

HOSTEL ORDINANCE

(Under Section 7(a &x) of SVSU Act 2016)

1. Officials & Staff of Hostels:

To run the hostel facility, the competent authority shall appoint/ nominate the following officers:

- Chief Hostel Warden (Girls/Boys) (A regular Professor of the University)
- Hostel Warden (Boys/ Girls) (Regular Associate/Assistant Professor of the University) (one Warden on a strength of 100 students each, preferably the Warden shall be from the discipline area of the students)

And following staffs:

- Hostel Supervisor (Girls/Boys)
- Data Entry Operator (Girls/Boys)
- Caretaker (Girls/Boys) (three for round the clock daily)
- Housekeeping Staff (Girls/Boys) (one for each floor)

2. Hostel Manual – Rules & Regulations:

Hostel Manual has the rules and regulations for the resident of the hostel.

3. Standard Operating Procedure for Administrative Approval for Boys & Girls hostel

- Honorable Vice Chancellor
- Chief-Warden
- All the Wardens
- Hostel Supervisor
- Data Entry Operator

4. Key Facilities:

The hostel shall provide the key facilities like Hostel Mess, Common Room with LED TV, Reading Room, Wi-Fi connectivity, Clock Room, Indoor Sports Activities, CCTV surveillances.

5. Hostel Mess:

The hostel mess which shall be run on contract basis /cooperative mess.

6. Standard Operating Procedure for Financial Approval:

Each Hostel shall have the Finance Committee for proper process for reviewing, approving financial transaction requests within the SVSU hostel organization and ensuring fiscal responsibility and compliance with decisions.

Following shall be the member of finance committee for hostel:

- Chief Wardens
- All the Wardens
- Chief Account Officer/Nominee

Following are the important functions of the hostel finance committee:

1. The Committee shall receive requests for required goods & services.
2. Right to take urgent financial decisions.
3. Separate Hostel Account.
4. The committee shall manage the financial aspects of the hostel.
5. Cheque Signature Authority of Hostel:
 - Chief Warden
 - Warden
6. Hostel members shall be fully subordinate to the committee for taking important financial decisions.

7. Hostel Officers' Purchasing Power:

For the sale and purchase of goods in the university hostel, purchases shall be made by seeking the approval of competent authority by observing the university Account Code.

Chief Warden and Warden will have the power to purchase the goods & service up to the amount:

S. No.	Amount (Rs.)	Authority
1.	Up to 150,000/-	Chief Warden
2.	Up to 20000/-	Warden

8. INDUCTION PROGRAM FOR RESIDENTS:

An induction program for residents in a hostel is essential to help newcomers acclimate to their new environment, understand the rules and regulations, and ensure a smooth transition into the hostel community

9. HOSTEL COMMITTEES

Each Hostel shall have committees for running the hostel functioning smoothly. Each committee shall have team members who shall be responsible for the work related to that committee. Participation of the residents in these committees shall be ensured.

9.1. Admission Committee

Chief Warden (Girls/Boys) + All Warden (Girls/Boys)

Admission committee shall be responsible for admission and allotment of hostel rooms.

9.2 Discipline Committee

All Warden (Girls/Boys) + Residents (Girls/Boys)

Discipline committee shall be responsible for maintaining order, enforcing rules and regulations and promoting a conducive living environment within the hostel premises.

9.3 Mess Committee

All Warden (Girls/Boys) + 02 Residents (Girls/Boys)

The mess committee shall be responsible for planning and finalizing the menu keeping in mind the preferences and dietary requirements of the residents and ensuring the quality and hygiene of the meal served.

9.4 Cultural Program Committee

Seven Residents (Girls/Boys)

The hostel cultural committee shall be responsible for organizing and promoting cultural activities and events within the hostel.

9.5 Sports Committee

Seven Residents (Girls/Boys)

The Sports Committee will be responsible for planning, overseeing and managing sports related activities and events of the group or organization.

9.6 Cleanliness Committee

All Wardens (Girls/Boys) + Hostel Supervisor (Girls/Boys) + 04 Residents (Girls/Boys)

Cleanliness committee shall be responsible for ensuring overall cleanliness of the hostel.

9.7 Anti-Ragging Committee

Chief Hostel Warden (Girls/Boys) + All Wardens (Girls/Boys) + Hostel Supervisor (Girls/Boys) + Senior Residents

9.8 Grievance Committee

All Wardens (Girls/Boys) + 04 Residents (Girls/Boys)

10. Hostel Warden (Girls/Boys) shall be provided free accommodation within premises of University. There shall be no deduction of HRA and other related charges.
11. The Chief Hostel Warden (Girls/Boys) shall be provided an honorarium of Rs 5000/- Per month.
12. The Hostel Warden (Boys/ Girls) shall be provided an honorarium of Rs. 3000/- Per month.