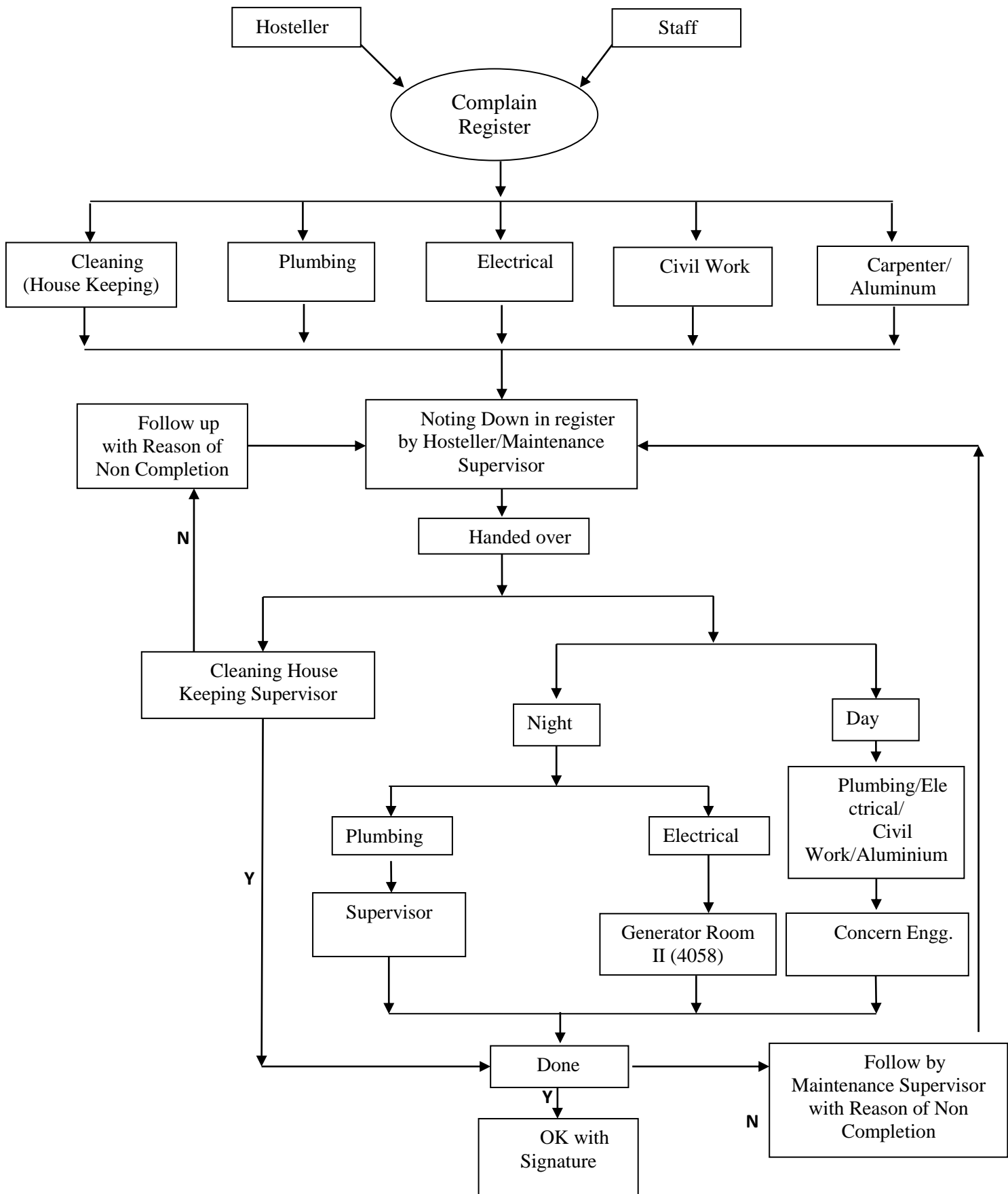
No Dues Process Flow Chart



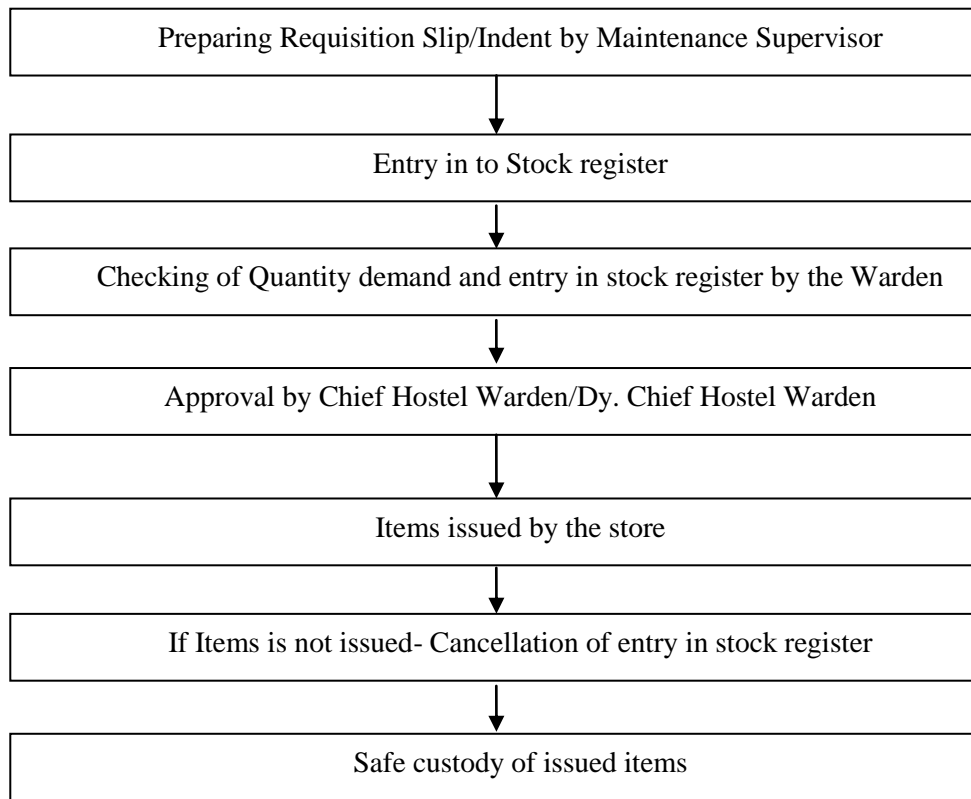
Category Change Process flow chart



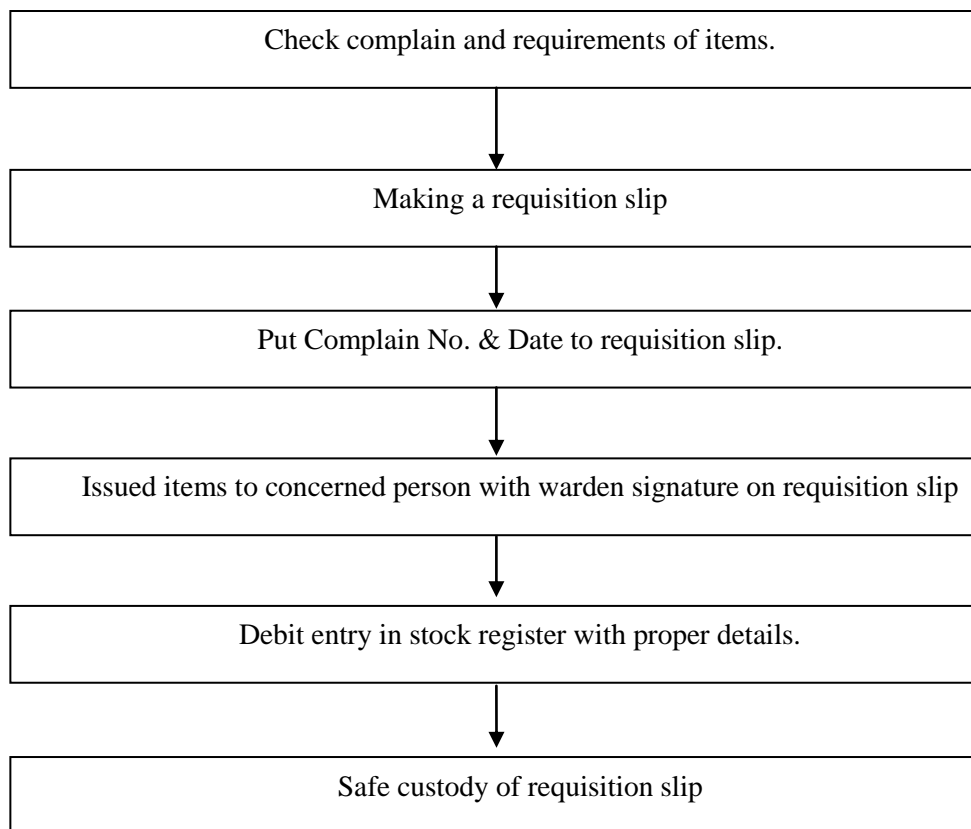
Maintenance Work Flowchart



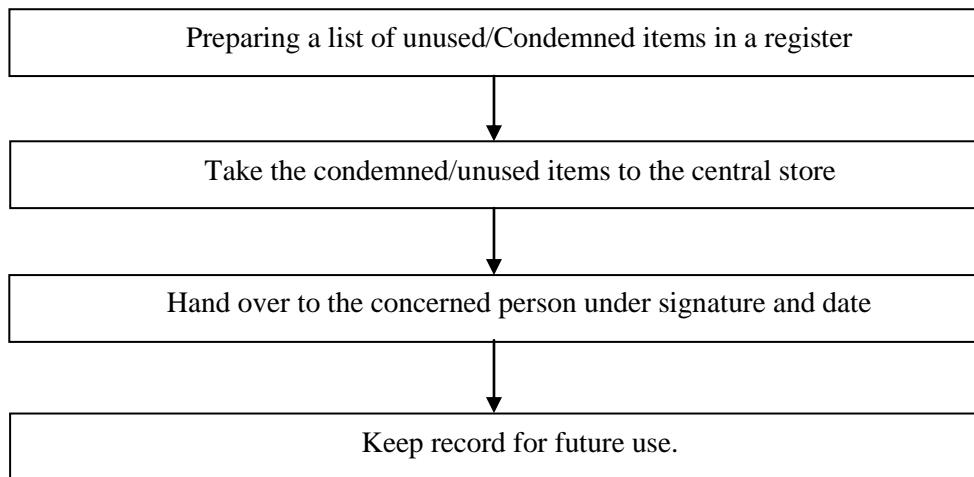
Requisition Slip/Indent Flowchart



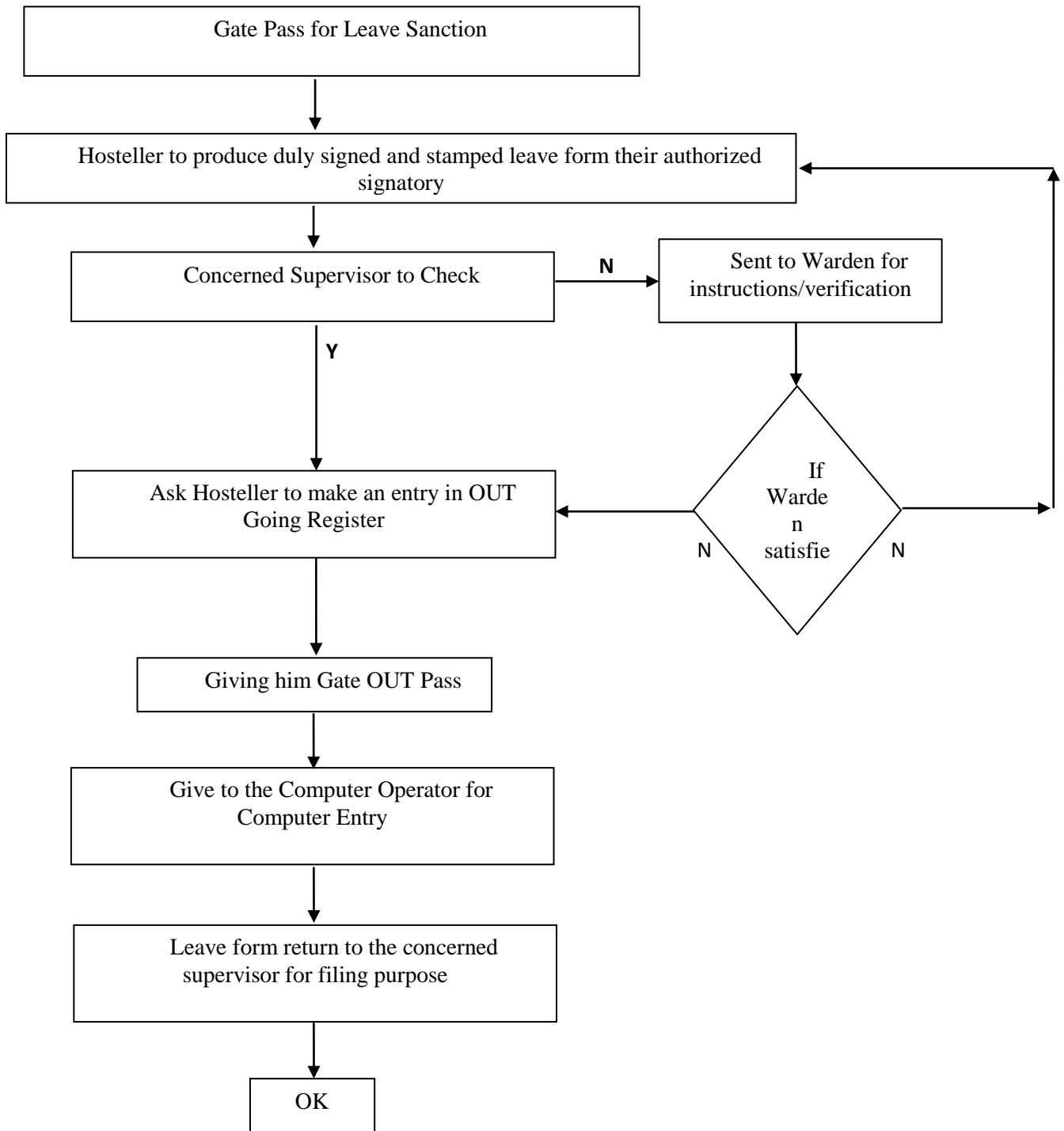
Issuance of Items Flowchart



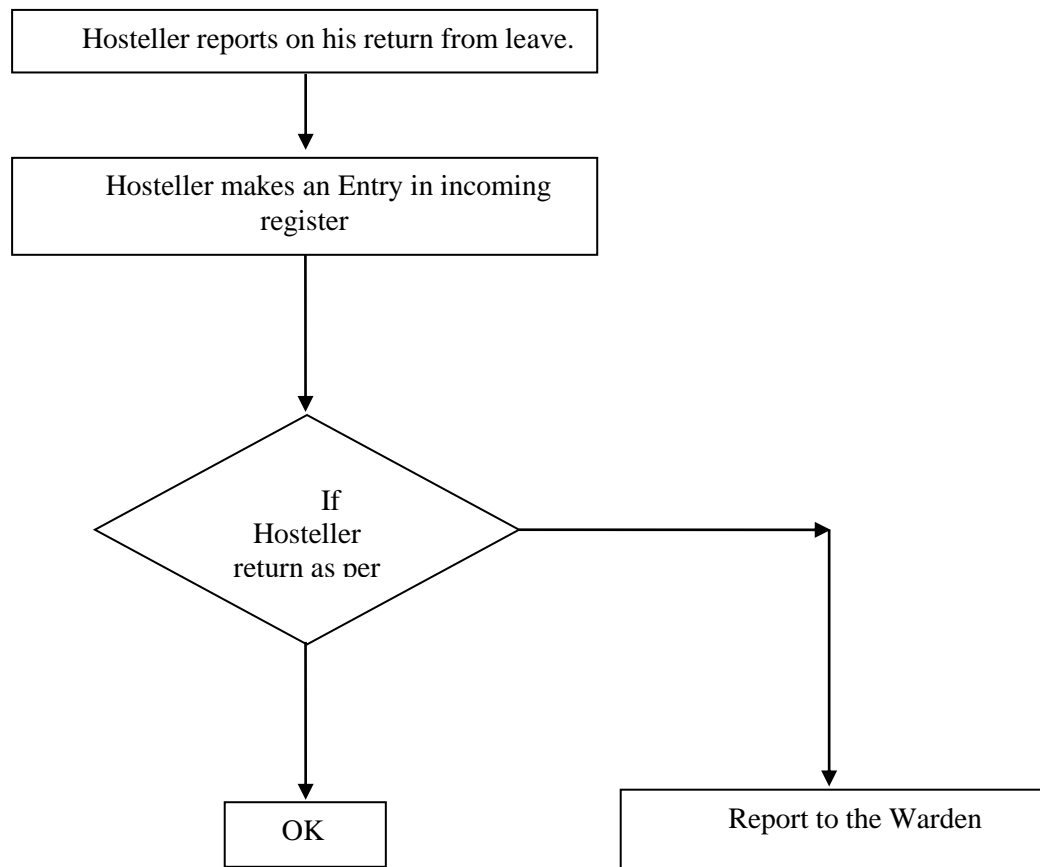
Return of Unused Items to Store Flow Chart



Leave Processing Flowchart



After Leave Processing Flowchart



DUTIES & RESPONSIBILITIES

CHIEF WARDEN

1. Chair all the committee of the hostel and meetings.
2. Coordinate all the wardens and staff.
3. Make all the policies with the all warden for the functioning of the hostels.
4. Make the distribution system of the students with respect to their courses in different hostels.
5. Develop all needful and suitable form and format for the functioning of hostel, admission and discharge, maintenance of all the data regarding students, assets, maintenance etc.
6. Payment and finalization of all the bills of all the contractors including mess contractors.
7. Address all the grievances of the student and staff and represent such grievances to the authorized authorities.
8. Take and care of all concerned i.e. students, staff, maintenance, security etc.
9. Make the hostel campus safe, secure, hygienic and friendly atmosphere.
10. Make all the rules and regulation with appropriate approval for implementation.
11. Take the suitable and necessary action in case of any emergency.
12. Appoint/ terminate the staff working for/in the hostels.
13. Take the disciplinary action against staff/contractor and students or forward the matter against the students to Registrar on or chief proctor as suitable.
14. Report all the data, policies, system of procedures, planning etc to the Registrar.
15. Report and implementation of the all university policy with the guidance of Registrar.
16. Report for the entire requirement to the Registrar.

DY. CHIEF WARDEN

1. Assist to chief hostel warden for all the functioning of the hostel.
2. In the absence of chief hostel warden all the assignments transfer to the Dy. Chief Warden. And he will take the charge of chief hostel warden.
3. All the work, assignments, tasks given by chief hostel warden.

WARDEN

- 1- Mess breakfast checking at 7.00 AM and at 9.00 AM.
- 2- Round in the whole hostel at about 11.00 AM to check and note-
 - (a) Cleanliness of all floor and galleries.
 - (b) Mess utensils lying in the galleries.
 - (c) To check and breakage of doors/locks and other infrastructural damage.
 - (d) If any maintenance issue (to be noted and handed over to concerned person) compliance with concerning person.
 - (e) Galleries lights to be checked.—by concerning person Geysers on/off status (morning).
- 3- Maintenance / complains hand over- concerning person.
- 4- Lunch checking.
- 5- Round in the Hostel at about 4.00 Pm (to check points of no.2).
- 6- Room inspection.
- 7- Dinner checking in mess.
- 8- Registers to be maintained:
 - (a) Reporting book
 - (b) Action taken register
 - (c) Room checking register
 - (d) Water Tank/ Water Cooler/R.O/Spraying record register

- (e) Counselling Register (to see observations and corrective actions)
 - (f) Staff meeting/training register
 - (g) All maintenance register (put sign every day after proper checking)
 - (h) Students numbers (after night attendance) register
- 9- Files to be maintained:
- (a) Assets File
 - (b) Hostel room/staff quarters positions- rooms occupied, rooms vacant
 - (c) Course wise file of students
 - (d) Apology/discipline file
 - (e) Work hand over file
 - (f) Notice file/Order File
 - (g) Mess menu grade file
 - (h) Hostel maintenance summery file
 - (i) Student room wise records with phone no of student and parents
 - (j) Hostel Allotment slip (category) file
 - (k) No dues file
 - (l) Category change file
- 10- Common room maintenance- by concerning person (to open and by the hostel to close).
- 11- Ensure the effective and efficient execution of the mentioned assigned works of your staff.
- 12- Coordinate with the people for necessary guidance, help and support.
- 13- To address the issues of the employees working in the hostel.
- 14- All other instructions by Chief Hostel Warden/Dy. Chief warden.

ASSISTANT WARDEN

- 1- Geysers on/off (morning & evening)- by concerning person – 7.00 PM to 8.00 PM.
- 2- Lights – flood lights and road lights.- by concerning person
- 3- Labour entry in register- Morning by concerning person
- 4- Lunch timing – keeping vigilance over Day scholars.
- 5- Sweeper lunch timing monitoring.
- 6- Issuing of Gate pass – by concerning person.
- 7- Galleries and all floors cleaning/ visitor room /lifts cleaning by 7.00 pm.
- 8- Night duty (Ensure):
 - (a) Finger punching – by concerning person
 - (b) Manual attendance of those who are left.- by concerning person and concerning person entered. Students Strength after Night attendance- report to Warden
 - (c) Reporting any illness/indisiplinary activities/smoking/drinking (alcohol) to warden
 - (d) Common toilet cleaning/open and closing- by concerning person
 - (e) Computer Room, Study Room, common room – opening and closing – by concerning person to open and by concerning person to close.
- 9- Keep all the keys of the hostel.
- 10- Plumbing/electricity complains at night- by concerning person Round at night at about 11.00 Pm.
- 11- Register to be maintained:
 - (a) Mess menu register
 - (b) Student’s incoming / outgoing register
 - (c) Student numbers register
 - (d) Computer lab register
 - (e) Study room register
 - (f) Housekeeping and labour entry register
 - (g) Electricity bill register
- 12- Files to be maintained:
 - (a) Student leave file (course wise)
 - (b) Student room wise records with phone no of student and parents

- (c) Old menu file
 - (d) Electricity bill file
- 15- Any other work assigned by the warden orally or in writing.

MAINTENANCE INCHARGE

- 1- All Complain registers maintenance (Cleaning, plumbing, carpenter, electrical and civil work).
- 2- Stock register and stock maintenance.
- 3- All maintenance related complains.
- 4- Pending complains format submitting (daily).
- 5- Handing over of complains.
- 6- Maintain "return items" register.
- 7- Repair and maintenance of assets.
- 8- Hostel assets coding.
- 9- Sweepers and labours work observation.
- 10- Water tank/ water coolers/RO cleaning – as per time table.
- 11- Any other work assigned by the warden.

SUPERVISOR- I

- 1- All students' status/data maintenance and timely updating.
- 2- Checking and printing of Notices (displaying at the notice board and mails (with due permission of Warden).
- 3- Timely preparing faculty observation and action taken report.
- 4- IT related issues to be coordinated with IT department with proper knowledge of Warden.
- 5- Finger punching status and updating.
- 6- Computer lab work (to open on time and its maintenance).
- 7- Maintenance of all computers with the help of IT department.
- 8- Leave updating in the system.
- 9- Record maintenance of the students who have left the hostel in between the session.
- 10- Any other work assigned by the warden orally or in writing.

SUPERVISOR- II

- 1- Flood and road light (On/Off).
- 2- News papers on stands- timely.
- 3- Mess timing observation – breakfast to start on time- 7.30 AM.
- 4- Geysers – timely on 6.00 AM.
- 5- Early morning round on all the floors- at about 4.00 AM.
- 6- Properly cleaning of lifts by the sweepers.
- 7- All students finger punching and attendance.
- 8- Monitoring sweepers' dinner time, duty complete time and cleanliness of galleries.
- 9- Night attendance follows up.
- 10- Attending complains at night.
- 11- Any other work assigned by the warden.

SUPERVISOR- III

- 1- All common toilets timely open (morning) and open and closed (evening) for hot water.
- 2- Common TV room will be timely closed and locked at 11.00 PM.
- 3- Entry for TIMIT students/other courses lunch in register.
- 4- Labour/ sweepers entry in register- morning.
- 5- Cleanliness and dusting of all offices, study rooms, computer lab in the morning.

- 6- Ensure closing of computer lab at 10.00 pm.
- 7- Night attendance list follow up.
- 8- Regular round of the hostel in night.
- 9- Immediate information of any incident /problem to Assistant Warden/Warden.
- 10- Any other work assigned by the warden.

SUPERVISOR -IV

- 1- Issuing Gate pass.
- 2- Office maintenance.
- 3- Cleanliness of common toilets / common rooms /unoccupied staff quarters (of all floors).
- 4- Cleanliness of front/ ground of the hostel.
- 5- Geysers off at 10.00 AM.
- 6- Sweepers' entry in the IInd shift.
- 7- Common room – to be open at 4.00 PM.
- 8- Galleries lights – to be off by 10.00 AM.
- 9- Any other work assigned by the warden.

STANDARD OPERATING PROCEDURE FOR DISASTER MANAGEMENT

A disaster management committee will be constituted under the Chairmanship of Registrar and Co-Chairmanship of Chief Hostel Warden with a board membership of all Stake Holders. This committee may be modified time to time.

TMU Disaster Management Committee

S. No.	Name & Designation	Cadre	Contact Number
1	Mr. Devadesh Sharma Registrar	Chairman	9837933666
2	Mr. Vipin Jain Chief Warden	Co-Chairman	9837763888
3	Mr. R. P Gupta Dy. Director, Security	Executive Chairman	9639236666
3	Mr. D. K Verma Dy. Chief Warden	Member	9012184222
4	Dr. Madhusudan Boys Hostel Warden	Member	9837033001
5	Mr. Uttam Tiwari Boys Hostel Warden	Member	8192014423
6	Mrs. Sushma Bhadoriya Girls Hostel Warden	Member	9927045580
7	Mrs. Anita Tyagi Girls Hostel Warden	Member	9927049703

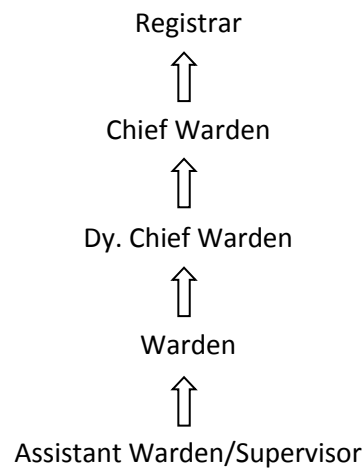
DEFINITION

A serious disruption of the functioning of a community or a society causing widespread human, martial or environment losses which exceed the ability of the affected community or society to cope using its own resources.

OBJECTIVES

- To developed standard operating procedure to minimize the risk associated with disaster.
- To make such majors and provide the disaster management information and evacuation techniques for the safety of the students of hostel.
- To create awareness and conduct training program to the Hostellers so as to enable them to take effective part in disaster management.
- To ensure rapid action plan to cater to emergency to emergency situation for the minimization of loss of life, equipments and records.

EMERGENCY REPORTING PLAN



DISASTER ACTION PROCESS

Response-Relief-Recovery-Rehabilitation-Reconstruction

1) Response

Immediate actions to be set in motion during & immediately following the impact of a disaster

2) Relief

Measures that include in search and rescue in search, shelter, water, food and health care

3) Recovery

Steps to restore pre-disaster level of functioning individualized for each disaster. Focus to be on hospital & health care delivery first, campus dwellers next, followed by other services

4) Rehabilitation

Actions to be taken in the aftermath of a disaster to:

Re-establish essential services and assist victims to repair their dwellings; revive key campus activities

5) Reconstruction

Permanents measure to repair or replace damaged infrastructure in order to set the institute back on course

TYPES OF THE DISASTER

- Accident or Incident
- Earthquake
- Fire (Large Scale)
- Cyclone and storm
- Epidemic of Communicable diseases

SOPs FOR DISASTER REDUCTION AND CONTROL

ACCIDENT OR INCIDENT

Before Disaster

1. All safety measures for the working of labour staff and students i.e. smooth movement, parking, restricted movement of vehicles etc.
2. Building and surroundings should be inspected with regard to civil, mechanical, electrical components to prevent fire, collapse water logging, drainage disruption etc.

During Disaster

1. Inform the Registrar, Chief Warden and Dy. Director Security for the accident immediately.
2. Remove the students and staff from that area.
3. Rescue if anyone injured and call the ambulance for medical care.
4. In case of any accident or incident, the available concerning supervisor informs to the concerning hostel warden and the hostel warden further inform to Deputy Chief Warden and Chief Warden. The supervisor and the concerning hostel warden should take necessary action for the immediate relief and arrange ambulance etc.
5. Inform the Registrar, Chief Warden and Dy. Director Security for the accident to take care.
6. Rescue if anyone injured and call the ambulance for medical care.
7. Check that all other students are safe and not in panic with the help of hostel staff.
8. Ensure security with help of security personals.
9. Report to administration via Chief Warden/Registrar for information to other agencies.

After Disaster

1. Building and its surrounding should be inspected in regard of civil, mechanical, electrical components, water logging and drainage disruption for the prevention of any accident.
2. In case of any accident or incident, the available concerning supervisor informs to the concerning hostel warden and the hostel warden further inform to Deputy Chief Warden and Chief Warden. The supervisor and the concerning hostel warden should take necessary action for the immediate relief and arrange ambulance etc.
3. Already made an emergency reporting plan to reduce or minimize any accident.

EARTHQUAKE

Before Disaster

1. Ensure that emergency assembling area is safe.
2. Identify the emergency open area where the hosteller students can assemble after evacuation in emergency.
3. Check that exit points are not blocked makes sure that no hazard present for evacuating to the designated area.
4. Make Sure that necessary supply or way of ambulance and fire fighter van are accessible.
5. Emergency light and big torch should be available in warden Office.
6. In advance aware the hostellers about the prevent of life e.g. put him/herself take cover under a table or desk or bed and hold on protecting the head with a pillow also stay away from bookcases or furniture that can fall on them.

During Disaster

1. In case of earthquake immediately evacuate all the hostellers in the open area.

2. Take cover under the duck, heavy furniture and hold strong table at first sign of earthquake, hold on to furniture legs if furniture moves and if outside move away from building.
3. Aware the hostellers if they are outdoors find a clear spot away from buildings, trees, and power lines. Drop to the ground.
4. Warning the hostel students by using the alarm/siren and with the help of staff to evacuate the building.
5. If any collapsed of building keep away the others students from the building and call the rescue team for the evacuation and first aid care of the injured person with help of Chief Warden and Registrar.
6. If anyone injured immediate removed from the building or inform the hospital from immediate help and inform the Chief warden and Registrar.
7. Don't use lift in case of earthquake.
8. Warning the hostel students by using the alarm/siren and with the help of staff to evacuate the building. If any collapsed keep away others to that area and informed rescue and medical team via chief hostel warden/Registrar for immediate help.
9. If anyone injured immediate removed from the building, inform the hospital and call ambulance from immediate help and report to Chief Warden and Registrar.
10. Don't use lift in case of earthquake.
11. Stop panic and make the arrangement for drinking water.

After Disaster

1. Continued monitoring of information from various sources TV, telephone and e-mail.
2. Inform all the concerning team to manage the loss.
3. Medical assistance fist aid security and other agencies from the disposal of debris etc by the assistance with Chief Warden
4. Registrar/Chief Warden inform dy.dir security /police fire service, district magistrate and department, red cries and make due necessary arrangement in the university hospital for the medical care of injured student/staff.
5. Medical assistance, first aid, security, and other agencies help, disposal of debris etc by the assistance with chief Warden.
6. Aware the hostellers about the prevent of life e.g. put him/herself take cover under a table or desk or bed and hold on protecting the head with a pillow also stay away from bookcases or furniture that can fall on them .
7. Aware the hostellers if they are outdoors find a clear spot away from buildings, trees, and power lines. Drop to the ground.

FIRE

Before Disaster

1. Ensure that emergency assembling area is safe.
2. Sufficient fire extinguisher should be placed in the hostel building as per the norms, fire alarm system should be installed.
3. Make sure firefighting equipment is in working order and that staff has received training in its use.
4. Identify the emergency open area where the hosteller students can assemble after evacuate in emergency.
5. Sufficient fire extinguisher should be placed in the hostel building as per the norms, fire alarm system should be installed, and mop drill and fire drill should be performed minimum twice in a year.
6. Make sure firefighting equipment is in working order and that staff has received training in its use.
7. Check exit points and make sure that no hazards present there.

8. Make sure that necessary supply or way of ambulance and fire fighter van are accessible.
9. Do regular checking of fire extinguisher.
10. Do regular checking of fire alarm.
11. Full proof evacuation plan should be made.
12. Don't use lift in case of fire.
13. Assembling area should be always ready.
14. First aid box should be always ready for emergency case.
15. Emergency number should be displaced in each floor for any emergency.
16. Fire extinguisher handling training to the staff.
17. Organizes mock drill and fire drill for preventing/controlling the fire in initial stage.

During Disaster

In case of any small fire hostel supervisor should reach immediately on the spot and use the fire extinguisher to stop the fire, if get not success and fire spread then immediately inform to warden and push the fire alarm, evacuate the nearby person immediately and call the security for the help. In case if extensive fire immediately inform to the Chief Hostel warden and Registrar for further action and use the fire alarm and evacuation of all the students in the open area with the help of hostel staff.

1. Immediately inform on emergency number.
2. Warden/staff immediately use the fire fighting extinguisher to control the situation.
3. Use the fire alarm if not able to stop the fire immediately.
4. Evacuate the students from the hostel with the help of the staff.
5. First aid to any injured people and inform to hospital for ambulance and medical assistance.
6. Further inform to Chief Warden/Registrar for help and control the situation.
7. If fire spread, switch off the electric panel.
8. Registrar/Chief Warden inform to police and fire station for immediately assistance.
9. Make the head count of students and staff and search if the traceable.

After Disaster

1. Check all the rooms, floor that all people present there.
2. Supervisor and other hostel staff make the head count according to the attendance to check and missing students.
3. Not spread panic and try to calm every one and request them to assist to manage the situation.
4. Call the rescue team and other team via Registrar and Chief Warden according to situation.
5. Make sure about the safety and security of the students.
6. Assess the loss and start reconstruction of infrastructure.
7. Refilling of fire extinguisher and equipment immediately after the use.

STORM/ CYCLONE DISASTER

Before Disaster

1. Ensure that all windows and doors are in good conditions
2. Torch and matchbox ready in case of emergency
3. Keep dry food and drinking water in your room

During Disaster

1. Tight the doors and windows to secure them and also to prevent wind in the room.
2. Take shelter in your room or available room.
3. Don't go outside during cyclone/storm.

4. If outside, take shelter in the building and don't take the shelter under the trees or temporary shelter.
5. Ask, if feel any emergency to the emergency number given in the hostel.
6. Hostel staff/warden ensures that all have taken shelter in proper area and no one is outside the building.
7. Don't go outside or allow anyone to go outside.

After Disaster

1. Proper housekeeping after the disaster
2. Arrange food and water to the hostellers
3. Reconstructed the infrastructure for any damage
4. Medical assistance from the hospital in case of any injury
5. Take round in the hostel building to ensure that all students are safe and secure

EPIDEMIC OF COMMUNICABLE DISEASES

Before Disaster

1. The hostel building should be inspected on regular basis to prevent out breaks of communicable diseases.
2. Regular maintenance of RO (water purifier).
3. Proper disposal of waste.
4. Sufficient and efficient pest control, hygiene and clean working in messes.
5. Sanitation of wash room, living area.
6. Effective disposal of food waste.

During Disaster

1. Inform to Hospital Emergency to take the necessary arrangements.
2. Access the no of students affected and call the ambulance and medical care accordingly.
3. Prevent all other students and counsel them for the precautions to prevent the disease to other with the help of hospital staff according to the disease.
4. Dispose all the waste immediately and search the cause of disease.
5. Inform to Chief Hostel Warden about the situation and get necessary help for immediate solution.

After Disaster

1. Take care of infected students and make the proper arrangement for their food.
2. Make the report and suggest necessary preventive measures for the epidemic disease.
3. Report to Chief Hostel Warden/Registrar for the settle down the infrastructural or medical assistance (vaccination etc).
4. Keep hygienic condition in hostel premises, mess and utilities.
5. Inform to government agencies via chief Hostel Warden for the necessary action and future plan.

Annexure - I

STUDENT'S HOSTEL RULES

The following rules shall apply to both girls and boys students residing in the University hostels. Violation of any rule will make the student liable to disciplinary action including expulsion from the hostel and also from college/department.

1. The hostel is like a home for the student on the camp. Accordingly the students should behave in manner that brings credit him/her and to the University.

2. A student once admitted in the hostel will continue to be a hostel resident throughout the year unless otherwise debarred from the hostel on disciplinary grounds.

3. Hostel facility is allowed only after submission of all prescribed hostel dues and other charges at the beginning of the academic session. The prescribed hostel charges are inclusive of 100 units of electricity consumed per room per month, usage beyond this limit shall be chargeable on prescribed rate to be paid by 15th of the next month.

4. The admission into the hostel is valid up to the commencement of summer vacation/end of even semester examination/end of academic year or end of the program of study whichever is earlier.

5. Under normal circumstances, a student must vacate the hostel within six working days after completion of his/her end year examinations/completion of other program related academic activities for the session. In case, the room is not vacated after the expiry date or if a student is absent for 10 days or more without prior permission, the hostel authority may take possession of the room and shall not be responsible for loss or damage of personal belongings, if any.

6. In the case of genuine necessity, a student is required to seek prior permission of the Chief Warden to overstay beyond the permitted time on payment. For overstaying up to one month, she/he shall have to pay one-month charges and beyond one month but up to three months shall be required to pay three-month charges. In no case, overstay can exceed three months.

7. Allotment of hostel rooms is made at the beginning of Odd semester every year for one academic session excluding special examination/ summer program if any.

8. Students Who wish to continue to avail hostel facility for the next academic session should make a request in prescribed form available from the Warden Office along with an advance of Rs. 10,000/- within May 15, -June 1, before completion of their end year examinations. If applied within this time limit the charges as applicable for the year of admission shall be payable, else the charges as applicable for the current academic session shall be required to be paid subject to the availability of the room in the hostel. Later on, if a student opts out from the hostel facility, the advance of Rs. 10,000/- deposited shall stand forfeited.

9. The mess of each hostel shall function as a single integrated unit and shall not under any circumstances be subdivided into any kind of groups. Normal mess timings are:

Breakfast: 7.30 AM - 9.00 AM

Lunch: 12.00 PM - 2.00 PM

Evening Snacks with tea: 4.30 PM - 5.30 PM

Dinner: 8.00 PM - 10.00 PM

10. There is no provision for married accommodation for students.

11. Students shall reside in the allotted room and cannot change it on his/her own. However, under special circumstances, a request for change of room on prescribed form can be entertained subject to the availability.
12. Students shall be required to make their rooms available whenever required for repairs, maintenance and disinfections/ pest control.
13. Students are advised to ensure that the furniture, fixture and electrical items handed over to them are in perfect condition. Any subsequent damage need to be repaired or replaced by the occupants at their cost.
14. It is the responsibility of the student to safeguard all properties including furniture, fitting and different gadgets of the hostel. They should generally assist the hostel warden in ensuring proper use of facilities. For damage or loss of any property from the room, the occupant(s) will be directly responsible and elsewhere will be the collective responsibility of the hostel occupants. The authorities will recover the loss individually or collectively as the case may be. In this respect, the decision of the chief warden will be final.
15. The hostellers are responsible for the safeguard of their belongings. They are advised not to keep large amount of cash or valuables like a gold ring, costly wristwatch etc in their rooms. They should also take care of their purse, calculators, cell phones, laptops, computers and books. In the case of theft or loss of any item, the hostel authorities/University will not be responsible for such loss. The hostellers are advised to keep their rooms, boxes, suitcases, cupboard, etc surely locked.
16. Use of electric appliance like heaters/high electric power consuming gadgets, and cooking inside the room are strictly prohibited.
17. Students should be decently dressed in the hostel. They must keep their identity cards with them. In the rooms, the students should keep only such items as required for beddings, clothing dress and study purposes.
18. Students must not be involved directly or indirectly in fighting, gambling, anti-social activities, ragging, strike, picketing and 'gheraos'. Possession or consumption of alcoholic drink, intoxicating drugs will be viewed as a serious offence. The penalty shall extend up to expulsion from the hostel or a fine up to Rs. 5000/-.
19. Students should not display obscene poster or calendar, wall writing, or screening of obscene films/video shows etc. In the room or anywhere in the hostel.
20. Students should not transfer article, room fittings, and furniture from one room to other room.
21. Students should take their meals only in the dining space provided in their respective hostels, taking a meal to the room is not allowed except when a student is sick. In this case only meals (as prescribed by doctor) will be allowed in the room No resident of the hostel is permitted to take any article/utensils etc, outside the hostel/mess premises and even to his/her room.
22. On extra charges student may arrange the meals for their guests (Parents/relatives) from the mess with a written permission from the Hostel Warden. The food will be served in the visitor room.
23. Common room/TV Room/Reading Room timing will be 6:00PM to 11:00Pm only. TV room can be opened under the special circumstances for the students only when prior permission has been taken from the hostel authorities.

24. Guests/visitors are not allowed to enter/ stay inside the hostel rooms.

25. In the Boys Hostel, parents and visitors can meet the student in the Visitor Room/Warden Office from 4:30Pm to 9:00PM on working days and from 9:00AM to 9:00PM on holidays. In the Girls Hostel, Male visitors are not allowed to enter the hostel premises. However, parents are permitted to meet their daughters in the visitor room from 4:30PM to 7:00Pm on working days and from 9:00AM to 7:00PM on holidays.

26. A student must take written permission for a leave of absence from the Hostel Warden, in a prescribed Performa before leaving the station stating reason, period, destination and contact numbers and address for the days of absence. In normal circumstances, the student must seek the permission one day in advance before 6:00PM.

27. Maximum Four days leave can be granted at a time Chief Warden without approval from the college/ department. Beyond this, the leave can only be sanctioned by the college / department concerned with information to Chief Warden.

28. All students must be present in their respective rooms from 11:00PM to 5:00AM.

29. The Hostel In, Time for girls is 7 PM/6:30 PM in summer/winter respectively. The gate of the girls' hostel will be closed at 7.00PM/6.00AM. No student will be allowed to leave/enter the hostel during this time unless she requires medical attention or put on some official duty.

30. Meetings and parties are prohibited in the hostels.

31. Students are not allowed to keep any power-driven vehicles (scooters/motorcycles/cars etc.) since driving of such vehicles in the campus is strictly prohibited.

32. It is mandatory for all the students to mark/ punch their attendance every day as per prescribed timing (7.00pm to 11.00pm) in biometric attendance marking machine installed at the respective hostel, failing which a fine of Rs. 200/- shall be imposed.

33. During the college hours, students are not allowed to stay in the hostel. Any unauthorized stay shall invite a penalty of Rs. 500/-.

34. Hostellers are not allowed to go out of the campus during classes / working days. However, they are permitted to go out of the hostel as per following timings on Sundays and University holidays.

35. Students who go out of the campus do so at their own risk and responsibility. It is presumed that they have suitably informed their parents/guardians regarding their whereabouts at all times.

36. Students having any Chronic/Communicable disease are not allowed to stay in the hostel.

37. Any student falling sick or feel symptoms of sickness should immediately report to the hostel warden. In case of an emergency, warden may shift the patient immediately to the hospital and inform the authorities at the earliest. Students are further advised to also report the illness to their parents. All expenses relating to the treatment shall be borne by the student.

Medical facility details: All the day scholars of session 2015-16 & 2016-17 and hostellers will get the following medical facilities.

A. Outdoor Patient department (OPD) facilities: Free registration, free tests (blood, stool, urine, ECG, Ultrasound etc) expect MRI and CT scan & 20% discount on superspeciality checkups. It's mandatory for all students to carry their IDs and a photo copy of IDs to avail the Registration facility. The students will get all the prescription of doctor of the TMU Hospital. Students will have to bear all the expenses related to medicines prescribed by the doctor.

B. Intimate Patient department (IPD) facilities: Student of TMU can avail the Cashless treatment facility of maximum up to 50,000/- according to the mediclaim Policy. Student will have to bear all the expenses for the diseases that are not covered in the mediclaim policy. All the students will also have the accidental coverage of Rs. 1 lac under the same mediclaim policy.

C. NOTE:

- . Ambulance facility and all kinds of consumables are not included in the service
- . Only registered students are eligible for the above facility, coverage and claim
- . Sharing or passing personal IDs to any non member students shall be treated as a Punishable offence.
- . These claim facilities shall be available to all the hostellers and students off session 2015-16 & 2016-17.

38. Smoking, chewing Paan, Paan masala, Gutkha, gambling, consumption of alcoholic Drinks, taking non vegetarian foods and use of hallucinogenic drugs and other illegal Substances or the possession of such substances, anywhere in the hostel premises is Strictly forbidden.

39. The hostel rooms are subject inspection by the University/hostel authorities to make sure that they are kept and tidy and no unauthorised items like liquor, drugs, lethal Weapons etc are kept in the room.

40. Any hostel students harbouring any unauthorised person of suspicious character will be liable for expulsion from the hostel or a fine of Rs. 5,000/- as decided by the hostel committee.

41. University is taking every care for the safety and security of its students. However If anyone observes any laxity or compromises on this front the same should be Reported to the hostel warden immediately. For any accident of fatality that may still occur, the University/hostel authorities shell in no way be held responsible.

42. Keeping of lethal weapons like in flammable items, sharp knife, sword, sticks, metallic Rods, chains etc. In the hostel rooms is strictly prohibited and shell invite fine on the Defaulting hostellers.

43. Students who have finished the minimum duration of the programme but yet pass some Course are called back loggers. Such students will not be normally given Accommodation in the hostels. Similarly, students to have not be promoted to the next Higher class and who are not attending classes for some reason during the given Semester or academic year also will not be given accommodation in the hostels.

44. The hostel area is declared out of bounds the back loggers. Therefore, the stay of Any back loggers in the hostel will be treated as a case of trespass. The hostellers who Entertain or permit backlog students to stay in their rooms will also be liable to Disciplinary action including expulsion from the hostel.

45. Playing of music and videos very loudly causing disturbance to the inmates is strictly prohibited. Any such complain against hostellers may lead to the seizure of the Gadgets.

46. Inmates should not use firecrackers on any occasion inside the hostel rooms or within the premises of the hostel failing which any individual/group of students involved, Will be debarred from appearing in CTs and/or from the hostel itself.

47. All complaints regarding electrical/carpentry/plumbing should be given in writing to the warden or be written in the complaint register available in the warden office. In Case, the complaint is not attended to or there is any difficulty, the students can Contact the chief warden.

48. All hostellers must abide by the rules and regulations of the hostel as may be framed /amended from time to time.

DISCLAIMER

The information given in this manual has been culled from various documents for the purpose of general guidance of students and in no way is/are placement or substitution of such documents, rule and procedures. Students are advised to consult the actual document for complete understanding and implementation of a particular statement.

The particulars given in this manual are subject to change from time to time and all students are advised to keep visiting the university website as well as notices/circulars issued by the University/College/department to keep themselves abreast of any change or update on any of the details mentioned in this handbook.

Registrar