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Over View

JSS Physiotherapy Girls Hostel was established in September 1999 with the objectives of providing Boarding facilities for the student of Bachelor in Physiotherapy under the administration of Mahavidyapeetha.

The Hostel Building was constructed with three floor ensuring availability of 63 rooms containing accommodation for private 1 seat, 2 seats and 3 seats respectively, 2 attached bathrooms and common bathrooms with 12 toilets and 9 bathrooms in accommodation of 111 students.

Every year, the number of students seeking admission to this hostel was increasing keeping in tune with the emerging needs, Boarding and other facilities were being augmented.

In September 2016 as the Bachelor in Physiotherapy and B,Sc Speech & Hearing And Named as JSS Physiotherapy Girls Hostel Administration Is now run by Mahavidyapeetha and JSS College of Physiotherapy.

Aims & objectives

- To provide girls a secure and safe place for accommodation and homely environment.
- To create atmosphere of harmony and co-operation amongst the students.
- To provide the students a peaceful and congenial environment to enable them to excel in their studies and personality development.
- To create amongst students a sense of accommodation and to inculcate discipline.
- To run and to manage the hostel and the Mess efficiently.

Administration

The Hostel and mess shall function under the overall supervision of administrative control of

- Principal, JSS college of Physiotherapy
- Warden
- Supervisors
- Hostel Committee (Student representative and mess council)
- The Warden will act under the supervision and direction of the principal, Jss College of physiotherapy.
- The policy frame work /decisions regarding hostel shall be decided by principle. JSS College of physiotherapy, warden, hostel in charge staff, student committee in consultation with B.Sc speech & hearing faculty.
- These decisions will be implemented by the warden. The decision of Director, Principal JSS College of physiotherapy & warden in their respective jurisdictions shall be final.
- A part from these rules the warden can issue further directives in the interest of smooth functioning of the hostel affairs after due deliberations in the regular meeting at hostel The essential personal manning a hostel shall be

- Warden
- Supervisor
- Mess staff
- Security guards etc...

- The functions and responsibilities of warden /supervisor, student, mess staff & security guards are given in schedule of duties and responsibilities, father warden/ supervisor will decide duties of other functionaries in consultation with students committee from time to time. There will be following student representatives in the students committee to facilitate efficient functioning of hostel.
 - Over all in charge
 - Floor in charge
 - Mess in charge
 - Cleanliness and hygiene in charge
 - Cultural & co-curricular activities in charge

Admission to hostel

- Only regular student of the Jss College of physiotherapy & JSS institute of speech and hearing shall be admitted to stay in the hostel.
- Admission to hostel will be subjected to payment of sum, as decided by institute authorities during the of admission.
- The students would be paying mess charges every month.

Sl.No	Particulars	Amount
1	Building Development Fund (New Students only)	20000
2	Establishment Fees(All Year Students)	13000
3	Room Rent (All Year Students)	
	Single Occupancy with attached Bathroom only one Room available	20000
	Dual Occupancy with attached Bathroom only one Room available	15000
	Single Occupancy without attached Bathroom only 12 Room available	13000
	Dual Occupancy only 39 Room available	12000
	Triple Occupancy only 6 Room available	9000
4	Caution Deposit (New Students only)	6000
5	Application Fees	250
6	Mess Advance(New Students only) Mess charges Dividing System Rs.2500/-PM (Approximate)	5000

Allotment of rooms

- Rooms will be allotted by the warden based on policy of room allotment decided in the hostel meeting.
- After allotment, a student will report to warden and take possession of room after signing inventory of the furniture, electrical and other times in the room.
- Warden may consider written requests for charge of rooms within the hostel and decide the same on student's mutual understanding.
- The furniture, electrical and other items in the room are exclusive property of the institute and their maintenance and upkeep would be the responsibility of the student residing in the particular room.
- These facilities are provided by the institute to the students to make their stay pleasant.

Duties & Responsibilities

Principal:

- i. Overall hostel in charge.
- ii. Policy matters.
- iii. In case of conflicts.
- iv. Liaison between hostel, council and Administration.

Faculty co-ordinator:

- i. Routine running of hostel.
- ii. Mess in charge
- iii. Pass on complaints / suggestions to the supervisor, caterer & principal.
- iv. Adjudicate conflicts.
- v. Be on call anytime, including night hours.

Warden:

1. They will be responsible for the overall discipline in the hostel and mess.
2. They will be responsible for maintenance of hostel premises including mess and common rooms.
3. They well are responsible for conduct of mess staff.
4. To keep the proper record of stock books of permanent articles, furniture & other hostel properties.

5. To see to it whether mess staff, cleaning staff, & security guard are on duty time to time.
6. To maintenance proper record of hostel cleaning after supervision.
7. To ensure that students leave the hostel to stay outside overnight with the permission from respective class coordinator.
8. To see that all the mess staffs are in order, with neat clean dress, caps gloves and apron.

Mess worker:

- i. To be neat and clean dress, aprons, caps and gloves.
- ii. To provide food on time.
- iii. To see to it that food does not get over before the time set for breakfast, lunch, snacks & dinner.

Students committee:

Overall student charge:

- i. Ensure that all the member of student committee are working hand in hand and following the responsibilities.

- ii. To see to it that a committee member handover her responsibility. To the next person before living hostel for vacation or any other reason.
- iii. All the complaints or suggestions to be notified during or before monthly meetings to the warden /supervisor.

Floor in charge

- i. Notify maintenance problem related to electrical & pipeline issue.
- ii. Notify complaints of mess cleanliness & hygiene from the student of respective floors through mess in charge & cleanliness & hygiene in charge respectively.

Security guard:

- i. To see to it that students go out and come in only during time provided.
- ii. To maintain entry and exit registers for cleaning staffs.
- iii. To lock the gates within the time set.
- iv. To water the plants.
- v. To notify if there is any need of horticulture work.

Cleaning staffs:

- i. Daily cleaning of all the common areas including dining hall kitchen, bathrooms, study hall etc...
- ii. All the bins, common room furniture etc...to be cleaned twice a week.
- iii. On monthly basis, deep cleaning must be done.

Other facilities

➤ **Visitors room:**

Is meant only for conversation of students with their family during their family visit to the hostel and not for their stay.

➤ **Computer room:**

Availability of computer with internet facilities.

➤ **Recreation room:**

Provides access to learning through the books, study materials and magazines available there.

➤ **Other facilities:**

- Water purifier for 4 floors.
- TV with cable connection,
- Wi-Fi facilities.
- Pest control.(Monthly twice types)
- Sanitary napkin burning machine.
- Garden maintenance.(Monthly cleaning)
- DTS for cleaning.(Daily 2 times)

General rules and regulations

- Ragging is strictly prohibited in any form if someone found guilty, severe action will be taken. Anti-ragging committee and its role put in notice board.
- The students must make entry in the "In/Out Register" and Biometric System kept at the Girls' Hostel.
- 1st, 2nd year BPT & all S & H student must return to the hostel every day before 8.30 pm. & 3rd, 4th year BPT & MPT students return to the hostel every day before 10:30 pm are permitted to leave the hostel.
- Each student will be given two visiting cards which will be given to parents and same has to be submitted to the warden during the time of hostel visit. All visitors to the hostel including the parents/guardian will have to make necessary entries in the visitors' book available at the hostel entrance with the security guard.
- Any complaints can be submitted in the complaint box kept in entrance area.
- Every student should stay in the rooms allotted. Mutual exchange of rooms after final allotment is not allowed.
- Students shall not remain absent from hostel during night without prior permission from the parent in writing, duly attested by the head of the institution. Strict actions will be taken, if any student is found to be staying outside hostel 3 days consequently without permission.
- Boys are not allowed to enter at the girl's hostel without permission beyond visitor room and reception room.
- Students should not keep any unauthorized property and unauthorized guests or parents in her room.
- Students shall not leave the campus without prior permission. They shall have to apply in advance with stating the reason for leaving and address of destination.
- Formation of associations or groups of students on the basis of region, caste or creed is strictly prohibited.
- Students have to use water and electricity judiciously. If fan, tube, etc., found ON in the absence of the students at their rooms, fine will be charged by hostel authorities.
- Students should handle hostel equipments, furniture, mess property carefully and not abuse or tamper with it. If so then applicable fine will be charged by the hostel management.
- Students are responsible for the safekeeping of their valuables. Students should provide their own

locks and should take proper care of their belongings.

- Every case of illness and accident must be reported immediately to the hostel authorities.
- No function or celebration shall be organized at hostel premises except with the permission of the Warden.
- Students suffering from contagious disease will not be allowed to stay at hostel. Decision of the Warden in this regard will be final and binding.
- Playing music/record player etc. loud enough to cause disturbance to his/her neighbour(s) is prohibited. Defaulters will be punished. Repeated acts will render cancellation of allotment of Hostel room.
- Students indulging in use of abusive and threatening language, physical fights, use of force to get unfair act accomplished, etc. will be punished. Further, they are liable to be expelled from the hostel/ Institute.

Mess rules and Regulation

Mess timings

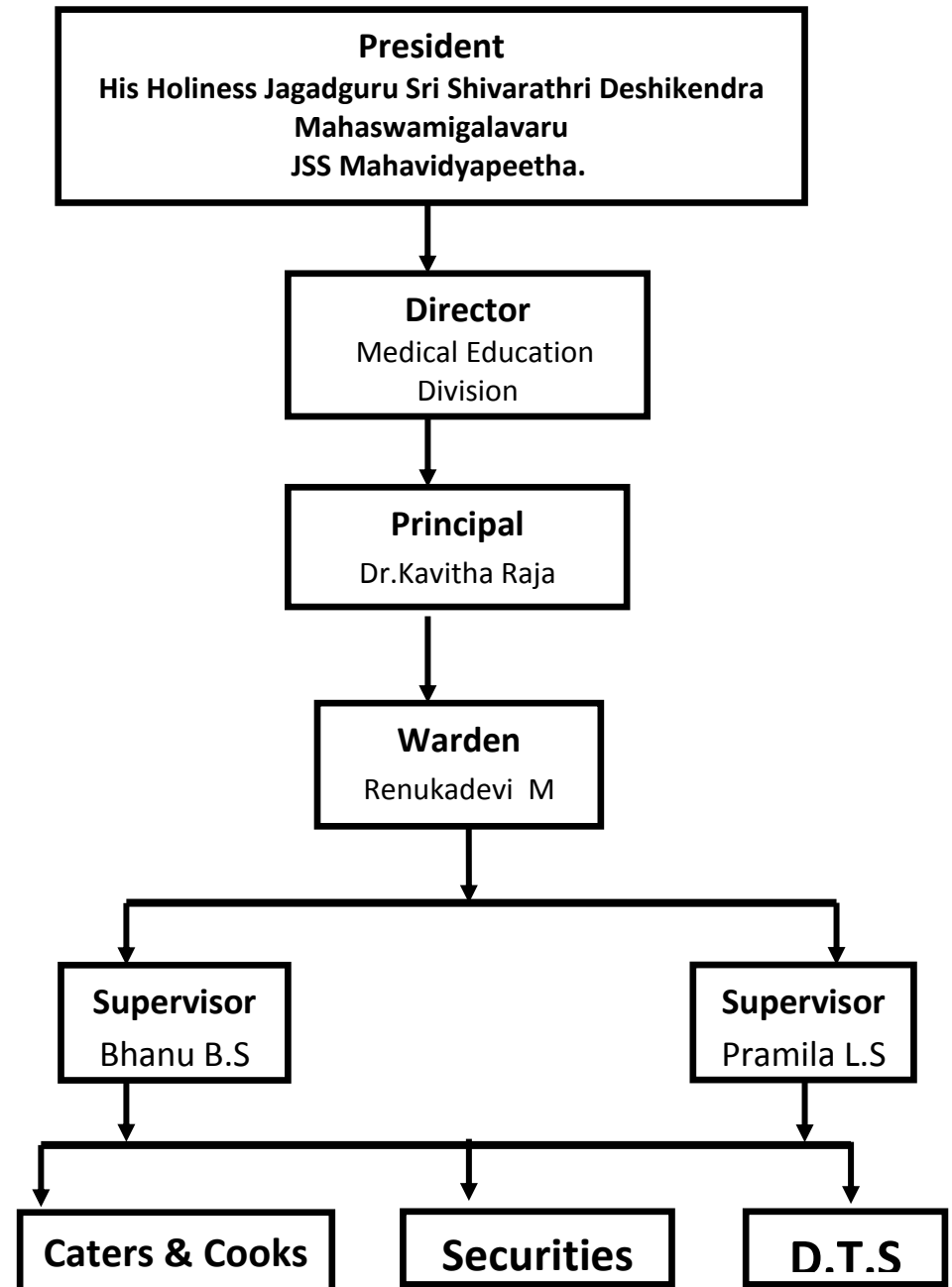
08:00 - 09:00 AM	Breakfast
12:00 - 01:45 PM	Lunch
05:30 - 06:30 PM	Tea
08:15 - 09:00 PM	Dinner

Mess rules

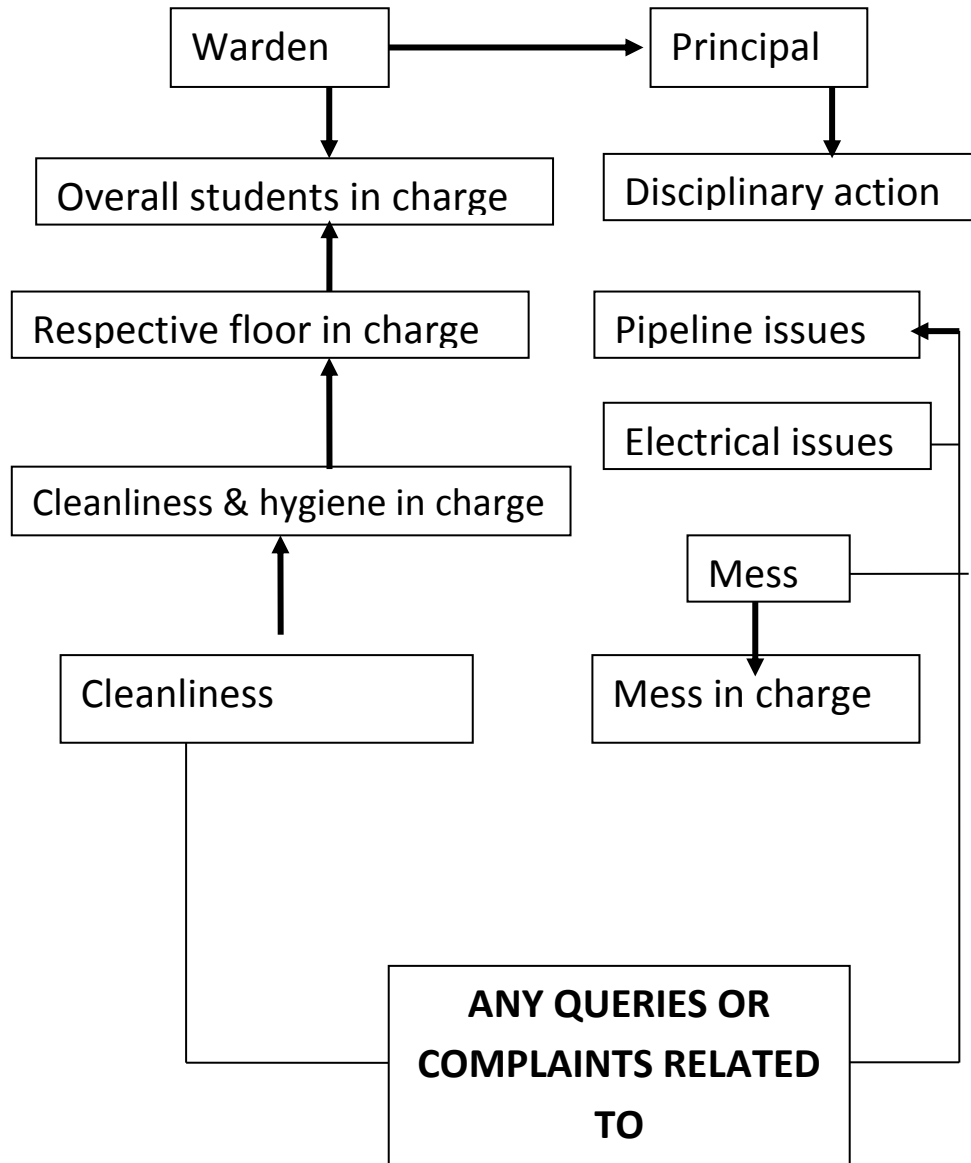
- Availing Mess facility is mandatory for all residents admitted to the hostel.
- Deduction in the Mess bill may be allowed provided advance notice is given for students who have to leave out of station/campus due to personnel reasons for more than five days, with their application approved by the respective HOD's and Hostel Wardens.
- Guests and/or visitors of Hostel Residents can be provided with food by coupons purchased from the warden.
- Food should not be taken to the rooms. Use only dining hall.
- Do not waste food. Wastage of food without reason will attract disciplinary action including fine and repeated offence may result in eviction from hostel

- If students have complaints or suggestion regarding mess issues they can write in the mess register kept on the table in dining hall. They can also inform the mess coordinator
- Students may not interact with mess personal directly. All special requests must be made through the warden/ person in charge.
- If there are special instances where students have to go early/ return late and they will be unable to take their meals during the mess times, written request, countersigned by the principal/ authority of the college may be given to the mess coordinator who will give it to the hostel supervisor. The hostel supervisor will ensure that food is kept for the student.
- If students go to the mess after the timings, without prior intimation through proper channel in writing, they may not be provided with the meal

Institutional Governance Structure (ORGANOGRAM)



Complaint procedure



Disciplinary penalties

A student found to have violated any of conduct & disciplinary rules

- i. May be issued written /verbal warning.
- ii. May be placed on conduct probation.
- iii. May be asked to tender verbal /written public apology.
- iv. May be asked to community service.
- v. May be lined up to a sum of Rs.1000/-
- vi. May be asked to call her parents.
- vii. May be expelled from hostel temporarily or permanently.
- viii. The case may be referred to head of institution.

Withdrawal/vacation

- Any students withdrawing from the hostel will hand over the possession of the room and pay mess charges & all other dues and seek clearance certificate from the warden.
- At the end of final year a student shall vacate his/her room and hand over the charge of the room including all items on the inventory to the warden.
- Any student desirous of retaining his room during the vacation must seek prior permission of warden and pay rent for that particular period of time

Vision and mission

- To provide girls a secure and safe place for accommodation homily environment.
- To create an atmosphere of harmony and cooperation amongst the students.
- To enable them to excel in their studies.

**“FOSTERING AN ENVIRONMENT
FOR LIFELONG RELATIONSHIPS”**

