

GANGA GIRLS HOSTEL
Government Women Institute of Technology, Campus Institute
Veer Madho Singh Bhandari Uttarakhand Technical University (VMSBUTU), Dehradun

STANDARD OPERATING PROCEDURES (SOP)

PREAMBLE

Ganga Girls Hostel of Veer Madho Singh Bhandari Uttarakhand Technical University has been established with the objective of providing a safe, disciplined, inclusive, and academically conducive residential environment for girl students pursuing undergraduate courses in the campus institute of University at Dehradun. The hostel is not merely a residential facility but an extension of the academic ecosystem of the University, where students are expected to develop qualities of responsibility, discipline, leadership, mutual respect, and community living.

The hostel administration is committed to ensuring the safety, dignity, welfare, and holistic development of all residents. Every student residing in the hostel is expected to uphold the values and traditions of the University and contribute positively towards maintaining harmony, cleanliness, security, and academic atmosphere within the hostel premises.

These Standard Operating Procedures (SOPs) are framed to regulate hostel administration, accommodation, conduct, safety, security, discipline, and other related matters. All residents shall strictly adhere to these provisions during their stay in the hostel.

1. SCOPE OF THE STANDARD OPERATING PROCEDURES (SOPs)

These SOPs shall apply to all residents of Ganga Girls Hostel including undergraduate students and any other girl students permitted to reside in the hostel by the competent authority.

The SOP shall govern all matters related to:

- Hostel admission and accommodation
- Room allotment and occupancy
- Discipline and behavioural conduct
- Attendance and hostel timings

- Safety and security protocols
- Visitors and guest regulations
- Mess operations and dining discipline
- Cleanliness and sanitation
- Maintenance of hostel property
- Medical, emergencies and welfare
- Disciplinary procedures

Every resident shall be deemed to have accepted these rules upon admission to the hostel.

2. HOSTEL ADMINISTRATION

The administration and management of Ganga Girls Hostel shall function under the supervision of the University authorities through the Hostel Administration Committee. The committee comprises the

- | | |
|--|-------------|
| 1. Director WIT | Chairperson |
| 2. Chief Warden | Member |
| 3. Hostel Warden | Member |
| 4. Assistant Warden | Member |
| 5. Caretaker/Matron | Member |
| 6. 2 faculty members (1 each from FOT and WIT) nominated by Director WIT, Member | |
| 7. Other officials as nominated by the University/Director WIT from time to time, Member | |

The Chief Warden shall be responsible for the overall supervision, policy implementation, discipline, welfare, and functioning of all hostels under the University.

The Hostel Warden shall oversee the day-to-day administration of the hostel, maintenance of discipline, monitoring of attendance, grievance redressal, and coordination with students and parents.

The Caretaker/Matron shall supervise housekeeping, sanitation, visitor management, attendance registers, and assist students in emergencies. Security personnel shall ensure round-the-clock safety and access control within the hostel premises.

Students are expected to cooperate fully with hostel authorities and follow the proper administrative channel while submitting complaints, requests, or representations.

2.1. MESS ADMINISTRATION

The administration and management of Ganga Girls Hostel Mess shall function under the supervision of the University authorities through the Hostel Mess Committee. The Committee shall comprise of the following members:

1. Director, WIT / nominee
2. Faculty
3. Hostel Warden
4. Mess Secretary (elected by student)
5. Food Quality Secretary (elected by student)
6. Three Student Representative (elected by student)

3. HOSTEL ADMISSION AND ALLOTMENT

Hostel accommodation shall be available only to bonafide students duly admitted to campus institute of Veer Madho Singh Bhandari Uttarakhand Technical University.

Hostel accommodation is subject to availability and approval by the competent authority.

The allotment of rooms and hostel seats in Ganga Girls Hostel shall be carried out by the Hostel Administration strictly as per the policy approved by the University from time to time. The allotment process shall be transparent, **first come first serve basis**, and subject to availability of accommodation. Hostel accommodation shall ordinarily be allotted only to those students whose permanent residence is located beyond a radius of 25 kilometers from the University/Institution. However, in exceptional cases, hostel accommodation within the 25 km limit may be considered subject to availability of seats and approval of the competent authority.

All students admitted to the Hostel shall have their Hostel Cards duly filled in, with their passport size photograph attested by the Proctor of the relevant institution affixed thereon. Students shall always carry the Hostel cards with them and shall produce them when so demanded by any officer of the Hostel or a member of the academic staff or any Faculty Member of the Institute.

Preference for hostel accommodation may be given to students belonging to distant districts, remote and hilly regions, economically weaker sections, or other categories as decided by the University administration.

Admission to the hostel shall ordinarily remain valid for one academic session.

Students involved in indiscipline, ragging, violence, or criminal activities may be denied admission or continuation in the hostel.

At the time of hostel admission, students shall submit all prescribed documents including hostel admission form, fee receipts, identity proof, photographs, anti-ragging affidavits, medical declaration, and parent/guardian details. Any concealment of facts or submission of false information may lead to cancellation of hostel admission.

Room allotment shall be made solely by the hostel administration. Students shall occupy only the rooms allotted to them and shall not exchange or shift rooms without prior written permission of the Warden. Hostel authorities reserve the right to shift residents from one room to another in administrative or emergency situations.

At the time of occupying the room, students shall verify the furniture, fixtures, and fittings provided to them and immediately report any deficiency or damage to the hostel office. Residents shall be personally responsible for maintaining hostel property entrusted to them.

3.1 Seat Distribution Policy

The total hostel accommodation capacity shall ordinarily be distributed between the Women Institute of Technology (WIT) and Faculty of Technology (FOT) in the ratio of 60:40 respectively. Accordingly, sixty percent (60%) of the total hostel seats shall be allotted to

students of Women Institute of Technology (WIT), while forty percent (40%) seats shall be allotted to students of Faculty of Technology (FOT).

Further, within the allotted intake of each category/institute, twenty-five percent (25%) seats shall be vertically reserved for students admitted through Lateral Entry mode. The reservation for lateral entry students shall be applied separately within the respective share of WIT and FOT students.

In case the allotted hostel seats within the respective share of any institute remain vacant or unfilled after completion of the allotment process, such vacant seats may be reallocated to eligible students of the other institute, in order to ensure optimum utilization of hostel accommodation facilities. The redistribution of vacant seats shall be carried out purely on first-come-first-serve basis as determined by the Hostel Administration.

The Hostel Administration reserves the right to:

- allot, re-allot, or shift rooms whenever required for administrative, maintenance, disciplinary, safety, or operational reasons;
- change occupancy depending upon hostel demand and availability;
- temporarily reassign rooms during maintenance, emergencies, examinations, or special institutional requirements.

Students shall occupy only the rooms officially allotted to them and shall not exchange, sublet, or occupy any room without written permission of the Hostel Warden. Unauthorized occupation or exchange of rooms shall be treated as indiscipline and may invite disciplinary action.

Any vacant seats remaining unfilled may subsequently be reallocated with the approval of the competent authority in order to ensure optimum utilization of hostel accommodation facilities.

4. HOSTEL FACILITIES AND RESPONSIBILITIES OF RESIDENTS

The hostel may provide essential furniture and facilities such as bed/cot, study table, chair, cupboard, fan, electrical fittings, and other basic amenities. Residents shall take proper care of all hostel property and shall not damage, misuse, or remove any item from its designated location.

Students shall arrange their own bedding materials, mattress, pillow, locks, buckets, mugs, toiletries, medicines, and other personal items required for day-to-day living.

Residents are expected to maintain cleanliness and proper upkeep of their rooms and common areas. Any damage to furniture, electrical fittings, sanitary installations, or hostel infrastructure caused intentionally or negligently shall be recovered from the concerned resident(s).

The hostel administration may inspect rooms periodically to ensure cleanliness, safety, and compliance with hostel rules.

5. PROHIBITED ACTIVITIES

The following activities are strictly prohibited within the hostel premises:

1. In the hostel premises, the following activities are strictly prohibited:
 - a. Smoking
 - b. Consumption of alcoholic drinks
 - c. Gambling
 - d. Intimidation or violence
 - e. Entering the hostel premises in an intoxicated state
 - f. Using abusive languages
 - g. Cooking inside the room
 - h. Disruption of property
 - i. Any act that prevents, disrupts, or disturbs regular academic activity.
 - j. Unlawful assembly and rioting.
 - k. Public nuisance.
 - l. Violation of moral code of conduct.
 - m. Extortion.
 - n. Trespassing.
 - o. Any act of abuse both physical or/and mental.
 - p. Attempts to commit any or all the above-mentioned offenses.
 - q. Threat to commit any or all the above-mentioned offenses.

Consumption or possession of alcohol, tobacco, cigarettes, e-cigarettes, narcotic substances, intoxicants, or drugs in any form is strictly banned. Residents found

indulging in such activities shall face severe disciplinary action including expulsion from the hostel and legal proceedings wherever applicable.

2. Ragging in any form is completely prohibited under UGC regulations and Supreme Court guidelines. Physical harassment, verbal abuse, mental harassment, cyber bullying, intimidation, humiliation, or forcing juniors/co-residents into any unwanted activity shall constitute ragging.
3. Possession of induction cookers, immersion rods, electric heaters, gas stoves, electric kettle or any unauthorized electrical appliances is prohibited due to safety and fire hazards.
4. Unauthorized entry or accommodation of outsiders inside hostel rooms is strictly prohibited. Students shall not permit any unauthorized person to stay in their rooms under any circumstances.
5. Tampering with electrical systems, fire safety equipment, CCTV cameras, internet infrastructure, or security arrangements shall be treated as serious misconduct.
6. Residents shall not write on walls, damage furniture, paste posters on walls, throw waste from balconies/windows, or indulge in activities that spoil hostel property or surroundings.
7. Residents shall not make or circulate videos, reels, photographs, audio recordings, or any digital content inside the hostel premises without prior permission of the hostel administration. Recording or sharing content that violates the privacy, dignity, or security of residents, staff, or hostel infrastructure is strictly prohibited. Uploading such content on social media platforms or digital platforms without authorization shall be treated as misconduct and may invite disciplinary action.

Any violation of these provisions may lead to fines, suspension, expulsion from hostel, withholding of facilities, or legal action.

6. ANTI-RAGGING POLICY

The University follows a zero-tolerance policy towards ragging. Ragging in any form is a punishable offense under law and University regulations. Every resident and her parent/guardian shall submit anti-ragging undertakings at the time of hostel admission.

Any student found directly or indirectly involved in ragging activities may face immediate suspension from the hostel and disciplinary proceedings by the University. Depending upon the severity of the offense, punishment may include expulsion from the institution, cancellation of admission, withholding of scholarships, debarring from examinations, or registration of FIR by law enforcement agencies.

Residents are encouraged to report any incident of ragging immediately to the Chief Warden, Warden, Anti-Ragging Committee, or University authorities.

7. HOSTEL TIMINGS, ATTENDANCE, AND MOVEMENT

Hostel timings shall be determined by the University administration and notified from time to time. All residents must strictly adhere to the prescribed entry and exit timings.

Students shall mark attendance through attendance register, biometric system, or any other mechanism prescribed by the hostel administration. Unauthorized absence or repeated late entry shall be treated as indiscipline.

Residents leaving the hostel premises for home visits, outings, academic work, internships, or other purposes shall make proper entries in the movement register and obtain prior permission wherever required.

Overnight stay outside the hostel shall not be permitted without prior written approval of the Warden and consent of parent/guardian.

In emergency situations, parents/guardians shall be informed by the hostel administration.

The hostel administration reserves the right to impose temporary movement restrictions during emergencies, examinations, adverse weather conditions, or security situations.

8. VISITORS AND GUEST POLICY

Only Parents and local guardian shall meet residents in designated visitor areas or reception spaces. Male relatives shall not be permitted inside residential sections or hostel rooms under any circumstances. Visitors shall be permitted only during the authorized visiting hours as notified by the hostel administration from time to time. All visitors must make necessary entries in the

visitor register maintained at the main hostel gate as well as at the hostel reception and shall comply with all security and verification procedures prescribed by the hostel authorities.

Visitors may call on the residents of the hostel between 4.30 P.M. to 5.30 P.M during winter and 4.30 P.M. to 6.30 P.M. during summer on Sundays and holidays.

Any maintenance, repair, inspection, or service-related work inside hostel rooms or premises shall be carried out only in the presence of the Caretaker/Matron or authorized hostel staff to ensure safety, transparency, and security of residents.

Unauthorized accommodation or entertainment of guests shall be treated as serious misconduct.

9. MESS RULES AND DINING DISCIPLINE

The hostel mess is intended to provide hygienic and nutritious food to all residents. Mess operations shall function under the supervision of the Hostel Warden and Mess Committee.

Residents are expected to maintain discipline and proper conduct inside the dining hall. Meals shall be served only during prescribed timings and students shall cooperate with mess staff and management.

Food wastage should be strictly avoided. Residents shall not take utensils, crockery, or mess property outside the dining hall without permission.

Entry into the kitchen or cooking area shall not be permitted except for authorized personnel or nominated student representatives.

Suggestions and complaints regarding food quality, hygiene, or mess operations may be submitted through the mess committee.

Mess workers and kitchen staff shall strictly use only the designated entry and exit routes assigned for their movement within the hostel premises. No mess worker or kitchen staff member shall be permitted to enter residential sections, hostel rooms, corridors, or other restricted hostel areas except the dining hall, kitchen, and other specifically authorized service areas.

10. CLEANLINESS, SANITATION, AND ENVIRONMENTAL RESPONSIBILITY

Residents shall maintain cleanliness and hygiene in their rooms, bathrooms, corridors, and common spaces. Waste materials shall be disposed only in designated dustbins.

Students are expected to conserve water and electricity and support environmentally responsible practices within the hostel. Fans, lights, electrical appliances, and water taps shall be switched off when not in use.

Littering, spitting, throwing waste from windows, or creating unhygienic conditions is strictly prohibited.

Residents shall cooperate with housekeeping staff and maintain respectful behaviour towards them at all times.

11. SAFETY, SECURITY, AND EMERGENCY RESPONSE

The safety and security of residents is of utmost importance. Hostel security personnel shall maintain access control and surveillance within hostel premises.

Residents must keep their rooms locked while leaving and ensure proper safeguarding of personal belongings. The hostel administration shall not be responsible for theft or loss of valuables kept by students.

Any suspicious activity, unauthorized movement, security threat, or emergency situation shall immediately be reported to the hostel administration.

Under no circumstance, non-resident/s are allowed to stay overnight in the hostel.

Residents shall not make or circulate videos, reels, photographs, audio recordings, or any digital content inside the hostel premises without prior permission of the hostel administration. Recording or sharing content that violates the privacy, dignity, or security of residents, staff, or hostel infrastructure is strictly prohibited. Uploading such content on social media platforms or digital platforms without authorization shall be treated as misconduct and may invite disciplinary action.

Possession of weapons, inflammable materials, or hazardous substances is strictly prohibited.

Students must cooperate during emergency drills, fire safety inspections, evacuation procedures, and security checks conducted by the hostel administration.

12. MEDICAL FACILITIES AND HEALTH EMERGENCIES

Residents suffering from chronic illnesses, allergies, communicable diseases or prior medical history must inform the hostel administration at the time of admission/diagnosis.

In case of illness or medical emergency, students shall immediately contact the Warden or Caretaker, or hostel administration. Furthermore, Parents/guardians will be informed immediately.

Students are encouraged to follow proper health and hygiene practices during their stay in the hostel.

13. DISCIPLINE, MISCONDUCT, AND DISCIPLINARY ACTION

The University expects every resident of Ganga Girls Hostel to maintain discipline, dignity, and responsible conduct within the hostel premises, University campus, and public places. The behaviour of hostel residents should reflect mutual respect towards fellow students, hostel staff, faculty members, University authorities, and society at large.

Any act of indiscipline, misconduct, violation of hostel rules, or behaviour detrimental to the safety, security, reputation, or academic environment of the hostel and University shall invite disciplinary action. Acts of indiscipline occurring inside the hostel, within the University campus, or during university-authorized activities outside campus shall be treated seriously.

For administrative purposes, acts of indiscipline may broadly be categorized into different levels depending upon the nature and severity of the misconduct.

Level I Offences

Level I offences shall generally include acts of minor indiscipline and violation of hostel regulations, including but not limited to:

- Use of abusive or indecent language
- Disrespectful behaviour towards hostel staff or authorities
- Creating nuisance or disturbance inside the hostel
- Violation of hostel timing rules
- Unauthorized overnight absence from hostel
- Possession or consumption of cigarettes, tobacco, alcohol, or similar prohibited substances
- Bringing prohibited electrical appliances inside hostel rooms
- Unauthorized filming, photography, videography, or making social media reels inside hostel premises
- Taking mess food to hostel rooms despite warning
- Disturbing internet/network systems or misuse of hostel internet facilities
- Damage or unauthorized shifting of hostel property such as fans, bulbs, furniture, CCTV equipment, etc.
- Repeated non-payment of hostel or mess dues
- Any other misconduct considered by hostel authorities as Level I indiscipline

For the first violation, a warning and written undertaking may be obtained from the student and parents/guardians may be informed. Repeated violations may attract higher disciplinary action.

Level II Offences

Level II offences shall include serious acts of indiscipline including:

- Physical altercation or physical abuse
- Intentional damage to hostel or University property

- Theft or unauthorized possession of another person's belongings
- Tampering with security systems, CCTV cameras, or fire safety equipment
- Cyber misconduct including fake social media accounts, online harassment, impersonation, or misuse of another person's credentials
- Unauthorized entry into restricted areas
- Serious violation of hostel safety or security procedures
- Repeated Level I offences
- Any other act deemed serious by hostel authorities

Students involved in Level II offences may face suspension from hostel facilities, monetary penalties, parental undertaking, disciplinary probation, or temporary expulsion from hostel accommodation.

Level III Offences

Level III offences shall include grave misconduct and criminal behavior, including:

- Ragging in any form
- Threat to life or physical safety of students, staff, or public
- Possession or use of narcotic drugs or illegal substances
- Violence, criminal intimidation, or unlawful activities
- Serious cybercrime or hacking activities
- Repeated Level II offences
- Activities bringing serious disrepute to the hostel or University
- Any offense involving police intervention or legal proceedings

Students found involved in Level III offences may be immediately expelled from the hostel and may also face suspension, rustication, cancellation of admission, police action, or other disciplinary proceedings as decided by the competent authority.

14. PROCEDURE FOR CONDUCTING ENQUIRY IN MATTERS OF INDISCIPLINE

Any complaint relating to indiscipline, misconduct, violation of hostel rules, safety concerns, harassment, damage to property, or any act affecting the discipline and decorum of the hostel may be reported by a faculty member, hostel staff, student, security personnel, parent, or any member of the general public to the Hostel Warden or Chief Warden.

Upon receiving such complaint, the Chief Warden may appoint a faculty member, hostel officer, or authorized official to conduct a preliminary enquiry to ascertain the basic facts of the matter. The preliminary enquiry may include interaction with the concerned student(s), complainant, witnesses, hostel staff, security personnel, or any other relevant persons connected with the incident.

14.1 Disciplinary Actions

The disciplinary action imposed upon a student shall depend upon the nature, gravity, repetition, and impact of the misconduct. The University reserves the right to take strict action in order to maintain discipline, safety, dignity, and academic atmosphere within the hostel and campus.

15. AMENDMENT OF RULES

The University reserves the right to amend, modify, add, or withdraw any provision of these SOPs at any time in the interest of administration, discipline, safety, and welfare of hostel residents.

All such amendments or notifications issued by the University from time to time shall be binding upon all residents.

16. DECLARATION

Every resident of Ganga Girls Hostel shall be deemed to have read, understood, and accepted these Standard Operating Procedures and shall abide by all rules and regulations during her stay in the hostel.

Failure to comply with these provisions may result in disciplinary action including expulsion from hostel and other proceedings as deemed appropriate by the University authorities.

All disputes arising, in any case, shall be subjected to Dehradun jurisdiction.

DECLARATION TO BE SIGNED BY THE STUDENT

(To be submitted on a stamp paper of ₹10.)

I have read all the Rules and Regulations of the Hostel. I hereby agree to abide by the rules and regulations of the Hostel in force from time to time. I am liable for disciplinary action in case of any breach.

Date:.....

Signature of Student:.....

DECLARATION TO BE SIGNED BY THE PARENT/GUARDIAN

(To be submitted on a stamp paper of ₹10.)

..... Father / Guardian of Mr.
..... fully agree with the declaration and undertaking given by my ward and I assure that my ward will adhere to all the rules and regulations of the hostel and undertaking given by his/her and I shall monitor his/her behavior throughout his/her career in the Institute. I understand any violation / indiscipline may attract fine or expulsion or both to my ward. I also give an undertaking that if my son/daughter meets with any accident (or) found missing (or) dead, due to violation of hostel rules, I will not proceed against the Institute for such incidents committed by my ward. I solemnly declare that the above details are true to the best of my knowledge and belief.

Date:

Signature of Parent / Guardian Name :

GANGA GIRLS HOSTEL

Veer Madho Singh Bhandari Uttarakhand Technical University (VMSBUTU), Dehradun

HOSTEL ADMISSION FORM

Academic Session: _____

1. STUDENT DETAILS

1. Name of Student (in Block Letters): _____

2. Enrollment Number: _____

3. Course/Programme: _____

4. Branch/Department: _____

5. Year/Semester: _____

6. Category of Admission:

☐ Regular Entry / Lateral Entry

7. Date of Birth: ____ / ____ / ____

8. Gender: Female

9. Aadhaar Number: _____

10. Mobile Number: _____

11. Student Email ID: _____

12. Blood Group: _____

13. Identification Mark (if any): _____

14. Permanent Address:

District: _____ State: _____ PIN: _____

15. Correspondence Address (if different):

District: _____ State: _____ PIN: _____

16. Distance from Native Place to University(in kms): _____

2. PARENT/GUARDIAN DETAILS

Father's Details

1. Name: _____
2. Occupation: _____
3. Mobile Number: _____
4. Email ID: _____
5. Address: _____

Mother's Details

1. Name: _____
2. Occupation: _____
3. Mobile Number: _____
4. Email ID: _____
5. Address: _____

Local Guardian Details (Mandatory)

1. Name: _____
2. Relationship with Student: _____
3. Address: _____
4. Mobile Number: _____
5. Email ID: _____

4. MEDICAL DETAILS

- | | |
|--|----------|
| 1. Do you suffer from any chronic illness/allergy/medical condition? | Yes / No |
|--|----------|

If Yes, provide details:

- | | |
|--|----------|
| 2. Are you under any regular medication? | Yes / No |
|--|----------|

If Yes, provide details:

3. Emergency Contact Number: _____
4. Name of Family Doctor (if any): _____
5. Doctor Contact Number: _____

HOSTEL ALLOTMENT DETAILS (FOR OFFICE USE ONLY)

1. Hostel Name: Ganga Girls Hostel
2. Room Number Allotted: _____
3. Date of Allotment: ____ / ____ / ____
4. Hostel Fee Receipt Number: _____
5. Mess Fee Receipt Number: _____
6. Security Deposit Receipt Number: _____
7. Category:
 - ☐ WIT / FOT
 - ☐ Regular / Lateral Entry

6. DOCUMENTS TO BE ATTACHED

The following self-attested documents must be attached with the form:

1. Copy of Aadhaar Card
2. Copy of University Admission Letter
3. Hostel Fee Receipt
4. Mess Fee Receipt
5. Passport Size Photographs (02)
6. Anti-Ragging Affidavit by Student
7. Anti-Ragging Affidavit by Parent/Guardian
8. Medical Fitness Certificate

9. Local Guardian ID Proof

7. RECOMMENDATION AND APPROVAL

Verified By

Caretaker/Matron Signature: _____

Name: _____

Date: ____ / ____ / ____

Recommended By

Hostel Warden Signature: _____

Name: _____

Date: ____ / ____ / ____

Approved By

Chief Warden Signature: _____

Name: _____

Date: ____ / ____ / ____