Following description is suggested for files Maintainance:

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 GIRLS HOSTEL

2. **Year of establishment** …04-JUNE-2011………..

3. **Vision**

   To make the students feel at home

   To provide a friendly, comfortable, well furnished and secure ambiance

   To provide a healthy competitive and diverse cultural learning environment

   To inculcate discipline and to make students more systematic and strategic

   Mission

   Provide comfortable, health and hygiene conditions in hostel.We understand that most of our students are moving away from home for the first time, so we strive to make the transition as smooth as possible by providing comfortable, safe and homely set-up within the hostels.

4. **Statastical Information about ratio of room available and requirement**
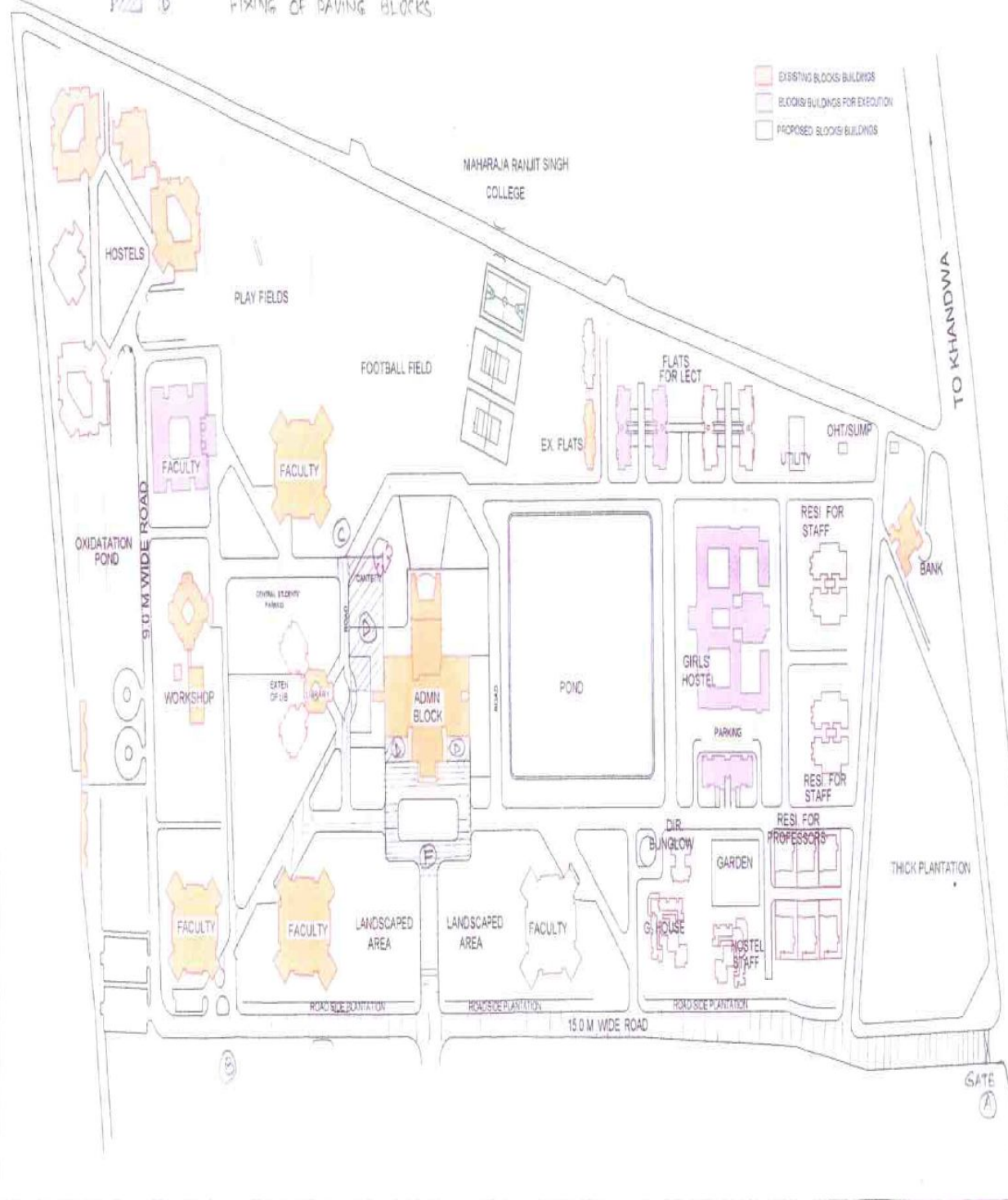   No. of Application per year- 70
   No. of Allotment per year-30
   No. of room-194

5. **Location map of the Hostel**

PROPOSED — ▥ Ⓐ-Ⓑ-Ⓒ ASPHALTING WORK ON OLD EXISTING ROAD

▤ Ⓕ NEW ASPHALTING WORK ON WBM ROAD.

▨ Ⓓ FIXING OF PAVING BLOCKS.

☐ EXISTING BLOCKS/ BUILDINGS

☐ BLOCKS/ BUILDINGS FOR EXECUTION

☐ PROPOSED BLOCKS/ BUILDINGS

MAHARAJA RANJIT SINGH
COLLEGE

HOSTELS

PLAY FIELDS

FOOTBALL FIELD

FLATS
FOR LECT

EX. FLATS

OHT/SUMP

UTILITY

TO KHANDWA

INSTITUTE OF
ENGINEERING & TECHNOLOGY

OXIDATATION
POND

9.0 M WIDE ROAD

FACULTY

FACULTY

CENTRAL STUDENTY
PARKED

CANTEEN

ROAD

RESI FOR
STAFF

BANK

WORKSHOP

EXTEN
OF LIB

LIBRARY

ADMN
BLOCK

POND

GIRLS
HOSTEL

PARKING

RESI FOR
STAFF

DIR.
BUNGLOW

GARDEN

RESI. FOR
PROFESSORS

THICK PLANTATION

FACULTY

FACULTY

LANDSCAPED
AREA

LANDSCAPED
AREA

FACULTY

G. HOUSE

HOSTEL
STAFF

ROAD SIDE PLANTATION

ROADSIDE PLANTATION

ROAD SIDE PLANTATION

15.0 M WIDE ROAD

GATE

6. Hostel Staff and Organisation Structure

Warden :Dr Meena Sharma
Assistant warden: Mrs.Bhawna Nigam, Ms.Swati
Caretaker:Ms.Asha ,Ms.Pushpa and Ms.Ranjana
Hostel Manager:Mrs.Sakshi Sharma

6a. Each hostel has following composition of administration

• Chief Warden:
  Hostel Chairperson: Dr. Ajay Verma
• Hostel Warden: Dr. Meena Sharma

6b. Chief warden office deals with:

 (In case of IET the Hostel Chairperson office deals)

To frame policy on the running of the hostels,messes and other facilities within the hostel.

To ensure that no ragging takes place in the hostels andmaintain a ragging free Hostels.

To plan for upgradation of Facilities in the hostels.

To ensure maintenance of Discipline in and around the Hostel

Maintaining financial records.

6c. Hostel Warden is responsible for:

- Ensure discipline in and around the hostel.
- Ensure proper cleanliness in hostel premises.
- Interact with hostel inmates and resolve their complaints

7. Organisation of Hostel Rooms and Facilities Maps

Our main facility of Hostel, where 194 rooms are available. Hostel comprises of A,B,C and D Block This is three floor building with 15 bathrooms and 15 toilets in A and D and C Block and B lock having 18 toilets and 18 bathrooms.

Games: We are also having a large space for outdoor games on front and back side of the hostel building. We have both indoor and outdoor games facilities including Badminton, table tannis, Chess and Caroum board.

 Mess Hall: We have very good dinning hall for students that serve nutritous and delecius food along with an interactive environment and Television facility for entertainment.

Warden residence: Warden residence is physically associated with the hostel building so that Warden can have an eye of student activities.

8. Facilities offered

Facility	Beds/Room	Infra
Living Rooms Bed	A-block=66 Beds B-block=36 Beds D-block=66 Beds C-block=26 Beds	Capacity: 2 Size-140Sq.ft Fan: Single fan in each room TV: No Cup-Boards: Double Hangers:No Dressing Table:No
Rooms	A-block=33 B-block=18 D-block=33	Lightings:2 in each room Internet:No Wi-Fi:No Wall Painting:No Ventilation: yes Any other: Table chair facility provided
Guest Room	C-block=06 Front corridor=04	Capacity: 1 Size:………3100*2500…….Sq.ft AC: No Fan:Single Fan in each room TV: No Cup-Boards:Double Hangers:No Dressing Table:No Lightings:2 in each room Internet:No Wi-Fi:No Wall Painting:No
Total Capacity	90 Rooms	Internet:No Wi-Fi:No Wall Painting:No

Facility	Size Sq.Ft.	Infra
Kitchen	140 Sq.Ft	Chimney: No

Facility	Size Sq.Ft.	Infra
		Gas: Fridge:No Microwave:No Crockery:No Utensils : No Cooking wares:No Exhaust: Modular: No Furniture:No
Dining Room/Mess	175 sqmt	AC:No Fans:24 TV:01 Lightings:37 Internet:No Wi-Fi:No Water Cooler: 1 Wall Paintings:No Furniture/Seating Capacity:200
Common Room	Recreation Hall 175 Sqmt	Capacity: 50 Size:175 sqmt. AC:No Fans:20 TV:No Lightings:37 Internet:No Wi-Fi:No Water Cooler: No Wall Paintings:No
Medical Examination Room	140 SqFt	Doctor Table:01 Chair:01 Patient Table:01 First Aid Box:03
Computer Room	140 SqFt	Number of Computers:01 Chair:08 Internet:No Wi-Fi :No
Indoor games		Table Tennis: Yes

Facility	Size Sq.Ft.	Infra
		Chess Boards:
Gymnasium	NA	No
Garden	NA	Size: Grass: Flowers: Trees:
Any Other		
Total		

9a.. 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.

9b.. Registers of Surprise Checks by Authorities: A register is maintained in hostel.

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). -yes

e. Provision of natural light and proper ventilation-yes

f. Provisions for electrical accessories, fan, light arrangements -yes

g. Cleaning plan and schedule, and Cleanliness maintenance in strict manner, **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-yes

   iv. Special rooms for parents-yes

   v. Common recreation, daily news papers, indoor games, rest room, wall-mounted TV of sufficient screen size with DTH-yes

   vi. Ordinary kitchen with Mess food facilities ensuring that the served food is healthy, nutritious, hygienic and satisfies guests of diverse cultures and locations

   vii. Wi-Fi hotspots and Computer/Internet room -No

   viii. Paintings of Nation Personalities at key places in the hostel, Names of prestegious Visitor and yearly events photographs, if any-NA

   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-No

11. Financial Resources

a. Self generated from hostellers' fees in a year Rs. 24,57000 **/- per year**

b. Self generated from parent guests and short period visitors in a year Rs.1500 to Rs. 2,000

12. Charges per student per year:

Students : Rs. 15,000/Year

Visitors: Rs. 50/day

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

• Resident warden
• LDC, and other supporting staff available for 8 hours a day.
• Infrastructure maintenance facilities are available:
  Electric contractor 8 hours a day.

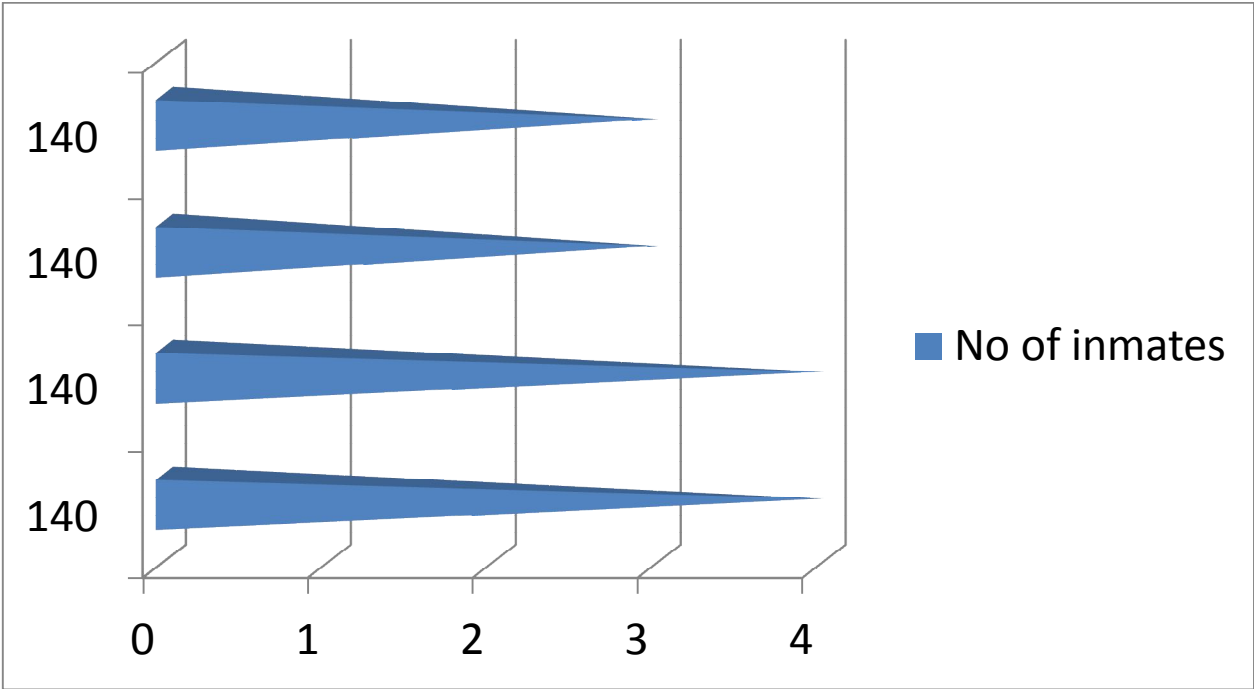**14: Semesterwise Cultural Functions:**

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

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

Chief Warden, Hostel Warden and supporting staff. The supporting staff include LDCs for maintaining various records and coordinating day-to-day operations employees for cleaning and gardening, security guards.

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

Area Per Room	No_of_Inmates
140 SqFt	4
140 SqFt	4
140 SqFt	3
140 SqFt	3

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

S. No.	Name of Committee	Role and Function
1.	Anti ragging committee & Anti ragging squad	• Warden and some hostel inmates are members of committee. • Maintain a ragging free environment in hostel. • Make surprise visit in hostel rooms. • Conduct meetings of fresh students and senior students for healthy interactions smong them. • Make the inmates aware of serious implications of ragging.
2.	Discipline Committee of Hostel	• Warden, prefect and wing incharges constitute the committee. • Look into the problems related to discipline, cleaniness and other infrastructure facilities. • Resolve problems and complaints of hostel inmates.
3.	Mess Committee	• Make surprise visit of mess. • Check quality of food. • Ensure cleanliness in mess.
4.	Event Organizing Committee	• Organize cultural event in the hostel.

17. Ten top Alumni of the hostel

S.no	Name	Branch	Company
1	NIDHI KESHARWANI	MECH	PRISM CEMENT
2	PRACHI KANUNGO	Software Engineering	CAPGEMINI(15-16 SEPT)
3	SHRADDHA KARKHUR	CIVIL	CAPGEMINI(15-16 SEPT)
4	SOUMYA GITEY	COMPUTER	ACCENTURE(8-9 SEPT)
5	SUMEDHA	E & TC	ACCENTURE(8-9 SEPT)
6	SHEEBA HIMANI BHURIYA	E & TC	ACCENTURE(8-9 SEPT)
7	SHIKHA H. TARWARE	E & TC	ACCENTURE(8-9 SEPT)
8	RACHANA PATHAK	IT	ACCENTURE(8-9 SEPT)
9	AKANKSHA SHARMA	COMPUTER	ACCENTURE(8-9 SEPT)
10	HARSHITA MALL	EI	ACCENTURE, WIPRO AND INFOSYS

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

Format for Record of Best Practices Followed in Hostel

1. **Title of the Practice**
   RESPONSIBILITIES & ACCOUNTABILITY

2. **Objectives of the Practice**
   Courage and determination to go ahead in life
   Teaches value of punctuality to the students

3. **The Context**
   Many Students consider quality of life as one of the important factors while choosing a College/University. We provide a decent stay and the best possible learning environment. The stay at campus would certainly provide a wealth of experience by developing qualities such as comradeship and social responsibility.. Life on-campus helps the students not only to study but also to socialize with the peers. Friendship formed in the campus lasts a lifetime it provides a comfortable and safe housing to

all its students. The students housed in the campus are encouraged to use playground and all indoor gaming facilities.

4. **The Practice**

Allotment of rooms may not necessarily be of one's choice. It is at the sole discretion of the administration, which may allot the rooms either on first come first serve basis or any other basis, say academic background, etc. Management intentionally places students of varying academic, cultural, social, national backgrounds together so that cross-cultural, academic, social and national learning is achieved. Students are expected to give full respect and equal rights to their roommates, irrespective of their varying backgrounds.

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**

Presently there is no internet facility in the hostel. There is provision for internet facility surfing in the campus in B Block. This facility is available from 6 pm to 8pm in the evening.

7. **Notes**

There is a need in the hostel residents to have a feeling of belongingness; this can be inculcated by lectures from our own teachers, NGOS citing about the long term advantages of these attributes of caring and belongingness.