



GENERAL INSTRUCTION NO 12 DATED 24 NOVEMBER 2017
MANAGEMENT OF SMIT HOSTELS AND CHARTER OF
DUTIES : HOSTEL APPOINTMENTS

1. **General.** Chief Warden is the overall in-charge of all hostels of SMIT. He will be the nodal agency to deal with all issues pertaining directly or indirectly to running of day to day activities of the hostels. He will report to Director, SMIT as per statutory requirement under directive of Hon'ble SC of India.

2. However, each Hostel requires to be managed by a dedicated Warden and Floor Wardens.

3. The support of Housekeeping and Service and Maintenance Department is most essential for smooth functioning of the Hostels. Management of students' messes is another essential and important aspect in management of Hostels.

4. In order to ensure comprehensive and better day to day management of Hostels, there is a need to have a proper Hostel Management Committee to oversee the overall functioning of Hostels.

5. **Management of SMIT Hostels.** SMIT Hostels shall be managed by **Hostel Management Committee (HMC)** which will consist of the following officials :-

(a) **Chairperson** : Associated Director (SA)

(b) **Members**

- (i) Member 1 - Chief Warden.
- (ii) Member 2 - Warden Boys Hostel No 1
- (iii) Member 3 - Warden Boys Hostel No 2
- (iv) Member 4 - Warden Girls Hostel
- (v) Member 5 - Head, S & M Department Member
- (vi) Member 6 - Deputy Manager MIS
- (vii) Members - As deemed appropriate by Chairperson (if necessary)

6. Hostel Management Committee will have a daily meeting on all working days between 0930h to 1030h which shall be attended by the Chairperson and all other members. In absence of Chairperson, the meeting will be chaired by the Chief Warden. One of them will invariably chair the meeting on all working days. Venue for the meeting shall be the office of Associate Director (SA)/ HMC office (C-321).

7. Associate Director (SA) will arrange to get the time tables of Hostel Wardens amended accordingly.

8. Agenda for the daily morning meeting shall be as follows :-

- (a) Before commencement of the meeting all incident reports of the previous 24 hours shall be got compiled by floor wardens with support of hostel staff & duly completed with all supporting documents and the same shall be deposited with the concerned hostel warden. During the meeting further action on these incident reports shall be discussed and necessary action to be completed.

- (b) The HMC shall go through all Hostel daily reports that are submitted by Hostel supervisor and deliberate over them and take suitable action where required.
- (c) The Daily HMC meeting shall be compulsorily attended by Head, Service and Maintenance Department daily or his representative, Deputy Manager (Civil) and Senior Electrical Engineer may be invited as deemed fit by the Chairperson.
- (d) Mess Contractor of student messes shall attend the meeting every Saturday. Separate letter this effect will be issued by the Chief Warden to the Mess Contractor.
- (e) HMC will also institute the mechanism to monitor the quality of food in both the messes and accordingly impose fine on the Contractor after taking approval of the undersigned.
- (f) Head Administration will be requested to attend the meeting in advisory capacity twice a month i.e. on 1st and last Saturday of the month to review security related issues related to Hostels, Student Messes and MARENA.
- (g) Senior Sports Officer shall attend the meeting every Saturday.
- (h) Senior Medical Officer of SMIT dispensary will be required to attend the meeting on call by the Chairperson.
- (i) Warden registers shall be put to the HMC daily by all Hostel supervisors.
- (j) Any change in rules & policy regarding hostel should be discussed in HMC before sending to the office of Director for approval.

9. **Students Discipline outside hostels but within SMIT Campus and outside SMIT Campus.** All floor wardens shall also be responsible for students discipline outside hostels and campus. All incidents of such indiscipline once reported to the floor wardens either by Hostel Staff or Security shall be immediately attended. In case medical support is required, SMIT dispensary should be contacted. Associate Director (SA) and Chief Warden may be contacted for any support required.

10. The instructions given in respective appendices will strictly be followed by each staff and any deviation in performance in duty will invite the approval of Director. Non adherence to the duties will be treated at par with violation of code of conduct of SMIT and shall invite penalty accordingly.

11. Duties and responsibilities of various appointments of the hostel are given as per the following appendices :-

- | | | |
|-----|--|------------|
| (a) | Duties of Chief Warden | - Appx 'A' |
| (b) | Duties of Wardens | - Appx 'B' |
| (c) | Duties of Floor Wardens | - Appx 'C' |
| (d) | Duties of Hostel Supervisors | - Appx 'D' |
| (e) | Duties of Assistant Hostel Supervisors | - Appx 'E' |
| (f) | Duties of Hostel Attendants | - Appx 'F' |
| (g) | Duties of Security Guard for Hostel No 1 | - Appx 'G' |



- (h) Duties of Security Guard for Hostel No 2 JKL Block, Ground Level - Appx 'H'
- (i) Duties of Security Guard for Hostel No 2 MNO Block, Ground Level and Fifth Level - Appx 'I'
- (j) Duties of Security Guard for Hostel No 3 - Appx 'J'
- (k) Duties of Security Guard for hostel no 4 - Appx 'K'

12. Every Floor Warden shall submit monthly hostel visit report as per Appendix 'L' to the Associate Director (SA) during the monthly meeting. Concerned Hostel Warden shall organize monthly meeting of all floor wardens of their respective hostel. Monthly floor warden meetings of all the hostels will be chaired by Director, SMIT and all members of HMC and Head Administration shall attend the meeting. Every floor warden need to present summarized highlights of their monthly reports/major activities on their floors through PPT during the monthly meeting. Innovative/Good practices being followed on their floors will also be presented. Attendance in monthly meeting is mandatory for all floor wardens. In case of non attendance with prior permission of Chairperson, HMC, floor warden (In-Charge) shall attend the meeting.

13. All appointment holders will invariably make these instructions or extracts thereof a part of handing/taking over documents at the time of proceeding on leave or during permanent/temporary relinquishment of their appointment

Place: Majitar, Rangpo

Dated : 24 Nov 2017

To,

1. Joint Director
2. All Associate Directors
3. All HODs/HOOs
4. Head Administration
5. Chief Warden
6. All Wardens
7. All Floor Wardens
8. Security/Hostel Supervisor
9. Hostel Notice Boards
10. Suchana (Faculty and Students)



(Dr. A. Garg)
Director

Copy to :-

1. Hon'ble Vice Chancellor
Sikkim Manipal University
Gangtok (Sikkim) - For kind information please.
2. Registrar
Sikkim Manipal University
Gangtok (Sikkim) - For information please.

DUTIES OF CHIEF WARDEN

1. The Chief Warden as a Head of the Hostel, shall be answerable and report the affairs of hostel to the Director, SMIT and is responsible for the following :-
- (a) Maintenance of discipline of students within the hostel premises assisted by Wardens, Floor Wardens and Hostel Staff.
 - (b) To look after welfare of all hostel students like food in messes, recreation facilities and medical attention).
 - (c) Shall be In-Charge of Amphitheatre of SMIT.
 - (d) Counsel students and inform the parents whenever any discipline issue of major nature comes up in the hostel and if required, request the parents to visit SMIT Campus assisted by Floor Warden and Teacher Guardian.
 - (e) Keep Associate Director (A) & Associate Director (SA) and all HODs in the information loop about discipline issues of the hostel students.
 - (f) Receive and Process daily reports submitted by Hostel Staff.
 - (g) Ensure compliance of mess menu and quality of food by regular inter action with mess committee members, regular inspection and testing of food.
 - (h) To exercise managerial control over mess contractors and tuck shops in the hostels as per contracts signed..
 - (i) Ensure general services like maintenance (Electrical, Plumbing and Carpentry) is carried out in all hostel rooms and common areas by regular interaction with S & M Department.
 - (j) Ensure housekeeping of student's rooms, common areas in hostels and surrounding areas is done regularly as per the Service Level Agreement with MIS.
 - (k) Ensure maintenance of landscaped areas and gardening around hostels is maintained by the team of gardeners through Deputy (Manager) Facilities, MIS.
 - (m) Responsible for and support Head Administration in maintenance of security, fire drill and disaster management activities inside and outside hostels and MARENA Sport Complex.
 - (n) Exercise managerial control over MARENA Sports Complex (Food Court, Indoor Sports Facilities and Gym etc.) assisted by Sports Officers.
 - (o) Exercise managerial control over sports section and support Sport Officers in service delivery.
 - (p) Exercise administrative control over SMIT Dispensary.
 - (q) To manage allotment of rooms to hostel students and hostel guest rooms for parents of Students, Institute Guest and other visitors.
 - (r) Administrative control of Hostel Staff, Sports Staff and employees of SMIT Dispensary.
 - (s) Any other duties assigned by Director SMIT from time to time.



(Dr. A. Garg)
Director

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DUTIES OF HOSTEL WARDENS


1. Wardens shall be in charge of approx 700-800 students. Therefore, SMIT shall have one Warden each for both the boys hostels and one Warden for both girls hostel. Wardens shall report to HMC everyday. Responsibilities of Wardens shall be as under –
- (a) They will have overall responsibility of discipline and student welfare of the respective hostels assigned to them. Responsibility will include discipline, safety and welfare of hostel students. They will be assisted by floor wardens in performing their jobs. Floor wardens shall report to Associate Director (SA). They will ensure that all cases of indiscipline in the hostels are reported to Associate Director (SA) and ensure action by floor warden as per guidelines given in General Instructions No 02 dated 18 August 2016 and they will coordinate awarding of spot fines by floor wardens as per guidelines given in General Instruction No 05 dated 15 Sept 2016 and Revised General Instruction No 05 dated 25 Feb 2017.
 - (b) Wardens will ensure compliance of leave rules by hostel students. They will ensure that students do not have to move from pillar to post for getting leave application signed by floor wardens. For ensuring this compliance, wardens will be kept informed by floor wardens whenever they proceed on leave and also name of substitute to be mentioned in the online leave application.
 - (c) Wardens will make surprise visits at nights to their respective hostels twice a month. They will interact with students accompanied by floor wardens as much as possible so that the students have confidence and faith in the hostel authorities.
 - (d) Wardens can use the office of HMC in the hostel for discharging their duties.
 - (e) They will interact with floor wardens formally once a month and minutes of the meeting shall be recorded and put up to Associate Director (SA).
 - (f) They will ensure that discipline is maintained in their designated hostels. For this they will be assisted by floor wardens and hostel staff. All the cases of indiscipline/misconduct/abnormal behavior will be reported to the floor wardens by hostel staff who will in turn take necessary action in consultation with Hostel Warden by initiating spot penalty for minor misconduct. In case of any major misconduct Associate Director (SA) shall be consulted to initiate case of major misconduct which calls for IDC.
 - (g) They have the responsibility of counseling students involved in cases of indiscipline, misconduct and abnormal behavior.
 - (h) They will regularly check floor warden visit report of hostels and take actions on these points.
 - (i) They can make use of the Chief Warden Office staff for clerical job and may make use of office attender for messenger duties.
 - (j) Wardens shall regularly interact with parents of defaulting students and also students who are mentally stressed. They may appraise the HOD concerned about counseling done and also request HOD to counsel the defaulter if required by summoning the parent.



(Dr. A. Garg)
Director
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- (k) Wardens shall periodically monitor movement of external visitors/parents/guest in their respective hostels.
- (l) Any request for change of room should be discussed in MHC meeting before taking any decision.
- (m) One of the Warden of boys hostel shall officiate as Chief Warden when the Chief Warden is on leave in turn. Name of the warden shall be mentioned in leave application of Chief Warden.
- (n) Whenever any hostel warden proceeds on leave a senior floor warden shall be nominated in consultation with Associate Director (SA) to officiate as warden and his name should be mentioned in the online leave application by the warden. Supporting document to be uploaded on the leave portal.




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Director
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DUTIES OF FLOOR WARDENS

1. The duties of the Floor Wardens shall be as under :-

- (a) Floor Wardens have overall responsibility of their respective floor in the designated hostels. They will report to the Hostel Wardens. They will be assisted by Hostel Supervisors/Attendants. (Roles & Responsibilities of floor wardens have been elaborated in General Instruction No 05 dated 18 Aug 2016 and 15 Sept 2016 revised on 25 Feb 2017 and shall always be treated as mother document for any clarification on their roles and responsibilities).
- (b) Floor Wardens will make surprise visits at nights to their respective hostels once a week. They will interact with students as much as possible so that the students have confidence and faith in the hostel authorities.
- (c) They will ensure that all cases of indiscipline in the hostels are reported to Chief Warden through hostel warden and ensure action as per guidelines given in General Instruction No 02 dated 18 August 2016 and they are authorized to award spot fines as per guidelines given in General Instruction No 05 dated 15 Sep 2016 revised vide General Instruction No 05 dated 25 Feb 2017.
- (d) Floor Wardens will ensure compliance of leave rules by hostel students. They will ensure that students do not have to move from pillar to post for getting leave application signed by floor wardens. For ensuring this compliance, wardens will be kept informed by floor wardens whenever they proceed on leave and also name of substitute to be mentioned in the online leave application.
- (e) They will conduct meeting with Floor Representative of their hostel at least once in a month and should submit a report to the Hostel Warden without fail.
- (f) All the hostels have offices for floor wardens within the hostel buildings. Floor Wardens will have to sit in the hostel office for about an hour whenever they visit hostel. They are required to make a time table for their stay in the office as per their convenience. This however must be put-up on the hostel notice boards for the convenience of the students for effective meeting.
- (g) Floor Wardens will ensure that discipline is maintained in their designated floors in hostels. For this they will be assisted by Hostel Supervisor/Attendants. All the cases of indiscipline/misconduct/abnormal behavior will be reported to the wardens.
- (h) Floor Wardens are the final authority for approving leave of students from their Hostels. For this students must take prior approval from them.
- (i) Whenever Floor Wardens go on leave, information regarding the same must be given to Wardens.
- (j) Floor Wardens have the responsibility of counseling students involved in cases of indiscipline, misconduct and abnormal behavior. In case they feel that they cannot handle the situation, they may refer such cases to Warden.



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Director

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(k) Any other duties delegated by the higher authorities regarding hostel affairs from time to time.

(l) During weekly interaction, floor warden shall enquire about the quality of life in hostels from the students (Housekeeping, maintenance, drinking water, laundry and food). Inadequacies shall only be reported in the standard format or else nil report comment should be endorsed in the floor warden visit register maintained in the hostel.

(m) Floor warden shall be in constant touch with the TGs and irrational behavioral issues of students of his floor should be shared with TG and also with parents of students. Record of such interaction with parents shall be recorded in the e-campus manager.




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DUTIES OF HOSTEL SUPERVISORS

1. The duties of Hostel Supervisors are appended below :-
 - (a) To ensure safety, security, discipline, calmness and cleanliness in the hostel.
 - (b) To supervise the works of dedicated floor attenders.
 - (c) To maintain up to date record of the hostel boarders with support of office clerk.
 - (d) To ensure closure and opening of hostel gates as per laid down timings.
 - (e) To physically checking of presence of each hosteller in his/her room utilizing services of dedicated floor attenders after closure of entry gates of the hostel. If any student found to be absent from his room, the student should be contacted over phone to ensure his presence in the hostel. Any case of absence shall be reported to the Chief Warden/ Warden of the hostel.
 - (f) To encourage students to maintain hygiene and cleanliness in their hostel room and common areas.
 - (g) To maintain all registers in the hostel properly and check them at least twice daily.
 - (h) To ensure the completion of any maintenance complaints as early as possible by coordinating with Service and Maintenance Department.
 - (i) To maintain a Visitor's Register to record entry and exit time of visitors. Any person who is not a boarder in the hostel, is a visitor.
 - (j) To ensure that no unauthorized person staying inside the hostel beyond the allotted time.
 - (k) To make surprise visits to different levels of hostel along with floor attenders.
 - (l) To identify possible trouble makers in the hostel and share the same with Chief Warden/ Warden.
 - (m) To encourage hostel students to live a healthy life by participating in sports and cultural activities.
 - (n) To report any incident related to the hostel to the Chief Warden/Warden/Floor Warden which require immediate intervention from higher authority.



(Dr. S. Garg)
Director

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DUTIES OF ASSISTANT HOSTEL SUPERVISORS

1. The duties and responsibilities of the Assistant Hostel Supervisors are as follows :-
 - (a) His/her primary responsibility shall be to get the jobs done by the maintenance team, security guards and housekeeping team.
 - (b) He/she will be on duty during flexible shift from 0830h to 1130h, 1330h to 1430h and 1730h to 2030h.
 - (c) He/she will assist the Hostel Supervisor in administration of hostel affairs less student discipline.
 - (d) He/she will be responsible to maintain hostel data base of students.
 - (e) He/she will be responsible to maintain leave records and regularization/sanction of leave of hostel students through Floor Warden.
 - (f) He/she will prepare Duty Roaster of hostel attenders and recommend leave.
 - (g) He/she will be available to assist Warden and Floor wardens in performing their duties.
 - (h) He/she will supervise the duties of floor attenders during his duty hours when the hostel supervisor may not be available in the hostel.
 - (i) Assistant Hostel Supervisors of Boys Hostel No 1 and 2 shall also be In-Charge of SMIT Amphitheatre in turns.
 - (j) Shall carry out surprise checks of hostel floors at random accompanied by floor attender and Security Guard.
 - (k) Should be thoroughly conversant with fire drill, disaster management drill, hostel rules and regulations.
 - (l) Will be in charge of movement register and shall ensure that every student staying out of the hostel obtains approval of Floor Warden in prescribed format.
 - (m) Will ensure that food is supplied by mess contractor for sick students in time for isolated students or students detained in hostel room for any other reason in food containers and supplied to hostel room through floor attender.
 - (n) Should ensure landscaping activity, housekeeping of surrounding areas of assigned hostel by regular liaison with housekeeping supervisor.
 - (o) Officiate as Hostel Supervisor when actual incumbent is on leave.

(Dr. A. Garg)
Director

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DUTIES OF HOSTEL ATTENDANTS

1. The duties of the Hostel Attendants are as follows :-
 - (a) To assist the Wardens, Floor Wardens, Hostel Supervisors and Assistant Hostel Supervisors as and when required in respect all works related to student discipline, student welfare, housekeeping, maintenance and hostel security for the hostel floor assigned to him and works under their supervision. Every attendant shall be assigned the responsibilities of one floor in turn and for a minimum duration of one year.
 - (b) To get the hostels rooms and hostel premises cleaned including the toilets in the assigned floor..
 - (c) Taking attendance of students of the hostel floor assigned to him at night during attendance check at the prescribed timings (for Boy's Hostel at 10 PM and for the Girl's Hostel at 9.30 PM).
 - (d) To inform the Hostel Supervisor and Floor Warden if any article is found damaged or any hostel facility is being misused and to rectify the same.
 - (e) To inform the Hostel Supervisor and Floor Warden without delay, of any sickness of students, undesirable misconduct or behavior, any matter of serious concern like ragging, physical assault etc. In case if a student is required to be taken to CRH, one attendant shall accompany the student.
 - (f) To assist the Security Staff at Main Gate, SMIT in managing the late entry of students inside the campus beyond 1930h.
 - (g) To keep the unused room under lock and key in the hostel floor assigned to him.
 - (h) To facilitate working of housekeeping staff inside student rooms and common areas in hostels by noting down requirements during night attendance check in attendant diary to be maintained by every attendant in addition to housekeeping requirement of common areas. If any common area is found to be soiled by student by spitting tobacco waste or painting in the wall, the same shall be brought to the notice of floor wardens and hostel supervisor immediately for further action.
 - (i) To note down requirements of maintenance of students rooms while taking attendance at night in attendant diary. This information should be transferred to the service request register every night for passing on to maintenance department next morning.
 - (j) Carry out inspection of assigned floors to check if any authorized persons have entered in the hostel or if any unusual activities like student door locked during college working hours. Similarly, at night, accompanied by Hostel Supervisor check whether all doors of balconies on 7th floor are closed, no unusual loud noise or quarrel or fight among students is going on. During such night patrols, Home Guard on duty shall also take part in tandem.
 - (k) To perform the duties and responsibilities of Hostel Supervisor in his/her absence/leave on seniority basis.
 - (l) Any other duties that may be delegated by the higher authorities regarding hostel affairs from time to time.

(Dr. A Garg)
Director

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DUTIES OF SECURITY GUARDS : HOSTEL NO 1

1. The duties of Security Guards of Boys Hostel No 1 (Ground Level Entrance) are :-
 - (a) To allow only student residents of Hostel No 1 to enter the hostel through that entrance.
 - (b) All other students, visitors, workers shall be directed to report to the reception on 5th Floor DEF Block (Manned 24 hours, Intercom No 263).
 - (c) He will check the Identity Card of students before allowing entry, if not wearing Identity Card then he should be sure that the student is resident of Hostel No1 only or else should ask the student to enter through the entrance at 5th level where authentication shall be done by Hostel Staff.
 - (d) He will leave the post only when a reliever comes either for taking over duty or to allow him to respond to call of nature.
 - (e) He will not allow any unauthorized parking of vehicle in front of entrance gate.
 - (f) Whenever there is a requirement of checking of hostel room of any student either by wardens or hostel staff, the guard shall accompany and help them in carrying out search for which he will be trained by security supervisor.
 - (g) He will not allow assembly of group of students at the entrance of the gate. In case there is any such incident shall ask the students politely to disperse.
 - (h) Only staff vehicles and vehicles carrying stuff for Boys Mess and MARENA are allowed in the area. No other vehicles shall be allowed.
 - (i) He will make himself aware of the location of electrical control rooms and fire extinguishers equipment.
 - (j) He will participate in the firefighting in case the need arises as per provisions of SOP. He needs to be trained by Security Supervisor for the same.
 - (k) He should be conversant with the location of keys of emergency gates in the hostel so that they can be opened in time with help of hostel staff.
 - (l) He will be part of the disaster management team of SMIT as per SOP and shall help hostel staff in handling the disaster.

2. The duties of Security Guards of Boys Hostel No 1 at Main Entrance (Night Duty 10 PM to 6AM) are :-
 - (a) To allow only senior students, residents of hostel no 1 to enter the hostel through this entrance after authentication. All other students, visitors, workers shall be authenticated by hostel supervisor before they are allowed to enter and the lock of the main door is opened.

(Dr. A. Garg)
Director

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- (b) He will be part of hostel night duty room which will also be manned by 02 hostel attendants. He will be part of night duty team of hostel no 1 and will man the main entrance gate after the same is locked after 10 PM till night attendance is over. When the night attendance process is on after 10 PM gate closure and any student wants to enter the hostel late he will seek guidance from hostel supervisor.
- (c) He will leave the post only after 6 AM next morning without waiting for relief.
- (d) He will not allow any unauthorized parking of vehicle in front of entrance gate.
- (e) He will provide watch and ward duty inside hostel no 1 in all the floors as on required basis.
- (f) Whenever there is a requirement of checking of hostel room of any student either by wardens or hostel staff, the guard shall accompany and help them in carrying out search for which she will be trained by Security Supervisor.
- (g) He will not allow assembly of group of students at the entrance of the gate. In case there is any such incident should ask the students politely to disperse.
- (h) He will make herself aware of the location of electrical control rooms and fire extinguish equipment.
- (i) He will participate in the firefighting in case the need arises as per provisions of SOP. He needs to be trained by Security Supervisor for the same.
- (j) He should be conversant with the location of keys of emergency gates in the hostel so that they can be opened in time with help of hostel staff.
- (k) He will be part of the disaster management team of SMIT as per SOP and shall help hostel staff in handling the disaster.



(Dr. A. Garg)
Director

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DUTIES OF SECURITY GUARDS : HOSTEL NO 2, JKL BLOCK

1. The duties of Security Guards of Boys Hostel No 2 (JKL Ground Level Entrance) are :-
 - (a) To allow only 1st year student residents of Hostel No 2 to enter the hostel through that entrance. All other students, visitors, workers shall be directed to report to the reception on 5th floor (Manned 24 hours, Intercom No 328).
 - (b) He will check the Identity Card of students before allowing entry, if not wearing Identity Card then he should be sure that the student is resident of Hostel No 2 JKL and MNO Block only or else should ask the student to enter through the entrance at 5th level where authentication shall be done by Hostel Staff.
 - (c) He will leave the post only when a relief comes either for taking over duty or to allow him to respond to call of nature.
 - (d) He will not allow any unauthorized parking of vehicle in front of entrance gate.
 - (e) Guard on night shift at this post will move inside the hostel and shall provide watch and ward duty inside the hostel in all the floors as on required basis.
 - (f) Whenever there is a requirement of checking of hostel room of any student either by wardens or hostel staff the guard shall accompany and help them in carrying out search for which he will be trained by Security Supervisor.
 - (g) He will not allow assembly of group of students at the entrance of the gate. In case there is any such incident shall ask the students politely to disperse.
 - (h) Only staff vehicles and vehicles carrying stuff for Boys Mess and MARENA are allowed in the area. No other vehicles shall be allowed.
 - (i) He will make himself aware of the location of electrical control rooms and fire extinguishers equipment.
 - (j) He will participate in the firefighting in case the need arises as per provisions of SOP. He needs to be trained by Security Supervisor for the same.
 - (k) He should be conversant with the location of keys of emergency gates in the hostel so that they can be opened in time with help of hostel staff.
 - (l) He will be part of the disaster management team of SMIT as per SOP and shall help hostel staff in handling the disaster.



(D. A. Garg)
Director

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DUTIES OF SECURITY GUARDS : HOSTEL NO 2, MNO BLOCK

1. The duties of Security Guards of Boys Hostel No 2 ((MNO Ground Level and 5th Level Entrance) are :-
- (a) To allow only 2nd year student residents of PQR Block and Guests of hostel no 2 to enter the hostel through that entrance. All other students, visitors, workers shall be directed to report to the reception on 5th floor JKL Block (Manned 24 hours, Intercom No 328).
 - (b) He will check the Identity Card of students before allowing entry, if not wearing Identity Card then he should be sure that the student is resident of hostel no 2 PQR Block only or else should ask the student to enter through the entrance at 5th level where authentication shall be done by Hostel Staff.
 - (c) He will leave the post only when a relief comes either for taking over duty or to allow him to respond to call of nature.
 - (d) He will not allow any unauthorized parking of vehicle in front of entrance gate.
 - (e) He will not allow assembly of group of students at the entrance of the gate. In case there is any such incident shall ask the students politely to disperse.
 - (e) Only staff vehicles and vehicles carrying stuff for Boys Mess and MARENA are allowed in the area. No other vehicles shall be allowed.
 - (f) He will make himself aware of the location of electrical control rooms and fire extinguish equipment.
 - (g) He will participate in the firefighting in case the need arises as per provisions of SOP. He needs to be trained by Security Supervisor for the same.
 - (h) He should be conversant with the location of keys of emergency gates in the hostel so that they can be opened in time with help of hostel staff.
 - (j) He will be part of the disaster management team of SMIT as per SOP & shall help hostel staff in handling the disaster.



(Dr. A. Garg)
Director
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DUTIES OF SECURITY GUARDS : GIRLS HOSTEL NO 3
(HG EX RETREAT TO MAN THIS POST WHEN OPEN)

1. The duties of Security Guards of Girls Hostel No 3 are :-

- (a) To allow only 1st year student, residents of hostel no 3, hostel staff and faculties to enter the hostel through that entrance. All other students, visitors, workers shall be directed to report to the reception of hostel no 4 (Manned 24 hours, Intercom No 292).
- (b) He will check the Identity Card of students before allowing entry, if not wearing Identity Card then he should be sure that the student is resident of hostel no 3 only or else should ask the student to enter through the entrance of hostel no 4 where authentication shall be done by Hostel Staff.
- (c) He will leave the post only when a relief comes either for taking over duty or to allow him to respond to call of nature.
- (d) He will not allow any unauthorized parking of vehicle in front of entrance gate.
- (e) He will not allow assembly of group of students at the entrance of the gate. In case there is any such incident shall ask the students politely to disperse.
- (f) He will make himself aware of the location of electrical control rooms and fire extinguishing equipment.
- (g) He will participate in the firefighting in case the need arises as per provisions of SOP. He needs to be trained by Security Supervisor for the same.
- (h) He should be conversant with the location of keys of emergency gates in the hostel so that they can be opened in time with help of hostel staff.
- (i) He will be part of the disaster management team of SMIT as per SOP and shall help hostel staff in handling the disaster.



(Dr. A Garg)
Director

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DUTIES OF SECURITY GUARDS : GIRLS HOSTEL NO 4 MAIN ENTRANCE
(LADY GUARD ONLY)

1. The duties of Lady Security Guards of Girls Hostel No 4 are :-

- (a) To allow only senior student residents of hostel no 4 to enter the hostel through that entrance. All other students, visitors, workers shall be directed to report to the reception on ground floor (Manned 24 hours, Intercom No 292). 1st year girl students will also be allowed to enter through this gate when main gate of hostel no 3 is closed
- (b) She will check the I Card of students before allowing entry, if not wearing I Card then she should be sure that the student is resident of hostel no 4 or hostel no 3 or else should ask the student to enter through the entrance at ground level where authentication shall be done by hostel staff. Students of hostel no 3 will not be allowed to enter hostel no 4 but will be either directed to the mess or hostel no 3 as the case may be.
- (c) She will leave the post only when a relief comes either for taking over duty or to allow him to respond to call of nature.
- (d) She will not allow any unauthorized parking of vehicle in front of entrance gate.
- (e) Guard on night shift at this post will move inside the hostel and shall provide watch and ward duty inside hostel no 4 and hostel no 3 in all the floors on as required basis.
- (f) Whenever there is a requirement of checking of hostel room of any student either by wardens or hostel staff, the guard shall accompany and help them in carrying out search for which she will be trained by security supervisor.
- (g) She will not allow assembly of group of students at the entrance of the gate. In case there is any such incident, should ask the students politely to disperse.
- (h) Only staff vehicles, vehicles coming to drop or pick up students and vehicles carrying stuff for girls mess are allowed in the area. No other vehicles shall be allowed.
- (i) She will make herself aware of the location of electrical control rooms and fire extinguish equipment.
- (j) She will participate in the firefighting in case the need arises as per provisions of SOP. She needs to be trained by Security Supervisor for the same.
- (k) She should be conversant with the location of keys of emergency gates in the hostel so that they can be opened in time with help of hostel staff.
- (l) She will be part of the disaster management team of SMIT as per SOP and shall help hostel staff in handling the disaster.



(Dr. A. Garg)
 Director
 24 Nov 2017

MONTHLY REPORT
TO BE SUBMITTED BY FLOOR WARDEN

1. Interaction with Floor Representative Name _____

Phone No _____ Email ID _____

Date	Issue	Remarks	Sign of Student

2. No of students with whom you interacted :

Date	Room No	Ph No	Email ID	Name of student	Issue	Signature of Student



(Dr. A. Garg)
 Director
 24 Nov 2017

8. Overall Level of satisfaction of students in the scale of 1-5 (1-Excellent, 2- Very Good, 3- Good, 4- Satisfactory, 5- Bad)

Details of Students	Issue Hostel ambience, Maintenance Lift, Water Supply, Mess Food, Condition of Room, Cleaning Of passage, lighting	Level of Satisfaction	Signature

9. Any disciplinary cases initiated / noticed:

10. Formation of interactive group in social media and communication:

Name : _____ Hostel No : _____ Signature _____

Assigned Level: _____ Date : _____

NOTE : AT LEAST FEEDBACK OF 10 STUDENTS NEEDS TO BE COMPILED



(Mr. A. Garg)
Director

24 Nov 2017