File No.CTE-ACD2/ACAD/426/2019-ACADEMIC-II

GOVERNMENT OF TELANGANA
DEPARTMENT OF TECHNICAL EDUCATION

Office of the
Commissioner of Technical Education
Telangana: Hyderabad

Circular Memo


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In the Ref. 1st cited, a set of rules in running the hostels attached to Government Polytechnics were specified on staff structure, accommodation and also for overall improvements of administration of hostels, have been issued.

In this regard, it is felt necessary to update the existing rules and regulations for the administration of hostels in Government Polytechnics. In this connection, a Committee consisting of Senior Officers headed by the Secretary, SBTET, Hyderabad has been asked to prepare the Draft Revised Hostel Rules and Regulations, vide Ref. 2nd cited; In Ref.3rd cited, the Report of the Committee has been submitted to this Office.

In the circumstances, the revised rules and regulations for the administration of Hostels in Government Polytechnics, which are appended in the Annexure, are herewith communicated to all the Principals of the Government Polytechnics under the administrative control of this Department for adhering to the same with immediate effect.

The receipt of this Circular shall be acknowledged.

(This has the approval of Commissioner of Technical Education)

End: As above

Signature valid
Digitally signed by
Date: 2020.07.27 07:42:37
Reason: Approved

For Commissioner

To
All the Principals of the Government Polytechnics in Telangana State.
Copy to the Secretary, SBTET, Hyderabad for kind information.

\[\text{[T.C. F.E.O/F]}\]

ASSISTANT DIRECTOR
Department of Technical Education
Government of Telangana, Hyderabad.
ANNEXURE
HOSTELS ATTACHED TO GOVERNMENT POLYTECHNICS
RULES AND REGULATIONS

1. The Hostel, which is attached to a Polytechnic, is intended only for the students on the rolls of the Polytechnic.

2. Administration

2.1 The Principal of a Government Polytechnic shall be the ex-officio Warden of the Hostel attached to the Polytechnic concerned.

2.2 The Warden shall be assisted by (2) Teaching Staff i.e., Heads of Section of the Institution or Senior faculty members in the day-to-day Management of the Hostel. They are nominated as Dy. Warden(s) by the Principal of the Institution, normally for a period of 2 years, to look after Finance and Administrative Management, Students’ Welfare and Discipline.

2.3 A Hostel Administration Council shall be constituted for taking policy decisions about the administration of the Hostel, admissions, welfare and discipline and day-to-day running of the Hostel. The above Council consist of the following:-

<table>
<thead>
<tr>
<th></th>
<th>Principal</th>
<th>Chairman</th>
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<tbody>
<tr>
<td>2</td>
<td>All Heads of Sections</td>
<td>Members</td>
</tr>
<tr>
<td>3</td>
<td>Hostel Manager</td>
<td>Member</td>
</tr>
<tr>
<td>4</td>
<td>Dy. Warden</td>
<td>Ex-officio Secretary</td>
</tr>
<tr>
<td>5</td>
<td>Mess Secretary</td>
<td>Students’ Representative</td>
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2.4 The Hostel Manager shall be responsible for the executive administration of the Hostel and shall be the custodian of the properties of Hostel. He shall be assisted by one Junior Assistant engaged on Outsourcing basis

3. DUTIES OF WARDEN

3.1 The Warden shall be the ultimate controlling authority of the affairs of the Hostel

3.2 He shall preside over the meeting of the Hostel Administration Council
3.3 He shall guide the Dy. Warden and the Hostel Manger in execution of the Policies laid down by the Hostel Administration Council.

3.4 He shall exercise the power of the Hostel Administration Council in case of any emergency and shall get the action ratified by the Council it its next meeting.

3.5 He shall verify each entry in cash book of the Hostel once in a month or as frequently as may be necessary and shall affix his signature in the cash book and other related records.

3.6 He shall nominate members to the Students’ Hostel Committee.

4. DUTIES OF DY. WARDEN (Finance and Administration)

Deputy Warden:

4.1 Shall receive the applications, scrutinize with the help of Manager and other staff, finalize admissions as per rules

4.2 Issue identification cards, allot rooms and mess to the inmates of the Hostel.

4.3 Shall help plan procurement of items, permit drawal and check the entries in the cash book as to whether they are done properly

4.4 Sanction leave to students, mess staff, office staff and other establishment staff in such a way that the work of the Hostel is not hampered.

4.5 Shall receive and forward the applications for fresh or renewal of scholarships to the Principal with his recommendations for the inmates of the Hostel.

4.6 Check the cash book, ledgers and receive the bills of provisions, vegetables, milk issued to the mess for the previous day and see its position in the mess bill register

4.7 Call the defaulters who have not paid the mess dues by 10th of every month, ascertain the reasons and advise them to pay latest by 15th of the Month. Where necessary letters may be written to the parents and under genuine circumstances shall grant time to pay within a maximum of 15 days only.

4.8 Operate the bank account of the Hostel jointly with Hostel Manager and in case if the Manger is on leave with the Warden.

4.9 Convene Council meetings and students committee meetings and plan the works to be carried on during working days, holidays and vacation.
4.10 Shall get the Hostel accounts audited by a Chartered Accountant every year soon after the Hostel is closed for summer vacation and send the balance of mess and caution deposits of all III year students to their residential address.

4.11 Do all that is necessary and incidental for the good management of Hostel Mess and Hostel by coordinating the work of office staff, mess staff, other establishment and student committees.

4.12 Shall remain in the Hostel from 1.00 p.m. to 2.00 p.m. (from 1.00 to 1.30 students for students committee member grant of leave, calling defaulter, when finds time inspect kitchens, dining hall etc and from 1.30 p.m. to 2.00 p.m. for checking of cash gooks, ledgers, sanction of provisions and any other matter with Hostel Manager and staff)

4.13 The Deputy Warden shall be correspondent for the affairs of the Hostel.

4.14 An honorarium of Rs.1000/- per month shall be paid to a Dy.Warden where more than 200 inmates are there in the Hostel and Rs.500/- shall be the honorarium wherever less than 200 inmates are there in the Hostel from Hostel Establishment funds.

5. **DUTIES OF DY. WARDEN(Welfare and Discipline)**

5.1 He shall be responsible for promoting cultural and sports activities, maintenance of playgrounds, reading room and other recreational facilities, implementation of study hours apart from seeing to repairs to lighting system and toilets attended by the concerned staff and to provide Medical assistance to Hostel Students and Staff.

5.2 He shall be responsible for overall welfare and discipline in the Hostel.

6. **DUTIES OF HOSTEL MANAGER**

6.1 shall be responsible to execute the resolutions and the directions issued by the Hostel Administration Council under the guidance of Dy. Warden and Warden.

6.2 Shall be the custodian of the properties of the Hostel.

6.3 Collect all fees by giving bonafide receipts and take proper vouchers and pay for the purchases made.

6.4 Maintain cash book, ledger, student ledger up to date and present for scrutiny to the Dy. Warden
6.5 Maintain stock registers of Furniture and Fixtures, vessels and utensils, provisions and other consumables with help of Assistants
6.6 Accompany the Students and mess staff for purchase by fixing in advance the convenient time and days once or twice a week
6.7 Shall have as imprest amount not exceeding Rs. 3,000/- cash on hand and keep the balance in the Hostel Account in the bank concerned.
6.8 Shall maintain the register of staff of mess, office and other establishment, recommended leave after taking care to see the regular work is not hampered, keep account of leave sanctioned.
6.9 Shall maintain minutes books of Students' Committee and the Council
6.10 Shall distribute the work among the staff of the Hostel Office and keep skeleton staff even on public holidays by turns to carry on the essential work.
6.11 Shall help student committee, assist Dy. Warden, seek all necessary co-operation from one and all, co-ordinate the work and see the Hostel mess are run smoothly and the stay of students in the Hostel is congenial for prosecuting their studies well.

7. Hostel Committees and Day Incharge Student
The Hostel shall have the following Committees to assist in the Hostel Management.

i. Purchase Committee
ii. Mess Committee
iii. Students' Welfare Committee.

There shall be 3 members in each committee one each from first year, second year and third year students. These committee members shall be nominated for a semester by rotation by the Warden in consultation with the Heads of Sections/ Senior faculty (a student can be member for only one semester in three years).

7.1 MESS COMMITTEE:
It shall
i. Fix menu and mess timings with the approval of Dy. Warden.
ii. Ascertain day to day number of Boarders and indent for the provisions, vegetables milk etc., from stores after approval of the same by Dy. Warden or Hostel Manager.

iii. Ensure the neat maintenance of Kitchen and Dining Hall and that quality food is served and hygienic conditions are maintained.

7.2 PURCHASE COMMITTEE:
It shall be responsible for procurement and purchase of provisions, vegetables, milk, fire-wood etc., from the primary sources the best possible quality items at the cheapest rates. The members shall accompany the Hostel manager/Hostel clerk for the purchase of provisions and they shall handover the vouchers duly attested by them to Hostel Manager.

7.3 WELFARE COMMITTEE:
It shall be responsible for promoting cultural and sports activities, maintenance of playgrounds, reading room and other recreational facilities, implementation of study hours apart from seeing to repairs to lighting system and toilets attended by the concerned staff. It shall assist Dy. Warden(s)/ Hostel Manager, seek all necessary co-operation from one and all, co-ordinate the work and see the Hostel mess are run smoothly and the stay of students in the Hostel is congenial for prosecuting their studies well.

7.4 Day Incharge Student : By rotation

8. ACCOMODATION
The Hostel Administration Council shall decide the number of Hostel rooms that shall be made available for occupation of students after showing accommodation for administration and students amenities purpose. The strength of the Hostel shall not exceed its original intended strength. The Hostel Administration Council shall also fix the number of students to be allotted in each room.

9. ADMISSIONS:
9.1 Applications for admissions shall be made in the prescribed form to the Dy. Warden before the last date.
9.2 Hostel admissions shall be made afresh every year.
9.3 The available accommodation shall be reserved class wise and course wise in proportional to the sanctioned intake of Polytechnics.
9.4 The available Hostel seats shall be allocated to various categories of students in the following proportions, based on the reservation made for admissions of students into Polytechnics.
Schedule Caste ... 15%
Schedule Tribe ... 6%
Backward class.. 29% (B.C.A-7% B.C.B-10% B.C.C-1% B.C.D-7%B.C.E.-4%)
O.C. ... 50%
(with due reservation for NCC, Sports, P.H. and children of armed personnel)
9.5 Students shall be admitted to the Hostel afresh every year based on their merit.
   i. Freshers shall be admitted based on POLYCET rank obtained by them in securing admission into Polytechnic.
   ii. Second and third year students shall be admitted on the basis of CGPA of previous semesters.
9.6 Right of admission is reserved and vested with the Hostel Admissions Council.

10. Lodging and boarding charges:
     Every student shall pay at the time of admission the following charges.

10.1 NON REFUNDABLE:
   i. (a) Cost of application form with rules and regulations Purchased prior to admission Rs. 3.00
       (b) Identification card Rs. 25.00
       (c) Admission/Re-admission fee Rs. 10.00
       (d) Lodging charges:
           Ground floor Rs. 60.00 per year
           First floor or second floor Rs. 65.00 per year
   ii. REFUNDABLE:
       (e) Mess deposit Rs. 3000.00
       (f) Caution deposit Rs. 1000.00
Students eligible for scholarships shall also pay the above fee/deposits at the time of admission into the Hostel.

**10.2 ESTABLISHMENT, ELECTRICITY AND WATER CHARGES:**
(a) Establishment charges shall be fixed by the Hostel council at the beginning of each year considering the strength of the Hostel and salaries of the members of the Hostel establishment.
(b) Electricity and water charges paid by the Hostel shall be divided among the members and collected along with mess charges every month.

**10.3 MESS BILL:**
1. The total expenditure incurred during a month for each mess shall be apportioned among the members of the mess.
2. Mess-bill of a month shall be prepared and put on Notice Board on or before 3rd of the following month. Members shall have to pay the bill amount on or before 10th of every month and the defaulters who fail to pay the mess bill by 10th shall be levied a fine of Rs. 10/- per every working day upto 15th. Those fail to pay by the 15th shall not be served food from 16th onwards of that month.
3. Dy. Warden of the Hostel shall grant leave to Hostel students for genuine and satisfactory reasons. The mess bill shall be calculated as \((N-3)\) where \(N\) is the no. of working days in a month the mess is run.

**10.4 GUESTS:**
1. Guest charges and guest room charges shall be fixed at the beginning of the year by the Hostel Admissions Council.
2. Guests of the member shall stay in the Hostel only with the permission of Dy. Warden for the maximum number of days as decided by Hostel Administration Council.
3. Priority in accommodation in Guest room of the Hostel shall be given to Department staff who have come on official work.

**11. FUNDS AND ACCOUNTS:**
1. Double column system cash book shall be maintained with one column for each and the other for bank transactions. The amounts received shall be entered in the cash book under different heads with particulars of bill number and date.
2. A ledger containing the heads under which amounts received and spent shall be maintained.

3. Bona fide vouchers shall be taken for all payments made by cheque.

4. Tally Software shall be used for the accounts of all cash transactions of the Hostel. Ledger for Revenue/Expenditure shall be maintained, by duly maintaining suitable vouchers. The accounts of the Hostel shall be audited every year by a Registered Charted Accountant.

5. Cashless transactions shall be made in respect of all financial transactions in the Hostel. Joint Signature of Cheques by Dy. Warden & Hostel Manager shall be maintained.

6. Imprest amount not exceeding Rs. 3,000/- shall be cash on hand and the balance amount shall be kept in the Hostel Account in the bank concerned.

7. All the items required for the mess shall be purchased through purchase committee as far as possible from primary sources of supply.

8. The amounts received towards the cost of application form, admission/re-admission fee, shall be utilized for replacements of furniture & fixtures and vessels and utensils.

9. Fines received for late payment shall be spent towards reading room/boarder facilities.

10. Reserve fund shall be used for covering unforeseen losses and for any other purpose with the permission of the Hostel Administration Council.

12. FURNITURE AND MESS UTENSILS:

1. Furniture and other fittings in each room shall be issued to students after taking their signatures in the relevant registers. Any damages shall be brought to the notice of Dy. Warden who shall fix the amount to be recovered towards damaged.

2. All the furniture vessels and utensils in the mess shall be handed to the responsible members of Mess Staff who shall be checking them every day and keep in safe custody.
13. MESS STAFF:
1. The staff structure of the mess staff shall be as per rules in vogue.
2. Warden shall engage staff in the mess like Cook, Servers, Cleaners, Watchmen, etc. on outsourcing basis, wherever regular posts/staff are not available. The services of Plumbing/Electrical/catering/house-keeping/watch and ward can also be outsourced. The expenditure on outsourcing staff and Water and Electricity shall be collected from students along with mess bill.
3. The Dy. Warden shall regulate the work of Hostel staff sanction of leave, take disciplinary action and recommend to the Warden for dismissal, if services are not satisfactory on the recommendations of students committee and Hostel Manager, the decision of the Warden shall be final.

14. CLOSURE OF HOSTEL:
1. Hostel shall be closed during short-term, long term holidays and during summer vacation.
2. Hostel shall be closed during the period of students’ strikes, boycotting of classes or unlawful activities.
3. Hostel Inmates shall make their own arrangements during the period of the closure of Hostel.
4. All members shall vacate the rooms during summer vacation.
5. Regular Mess staff shall be paid usual salary where posts are sanctioned but food will not be served to them during Holidays, vacation and on any other occasion when regular mess is closed.

15. GENERAL RULES OF DISCIPLINE:
1. All those admitted into the Hostel shall abide by the rules of the Hostel that shall be in force from time to time. Any one disobeying them is liable for disciplinary action including expulsion from the Hostel.
2. The Hostel Council shall formulate rules of discipline for ensuing good behaviour of students and enforcing discipline in the Hostel, dining, reading room and kitchens etc., and for controlling student guests and conduct anti ragging campaigns and do counseling to students of hostel.
3. The hall ticket, transfer certificate and provisional certificates shall not be issued until the defaulting members clear all their Hostel dues and produce no dues certificate from the Hostel Manager.

4. If any item/property of the Hostel is damaged, double the cost of the damaged property shall be recovered from the Hostel inmates responsible for the damaged property.

16. LEDGERS AND REGISTERS

LIST OF LEDGERS, REGISTERS etc., TO BE MAINTAINED

The Hostel shall maintain the following ledgers and registers

1. Cash Book and Ledger
2. Individual student ledger and Mess Bill Register.
3. (i) Staff Acquittance register
   (ii) Students and Staff Attendance through BMA
4. Stock and issue registers of
   (i) Provisions
   (ii) Milk, fruits, vegetables, fuel and other consumables.
5. Stock Register for Furniture, Electrical Fixtures and Equipment, kitchen equipment, Vessels and utensils etc.,
6. Issue Register of Furniture, Electrical Fixtures to students and Equipment, vessels and utensils to mess and other staff
7. Stationery, Printing Post and Telegrams (i) Stock, Issue and Dispatch
8. Minutes Book of the following shall be maintained
   (a) Hostel Admissions Council meetings
   (b) Hostel Mess Committee meetings

17. Appointment of Part Time Doctor

   Services of the Doctor may be utilized on part time basis from the nearest Government Hospital.

Signature valid
Digitally signed by GIRIBABU
Date: 2020.11.01 17:31:33 IST
Reason: Approved
For Commissioner

Assistant Director
Department of Technical Education
Government of Telangana, Hyderabad.