

Following description is suggested for files Maintenance:

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: **K.N. Girls Hostel.**
2. Year of establishment:
3. **Vision**

Providing safe, comfortable and homely stay 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: **Location is the most fascinating point for our hostel as this hostel is situated at Navalakha Chouraha from where almost every necessary facility as well as institutes are very close proximity (Walking distance).**
 6. Hostel Staff and Organisation Structure:
 1. **Ms. Sunita Gaur, Warden**
 2. **Mr. Manoj Shinde, Watchman**
 3. **Mr. Sandeep Dhakad, Watchman**
 4. **Mrs. Usha Hardia, Sweeper**
 5. **Ms. Seema Chandel, Sweeper**
 6. **Ms. Reena, Sweeper**
 7. **Ms. Sheela, Sweeper**
 8. **Ms. Shushma Shrivastava, LDC**

Besides, we also have students committees to look after the hostel rules and regulations such as anti-ragging committee, disciplinary committee, Mess committee and Library incharge.
 7. Organisation of Hostel Rooms and Facilities Maps:

Our main facility of Hostel, where 55 rooms are available. This is three floor building with 12 bathrooms and 12 toilets.

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 tennis, Chess and Carrom board.

Reading hall: We have 24 X7 facility of reading hall to enhance the scholarly environment.

Mess Hall: We have very good dinning hall for students that serve nutritious and delecious 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. Secondly, it also has a little window to watch students and employees without awaring them.

8. Facilities offered: **Hostel is spread in a total area of 44, 515 sq ft.**

Facility	Beds/Room	Infra
Living Rooms		Capacity: 1 or 2: Presently 01 Size: 99 Sq.ft Fan: 01 (each room) TV: 01 (in hostel) Cup-Boards: 02 Hangers: 02 Dressing Table: Nil Lightings: 02 tube lights Internet: Wi-Fi: No Wall Painting: 10 in hostel Ventilation: One big and one little window Any other:
Guest Room	X	Capacity: Size:t AC: Nil Fan: TV: Cup-Boards: Hangers: Dressing Table: Lightings: Internet: Wi-Fi: Wall Painting:
Total Capacity		Internet: Wi-Fi: Wall Painting:

Facility	Size Sq.Ft.	Infra
Kitchen		Chimney: No Gas: Yes Fridge: Yes Microwave: Nil Crockery: 100 Plates and 100 Bowls Utensils : 100 Plates and 100 Bowls Of stainless steel Cooking wares: Frying pan, Kadai, Pressure cooker etc.

Facility	Size Sq.Ft.	Infra
		Exhaust: Yes Modular: Nil Furniture: 02 chairs and 02 Tables
Dining Room/Mess		AC: Nil Fans: 04 TV: 01 Lightings: 8 tube lights Internet: Wi-Fi: Water Cooler: 01 Wall Paintings: 04 Furniture/Seating: 07 desks and 02 dinning tables Capacity: 30 students at a time. Area: 1210 sq ft.
Common Room		Capacity: 100 Size: 2000 sq.fts. AC: Nil Fans: 04 TV:Nil Lightings:4 Tube lights Internet: Wi-Fi: Water Cooler: Nil Wall Paintings:04
Medical Examination Room		Doctor Table: Chair: Patient Table: First Aid Box:
Computer Room		Number of Computers: Nil Chair: Internet: Wi-Fi:
Indoor games		Table Tennis: Caroum Board: 02 Chess Boards:02
Garden		Size: 100X25 Grass: Cushion grass Flowers: Rose, Hollihof and Genda Trees: Old trees of Badam, Mango and Guava. Besides some large canopy trees are there.

Facility	Size Sq.Ft.	Infra
Any Other		Nil.
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: **NIL**

Student Alumni: **NIL**

9b.. Registers of Surprise Checks by Authorities: Authority letter issued from Chief warden 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: **Shared. We have four employees contribute to maintain cleanliness of bathrooms, toilet, floors, and inside the rooms.**
- d. Rooms be furnishing with apt quality furniture (table, chair, bed, cupboard, racks and dressing table). **Yes (can be validated physically).**
- e. Provision of natural light and proper ventilation: **Yes (can be validated physically).**
- f. Provisions for electrical accessories, fan, light arrangements and network cables, Wi-Fi accessibility: **Yes, any problem in these arrangements usually solved by chief-warden office within few hours. A electrician, carpenter, plumbers available through chief-warden office.**
- g. Cleaning plan and schedule, and Cleanliness maintenance in strict manner, whether it is maintained in-house or from an external agency: **It is maintained by University employees.**
- 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: **03 Water Coolers with large capacities are further connected to every floor with drinking taps. For hot water supply, guizers available.**

- ii. Medical, first aid and doctor visiting room: No facilities available for separate hostel that is common for all girls hostel **Yes, we have room, but Doctor visit is as and when required.**
- iii. Institute/university tie up with the reputed/ renowned hospital for serving specific or emergency situations: **We can contact more than 05 nursing homes and 02 individual medical practinores at any time during emergency.**
- iv. Special rooms for parents: **Yes (University Guest House available), these rooms having separate toilets and bathrooms and entry /exit.**
- v. Common recreation, daily news papers, indoor games, Gym, rest room, wall-mounted TV of sufficient screen size with DTH: Yes we have all these facilities. **We access 07 different news papers, competition success,business today,C.S.R., Cronical, and India today magzine. Besides we are also having Indoor, outdoor, TV and rest room facilities.**
- 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: **This is under progression.**
- viii. Paintings of Nation Personalities at key places in the hostel, Names of prestigious Visitor and yearly events photographs, if any: **05 paintings in common hall, while 05 on other places. Yes CD available.**
- ix. Parking space: **We have sufficient space of parking inside the hostel.**
- x. Store room: **We have 01 store room.**
- xi. Emergency Exits: **01 Emergency exits available.**
- xii. Fire fighting equipment: **Yes, 01.**
- xiii. Electronic surveillance systems and Arrangements of Guards for 24 hours to keep vigilance and security: **Guards are available 24 X7, moreover for security of girls we have CCTV cemaera and recording system infront of main entrance as well as at intrance of hostel also.**
- xiv. Garden: maintain a descent garden if sufficient space is allocated for the purpose: **Yes, may be verified physically.**

11. Financial Resources: **Financial resources managed by Chief-Warden office, but mainly through students hostel fee and UGC grants allocated for the purpose(s).**

a. Governmental and UGC plan and yearly Grants: **Information available at Chief-Warden office.**

b. Self generated from hostellers' fees in a year: ~ **14,40000** /-

c. Self generated from parent guests and short period visitors in a year: **10,000 to 15,000/-**

12. Charges per student per year: **15,000/-**

Students: **50/- per day**

Visitors: **50/- per day**

13a. Operational policies (Staff Working hours, Infrastructure Maintenance Schedules of Hostel facilities and): **Staff working hours are 08; Maintenance of electric problems every day 02 hr; others including carpenter, plumber etc are on request for any required duration of time.**

13b. Semesterwise Cultural Functions:

- (1) Ganesh utsav followed by Various activites and Bhajan Sandhya**
- (2) Bhajan sandhya on Janmaasthami**
- (3) Garba competition on Navratri**
- (4) 07 days long Yoga Shivir (10-16 April, 2013).**
- (5) Annual function celebration in the month of Janurary or febuvary.**

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: **Security is provided through guards from University. All the queries address by Chief-Warden office.**

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

16. Formation of Hostel committee, role and functions in developing the Hostel facilities: **We have developed number of committees to regulate hostel facilities and following the rules:**

S. No.	Name of Committe	Role and Function
1.	Anti ragging committee & Anti ragging squad	<ul style="list-style-type: none">• Warden and some hostel inmates are members of committee.• Maintain a ragging free environment in hostel.

		<ul style="list-style-type: none"> • Make surprise visit in hostel rooms. • Conduct meetings of fresh students and senior students for healthy interactions among them. • Make the inmates aware of serious implications of ragging.
2.	Discipline Committee of Hostel	<ul style="list-style-type: none"> • Warden, prefect and wing incharges constitute the committee. • Look into the problems related to discipline, cleanliness and other infrastructure facilities. • Resolve problems and complaints of hostel inmates.
3.	Mess Committee	<ul style="list-style-type: none"> • Make surprise visit of mess. • Check quality of food. • Ensure cleanliness in mess.
4.	Event Organizing Committee	<ul style="list-style-type: none"> • Organize cultural and sports event in the hostel.

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

Development of sense of belonging and to develop socially responsible human being.

2. Objectives of the Practice

Providing little and different responsibilities among different groups of students (as per their personality/ liking) develop a sense of belonging with the institution that later develop a psychology to become responsible citizen of the country. These youths may be developed as a dynamic individuals to eradicate social problems and transform the culture in a desirable direction.

3. The Context

Ragging is a crime. It was objective behind constituting anti-ragging committee. It made our students aware and responsible to stop this practice everywhere. The garden, library, Mess and several other contextual committees' engaged students in

productive activities and leadership skill enhancements. Overall these activities made them efficient to take decisions, responsibilities and sense of belonging.

4. The Practice

The key words of the above mentioned practices are Decentralization of rights and responsibilities among students.

5. Evidence of Success

Behavior and attitude of our students towards other individuals and problems is the consistent indicator of the aforesaid practices.

6. Problems Encountered and Resources Required

Implementation of the policies required number of counseling to students. Lack of financial freedom as well as associated procedural delay is again slow down the growth processes.

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): **Nil.**