

# Self Study Report

**1. Name of Hostel:** C.V. Raman Girls' Hostel, Devi Ahilya University,  
Indore

**2. Year of establishment:** 1994

## **3. Vision & Mission**

### **Vision**

*Providing safe, comfortable and homely stay and excellent academic environment for girl students' coming to study at Devi Ahilya University from various parts of India. Create a "A home away from home" atmosphere.*

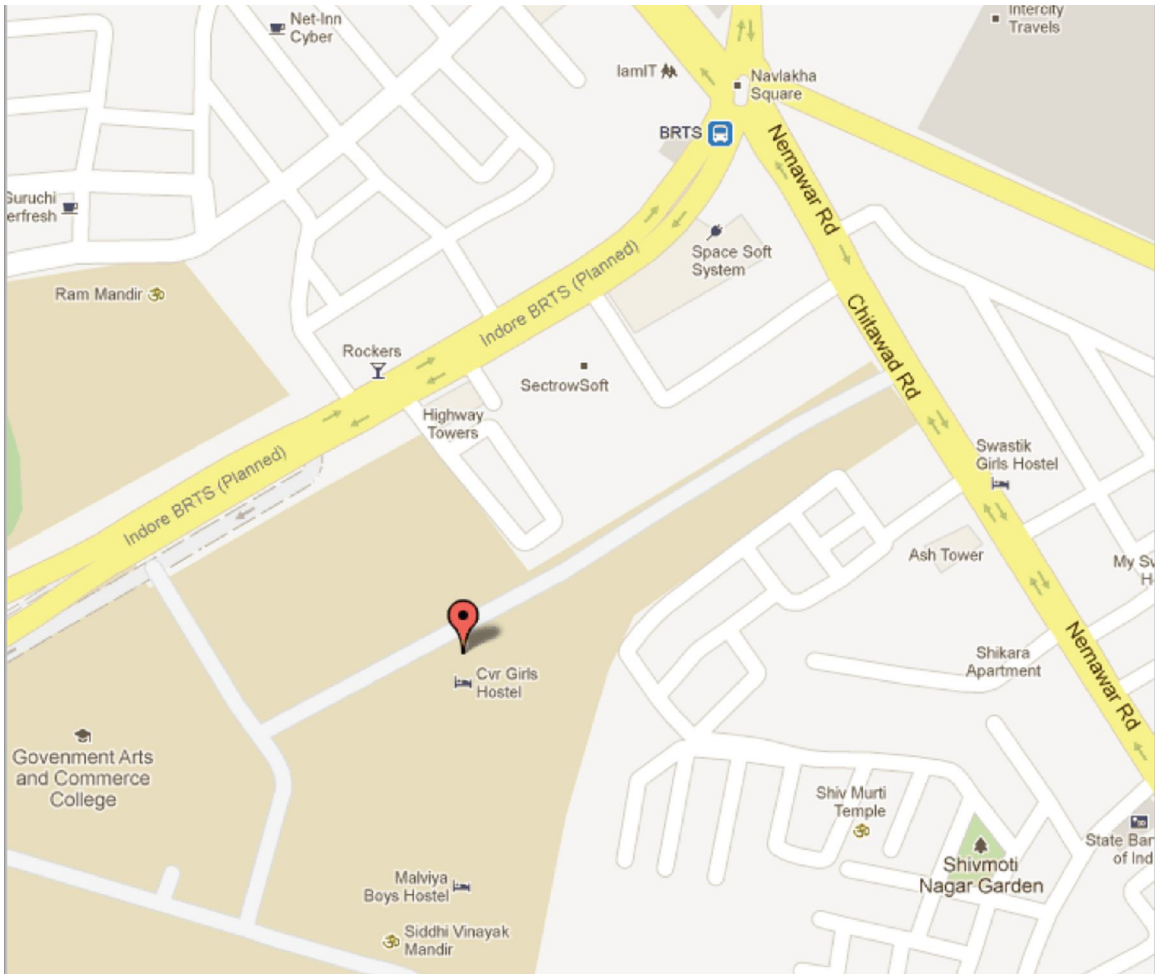
### **Mission Statements**

- Provide safe, comfortable and hassle free environment to girls so that they can utilize their time and achieve their career goals.
- To create totally peaceful and disciplined environment.
- To realize the vision of "A home away from home", create an atmosphere which can provide care and love like mother, discipline and safety like father.

**4. Statistical Information about ratio of room available and requirement**

**1:1**

**5. Location map of the Hostel**



## 6. Hostel Staff and Organisation Structure

6a. Each hostel has following composition of administration

- **Chief Warden:** Dr. Shakti Banerjee  
**Contact No.** 9893010079 (M), 2473699(R)  
**Email:** shaktibn@yahoo.com
- **Hostel Warden:** Ms. Yasmin Shaikh  
**Contact No.** 9301989006 (M)  
**Email:** yasminshaikh01@yahoo.co.in

6b. Chief warden office deals with:

- Framing policy on the running of the hostels, messes and other facilities within the hostel.
- Admission of students in various hostels.
- Dealing with all the financial matters of hostels.
- Maintaining financial records.
- Maintaining employee records working in hostels.
- Maintaining students' record; record of admitted students and alumni.

6c. Hostel Warden is responsible for:

- Ensure discipline in and around the hostel.
- Maintain a ragging free and cordial environment in hostel.
- Ensure proper cleanliness in hostel premises.
- Be vigilant on the quality of food and services provided by mess contractor.
- Be vigilant on the quality of services provided other contractors responsible for various works at hostel.
- Interact with hostel inmates and resolve their complaints
- Plan up gradation of facilities in the hostel.

6d. Supporting staff include

- Accountant: Mr. Rajesh Singh Chouhan
- LDCs:
  - Ms. Shushma Shrivastav
  - Mr. Jai Prakash Tiwari
  - Mr. Ravendra Wagh
- Peons:
  - Mr. Sushil Goyal
  - Mr. Vinod Bhandari

- Mr. Ramraj Yadav
- Employees responsible for maintaining cleanliness in hostel.
  - Ms. Kesar Joshi
  - Ms. Sushma Kushwah
  - Ms. Pushpa Yadav
  - Ms. Meena Nahar
  - Ms. Kiran Kalosiya
- Security guards.
  - Mr. Manoj Shinde
  - Mr. Maan Singh Kushwah
  - Mr. Gokul
  - Mr. Rahul Rathore
  - Mr. Dharmendra Ajeriya
  - Mr. Sandeep Dhakad

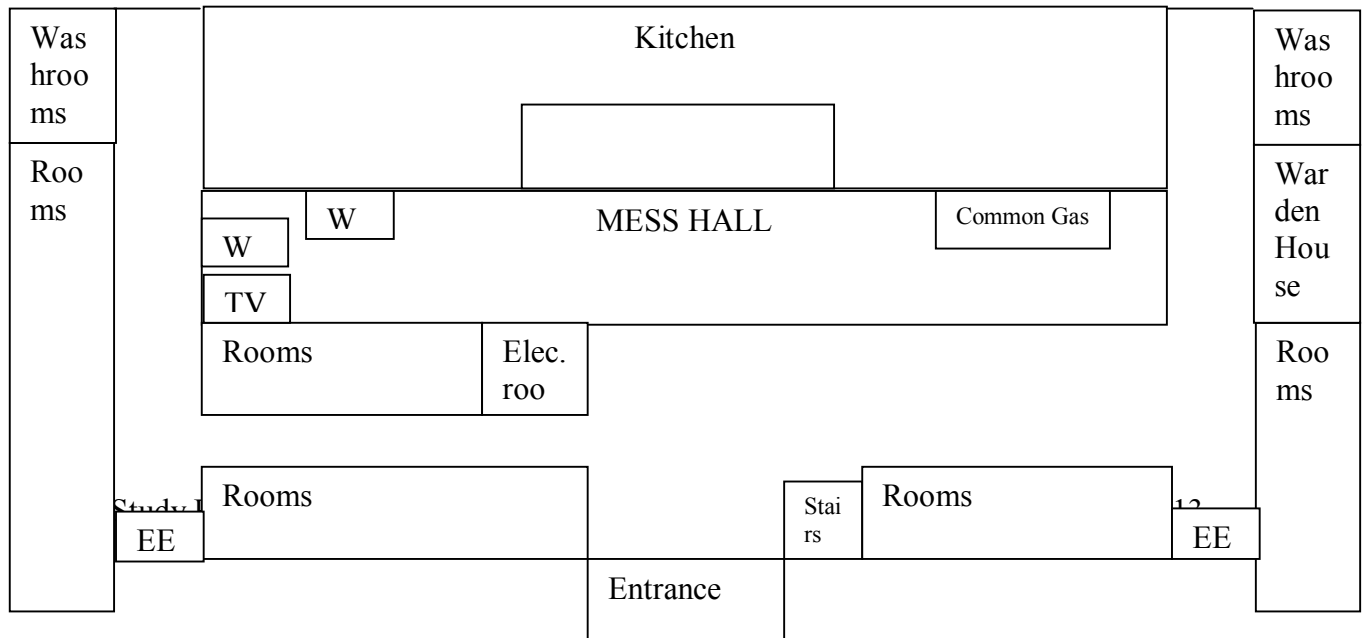
#### Disciplinary and Anti- Ragging Committee

University administration has constituted a disciplinary committee to ensure discipline in various hostels and resolve any matter related to in disciplinary action performed by any hostel inmate. The members of committee are:

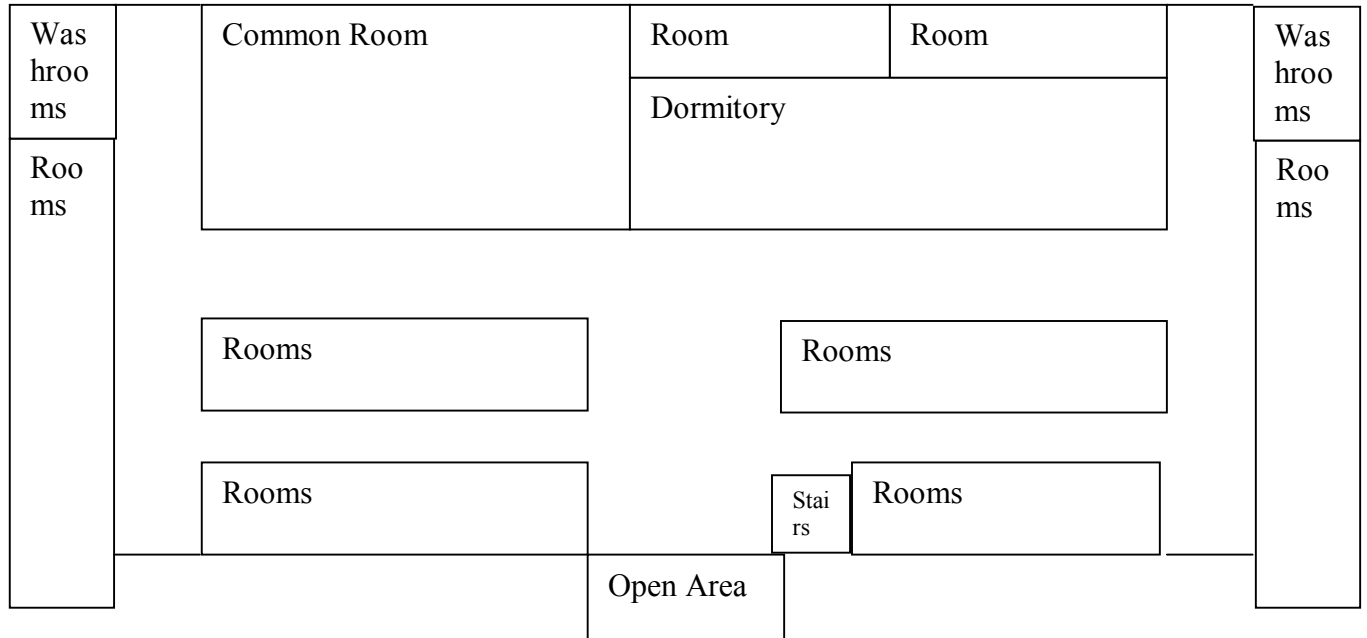
S. No.	Name	Contact No.
1.	Prof. M.I. Qureshi	9425059985
2.	Prof. A.V. Bajaj	9479444678
3.	Prof. A.K. Dutta	
4.	Prof. Maya Ingle	9893278823
5.	Prof. Sheela Joshi	9826085169
6.	Prof. Namrata Sharma	9993077123

## 7. Organisation of Hostel Rooms and Facilities Maps

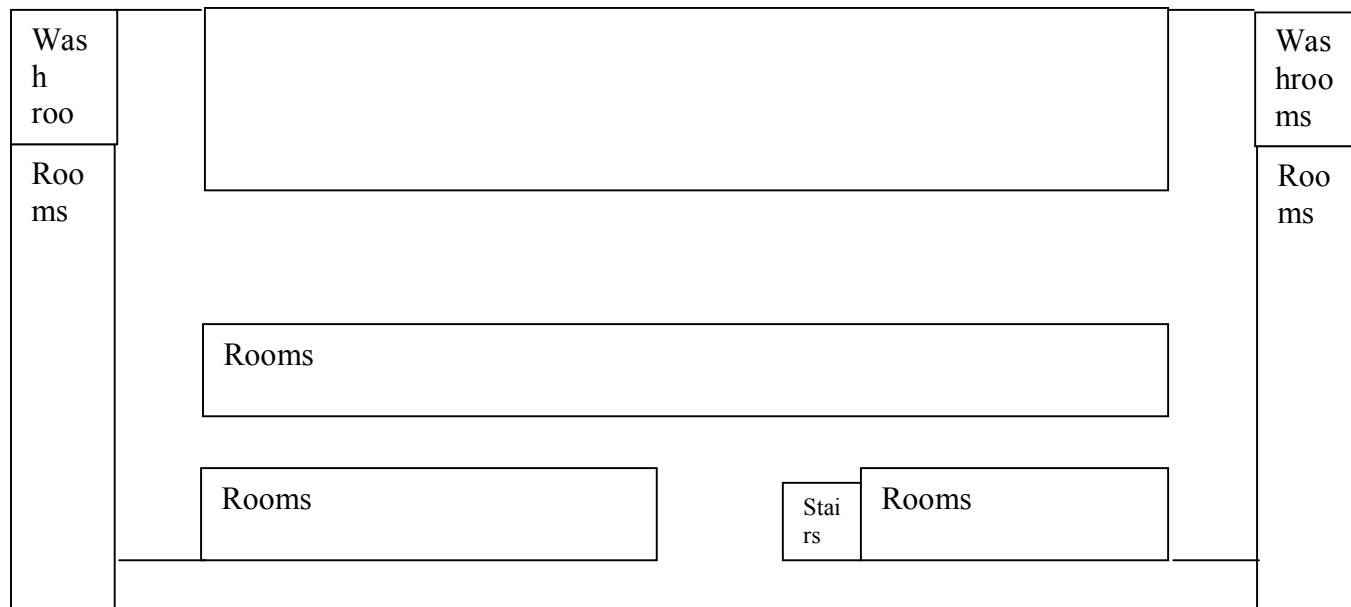
### 1<sup>st</sup> Floor



## 2<sup>nd</sup> Floor



### 3<sup>rd</sup> Floor



**W-** Wash basins

**EE-** Emergency Exit

**Besides this there are water coolers on each floor.**

### 8. Facilities offered

Facility	186 Beds/ 85 Room	Infra
Living Rooms	<b>81 rooms</b>	<b>Capacity: 2</b> Size: 100 Sq.ft Beds: <b>2/room</b> Fan: <b>1/room</b> Cup-Boards: <b>2/room</b> Hangers: <b>2</b> Lightings: <b>1tubelight+1 bulb per room</b> Internet: Wi-Fi: Ventilation: <b>4</b> Table: <b>2</b> Chair: <b>2</b>

<b>Facility</b>	<b>186 Beds/ 85 Room</b>	<b>Infra</b>
	02 rooms	<b>Capacity: 3</b> Size: 180 Sq.ft Beds: <b>3/room</b> Fan: <b>1/room</b> Cup-Boards: <b>2/room</b> Hangers: <b>3</b> Lightings: <b>1 tubelight+1 bulb per room</b> Internet: Wi-Fi: Ventilation: <b>4</b> Table: <b>3</b> Chair: <b>3</b>
	01 hall	<b>Capacity: 6</b> Size: 300 Sq.ft Beds: <b>3</b> Fan: <b>3</b> Cup-Boards: <b>4</b> Hangers: <b>6</b> Lightings: <b>3 tubelight+ 3 bulb per room</b> Internet: Wi-Fi: Ventilation: <b>6</b> Table: <b>6</b> Chair: <b>6</b>
	1 Dormitory Hall	<b>Capacity: 12</b> Size: 540 .Sq.ft Beds: <b>12</b> Fan: <b>4</b> Cup-Boards: A 12 locker Almirah + Rack Hangers: 12 Lightings: <b>4 tubelight+4 bulb per room</b> Internet: Wi-Fi: Ventilation: <b>4</b> Table: <b>6</b> Chair: <b>12</b>
Total Capacity	<b>85 rooms</b>	<b>186</b>

<b>Facility</b>	<b>Size Sq.Ft.</b>	<b>Infra</b>
Kitchen	200 Sq. Ft.	Gas: <b>5</b> Fridge: <b>2</b> Crockery, Utensils, Cooking wares <b>sufficient; as required for running mess</b> Exhaust: <b>2</b>
Dining Room/Mess	600 Sq. Ft.	Fans: <b>3</b> TV: <b>1</b> Lightings: <b>4 tube lights</b> Water Cooler: <b>1</b> Furniture/Seating Capacity: <b>3 tables + 9 benches 50 inmates.</b>
Common Room	300 Sq. Ft.	Capacity: <b>6 beds</b> Size: Fans: <b>4</b> Lightings: <b>4</b>
Indoor games	300 Sq. Ft.	Badminton Rackets: <b>06</b> Chess Boards: <b>03</b> Volley-Ball: <b>02</b> Carom Board: <b>03</b> Table Tennis Table: <b>01</b>
Garden	1000 Sq. Ft.	Size: 1000 Sq. Ft. Grass: Cushion grass Flowers: Rose, Hollihof and Genda Trees: Old trees of Badam, Mango and Guava. Besides some large
Any Other		
Total		

**No. of Girls Hostellers 2013-13: 190**

**Average: 185**

8a.. Registers of Feedbacks and User Comments:

Living Students:

- **Formal Feedback is collected, analyzed and reports are maintained.**
- **Complaint registers for complaints regarding infrastructural facilities and services.**



Student Parents: **A Register is maintained containing information about parents and local guardian addresses and contact numbers.**

Student Alumni: **A register is maintained in hostel.**

8b.. Registers of Surprise Checks by Authorities: **A register is maintained in hostel.**

### **9. Each Hostel Physical Facilities Record:**

- a. Located in a properly planned and organized space : **Yes**
- b. Sufficient physical living space available in each room in accordance with the national/ international standards: **Yes**
- c. Attached and shared wash rooms and their regular cleanliness arrangements: **2 rooms with attached washrooms; 32 common washrooms. Cleaned every day.**
- d. Rooms are furnished with apt quality furniture (table, chair, bed, and cupboard). **Yes**
- e. Provision of natural light and proper ventilation **Yes**
- f. Provisions for electrical accessories, fan, light arrangements and network cables, Wi-Fi accessibility **Fan & Light available. Wi-Fi work is in progress.**
- g. Cleaning schedule and cleanliness is maintained in strict manner. **Cleanliness is maintained in-house. 6 employees are there for cleaning. Each employee responsible for cleaning has to keep a record of cleaning duly signed by the hostel inmates.**
- h. Provision for common facilities as follows:
  - i. **Common facilities for drinking water along with purifiers and cooling, hot water supply**
  - ii. **Medical first aid is available in hostel. Other medical facilities and doctors are available in University campus at medical center.**
  - iii. **University Guest house is located near hostel where parents of hostel inmates can stay.**
  - iv. **Common recreation, 4 daily news papers, 4 weekly and 4 monthly magazines, indoor games such as chess and carom, rest room, TV with DTH is available.**
  - v. **Excellent kitchen orderly, neat and with dining hall with appropriate crockery for running Mess food facilities ensuring that the served food is healthy, nutritious, hygienic and satisfies guests of diverse cultures and locations**

- vi. Wi-Fi facility: **In progress**
- vii. Parking space: Available
- viii. Store room: **1 store room**
- ix. Emergency Exits: **3**
- x. Fire fighting equipment: **3 cylinders**
- xi. Electronic surveillance systems and Arrangements of Guards for 24 hours to keep vigilance and security: **24 hours security is provided by 6 in-house guards. Cameras are also installed at hostel entrance with non-stop recording**
- xii. Garden: **A descent garden is maintained in hostel campus.**

## **10. Financial Resources**

- a. Governmental and UGC plan and yearly Grants : **Rs. 200,000/- per year**
- b. Self generated from hostellers' fees in a year : **Rs. 2550000/- per year**
- c. Self generated from parent guests and short period visitors in a year: **Rs.5,000 to Rs. 7,000**

## **11. Charges per student per year:**

Students: **Rs. 15,000/Year**

Visitors: **Rs. 50/day**

### 12a. Operational policies

- **Resident warden**
- **LDC, and other supporting staff available for 8 hours a day.**
- **Infrastructure maintenance facilities are available:**
  - **Electric contractor 4 hours a day.**
  - **Carpenter, plumber and others are available for 8 hours a day (5-10 days in a month as required)**

### 12b: Semesterwise Cultural Functions:

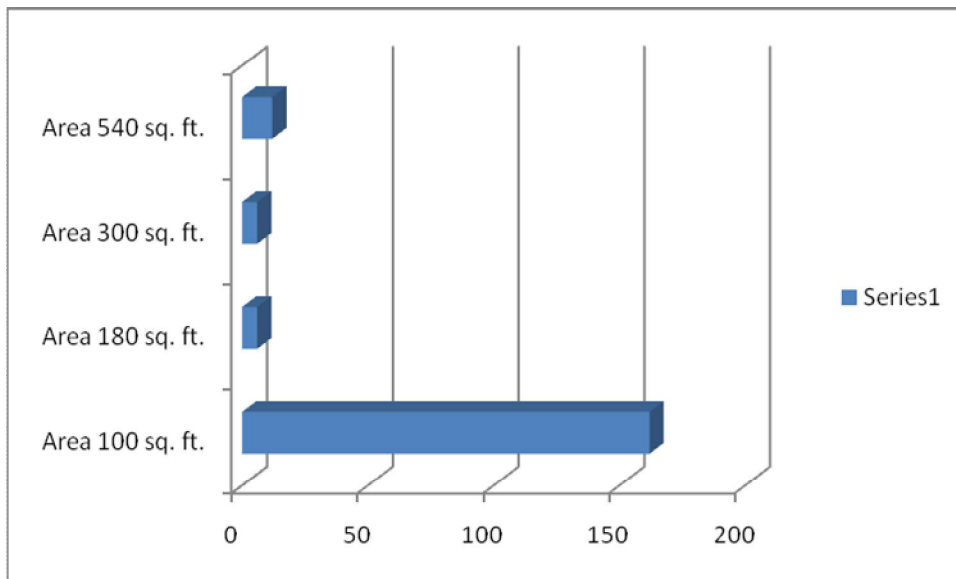
**An annual event including sports events, Ganesh Utsav and Garba events are organised every year.**

13. Provisions of administrative control of Hostel and each and other supportive staff to facilitate the student residents and a help desk/attendant and security **Chief Warden, Hostel Warden and supporting staff. The supporting staff include LDCs for maintaining various records and coordinating day-to-day**

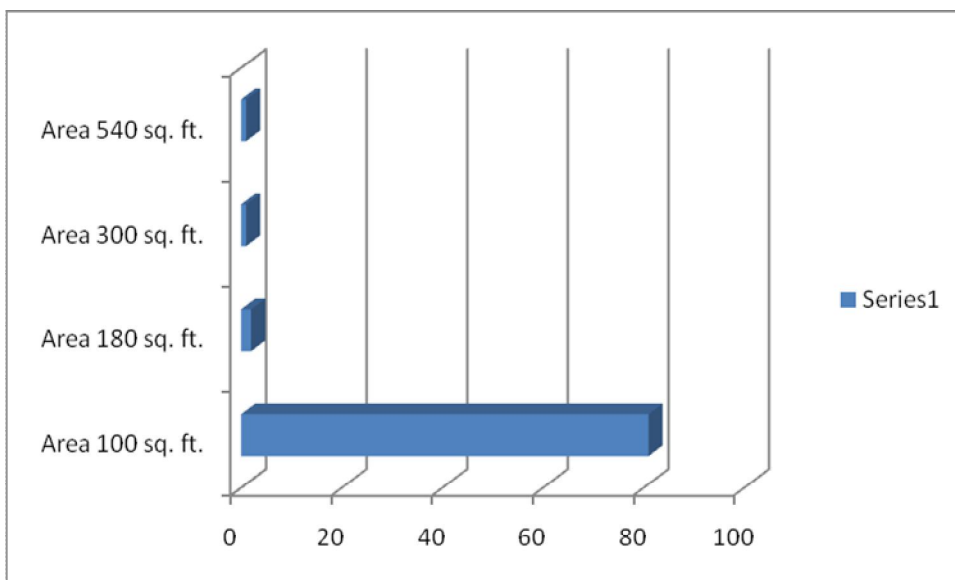
operations, accountant to keep financial records, employees for cleaning and gardening, security guards.

14. Statistical Graphical Representation of users and area per room and number of inmates per room in each Hostel

Area Per Room	No_of_Inmates
Area 100 sq. ft.	162
Area 180 sq. ft.	6
Area 300 sq. ft.	6
Area 540 sq. ft.	12



Area Per Room	No_of_rooms
Area 100 sq. ft.	81
Area 180 sq. ft.	2
Area 300 sq. ft.	1
Area 540 sq. ft.	1



### 15. Formation of Hostel committee, role and functions in developing the Hostel facilities

Following committees are being formed in the hostel:

S. No.	Name of Committe	Role and Function
1.	Anti ragging committee & Anti ragging squad	<ul style="list-style-type: none"> <li>Warden and some hostel inmates are members of committee.</li> <li>Maintain a ragging free environment in hostel.</li> <li>Make surprise visit in hostel rooms.</li> <li>Conduct meetings of fresh students and senior students for healthy interactions smong them.</li> <li>Make the inmates aware of serious implications of ragging.</li> </ul>
2.	Discipline Committee of Hostel	<ul style="list-style-type: none"> <li>Warden, prefect and wing incharges constitute the committee.</li> <li>Look into the problems related to discipline, cleanliness and other infrastructure facilities.</li> <li>Resolve problems and complaints of hostel inmates.</li> </ul>
3.	Mess Committee	<ul style="list-style-type: none"> <li>Make surprise visit of mess.</li> <li>Check quality of food.</li> <li>Ensure cleanliness in mess.</li> </ul>
4.	Event Organizing Committee	<ul style="list-style-type: none"> <li>Organize cultural and sports event in the hostel.</li> </ul>

### 15. A write-up of Best Practice Followed in Hostel

## **I**

### **1. Title of the Practice**

#### **Admission and Accessibility**

### **2. Objectives of the Practice**

- Ensuring publicity and transparency in the admission process.
- Increase/improve access for students belonging to different categories including SC/ST, OBC and women:

### **3. The Context**

There are 44 departments/centers in the University in which nearly 10,000 students are studying. Out of which 36% students are female students. The female students coming to University from outside the city have a big question of accommodation that is safe and comfortable. University girls' hostels provide safe, comfortable and homely stay to the girls. The girls need to get accommodation with their admission in the University department. The information about hostels, admissions and admission procedure are needed for the purpose.

### **4. The Practice**

The information about hostels, capacity of hostels, chief warden, wardens, and admission procedure are made available on university website. The list of admitted students is also displayed on University website. The admission is given purely on First Come First Serve basis to the students coming from outside the city.

### **5. Evidence of Success**

Every year applications for admission received exceeds the total capacity of hostel and hostel get filled to its maximum capacity.

### **6. Problems Encountered and Resources Required**

University website is maintained by IT centre and the information is easily uploaded on the website.

## **II**

### **1. Title of the Practice**

#### **Evaluation Process and Reforms**

### **2. Objectives of the Practice**

- Get feedback on services and facilities provided to hostel inmates.

- Ensure good quality of services to hostel inmates.
- Provide good infrastructure facilities.

### **3. The Context**

Mess facility is provided to students through mess contractor. Other infrastructure maintenance facilities are also provided through contractor. It is required to have a feedback of the services provided to students to evaluate the work of contractor.

### **4. The Practice**

For continuous quality improvement feedback on various aspects of hostel is collected from students residing in hostels. The main aspects covered in feedback form are hostel infrastructure facilities, mess facilities, warden and staff and medical facilities. An assessment review is performed with analysis of feedback forms and a report is prepared. The report provides aspect-wise assessment analysis. This assessment is carried out for assessing the services and facilities provided in the hostel.

The contracts for various services are renewed on the basis of feedback received from the hostel inmates.

The infrastructure facilities are improved on the basis of suggestions and complaints received from inmates.

### **5. Evidence of Success**

As all the stakeholders – mess contractors, contractors providing other maintenance facilities are well aware of assessment process; the quality is maintained by them and is evident in subsequent feedback reports.

### **6. Problems Encountered and Resources Required**

Better recreational and infrastructural and library facilities can be given to students if financial grants are available.

## **III**

### **1. Title of the Practice**

#### **Physical Facilities**

### **2. Objectives of the Practice**

- Provide better infrastructure facilities.
- Provide good, safe and comfortable stay to girls.
- Provide good recreational facilities to residential girls.
- Provide good sports facilities to students.

### **3. The Context**

To cater the requirements of female students coming to study in University from

various places University provide accommodation to girls in University girls' hostel. The hostel should have good infrastructure facilities such as well furnished spacious rooms, cleanliness, sports facilities other recreational facilities for their all round development and recreation.

#### **4. The Practice**

- The capacity of hostel is 215. There are 2 and 3-sitter rooms. There are rooms with attached washrooms and shared washrooms. The rooms are furnished with bed, table, chair, lighting and fans. Proper natural light and ventilation is provided in the rooms.
- There is a common room /rest room for girls.
- TV is provided in mess hall for recreation.
- There is an office.
- Sports facilities for indoor games such as chess and carom are provided. Volley-ball and badminton court is also there.
- University offer medical facilities for residential students at medical centre of University.
- 24 hours security is provided. Cameras are also installed at hostel entrance with non-stop recording to keep an eye and monitor each and every activity and to keep the footage in our records.
- To promote students' interest in sports and cultural events/activities an annual event is "Urjaa" is conducted. Also, Ganesh Utsav and Garba festival is organized every year in hostel.
- Wi-Fi facility work is in progress.

#### **5. Evidence of Success**

It is evident from hostel feedback reports that inmates are satisfied with the infrastructure facilities and atmosphere provided to them.

#### **6. Problems Encountered and Resources Required**

The hostel inmates require more physical facilities in terms of Wi-Fi, better furniture, recreational and sports facilities. But lack of financial grants hinders improvements in facilities provided to hostel inmates.

### **IV**

#### **1. Title of the Practice**

##### **Student Mentoring and Support**

## **2. Objectives of the Practice**

- Provide safe and ragging free environment to hostel inmates.
- Enhance student participation in sports and extracurricular activities.

## **3. The Context**

Ragging is totally prohibited in any academic institute. A fresh student taking admission to hostel lives with senior students. Prevention of ragging in hostel is extremely required and is of utmost importance to create a healthy living environment for hostel inmates. Also, being a girls' hostel, extra efforts are required to enhance the participation of girls in sports, cultural and other extracurricular activities.

## **4. The Practice**

- There is disciplinary committee constituted by University with senior professor.
- An anti-ragging committee and anti-ragging squad are constituted at hostel level. The list of members along with their contact numbers is displayed in hostel as well as on university web-site.
- Hostel inmates are made aware of serious consequences of ragging through display boards and meetings conducted by warden
- To promote girls' interest in sports and cultural events/activities an annual event "Urjaa" is conducted. Also, Ganesh Utsav and Garba festival is organized every year in hostel.
- Various indoor and outdoor games facilities are provided to hostel inmates to enhance their interest sports.
- Yoga camp is also organized in hostel.

## **5. Evidence of Success**

No ragging cases have been reported in the hostel since last four years.

## **6. Problems Encountered and Resources Required**

The hostel inmates require more recreational and sports facilities. But lack of financial grants hinders improvements in facilities provided to hostel inmates.