



**STANDARD OPERATING
PROCEDURES**

**FACILITY MANAGEMENT
HOSTEL**

Dr. N.S.A.M. First Grade College

Bangalore-64

STANDARD OPERATING PROCEDURE

FOR

FACILITIES MANAGEMENT- HOSTEL

HOSTEL FACILITIES:

- Rooms in hostels are shared facility as per the availability.
- Hostel allotment is done on the basis of “First Come First Serve”, provided students shall meet the eligibility criteria and complete the formalities.
- To avail the facility of hostel, students are required to fill the hostel application form.
- Students are advised to see the hostel facilities beforehand and satisfy themselves before submitting the fee as the fee once paid shall not be refundable.
- Students have to submit hostel application form along with the photo copy of fee receipt to the hostel warden. Full fee has to be submitted and no part payment is allowed. Two photographs will be required at the time of filling the hostel form.
- At the time of leaving, hostellers have to enter their particulars in the hostel-leaving register at security gate of the hostel. When they return back from their outdoor task/ trip, they close their entry at the hostel.
- Students are strictly prohibited from returning after 7:00pm.
- Mess operates on cooperative basis and managed by the students Mess Committee on NO profit -No loss concept.
- A total hostel fee has two components: Hostel fee and Mess Fee. At the end of the year, mess bills of the different months are summed and adjusted against the mess advance submitted with the hostel fee. If there is any deficit then that will be charged from the students and if there is any surplus then that is returned to the students.
- A register is available at the hostel gate or with the mess/hostel supervisors and students can enter their maintenance related complaints. They can also register their problem directly to the mess/hostel supervisor.

- The hostel also has facilities for select indoor games.
- Student seeking to avail hostel facility has to note that hostel accommodation will only be allotted to students who can remain disciplined and abide by the rules and regulations.
- Every student before room allotment in hostel shall give an undertaking with respect to the acceptance of rules and regulations.
- Hostellers must always keep their Hostel Identity Card in their possession.
- Students are advised to be properly dressed during breakfast, lunch and dinner.
- Hostel residents are required to follow the rules and regulations prescribed for them. The copy of the rules and regulation are displayed on the notice board of the Hostels. Failure to observe discipline or violation of any rule may make a student liable to disciplinary action or even may lead to eviction.



PRINCIPAL

Dr. N.S.A.M FIRST GRADE COLLEGE
Yelahanka, Bangalore - 560 064.