

FINOLEX ACADEMY OF MANAGEMENT AND TECHNOLOGY, RATNAGIRI

QUALITY MANUAL

FAMT HOSTEL MANUAL

1. Introduction

The Management feels happy and gratified to offer hostellers a commodious and comfortable place which is meant to serve as a home away from home. FAMT Hostels have been created to provide each hosteller an ideal environment for overall development. Responsible citizens are expected to maintain respect and consideration for others and community living cannot be harmonious without this basic requirement of individual conduct. Hostel life provides you the best opportunity to internalize such principles of community life. Hostel life is also meant to promote students development as a well-groomed and balanced person who is firmly rooted in values of integrity, purity of conduct and compassion which are the essential qualities of the human beings.

FAMT earnestly upholds the above mentioned values and principles which are meant to promote individual development along with common welfare. Needless to say that strict adherence to the rules of discipline is an irreducible minimum requirement for maintaining values of hostel life.

FAMT hostels ensure to provide a safe, secure and clean environment for the students to study, grow, and to become responsible citizen of the society.

2. Objectives

- 2.1 To provide a safe, secure and clean accommodation for the hostellers which will ensure smooth learning and good health.
- 2.2 To provide all required facilities and commodities to all the hostellers at allotted rooms.
- 2.3 To ensure that the students are able to devote adequate time to their studies.
- 2.4 To ensure that students from different parts of the country learn to live together and nurture friendly relationship among the hostellers.
- 2.5 To provide safe and convenient transportation service from hostels to the institute vice versa for the hostellers.
- 2.6 To provide hygienic and timely food for the hostellers.
- 2.7 To provide absolute cleanliness and Hygienic environment at all levels.
- 2.8 To provide free medical service to the hostellers in the hostel campus.
- 2.9 To provide very conducive atmosphere for studying at hostels.

3. Structure of committee

Chief Warden	Principal
Warden	Senior Faculty Member appointed by Principal
Assistant Warden (Boys)	Senior Faculty Member appointed by Principal
Assistant Warden (Girls)	Senior Lady Faculty Member appointed by Principal
Student Representatives of Hostel (Boys & Girls)	Appointed by Warden

4. INFRASTRUCTURE :

Location of FAMT Hostels:

There are separate Hostels for Boys and Girls which are located at Finolex Industries Limited (FIL) Housing colony, which is 06 Kilometres away from the institute. These hostels provide a safe, secure and clean environment for the students to grow, learn and mature in the society away from their own homes. Hostels are very conducive for studying.

Bus:

The institution provide timely and convenient transport service for hosteller's commutation from FAMT Hostels to institution and vice versa. This service ensures effective teaching as the students are made available at the time in the class room. To ensure safe commutation institute hired bus from AFFEXCO.

A Girls hostel

B. Boys hostel

Girls hostel have four independent blocks as under:

SNo	Name of the Hostel	Type of Accommodation	No of Rooms	CAPACITY
1	JAMUNA	Double Occupancy	06	12
2	RAIGAD	Double Occupancy	09	18
		Single Occupancy	03	03
3	JANJIRA	Double Occupancy	12	24
		Single Occupancy	04	04
4	JAIGAD	Double Occupancy	12	24
		Single Occupancy	04	04
TOTAL GIRLS CAPACITY				90
Common Facility (2 Bed Room + Hall) for all girls is Provided at RAIGAD			TV FACILITY + INDOOR GAMES	

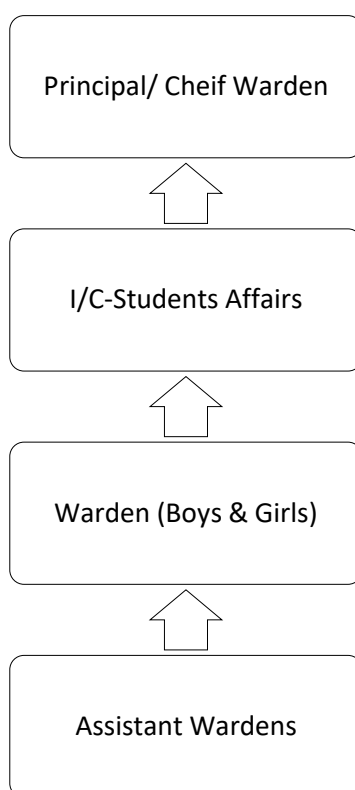
Boys hostel have two independent Apartments has allotted as under:

SNo	Name of the Hostel	Type of Accommodation	No of Rooms	CAPACITY
1	KRISHNA	Double Occupancy	24	48
2	SINDHU	Double Occupancy	33	66
TOTAL BOYS CAPACITY				114
Common Facility (2 Bed Room + Hall) for all boys is Provided at Krishna			TV FACILITY + INDOOR GAMES	

Separate Mess facility for Boys and Girls.

5. Hierarchy

The hierarchical chart explains the organizational scheme as shown below.



6. Roles and responsibilities:

6.1 Responsibilities of Chief Warden

- 6..1.1 To appoint warden, assistant wardens and care taker.
- 6..1.2 To Provide general instructions and guidance to the Warden, assistant warden (Boys) and assistant warden (Girls) on matters concerning their functions
- 6.1.3 To design the policies and their implementation for smooth functioning of hostel. He shall review the same from time to time and introduce changes, if necessary.

- 6.1.4 To provide counselling and students' guidance facilities.
- 6.1.5 To provide health and medical services for the hostellers.
- 6.1.6 To supervise in matters relating to the hostels' (Boys & Girls) overall functioning.
To ensure the safety of the hostellers.
- 6.1.7 To visit periodically the hostels and be in contact with the Warden, Assistant Warden (Boys), Assistant Warden (Girls) and hostellers to ensure the proper implementation of the policies.
- 6.1.8 To encourage sports, cultural and other activities at the hostels.
- 6.1.9 To guide hostel committee for smooth functioning of hostel and resolve the major critical issues of the hostel.

6.2 Responsibilities of Warden:

- 6.2.1 To prepare general rules for hostellers and ensure compliance of the rules regarding the use of facilities provided to them in the hostel.
- 6.2.2 To prepare code of conduct/general rules of behaviour in the hostel for ensuring the discipline
- 6.2.3 To report the issues/ problems of the maintenance to maintenance engineer and get them corrected /resolved. Serious issues should be forwarded to the principal.
- 6.2.4 To keep record of the admission and vacant seats of the hostel.
- 6.2.5 To keep a record of defaulters of payment of hostel and mess charges and report the same to the principal.
- 6.2.6 To conduct regular meetings (at least one per month) at hostel to deal with the issues of hostellers.
- 6.2.7 To prepare and display the schedule of commutation facility and make necessary changes as per the requirements in consultation with the hostellers and the commutation service provider.
- 6.2.8 To prepare and ensure compliance of the rules for the mess contractor and other persons working therein, to ensure cleanliness, hygiene and quality of food.
- 6.2.9 To ensure the discipline and protect students from the incidence of ragging and unwanted incidence at the hostel premises.
- 6.2.10 To prepare cleaning schedule of the hostel and ensure that the schedule is followed by the sweepers strictly.
- 6.2.11 To ensure the availability of the medical service in the hostel premises.
- 6.2.12 To maintain audio visual aids provided at the hostel.
- 6.2.13 To ensure sport and recreation facilities to the hostellers.
- 6.2.14 To visit hostel rooms frequently to supervise students behaviour and keep check on the incidence of the ragging/harmful incidence.
- 6.2.15 To supervise and ensure smooth and disciplined functioning of hostel.
- 6.2.16 To provide counselling to the hostellers for their better performance as and when required.
- 6.2.17 To contact the parents of the hostellers in the case of emergencies.
- 6.2.18 Transport facility is provided to the students for comfortable access to the Institute. It is the responsibility of the Hostel warden, to prepare bus trip schedules well in advance as per the time table of the institute and communicate to the hostellers.

6.3 Responsibilities of Assistant Wardens (Boys and Girls):

- 6.3.1 To ensure proper allotment of rooms to the hostellers as per the policy and to maintain the building wise list of the hostellers.
- 6.3.2 To maintain the details of the hosteller which includes full name and contact numbers of the hosteller and their parents, permanent address, photograph, blood group, name and contact of local guardian, email ids of hostellers and their parents and other details if any.
- 6.3.3 To keep the record and update of availability of seats at the hostel.
- 6.3.4 To prepare and display the notice regarding schedule of commutation, mess and other relevant issues.
- 6.3.5 To maintain the stock record.
- 6.3.6 To prepare and maintain the required documents of meeting (notice, agenda and minutes)
- 6.3.7 To take and maintain the attendance record of the hostellers.
- 6.3.8 To maintain the record of leave and absence of the hostellers.
- 6.3.9 To visit the hostellers frequently for resolving the problems of the hostellers and report their problems to the warden if required.
- 6.3.10 To help the warden to maintain discipline and decorum at the hostel.
- 6.3.11 To perform the duties and responsibilities assigned by the warden.

6.4 Responsibilities of Hostel Attendant (Peon)

- 6.4.1 To assist the Warden and Assistant Wardens (Boys & Girls) in allotting rooms.
- 6.4.2 To assist and guide new entrants and their parents about the basic requirements and facilities available at the hostel.
- 6.4.3 To hand over the possession of hostel rooms to the hostellers and obtaining acknowledgement of furniture and fittings, in the prescribed format from them and submit to the warden for the record.
- 6.4.4 To supervise & physically verify furniture/equipment, electrical fixtures of the hostel rooms (Boys and Girls), mess etc. half yearly and submit reports to the warden through Asst. Wardens.
- 6.4.5 To maintain room inventories in respect of each room.
- 6.4.6 To ensure cleanliness in the hostel and premises.
- 6.4.7 To verify hostel furniture, fittings, etc., periodically and also when a resident vacates room including on transfer within or outside the hostel and issue a clearance certificate with reference to the items issued to the student and to charge damages if furniture/fittings are missing or broken, as per direction of Warden.
- 6.4.8 To help in maintaining stock registers of furniture/ non-consumable/consumable items.
- 6.4.9 To supervise the work of sweepers.
- 6.4.10 To ensure the removal of garbage from the hostels in time.

- 6.4.11 To report and pursue complaints relating to civil/electrical works, repairs/ replacements of furniture, fittings, water cooler, water purifiers etc.
- 6.4.12 To inspect the hostel rooms (Boys & Girls) at least once a week and record any defects like leakages of water pipes, blockage of drainages, electrical faults etc. and shall mention in complaint register for necessary action.
- 6.4.13 To indent and maintain stock of electric bulbs and tubes and maintaining their stock register.
- 6.4.14 To assist the assistant Wardens (Boys & Girls) in disposal of old newspapers, magazines, waste material.
- 6.4.15 To bring newspapers and all magazines received from the Institute and keep at common rooms.
- 6.4.16 To assist warden & assistant wardens (Boys & Girls) for smooth and efficient functioning of hostels.
- 6.4.17 To discharge the duties assigned by warden & assistant wardens

6.5 Responsibilities Hostel Students Representatives

- 6.5.1 To actively participate in (or collaborate with) the Wardens / Assistant Wardens (Boys & Girls) in the routine functioning.
- 6.5.2 To organise & coordinate of all activities of the hostel to ensure smooth running of the hostel activities.
- 6.5.3 Constructive suggestions in overall development of commutation facility, hostel cleanliness, & hygiene and other activities at all levels.
- 6.5.4 To prepare weekly menu of the hostel's mess by taking the inputs from the inmates of the hostels.
- 6.5.5 To perform other duties as may be assigned by the Warden/ Assistant Wardens (Boys & Girls).

7. Rules And Guidelines

- 7.1 The allotment of the hostel rooms is to be done on first come first serve basis.
- 7.2 The committee ensures that good quality of food and hygiene is maintained.
- 7.3 The committee ensures that the code of conduct is strictly followed by the hostellers.
- 7.4 The schedule for commutation, mess, cleaning of mess and hostel buildings and water tanks is strictly followed.
- 7.5 The committee keeps a clean watch and initiates necessary action by visiting the hostellers frequently to avoid ragging/any other incidence.
- 7.6 The basic room facilities and medical facilities are to be always maintained.

8. Standard Operating Procedure

Approach

- 8.1 Principal/Chief warden appoints warden, assistant wardens of boys and girls and care taker.

- 8.2 Chief warden calls the meeting of warden and assistant wardens of boys and girls and care taker and instructs them their duties and roles.
- 8.3 Chief warden decides duties of the warden and assistant wardens of boys and girls and care takers.
- 8.4 Warden and assistant wardens ensure cleanliness and availability of all the required facilities at hostel before the commencement of the admission.
- 8.5 Warden in assistance with the assistant wardens prepares the list of vacant seats and convey same to the office.
- 8.6 Warden plans the regular meetings to be conducted with the all stake holders (assistant wardens, caretaker and the hostellers, mess contractor)
- 8.7 The code of conduct / rules of hosteller's behaviour in the campus are prepared.
- 8.8 Schedule of the commutation, mess, cleaning is prepared.

Deployment

- 8.9 Assistant wardens display code of conduct of hostellers and schedule of the commutation, cleaning of building and water tanks and mess.
- 8.10 Proper allotment of the hostel rooms to hosteller is done as per the decided policies. All the required facilities are provided to the admitted hostellers.
- 8.11 Hosteller's personal details is obtained and recorded.
- 8.12 Assistant wardens prepare the report of allotted and vacant seats of the hostel and update the same to the office.
- 8.13 Warden calls the meeting of all the hostellers and inform them general rules and guidelines of behaviour. Student's representatives of the hostels are selected and briefed about their roles.
- 8.14 New entrants are advised to report any incidence of the ragging to the warden/ assistant wardens.
- 8.15 Meeting of senior hostellers is called by the warden and they are strictly warned against the indulgence in ragging.
- 8.16 Warden and assistant wardens frequently visit and conduct monthly meeting with all the hostellers for knowing and solving the problems of hostellers.
- 8.17 Warden maintains record of defaulters of payment of hostel and mess charges and report the same to the office.
- 8.18 Surprise visits are done by the warden and assistant wardens to keep check on ragging and ensure smooth functioning of the hostel.
- 8.19 Warden makes required changes in the schedule of commutation and mess and assistant wardens display the same.
- 8.20 The maintenance problems are resolved as per the decided mechanism.
- 8.21 The serious maintenance problems are conveyed to the principal for further decision.
- 8.22 The changes are made in the schedule of commutation, mess, cleaning of buildings, mess and water tanks, as and when required and the changes are displayed.
- 8.23 The necessary steps and disciplinary action is initiated by the warden and assistant wardens so as to prevent ragging / other unpleasant incidence.
- 8.24 The serious issues in connection with ragging are conveyed to the principal for further action.
- 8.25 The committee takes all the actions so as to ensure the code of conduct is followed by all of the hostellers.
- 8.26 The committee gives necessary instructions from time to time to ensure that the schedule of commutation, cleaning is strictly followed and the maintenance problems are resolved as per the decided mechanism.

- 8.27 The committee ensures the availability of medical facility for the hostellers and further help the hostellers in possible way.
- 8.28 In case of serious health problem, the necessary help is provided to the student and his/her parents are informed about the problem.
- 8.29 The mess contractor is warned so as to ensure that the good quality of food and hygiene is maintained.

9. Schemes

The following schemes have been implemented at Hostels and Mess

- 9.1 To sensitize towards of Water/food Saving Slogans and Banners.
- 9.2 Awareness of Anti Ragging amongst the Hostel Residents.
- 9.3 Movement Registers at Security Gate.

10. Expected Outcome

The Expected outcomes of the Institute's Hostels will be:

- 10.1 Continuous Quality Improvement in Hostel Operations.
- 10.2 Safety & Security to the hostellers (Girls & Boys)
- 10.3 Safe commutation
- 10.4 Food safety and Hygiene for the well being & safety of hostellers.
- 10.5 Absolute cleanliness and Hygienic environment at all levels.
- 10.6 Ensure ragging free environment.
- 10.7 Avoid wastage of food and save drinking water.

11. Templates

The Templates for the Hostel and Mess are as follows:

- 11.1 Gate Pass.
- 11.2 Hostel Admission form for Complete details of the Resident Student.
- 11.3 Hostel Rules and Regulations.
- 11.4 Format of Weekly Menu
- 11.5 Complaint & Suggestion Registers
- 11.6 Anti-ragging Affidavit by the student form.
- 11.7 Anti-ragging Affidavit by the Parent/Guardian
- 11.8 Declaration by the Student.
- 11.9 Undertaking by the Student
- 11.10 Undertaking by the Parent