



**JIT**

# **Jayalakshmi Institute of Technology**

**NH-7, Salem Main Road, T. Kanigarahalli, Thoppur,**

**Dharmapuri, Tamil Nadu - 636 352.**

(Approved by AICTE - New Delhi, Affiliated to Anna University - Chennai)

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## **JIT-HOSTEL GOVERNANCE POLICY MANUAL**

### **1. PREAMBLE**

Jayalakshmi Institute of Technology (JIT) is committed to providing a safe, disciplined, hygienic and student-centric residential environment that promotes academic excellence, personal growth and overall well-being.

This Hostel Governance Policy outlines the administrative structure, operational procedures, financial management framework, safety protocols and regulatory compliance mechanisms governing all hostels under JIT.

### **2. OBJECTIVES**

The objectives of the Hostel Governance Policy are to:

- ❖ Ensure safe and secure accommodation for students.
- ❖ Maintain discipline and moral conduct within hostel premises.
- ❖ Provide hygienic food and living conditions.
- ❖ Ensure transparent financial management.
- ❖ Promote student welfare and grievance redressal.
- ❖ Ensure compliance with statutory and regulatory requirements.
- ❖ Establish accountability and defined roles for hostel administration.

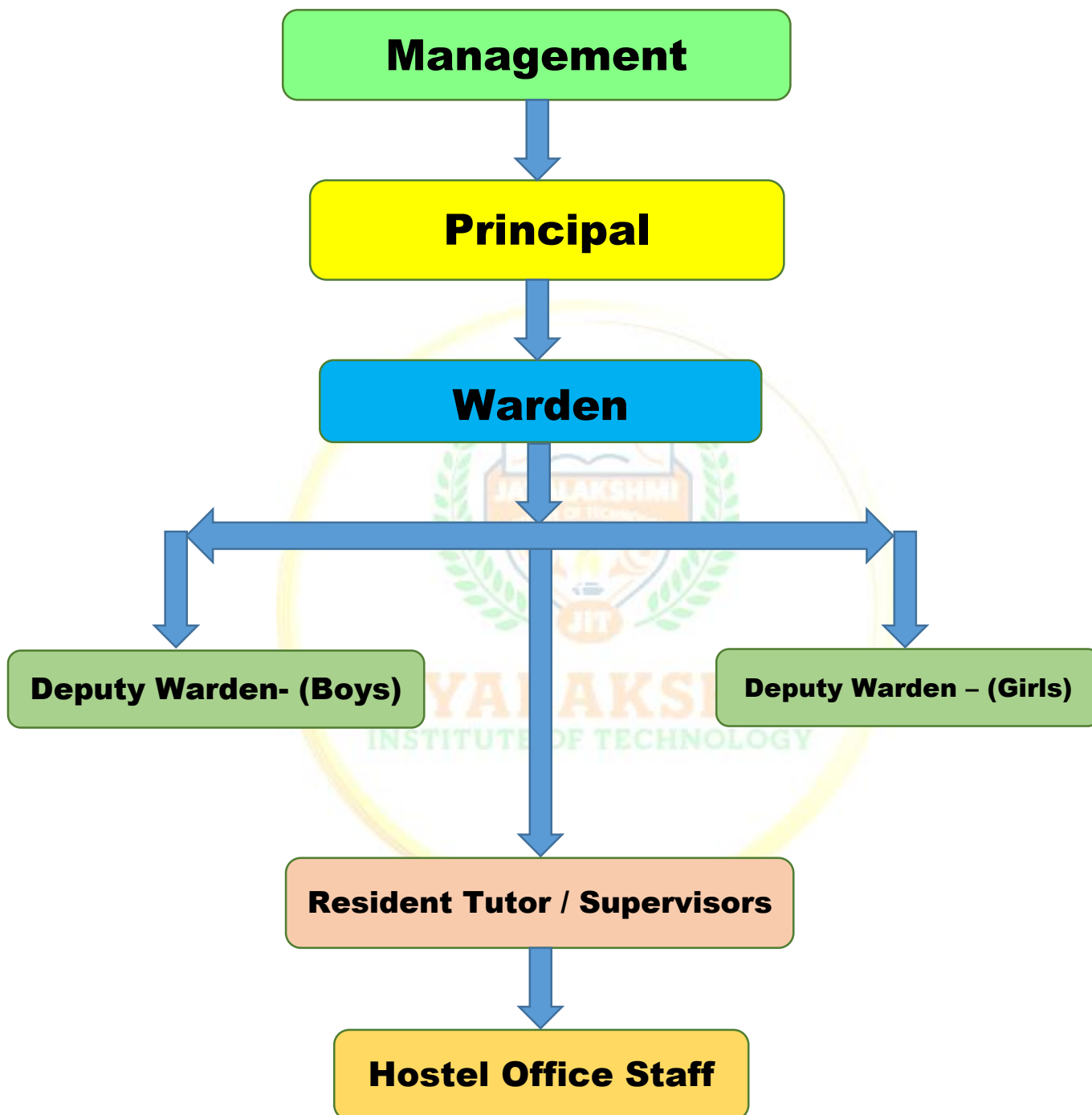
### **3. SCOPE**

This policy applies to:

- ❖ All Boys' and Girls' Hostels of JIT.
- ❖ Wardens and Deputy Wardens.
- ❖ Hostel Staff and Mess Staff.
- ❖ Hostel Residents.
- ❖ Mess Committee and Student Representatives.

## 4. ORGANIZATIONAL STRUCTURE:

### 4.1 Governance Hierarchy



## **5. ROLES AND RESPONSIBILITIES:**

### **5.1 Warden**

The Chief Warden shall:

- ❖ Exercise overall supervision of all hostels.
- ❖ Frame and implement hostel policies.
- ❖ Approve budgets and financial plans.
- ❖ Monitor food quality and hygiene standards.
- ❖ Ensure compliance with statutory regulations.
- ❖ Represent the hostel before management and external authorities.
- ❖ Review bank accounts and major financial transactions.
- ❖ Approve staff appointments and disciplinary actions.
- ❖ Grant fee concessions as per management norms.
- ❖ Oversee stock verification and consumable audits.

### **5.2 Deputy Warden (DW)**

The DCW shall:

- ❖ Oversee day-to-day administration of hostels.
- ❖ Monitor discipline and student welfare.
- ❖ Approve mess bills and menu changes.
- ❖ Ensure electricity conservation and infrastructure maintenance.
- ❖ Handle emergencies and health-related issues.
- ❖ Coordinate with Panchayat, Police, Medical Team, Food Safety Authorities.
- ❖ Review financial records and authorize payments.
- ❖ Maintain proper documentation and reporting.
- ❖ Ensure daily functioning and supervision of the hostel.
- ❖ Maintain attendance and movement registers.
- ❖ Enforce discipline and hostel rules.
- ❖ Address student grievances at first level.
- ❖ Coordinate with parents when necessary.
- ❖ Supervise cleanliness and hygiene.
- ❖ Monitor mess operations.
- ❖ Submit reports to Warden.

### **5.3 Resident Tutor / Supervisors**

- ❖ Assist Warden in administration.
- ❖ Monitor study hours and discipline.
- ❖ Supervise hostel activities.
- ❖ Handle minor disciplinary issues.

### **5.4 Mess Committee**

The Mess Committee shall:

- ❖ Include student representatives.
- ❖ Review food quality and quantity.
- ❖ Suggest menu improvements.
- ❖ Monitor mess accounts and expenditures.
- ❖ Provide feedback to Warden/DCW.

## **6. HOSTEL ADMISSION POLICY**

- ❖ Admission is subject to availability and approval.
- ❖ Students must submit required documents.
- ❖ Undertaking for adherence to hostel rules is mandatory.
- ❖ Allocation of rooms shall be at the discretion of the administration.
- ❖ Management reserves the right to cancel hostel admission for misconduct.

## **7. DISCIPLINE AND CODE OF CONDUCT**

Residents shall:

- ❖ Maintain discipline and decorum.
- ❖ Follow in-time and out-time regulations.
- ❖ Avoid ragging (Zero Tolerance Policy).
- ❖ Refrain from possession of prohibited items.
- ❖ Respect hostel property and fellow residents.

Violations may lead to:

- ❖ Warning
- ❖ Fine
- ❖ Suspension
- ❖ Expulsion from hostel

## **8. SAFETY AND SECURITY**

- ❖ 24/7 security personnel deployment.
- ❖ Visitor entry register maintenance.
- ❖ CCTV surveillance (where applicable).
- ❖ Fire safety equipment installation and inspection.
- ❖ Emergency response protocols.(Vehicle and Ambulance).
- ❖ Immediate reporting of health outbreaks or pandemic cases.

## **9. INFRASTRUCTURE AND MAINTENANCE**

- ❖ Periodic inspection of rooms and common areas.
- ❖ Preventive maintenance schedule.
- ❖ Complaint register system.
- ❖ Approval mechanism for renovation or construction work.
- ❖ Cleanliness audits and hygiene monitoring

## **10. MESS MANAGEMENT POLICY**

- ❖ Monthly menu planning with student representation.
- ❖ Periodic food quality inspections.
- ❖ Compliance with Food Safety Standards.
- ❖ Review and approval of monthly mess bills.
- ❖ Hygiene monitoring of kitchen and dining hall.
- ❖ Central kitchen supervision (where applicable).

## **11. FINANCIAL MANAGEMENT**

- ❖ Budget preparation and approval process.
- ❖ Collection of hostel fees and dues.
- ❖ Periodic review of bank accounts.
- ❖ Verification of bills before payment.
- ❖ Timely transfer of funds to management.
- ❖ Audit of consumables and stock.
- ❖ Transparency in financial transactions.

## **12. ENERGY AND RESOURCE MANAGEMENT**

- ❖ Monitoring electricity consumption.
- ❖ Preventing misuse of electrical appliances.
- ❖ Promoting energy conservation awareness.
- ❖ Periodic stock verification of consumables.

## **13. GRIEVANCE REDRESSAL MECHANISM**

Level 1 – Warden

Level 2 – Deputy Warden

Grievances to be recorded in writing.

- Resolution timeline to be maintained.
- Confidential handling of sensitive cases.

## **14. HEALTH AND EMERGENCY MANAGEMENT**

- ❖ Tie-up with nearby hospitals.
- ❖ First-aid availability.
- ❖ Isolation protocols during contagious outbreaks.
- ❖ Reporting to medical authorities.
- ❖ Documentation of incidents and corrective actions.

## **15. LEGAL AND REGULATORY COMPLIANCE**

The hostel administration shall ensure:

- ❖ Food Safety Certification
- ❖ Fire Safety Clearance
- ❖ Building & Occupancy Approval
- ❖ Health & Sanitation Certification
- ❖ Periodic renewal of licenses

Non-compliance shall be reported immediately to Management.

## **16. STAFF MANAGEMENT POLICY**

- ❖ Recruitment and deployment as per institutional norms.
- ❖ Code of conduct for hostel staff.
- ❖ Performance monitoring.
- ❖ Disciplinary action procedures.

- ❖ Maintenance of service records.

## **17. REPORTING AND DOCUMENTATION**

The following records shall be maintained:

- ❖ Resident Register
- ❖ Attendance Register
- ❖ Leave Register
- ❖ Grievance Register
- ❖ Discipline Register
- ❖ Mess Accounts
- ❖ Financial Statements
- ❖ Inspection Reports
- ❖ License and Compliance Files

## **18. REVIEW AND AMENDMENT**

- ❖ Policy shall be reviewed annually.
- ❖ Amendments may be made with approval of Management.
- ❖ Updated versions shall be circulated to all stakeholders.

The policy reflects the institutional commitment of JIT to holistic student development and quality residential management in alignment with NAAC standards.