
	HITEC-Institute of Medical Sciences	
	SOP for Hostel Standard Operating Procedure	
	DOCUMENT #: SA-SOP-11	ISSUE # 01

Admission Process

1. Students will have to apply for hostel accommodation at the time of admission.
2. Room allotment shall be done by the Hostel Affairs Incharge of Student Affairs Department.
3. Hostilities will not be allowed to interchange their rooms without prior written permission from the Student Affairs Department/Warden. The OIC Student Affairs department / Warden have the right to shift any student from his/her room to another room in the hostel.
4. Hostelites are required to submit a duly completed Personal Data Form to hostel administrator as well as to Student Affairs Department.
5. Students must pay security fee (Rs. 50000/-) and hostel dues (two months advance Rs. 60000/-) at the time of admission in hostel.

General Rules and Regulations

1. The Hostelities must keep their rooms, common areas and surroundings clean.
2. All the Hostelites are expected to follow the timings of hostel.
3. They must reach the hostel before 7.00 p.m. (9.00 p.m. in summers). If student wants to go home on weekend, holidays or at any other time, they must take prior permission from Incharge of Hostel Affairs of Student Affairs Department. (Or from the Warden in case of emergency)
4. Students must inform Warden and Student Affairs Department regarding any change in address and contact number.
5. Any damage/breakage of the hostel items which includes furniture, electrical fixtures & other facilities will be charged heavy penalties.
6. Any immoral activity conducted by the students in the hostel premises/rooms including drugs, alcohol and other addictive narcotics will be sanctioned from the


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hostel and college with the maximum charge of suspension from the hostel and college.

7. Students are not allowed to cook in hostel premises.
8. Residents will be personally responsible for the safety of their belongings. Any expensive belongings cash, jewelry, Laptop, Mobile Phone, etc. should be kept in lock. The room should be locked even when students are out for a short period.
9. In case of any theft it should be immediately reported to the hostel administration and Incharge of Hostel Affairs of Student Affairs
10. Hostelites will be able to avail the internet facility on self payment.
11. Monitors will be appointed by the Student Affairs Department with the recommendation of the Warden to assist the hostel management for the maintenance of discipline, and ensuring cleanliness in his/her wing.
12. Any Issue or complaint regarding hostel rooms, students discipline and quality of food will be reported to Student Affairs Department or Warden by the respective monitor. The monitor will be responsible for giving internet passwords and collection of net bills.

SOP's for Complaints

1. Students Affairs department is open to receive any complaint regarding hostel from hostelites and parents.
2. Students should notify the Warden and fill the complaint register for all routine maintenance works that needs to be carried out in their rooms.
3. It is important that all complaints received by the Staff are acted on so that students, parents feel that their concerns are valued.
4. The students can also approach Student Affairs Department for assistance if they need guidance regarding any grievance.


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SOPs for Use of Electrical Appliances

1. The use of electrical appliances such as immersion heaters / electric stove / heaters / electric iron is forbidden in any of the room. Students will use iron in area which has been specified by the hostel administration.
2. Students can use only blowers and one rod electrical heaters only in the time and duration specified by the hostel authorities.
3. Electrical gadgets other than mobiles & laptops are not allowed, If found in hostels gadget will be confiscated and disposed off by the Warden.
4. Students can avail the laundry and ironing services which are provided by the hostel administration.
5. Hostelites will have to take prior permission by hostel administration if they want to use the Desert Coolers and Air Conditioners on self-payment. They will be charged electricity bill on the basis of units used on sub meters.
6. Students should switch off all the electrical appliances, lights and fans when they are not in the rooms. They must keep their locked rooms (at all times). Violation will attract suitable penalty and punishment as decided by the authorities.

Mess Rules

1. The students should strictly adhere to the mess timings for breakfast, lunch and dinner.
2. Students are not permitted to take food outside the mess. They cannot take mess utensils such as plates and spoons etc. to their rooms.
3. No food will be served in the rooms of the hostel for any student unless one is sick.


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SOPs for Medical Facility for Hostelites

1. In case of serious illness of a hostelite, the Warden will arrange for necessary medical checkup from the medical officer deputed at HIT hospital.
2. In case of emergency, it is the duty of Warden to inform Parents and OIC Student Affairs Department for necessary action advised by the medical officer.
3. During the times of any medical emergency, ambulance will be readily available to provide the facilitation en route to hospital.

Permission for Going Out and Visitation by Student Affairs Department

- i. All leave applications for day pass and availing weekend shall be submitted to the Head of Student Affairs Department to get the permission letter.
- ii. A written application should be submitted to Student Affairs Department one day before their planed leave with intimation of number of days to avail.
- iii. Permission will only be given by Student Affairs Department with the consent parents.
- iv. Only parents or guardian (authorized visitors) are allowed to visit their wards in specified visiting time with the permission of Warden.
- v. Parents/Visitors are advised not to insist on entry beyond the designated area or visiting room as it shall disturb other students.
- vi. Students are not allowed to leave hostel premises with the visitors without the approval of warden or Incharge of Hostel Affairs of Student Affairs.
- vii. No guests are permitted to stay overnight in students room.
- viii. Students should not arrange for any picnic and recreational trip without the permission given by Head of Student Affairs Department. In case any recreational activity is planned, students will submit an application to the Head of Student Affairs Department along with consent form signed by parents.

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- ix. The students must take leave pass from warden before leaving the hostel and will enter their entry and exit timings in the gate register.
- x. In case of any accident or unanticipated incident en route to the hostel, students must inform the Warden and Incharge of Hostel Affairs of Student Affairs Department for the necessary action.