

ICFAI FOUNDATION FOR
HIGHER EDUCATION
HYDERABAD
CAMPUS HOSTEL



REGISTRAR

ICFAI FOUNDATION FOR HIGHER EDUCATION
(Deemed-to-be-University establishes under section 3 of UGC Act 1956.)



Responsibilities

Hostel

1. The following are the duties and responsibilities of Asst Wardens towards the Hostel Security

- (a) The Security Guards (SGs) deployed for hostels will report to the duty warden of the concerned hostel(s).
- (b) The Wardens should brief the SGs thoroughly about their duties in the hostels.
- (c) The SGs, after their thorough briefing, will be deployed at various posts within the hostels.
- (d) The SGs so deployed will be monitored by the wardens and ensure that the instructions given by them are being followed meticulously. Any dereliction of duties should be brought to the notice of CSO for further necessary action.
- (e) It is the responsibility of the Wardens to secure the hostels by ensuring optimum performance by the SGs so deployed.
- (f) Security personnel should not be utilized for any other purposes other than for the security duties
- (g) The requirement of additional SGs for hostels on certain occasions should be made only after systematic assessment and sent to CSO through the Hostels In charge.
- (h) Wardens shall not make a direct requisition of additional SGs to CSO/ASO unless there is an urgent need/requirement.
- (i) Security registers being maintained at respective hostel blocks by the SGs are checked and suitably guided/advised.
- (j) Never allow any SG to open the occupied rooms of the students without the presence of a warden.
- (k) Ensure the presence of a SG whenever any unoccupied room is opened for maintenance and also maintain proper record of the same.
- (l) Vendors/workers/laborers shall never be allowed into the hostels/hostel rooms without being accompanied by the security personnel and also ensure that the SG remains with them till they leave the hostel block.
- (m) Never leave any hostel room unlocked whether it is occupied or not. An entry to this effect is made by the warden that the locks of all the rooms are intact and the same is mentioned in the Handing/taking over Register.
- (n) The wardens take periodic rounds in the hostels during their duties and make necessary entries in the registers.
- (o) Any untoward incident reported by the on duty SG, should promptly be attended to and resolved, and a report to this effect is made. The incident should reflect in the daily report sheet addressed to the Hostels In charge with a copy to the CSO, Addl. Registrar and the Director (Admin).
- (p) Conduct surprise checks in the hostel rooms with the assistance from the ASO/Security Supervisors keeping the Hostel In charge, CSO, Addl. Registrar and the Director (Admin) informed well in advance and obtain their guidance, if necessary.
- (q) The wardens must be present at the main gate Half an hour before the closing of main gate i.e. 2200 hrs and to monitor the incoming students, and also to coordinate with the on duty security personnel at the main gate. The warden will also

accompany the student along with the security personnel when taken to clinic for Breath Analysis Test.

- (r) All indiscipline cases/security related issues should be brought to the notice of CSO immediately keeping the hostels In-charge duly informed.
- (s) Any information on the matters pertaining to the hostels are to be divulged only to the In Charge Hostels.
- (t) All the wardens will function in close coordination with CSO on all matters which may later have security ramifications and also to avert/prevent such incidents.
- (u) SGs will also check Wi Fi Routers, Inventory piled up in the corridors, solar water points, drinking water points, washing machines and the terraces once during their duty. Any untoward/abnormal noticed will be brought to the notice of the Asst warden.
- (v) No outsider will be allowed inside the hostel.
- (w) SGs will not be too familiar with the students.
- (x) Night cafeteria functioning in the premises of a hostel should be closed at the stipulated time. SG will ensure that the cafeteria is closed failing which a report to this effect will be initiated by the Asst warden to CSO.
- (y) Parents/Visitors visiting hostel rooms is not permitted. SG will ensure that visitors do not violate these rules.
- (z) UG student's attendance to be taken by the Asst Warden and assisted by the SG.
- (aa) Timings stipulated by the Administration for students to be inside the hostels to be followed in letter and spirit any violations should be brought to the notice of CSO along with name and Enroll Number of the Student.

Housekeeping

- (a) Cleaning of the rooms should be undertaken by Housekeeping staff under the supervision of Asst Warden. Asst warden will sign in the register maintained for this purpose.
- (b) Any complaints regarding Housekeeping should immediately be addressed.
- (c) Housekeeping staff will not be left alone, they should be accompanied either by SG or the Asst Warden.
- (d) Housekeeping staff should be strictly warned not to touch the personal belongings of students. Rooms of student will not be opened in the absence of the owner of the room. In case of emergencies, room can be opened by the Asst warden in presence of Security Guard, an entry will be made in the register kept for the purpose.
- (e) Housekeeping is an essential activity for upkeep of Hostels. Closely monitor the House keeping staff and facilitate cleaning of all students rooms on regular basis.
- (f) Ensure cleanliness of common areas and drinking water points.

Key Management

- (a) Ensure Hostel rooms are locked only with the locks issued by the Stores Section of the University.
- (b) Student using private lock should immediately be checked and informed to Jt Registrar
- (c) No room should be left open for whatever reason.
- (d) At the end of the term, Asst wardens will go around the Hostel deliberately to check whether all rooms are locked or not.

- (e) Periodic checking of all floors and roof of Hostel is carried out by the Asst Warden to ensure no growth of trees or accumulation of sand or blockage of drain pipes. Entry will be made in the register kept for the purpose.
- (f) Maintain two sets of keys i.e. master key and a duplicate key.
- (g) In case of any resident ward losing the room key the hostel authorities will help open their room as per the norm.
- (h) An undertaking letter is taken from the student on the loss of key and penalty of INR 500/- collected. Collected penalty is deposited with the accounts Branch on the next day, voucher Number is endorsed in the Register
- (i) Key Loss register will be maintained.

Maintenance

- (a) Follow up with Maintenance team to resolve complaints
 - (i) Check SIS for outstanding complaints by the students.
 - (ii) Allocate work to maintenance team in the respective hostel common areas/rooms
 - (iii) Ensure students are available when maintenance staff comes.
 - (iv) Supervise work done by maintenance.
 - (v) Update the status of the complaint in the SIS
 - (b) Responsible for maintenance and upkeep of the Hostel premises.
 - (c) Hostel assets such as Furniture/TV, Fire Fighting equipment, Lifts, Electrical appliances, lights bulbs their maintenance and serviceability is the responsibility of the hostel wardens.
 - (d) Serviceability of the bathroom fittings, plumbing equipment is the responsibility of the Asst Warden.
 - (e) Any indiscipline or vandalism resorted by the students should be immediately brought to the notice of Jt Registrar and the CSO without fail.
 - (f) Daily report on the format as given by the Hostel In Charge, should be forwarded to Director Admin and Addl registrar.
 - (g) All maintenance issues in the hostel rooms should be monitored closely. A register for complaints from the students should be maintained and monitored regularly both hard copy as well as on SIS.
 - (h) After the complaint is resolved, the same should be intimated to student concerned.
 - (i) All the registers should be counter signed on monthly basis by the Hostel In charge.
 - (j) On completion of the complaints, relevant maintenance personnel as well as the University Engineer should sign the register.
 - (k) Any maintenance issue not resolved within reasonable period should be brought to the notice of Jt Registrar, Addl Registrar and Director Administration.
 - (l) Hostel Asst wardens will not communicate with higher officials other than Hostel In charge on regular basis.
 - (m) Hostel wardens should regularly interact with all the maintenance staff and Housekeeping staff.
 - (n) Check for maintenance of lifts, washings machines, water coolers, TVs, RO water, availability of hot water and water in washrooms/ toilets.
- (a) The following are the duties of wardens towards Students:-
- (a) Keep close contact with the residents and pay attention to their health, hygiene and general life in the hostel.
 - (b) Resident ward leave management

- (i) As and when a resident ward applies leave during week days they are expected to take the prior endorsement of the concerned Coordinator/ SSD on the computer generated leave slip.
 - (ii) After checking with guardian and due diligence on-duty warden will endorse by putting his signature and seal. During weekends, on-duty warden will cross check with parents of concerned resident ward and after collating their concurrence endorse the application.
- (c) Medical assistance
 - (i) At any point in time 24x7, in case of medical emergencies the duty warden will call for the ambulance for immediate medication at the campus clinic.
 - (ii) On further advise of the duty doctor, the warden will accompany the student to one of the hospitals specialized to deal with such case.
 - (iii) Parents of the student will be kept informed and if necessary requested to come over.
 - (iv) During breakout of any contagious ailment like chicken pox, small box, malaria, the concerned student will be immediately isolated, sent for test to a city hospital on advise of the duty doctor and his parents called for take him home for further treatment.
- (d) On day-to-day basis duty warden will inform the concerned resident ward about mails received. SMS alerts will be sent to the concerned students to collect their mails/ courier consignments
- (e) Mess bills
 - (i) On receipt of Mess bills the duty warden will thoroughly verify and check all the relevant documents.
 - (ii) Leaves, mess offs are accounted before the bills are endorsed by the warden.
- (f) Swimming pool passes
 - (i) Students will submit the medical report from the Doctor.
 - (ii) After receipt of clear medical report monthly pass is issued after collecting Rs 300/- per month. Manual receipt is issued.
 - (iii) Amount received during the day is properly accounted for and deposited with Accounts next day.
- (g) Cloak room
 - (i) At the end of the semester students may be asked to either lock their personal belongings, excluding costly items, in the same room and proceed or vacate their room for maintenance of the room and deposit their luggage in cloak rooms,
 - (ii) When the luggage is shifted to the cloak room, luggage is checked, labeled, and kept in an orderly fashion to facilitate retrieval. Receipt is given to the student
 - (iii) Assist students in coordinating their checkout from the Hostel.
- (h) There may be a requirement of accommodating day scholars, alumni and inter college students in the hostels during certain college events, with the permission of the Administration. Asst Wardens will properly plan and accommodate them, preferably in common areas or rooms if available.

Disciplinary and counseling

- (a) Be vigilant in detecting misconduct of students like smoking, drinking, and playing cards for money, defacing, destroying University property.
- (b) Any such misdemeanor, the student will be asked to give a written explanation letter in the presence of warden and security officials. The same will be forwarded to Hostel In Charge for suitable disciplinary action, with a copy to CSO for initiating further disciplinary action.
- (c) Take attendance of UG wards at night once hostel gates close at 11 pm. Absentees if any will be immediately reported to parents and followed up.
- (d) PG students will be checked for their presence during weekends.
- (e) Keep a close watch on students to detect signs of depression and unusual behaviour. Report to Hostel In Charge and counselor if required.
- (f) Settle disputes between students.

Additional Responsibilities

- (a) Any additional responsibility entrusted by the management other than the Hostel warden duties will be executed.
- (b) There are 20+1 flats are taken on contract agreement from M/S Vijayabhasker Reddy(VBR Associates) in Subhishi Complex. This accommodation is allotted to the Faculty on demand depending on availability. Rent has been negotiated and an agreement has been entered into by ICFAI FOUNDATION FOR HIGHER EDUCATION. Maintenance charges and other incidental charges like extra water etc will be subject to change by the Association.
- (c) A register will be maintained by the Hostel incharge for allotment of Subhishi accommodation.
- (d) At the time of occupation, faculty will be given accommodation "as is ,where is" basis. The occupants will be given a list of inventory and Do's and Don'ts.
- (e) Maintenance of these flats is the responsibility of the Subhishi Owner's Association. In case of emergencies, maintenance staff of ICFAI FOUNDATION FOR HIGHER EDUCATION may be detailed, as an exception.
- (f) At the time of extension /renewal of lease agreement, all the electrical and plumbing fittings in these flats to be verified and replaced at owners Cost.
- (g) There are certain accommodation within the campus designated as Guest houses, their allotment will be the responsibility of the wardens. Allotment will be done only on prior approval from the management
- (h) Parents of resident wards desirous of staying on campus are given the following options.
 - (i) Rooms with common facilities @ INR 500/- per day.
 - (ii) Rooms with attached facilities @ INR 1,000/- per day.
 - (iii) Rooms in A type guest house @ INR 2,000/- per room per day.
 - (iv) Rooms are allotted for guests only on availability.
- (i) Ensure collection of money, give receipt and deposit it with Accounts.
- (j) Accommodation and hospitality for residential events in the campus
- (k) Various events are organized by the faculty/Departments/ throughout the year. Delegates and participants of certain events requires participation and stay for the night.. Making arrangement for their stay/hospitality has to be taken care of , subject to approval

List of Registers Maintained by the Security Guard

- (a) Security Post/detail/allotment Register
- (b) Sports Material for Students Register
- (c) Parents Visitors Register in Hostels
- (d) Wheel Chair Movement Register
- (e) Students leave In/Out register
- (f) Civil Vendor & Other staff in /Out register
- (g) Maintenance Staff In /Out Register
- (h) Housekeeping staff In/Out
- (i) Security Occurrence
- (j) Key register(Terrace/Sports Room/Barber/Xerox)

List of Registers Maintained By Asst Warden

- (a) Occurrence Register
- (b) Warden Duty Register
- (c) Students Penalty Register
- (d) Parents Intimation register for indiscipline cases
- (e) Swimming pool pass register
- (f) Loss of Room Key register
- (g) Guest Room allotment Register
- (h) Students Speed post received register
- (i) Sick student/refer to city Hospital register.
- (j) Student Movement register at the time of vacation
- (k) Event register for accommodation inside the hostel.
- (l) Stock register for linen and beds
- (m) Lost and found register
- (n) Electrical gadgets seized from students
- (o) Swimming pool pass issue register

**Lay out of all existing registers are given below in Appendix A
Additional registers and their layout is mentioned in Appx B**

1. SECURITY POST DETAILS / ALLOTMENT REGISTER AS PER BLOCKS:

SNO	HOSTEL BLOCK	NAME	MOBILE NO	POST	REMARKS

2. SPORTS MATERIAL FOR STUDENTS:

[illegible]

3. PARENTS VISITORS REGISTER IN HOSTEL:

[illegible]

4. WHEEL CHAIR MOVEMENT:

[illegible]

5. STUDENTS LEAVE IN/OUT
REGISTER:

[illegible]

6. CIVIL(VENDOR) & OTHER STAFF IN/OUT REGISTER:

SNO	NAME	DEPARTME NT	LOCATIO N	MOBILE NO	IN TIME	OUT TIME	SIGNATU RE	REMARKS

7. MAINTENANCE STAFF IN/OUT REGISTER:

SNO	NAME	DEPARTME NT	LOCATIO N	MOBILE NO	PURPOSE	IN TIME	OUT TIME	SIGNATU RE	REMAR KS

8. HOUSE KEEPING STAFF IN/OUT REGISTER:

SNO	NAME	MALE / FEMALE	LOCATIO N	IN TIME	OUT TIME	SIGNATURE	REMARKS

9. SECURITY STAFF OCCURANCE REGISTER:

DATE SHIFT (PAGE
HEADING)

TIME ON DUTY STAFF (SUB
NAMES AND MOBILE HEADIN
NO G)

DETAILED MATTER
(BODY)

**10. KEY
REGISTER:**

SNO	NAME	DEPARTME NT	KEY NAME	IN TIME	OUT TIME	SIGNATURE	REMARKS

**LIST OF REGISTERS MAINTAINED IN HOSTEL
OFFICE**

**1. OCCURANCE
REGISTER:**

DATE SHIFT (PAGE
ON DUTY HEADING)
WARDEN (PAGE
NAMES HEADING)

Day to Date happenings during round the
clock

**2. WARDEN DUTY
REGISTER:**

DATE

SNO	NAME	DATE	DUTY	IN TIME/DATE	OUT TIME/DATE	LOCATION	SIGNATU RE	REMARKS

**3. PARENTS INTIMATION REGISTER FOR INDISCIPLINE
CASES:**

SNO	STUDENT NAME	ENROLLMENT NO	ROOM NO	MOBILE NO	INDISCIPLINE DESCRIPTION / DATE	INFORMATION TO PARENTS DETAILS / DATE & TIME	WARDEN SIGN.	REMARKS

4. SWIMMING POOL

REGISTER:

SNO	DATE	ENROLLMENT NO	NAME	AMOUNT	WARDEN SIGN	STU. SIGN.	ROOM NO	MOBILE NO	REMARKS

5. LOSS OF ROOM KEY

REGISTER:

SNO	ROOM NO	ENROLLMENT NO	NAME	MOBILE NO	AMOUNT/RECEIPT NO	STU. SIGN.	WARDEN SIGN.	REMARKS

6. GUEST ROOM ALLOTMENT

REGISTER:

SNO	GUEST ROOM NO	GUEST NAME	MOBILE NO.	PURPOSE OF VISIT	DURATION OF STAY FROM(CHECK IN DATE)	CHECK OUT DATE	RECEIPT NO/ DATE

8. STUDENTS SPEED POST

RECEIVED REGISTER:

SNO	STUDENT NAME	SPEED POST NO	RECEIVED FROM	ENROLLMENT NO	ROOM NO	MOBILE NO	RECEIVING DATE	STUDENT SIGN.	REMARKS

9. SICK STUDENTS / REFER TO CITY HOSPITAL

REGISTER:

SNO	STUDENT NAME	ENROLMENT NO	ROOM NO	MOBILE NO	REFERRAL HOSPITAL	ESCORT DETAILS	PARENTS MOBILE NO	SICKNESS DETAIL	WARDEN ON DUTY	REMARKS

10. STUDENT MOVEMENT REGISTER AT THE TIME OF VACATION:

SNO	NAME	ENROLMENT NO	ROOM NO	MOBILE NO	OUT DATE /TIME	KEY NO	STUDENT SIGN.	WARDEN SIGN.	IN DATE / TIME	KEYS GIVEN Y/N	STUDENT SIGN.

11. EVENT REGISTER FOR ACCOMMODATION INSIDE THE HOSTELS:

SNO	GUEST ROOM NO	NAME	MOBILE	ENROLMENT NO	FROM	TO	EVENT NAME	DATE	AMOUNT	ORGANISER SIGN	WARDEN SIGN

12. STOCK REGISTER FOR LINEN AND BEDS:

SNO	STOCK NAME	QUANTITY ISSUED	LOCATION	REMARKS

13. LOST AND FOUND REGISTER:

SNO	LOST AND	DATE	STUDENT NAME	ENROLMENT NO	MOBILE	STUDENT SIGN.	WARDEN SIGN.	REMARKS

Appendix 'B'

Guest Room Allotment Register

SNo	Name	Address	Phone No	PAN card No	Purpose of Visit	Duration of stay		Charges	Remarks
						From	to		

Subhishi Quarters Allotment Register

Subhishi Quarters Allotment Register
Each of the resident at the time of occupation of Subhishi Flat has to be handed over with the inventory list as well as the Dos and Don'ts

SNo	Designation	Name	Place of work	Phone No	PAN card No	Dt of		Inv List	Dos&Donts	sig
						Occupation	Vacation			

Leave Register

Emp No	Name			Desig		
SNo	Type of leave	From	To	Sign	Remarks	

~~House Keeping Register~~

[illegible]

Checking Register

Date/time	Roof	Corridors	Common Areas	Open spaces	Locks of rooms(No)	Toilets		
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Maintenance of Locks and Keys Register

S No	Enroll No	Name	Course	Sem	Room No	Lock No	Date of Loss	Issue	Challan No	Amt in Rs	Sig
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Sick Register

SNo	Enroll No	Name	Room No	Date	Diagnosis	Spl Reqmt	Sig	Remark
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Night Out Pass Register

SNo	Date	Enroll No	Name	Course	Sem	Ni Outpass		Sanctioned by	Address of stay	Contact No	Sig
						From	to				

SUBHISHI FLATS

Inventory List

The undermentioned inventory has been checked by me and found in serviceable condition. Any damage to walls, electrical fittings, fans, cupboards, toilet and plumbing fittings, I shall replace or the cost of repair will be borne by me. During the period of stay all the maintenance related complaints will be raised against the Care taker of Subhishi Flats and the cost of repairs beyond the scope of maintenance will be borne by me.

DOs and DON'Ts

Dos

- (a) Physical verification of inventory with the list
- (b) Check all the electrical points, plumbing fittings and their serviceability before taking over accommodation.
- (c) Check the windows, window panes.
- (d) All the charges as applicable from time to time as intimated by the Subhishi Flat Owners Association other than rent, will be paid and receipt obtained.
- (e) Abide by all the rules and regulations of the Subhishi Flat Owners Association

Don'ts

- (a) Do not spoil the walls and fittings.
- (b) Litter the corridor.
- (c) If you possess a pet, take adequate care not to allow it spoil the corridors/common areas.
- (d) Occupy common areas
- (e) Avoid inconvenience to neighbours

Handed over By

Taken Over by

Name

Designation

Date


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