

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY VADODARA
(GANDHINAGAR CAMPUS)**

STANDARD OPERATING PROCEDURE (SOP) FOR HOSTEL

AY: 2021 - 22

Rajlabdi Heritage, Behind Nidhi Petrol Pump, Koba-Ambapur Road, Gandhinagar 382421.

1. INTRODUCTION

The Institute has empaneled the property of M/s Ed Value Chain Solutions Pvt. Ltd., located at Rajlabdhi Heritage, Koba as an official hostel campus for the academic year 2021-22 and onward. Hostel accommodation, separately (on different towers) for male and female, will be provided solely based on availability.

The guiding principle towards the formulation of the SOP is to ensure a secure and comfortable environment which is conducive to learning, and, all hostellers are required to strictly abide by the same.

2. FIRST POINT OF CONTACT

2.1. Mr. Vijay Kumar, (Ph. 7678167804), a representative of the hostel agency (M/s Ed Value Chain Solutions Pvt. Ltd.) is the first point of contact for all the hostellers with respect to any maintenance related issues in the individual rooms. He will be available in the **Hostel Office (B-101)**.

2.2. He will be responsible for the day-to-day operations and administration of all issues related to general maintenance and complaints which includes supply of water, electricity, housekeeping etc.

2.3. Ms. Jenet Parmar (Ph. 9106297842) is the Institute representative to the hostel. Residents may approach her for issues related to medical emergencies, transport services etc. All **Female** residents can approach her for any specific assistance. She will be available in **Flat No. F-101**.

2.4. The **Student Representatives at Hostel** would be responsible for the overall discipline in Hostel. Any general issue related to a particular room/ block/ hostel should be routed through Representatives. The head of the student representatives would be directly in touch with the Hostel Office and Wardens.

3. WARDENS

3.1. The Wardens are responsible for overall administration of the hostel. They are responsible for implementation of decisions taken at the Institute level duly approved by the Director. They are also responsible to enquire into any acts of indiscipline, misconduct or inappropriate behaviour brought to the notice.

3.2. Name and contact number of the Wardens:

Dr. Pramit Mazumdar (Male Students) Phone: 9337167027

Mrs. Madhu Kumari: (Female Students) Phone: 9631054038

All queries regarding Hostel are to be sent to hostel_warden@iiitvadodara.ac.in. This mail id is accessed by both the Wardens.

4. HOSTEL ADMISSION

4.1. Report to the hostel address:

Rajlabdi Heritage, Behind Nidhi Petrol Pump, Koba-Ambapur Road, Gandhinagar 382421.

Google Map Coordinates: 23.145863643704104, 72.63007493521117

4.2. Log date and time of arrival in the register kept at the security post.

4.3. Go to the Hostel Office, B-101 (Contact Person: Mr. Vijay Kumar, Ph. No. 7678167804).

4.4. Submit proof of Payment of Hostel Rent.

4.5. Fill and submit the Hostel Admission Form. (Keep passport size photographs)

4.6. Get your hostel seat allotted and move to the allotted room in the flat.

4.7. At the time of admission to the hostel, a declaration agreeing to abide by the Hostel Policy, Rules and Code of Conduct for Hostellers as may be notified from time-to-time shall be signed by the residents and countersigned by his/her Parent/ Legal Guardian/ Local Guardian.

4.8. On admission, the student will be allotted a Flat which will be shared with other batchmates. The arrangement of accommodation within the flat is to be combinedly decided by flatmates/allottees.

4.9. The hostel management also reserves the right to move the hostellers to other hostel rooms, if such a need arises, from time to time.

5. FURNITURE, FIXTURES & CONSUMPTION OF ELECTRICITY

5.1. On hostel admission, each resident will be provided with the essential furniture and fixtures (01 Bed, 01 Study-Table, 01 Chair, 01 Almirah, Curtains, Light, Fan & 01 RO filter for a flat). The students should ensure that furniture and fixtures are maintained in good condition.

5.2. Hostellers are required to hand over furniture and other room fittings in good condition when they change/ vacate the hostel. Failing which the concerned student/s will be charged for the damaged furniture/materials.

5.3. Room rent is inclusive of electricity upto **35 units per student** (*i.e.*, 175 units for 2-BHK flats & 245 units for 3-BHK flats). Any additional consumption of electricity will be charged by the hostel agency which will be distributed to all residents of the flat.

5.4. In case of Cooler or Air conditioner installation, students are strictly advised to inform the hostel office with a No-Objection Certificate (NOC) signed by all flatmates. Since the excess electricity bill (read Guideline 5.3) has to be paid by the flat residents.

5.5. Complaint Register is available at Hostel Office for any issue related to Maintenance. Wardens and the Hostel management would look into the Register. Complaints documented in the Register would only be considered for further actions.

5.6. Lift and other common Logistics within the Hostel Premises should be handled carefully. The Hostel agency reserves the right to penalise students as per Institute Disciplinary Manual for any activity that damages the common properties.

6. HOSTEL MESS

6.1. At present M/s Jaiswal Canteen V, Ahmedabad is providing catering services. All hostellers are required to use the services in the Hostel Mess. Cooking is banned in the Flats.

6.2. For admission to the Hostel Mess, hostellers are required to deposit a Mess Advance in mutual agreement with the Caterer.

6.3. The Mess Timings are sync with the academic time-table of the Institute. For details check the notice board of the Mess.

6.4. The Student Representatives at Hostel are responsible for communicating the complaints & grievances of the hostellers to the Caterer. Constructive suggestions are always welcome.

6.5. Cooking is banned in the hostel rooms. Electric kettles are permitted in view of the ongoing pandemic and should be used only for boiling water. Any other electric gadget found in the student's room will be confiscated and penalised.

7. HOSTEL TIMINGS AND RESTRICTIONS

7.1. All hostellers should return back to their respective flat before **11:00 PM**. Upto 30 minutes of delay will be permissible with writing proper written justification in the entry register at the gate.

7.2. No entry or exit to the hostel will be allowed between **11:30 PM** till **6:00 AM** next morning.

7.3. In special circumstances such as delay in flight/train/bus etc, residents may be permitted to exit/enter into the hostel with prior email approval with supporting documents (before 7:00 PM) of the respective Wardens.

7.4. All the students residing in the hostel are instructed to stay inside their rooms after midnight, and thus refrain from staying in common areas such as the lawn within premises. This is to avoid unnecessary movement and noise which disturbs other students and residents.

7.5. Movement of students in the basement is not permitted (except using the Gym facility).

7.6. Visit to other flats is discouraged after midnight. Complaints in this front will be handled as per Disciplinary Manual.

7.6. In case of medical emergencies during night, the residents can visit local hospitals in the Institute emergency vehicle. Following Hospitals are in close proximity:

I. Civil Hospital, No.G-2, GH Road, Sector-12, Gandhinagar.

II. SMVS Swaminarayan Hospital, Gandhinagar - Ahmedabad Road, beside Swaminarayan Dham, Urjanagar 1, Randesan, Gandhinagar, Gujarat 382007

III. Apollo Hospitals International Limited, Plot No.1 A, Bhat GIDC Estate, Gandhinagar, Gujarat 382428

8. HOSTEL ATTENDANCE

8.1. All the hostellers have to mark daily attendance in the designated register.

8.2. Those who fail to mark the attendance for three consecutive days, their names will be published on the notice board for record and legal purposes.

9. PARENTS / AUTHORISED VISITORS

9.1. Parents / Authorised visitors of the hostellers are allowed to visit their wards between **5.30 PM to 8.30 PM on weekdays** and between **3.00 PM to 8.30 PM on holidays**.

9.2. Parent / Guardian / Visitor or any person is **NOT** allowed to visit / stay with the hostellers in their Flat. They can meet at the Mess area or open spaces within the hostel premises.

9.3. Male (Female) is **NOT** permitted to enter into Female (Male) Block. No one is allowed to stay in another's flat (same gender) after 11.30 PM.

9.4. Followings are the advisory to the non-residents planning to visit the hostel to collect their belongings / office work and requesting for a temporary accommodation:

9.4.1. Send a request email to Mr. Pravesh (pravesh.bhadviya@gmail.com) well in advance providing the complete travel plans ahead.

9.4.2. Not permitted to stay / share any existing students' flat / room.

9.4.3. Guest room accommodation will be provided on applicable charges as mentioned by the agency.

9.4.4. Not permitted to stay more than one night.

10. INSTITUTE VACATION

10.1. During notified Institute vacations, hostellers must remove / pack all of their belongings from their allotted Flat in order to allow the hostel agency to carry out maintenance work.

10.2. Students who prefer to stay back in the hostel during the semester break for Internship/Professional Practice/Summer Term, etc., should take prior permission from the Hostel Agency.

11. PERSONAL MOTORISED VEHICLE

Hostellers are not allowed to use any personal motorised vehicles. Parents are requested not to provide any motorised vehicle for their ward. Students are strictly instructed to use transport provided by the Institute.

12. CELEBRATING SOCIAL FESTIVALS AND BIRTHDAYS

Hostellers may celebrate festivals and birthdays without disturbing other inmates. However, all the functions/celebrations are to be concluded before **10:00 PM**. There should not be any kind of

discomfort caused to other Hostellers and other occupants in the hostel premises. No outside guest(s) or interference of any kind will be allowed. Spoiling walls with cake or wet balls (football etc.) will attract fine. Noise level, volume of music system, etc. must be kept low at all times. Practising for various competitions will not be considered as an exception. Any noise (including music, mutual discussion) causing disturbance to other hostel mates/ society residents will lead to disciplinary action against the students.

13. RECREATION / SPORTS FACILITY

Limited Space for recreational activities, gymnasium and games are provided within the hostel premises. Hostellers are allowed to use these facilities as per the timings circulated time-to-time from the respective **PIC of the Club**. Entry to the activity room and the Gym in Hostel are not permitted during 9:00 - 16:00 Hrs. on working days.

14. MEDICAL EMERGENCY

14.1. Any accidents or sudden illness should immediately be reported to **Ms. Jenet Parmar**.

14.2. In case of a medical emergency, the Institute support is limited to providing first-aid medical care only and Parents/ Guardians will be informed immediately. Hence, it is very important that the Phone/ Contact numbers must be updated by the hostellers/ parents. Treatment is the responsibility of Parents/ Guardian or the student himself/ herself. The student insurance can be used for treatment as admissible under the policy.

14.3. The Institute will take all precautions in providing minor first aid medical care within the Hostel, and if deemed necessary, the concerned hosteller should visit the local hospital for medical attention and hospitalisation. The Institute shall not be held responsible for any incident or consequence during the provision of this service.

14.4. Further, the Institute shall not be held responsible in cases of any medical exigencies such as accidents, which may occur inside the hostel premises and journeys to and from the Institute, including Institute Transport facility.

14.5. The Institute shall not be liable in Law for any accident injury or damage caused to a hosteller due to any act or omission or commission by the concerned hosteller and /or if such injury or damage arises due to the concerned student failing to adhere to prescribed safety norms or directions or instructions or failure to adhere to the code of conduct prescribed.

14.6. To cater medical emergencies at night, a vehicle will be available in the hostel premises. For medical emergency vehicle requirements, the students are required to meet Ms. Jenet Parmar. The emergency vehicle will take the patient to Civil Hospital, Gandhinagar. Maximum two

students can accompany the patient. Use of the medical vehicle for any unauthorised use shall be dealt with as per the Institute policy.

15. FLAT INSPECTION

All flats are subject to periodic and/or unscheduled inspection by the Hostel Agency / Wardens / Representatives of the Wardens. Any unauthorised activities found during the inspection would be handled as per the Institute Disciplinary Manual.

16. CODE OF CONDUCT FOR HOSTELLERS: DO'S & DON'TS

Refer to Students Discipline Manual for details:

http://iitvadodara.ac.in/pdf/01_Draft_Disciplinary%20Manual_IITV.pdf

Do's	Don't
Maintain discipline inside and outside the Hostel premises.	Involve/get involved in any unlawful activity, violate any rules and regulations of the Hostel leading to unbecoming of a student.
Avoid visiting public places. Wear a mask. Keep your Institute Identity Card always with you.	Meddle with furniture & fixtures provided in the Flat.
Show your Identity Card to security personnel or any other authorities of Hostel / Institute as and when demanded.	Create a disturbance in the Hostel premises.
Always lock your Flat before going out.	Hang your clothes in other areas than in the designated place.
Keep your room tidy, neat and clean at all times.	Keep or feed pets of any kind in your Flat or hostel premises.
Lodge a complaint for any maintenance work.	Steal, cheat or spread rumours. Never use things without the permission of the fellow hosteller.
Share your problem(s) individually with the respective representatives.	Use/ possession of motorised vehicles in the hostel premises.

Take special care of your mobiles and give your number to only authorised persons.	Bring extra furniture and/or fixtures into the Flat except with the permission of the concerned hostel agency.
Keep your valuables and cash under lock.	Hire services of housekeeping staff for personal work even on payment basis. However, in a few exceptional cases like illness, students can avail the same with the permission of the concerned hostel agency.
Save electricity and water. Switch off the fans and lights and check water taps whenever you leave the Flat.	

17. STRICTLY PROHIBITED ACTIVITIES

17.1. Ragging in any form is banned inside and outside the hostel premises. Strict action will be taken against defaulters. No leniency will be shown to offenders. Students involved in ragging will be handled as per the Institute discipline manual.

17.2. Consumption/possession of alcohol, smoking or use of tobacco, narcotic drugs, possession of obscene pictures, posters, lethal weapons or inflammable materials and the related products are strictly banned in the Hostel premises. In case any student is found to be guilty in this front, the cases will be handed over to the law and order authorities.

Note: All hostellers are advised to extend their full cooperation to see that no unauthorised person enters the hostel premises. If a hosteller finds any such unauthorised person, the matter should be brought immediately to the notice of security personnel for further action.

18. MEDICAL INSURANCE POLICY

18.1 All students of IIIT Vadodara are enrolled for cashless Medical insurance limited to 1-Lakh.

18.2 The medical insurance is valid for Indoor treatment only where hospitalisation is for at least 24 hours. Please refer to detailed terms and conditions from the Insurance company website.

19. COVID GUIDELINES AND PROTOCOL AT HOSTEL

Refer to the current Covid guidelines which are updated regularly at <http://iiitvadodara.ac.in/hostel.php>.

The Institute will review the pandemic situation on a regular basis, and the above guidelines related to Hostel will be revised. The same will be updated and communicated as and when required.