

## **FILE NUMBERS AND LIST OF FILES/REGISTERS TO BE MAINTAINED IN HARD AND SOFT COPY OF EACH FILE BY HOSTEL**

1. Name of the Hostel **IET BOYS HOSTEL (A, B, AND C BLOCK).**
2. Year of establishment  
A -2000,  
B - 2002,  
C- 2013
3. Vision and Mission Statements :

### **Vision**

Creation of residential environment conducive for the hostellers to acquire the highest quality of residential needs, and also to develop their personalities so as to become competent professionals

### **Mission**

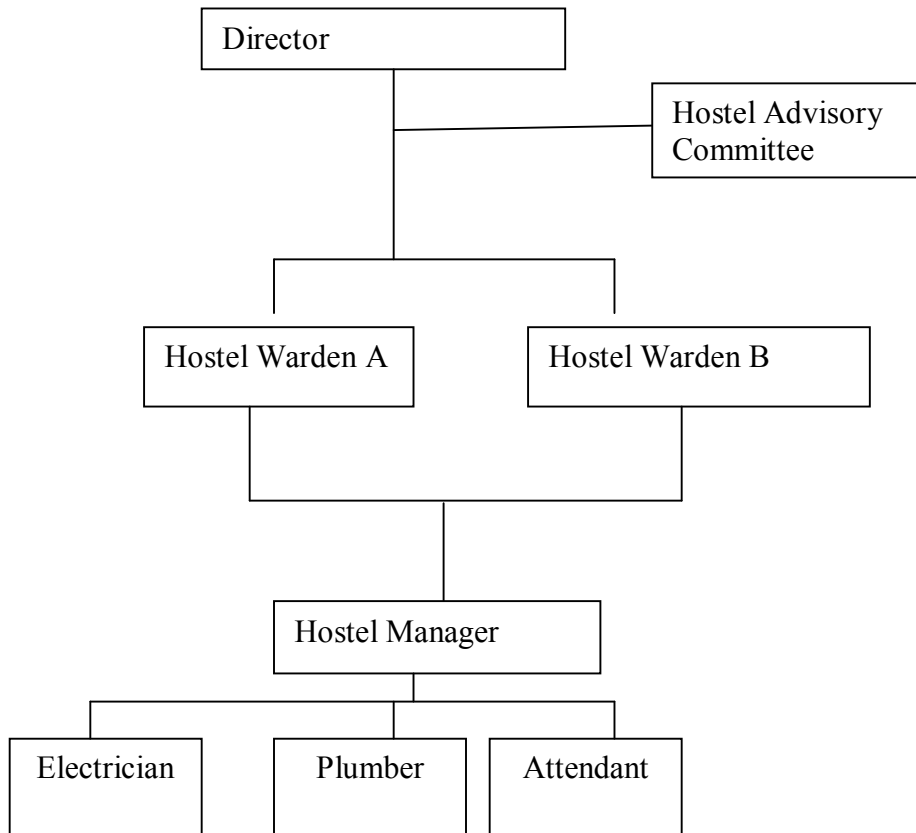
Providing home away home to students so that they can feel like home. Healthy environment has been created for students of different religion/region and cast to foster the brotherhood and sense of responsibility towards friends, Institution, society and ultimately for the Nation. Assist in producing competent Engineers who can become leaders of the society strive ahead of the intense competition.

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

Total available capacity	:	400
Plan Proposed	:	200



## 6. Hostel Staff and Organisation Structure



## 7. Organisation of Hostel Rooms and Facilities Maps

Institute has constructed three independent Hostel Blocks for Boys. Hostels have total 192 rooms with capacity to accommodate two/three students in each room. Apart from this Hostels have 5 dormitory with a capacity of 4-5 students each. The hostel has the standard capacity to accommodate 400 students approximate.

### **Facilities**

1. Each Room is furnished with bed, table, chair & Almirah etc.
2. One Mess & one canteen.
3. For Internet connectivity LAN & WiFi connections are available.
4. CCTV Cameras are available for security purposes & for the prevention of ragging.
5. 24 hrs electricity/ generator.
6. Common room, TV hall
7. Each block is provided a water-cooler with inbuilt aqua guard.

Magazines & Newspapers are also available.

### **Hostel Fees:**

The charges following fee from the student who has been allotted a seat in hostel at campus premises.

Hostel fee is Rs. 15000/- with a registration of Rs. 100/- and one time caution money of Rs. 2000/-

- Mess charges are be as per contractor rates.

### **Contact :**

**Name:** Dr. Nagendra Sohani

**Designation:** Hostel Warden Block B

**Contact:** (m) 09425311674

**e-mail:** [nagendrasohani@yahoo.com](mailto:nagendrasohani@yahoo.com)

**Name:** Vijay Karma

**Designation:** Hostel Warden Block A

**Contact:** (m): 9424891320

**e-mail:** [vijaykarma@yahoo.com](mailto:vijaykarma@yahoo.com)

**Name:** Sohail Pervez

**Designation:** Hostel Manager

**Contact:** (o) 0731-2446002 , (m)9009065522

8. Facilities offered

Facility	Beds/Room	Infra
Living Rooms	Block A 66 Rooms Block B 78 Rooms Block C 48 Rooms <b>Total 192 Rooms</b>	<p>Capacity: 1, 2 and 3 each room            Block A 66 Rooms (Capacity 2 each)            Block B 78 Rooms (Capacity 2 each)            Block C 48 Rooms (Capacity 3 each)</p> <p>Room Size:            A) 10'x14' = 140 sqft            (occupied by two person.)            B) 14'x17' = 238 sqft            (occupied by three person.)</p> <p>Fan: Yes            TV: Yes One for each block            Cup-Boards: Yes            Hangers: Inbuilt in Almirah            Table: Yes            Lightings: Yes            Internet: Yes            Wi-Fi: Yes            Wall Painting: Yes            Ventilation: Yes            Any other:</p>
Guest Room		<p>Capacity: Two rooms having capacity of 1 each            Size:168 (12x14) Sq.ft            AC: 1/1.5/2 Ton :No            Fan: Yes            TV: no            Cup-Boards:No            Hangers: Yes            Dressing Table:Yes            Lightings:Yes            Internet:Yes            Wi-Fi:Yes            Wall Painting: Yes</p>
Total Capacity		<p>Internet: 300 PC/ Laptops            Wi-Fi: 300 PC/ Laptops            Wall Painting: Yes</p>

Facility	Size Sq.Ft.	Infra
Kitchen		Chimney: No Gas:Yes Fridge:Yes Microwave:No Crockery:Yes Utensils : Yes Cooking wares:Yes Exhaust:Yes Modular: No Furniture:Yes
Dining Room/Mess		AC:No Fans:Yes TV:No Lightings:Yes Internet:No Wi-Fi:Yes Water Cooler:Yes Wall Paintings:Yes Furniture/Seating Yes Capacity: 120 at a time
Common Room		Common Room 16 Capacity: 48 Size: 3x6 sq ft each AC:No Fans:Yes TV:No Lightings:Yes Internet:No Wi-Fi:No Water Cooler: No Wall Paintings:Yes
Medical Examination		Doctor Table:Yes Chair:Yes

Facility	Size Sq.Ft.	Infra
Room		Patient Table:Yes First Aid Box:Yes
Computer Room		NO Number of Computers: Chair: Internet: Wi-Fi
Indoor games		Table Tennis: Yes Chess Boards:Yes
Gymnasium		Yes
Garden		Size: 25x40= 1000 sqft Grass:NO Flowers:YES Trees: YES
Any Other		
Total		

9a.. Registers of Feedbacks and User Comments:Available in office

Living Students

Student Parents:

Student Alumni:

9b.. Registers of Surprise Checks by Authorities:Available in Office

10. 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 or shared wash rooms and their regular cleanliness arrangements:Yes



- d. Rooms be furnishing with apt quality furniture (table, chair, bed, cupboard, racks).
- e. Provision of natural light and proper ventilation: Yes
- f. Provisions for electrical accessories, fan, light arrangements and network cables, Wi-Fi accessibility :Yes
- g. Cleaning plan and schedule, and Cleanliness maintenance in strict manner, whether it is maintained in-house or from an external agency: Yes
- h. Provision for common facilities as follows:
  - i. Common facilities for drinking water along with purifiers and cooling, wash rooms equipped with washing machines, hot water supply : Yes
  - ii. Medical, first aid and doctor visiting room:Yes
  - iii. Institute/university tie up with the reputed/ renowned hospital for serving specific or emergency situations:No
  - iv. Special rooms for parents: Yes
  - v. Common recreation, daily news papers, indoor games, Gym, rest room, wall-mounted TV of sufficient screen size with DTH:Yes
  - vi. Excellent modern 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: Yes
  - vii. Wi-Fi hotspots and Computer/Internet room :No
  - viii. Paintings of Nation Personalities at key places in the hostel, Names of prestigous Visitor and yearly events photographs, if any:No
  - ix. Parking space:Yes
  - x. Store room:Yes
  - xi. Emergency Exits:Yes
  - xii. Fire fighting equipment:Yes
  - xiii. Electronic surveillance systems and Arrangements of Guards for 24 hours to keep vigilance and security :Yes
  - xiv. Garden: maintain a descent garden if sufficient space is allocated for the purpose

## 11. Financial Resources

- a. Governmental and UGC plan and yearly Grants :Nil
- b. Self generated from hostellers' fees in a year :Yes
- c. Self generated from parent guests and short period visitors in a year:no

## 12. Charges per student per year:

Students: Hostel Fees Rs 15000/- per year  
Caution Money: Rs 2000/- ( One time & it is refundable)  
Registration Charges: Rs 100/- ( One time & it is non-refundable)

Visitors: Rs 50/- per person per day

## 13. Operational policies (Staff Working hours, Infrastructure Maintenance Schedules of Hostel facilities and)

### Staff Working hours

Hostel warden: 24x7 availability, Both are provided residence within campus

Hostel Manager: 10.30-5pm and 12-6.30 pm and oncall

Electrician, Plumber and Attendant are assigned 6.30 hrs working in various shifts.

### Infrastructure Maintenance Schedules of Hostel facilities

Aqua Guard: AMC allotted & periodical checkups

Water cooler: Cleaning every month

Fire extinguisher: Refilling every year

Water tank cleaning: Drinking Tank every month, & rest every six months. Regular chemical treatment of water tanks

Periodical pest controlling of entire hostel campus

Repair & maintenance of sanitary & electrical arrangements.

## 14: Semesterwise Cultural Functions:

Event are organizing like Diwali Pooja, Holy, Janmashtami, Ganesh Chaturthi, Freasher & farewell party, etc

14. Provisions of administrative control of Hostel and each and other supportive staff to facilitate the student residents and a help desk/attendant and security

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

Room Size: 10'x14' = 140 sqft is occupied by two person.

Room Size: 14'x17' = 238 sqft is occupied by three person.

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

Disciplinary Committee

Mess Committee

Sports Committee

Library Committee

Garden & Cleaning Committee

17. Ten top Alumni of the hostel

18. A write-up of Best Practice Followed in Hostel

### **Format for Record of Best Practices of the department**

**1. Title of the Practice**

This title should capture the keywords that describe the practice.

**2. Objectives of the Practice**

What are the objectives / intended outcomes of this “best practice” and what are the underlying principles or concepts of this practice (in about 100 words)?

**3. The Context**

What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice (in about 150 words)?

**4. The Practice**

Describe the practice and its uniqueness in the context of India higher education. What were the constraints / limitations, if any, faced (in about 400 words)?

**5. Evidence of Success**

Provide evidence of success such as performance against targets and benchmarks, review results. What do these results indicate? Describe in about 200 words.

**6. Problems Encountered and Resources Required**

Please identify the problems encountered and resources required to implement the practice (in about 150 words).

**7. Notes**

Optional. Please add any other information that may be relevant for adopting/ implementing the Best Practice in other institutions (in about 150 words).