

**GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT OF TECHNICAL EDUCATION**

**OFFICE OF THE
DIRECTOR OF TECHNICAL EDUCATION
ANDHRA PRADESH :: MANGALAGIRI**

File No.EHE02-17/59/2024-H SEC-CTE

19/09/2024

Sub: Technical Education - Management of Hostels at Government Polytechnics - Issuance of Rules and Regulations - Strict Compliance Mandated - Regarding

It has come to the attention that while hostel facilities have been established at various Government Polytechnics, several institutions are failing to provide the minimum necessary amenities for boarders. Numerous complaints have been lodged regarding the inadequacies in hostel management, particularly the failure to meet basic requirements.

In these circumstances, to prevent further issues and ensure the well-being of the student boarders, it is hereby issue rules and regulations for hostel management at Polytechnics. The annexed rules and guidelines must be strictly adhered by all Government Polytechnics concerning the management of their hostels. It is imperative that this directive is followed without exception.

The Principal who is deemed to be the warden of Polytechnic shall ensure strict compliance of annexed rules and regulations in polytechnic hostels failing which leads to disciplinary action against the responsible.

**Sd/- G GANESH KUMAR
DIRECTOR**

Copy to

1. The Principals of all Government Polytechnics
2. Regional Joint Directors of Technical Education, AU and SVU Regions to oversee the compliance.

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B. Ramakrishna
SUPERINTENDENT

Annexure

Rules and Regulations for Hostel Management at Polytechnics

1. Hostel Administration

- a. **Appointment of Deputy Wardens:** The Warden must appoint two Deputy Wardens, i.e., Dy. Warden Accounts and Dy. Warden Discipline
- b. **Warden and Deputy Warden Visits:** The Warden and Deputy Wardens must make frequent visits to the hostels, particularly during the night.
- c. **Committees:**
 - i. **Grievance Redressal Committee:** A Committee is to be constituted with a faculty from each branch to interact with the students to find out their grievances and also to make visits to hostels to assist the College administration in maintaining Harmony and Peace among the students and monitoring the student academic performance.
 - ii. **Purchase Committee:** shall be constituted with one of the Dy. Wardens, Hostel Manager and two (2) student representatives from final year, 02 from 2nd year and 02 from 1st year.
- d. **Monthly Meetings:** The Hostel Warden must organize a meeting with the boarders at least once a month.
- e. **Regular Visits:** The Warden and Deputy Wardens should regularly visit the hostels and messes.
- f. **Contact Information Display:** Contact numbers of the Warden, Deputy Wardens, and hostel staff must be displayed in the hostels.
- g. **Emergency Contact:** Parents should be contacted promptly in case of any emergency, odd behavior, or indiscipline noticed in the hostel.
- h. **Visiting Hours and maintenance of Register:** Visiting Hours shall be strictly implemented in Hostels especially in all the Girls Hostels. Visiting hours should be displayed and visitor records are to be maintained.

2. Student Conduct and Discipline

- a. **Unauthorized Guests:** No unauthorized persons are allowed to stay in the hostels. Any boarder who entertains an unauthorized person in their room or the hostel will face suspension.
- b. **Parental Notification:** Parents should be informed if their children are involved in any act of indiscipline in the hostels.

- c. **Participation in Activities:** The Hostel Warden should encourage students to participate in sports, games, cultural, and literary activities to divert attention from indiscipline.
- d. **Conducting Meetings:** Boarders are not allowed to conduct meetings in the hostel. Meetings with boarders shall only be convened by the Hostel Wardens or Chief Wardens when necessary.
- e. **Leaving Hostel Premises:** Boarders must not leave the hostel after 5:30 PM for girls and 8:00 PM for boys without prior written permission from the Hostel Warden.
- f. **Carrying Identity Cards:** Boarders must carry their identity cards whenever they leave the hostel and present the same to the security, the Warden, Deputy Warden, or any authorized person on demand.
- g. **Behavior with Hostel Workers:** Hostel Workers should be instructed to behave properly with boarders, and boarders must also interact with workers decently, avoiding any arguments.

3. Room and Property Management

- a. **Room Allocation:** The rooms shall be reallocated afresh to the boarders at the beginning of every academic year on the basis of year of study.
- b. **Inventory Management:** Furniture and electrical fittings in hostel rooms should be recorded in a register, and boarders must acknowledge receipt upon room allocation. Items should be verified when rooms are vacated.
- c. **Maintenance Costs:** Boarders must bear the cost of replacing electrical bulbs, tubes, and any breakage of chairs, tables, and cots in their rooms. Replacement costs for common areas will be covered by hostel contingencies.
- d. **Complaint Box:** Complaint boxes should be placed in prominent locations in each hostel. Only signed complaints with full names and addresses shall be attended.
- e. **Newspapers and Magazines:** The newspapers / magazines purchased for the hostel shall be made available in the 'Common room' only. One of the boarders of the hostel shall be made responsible for the making availability of reading material in the hostel. The boarders are not permitted to take Newspapers/ Magazines to their rooms or to any other premises from the common room.

4. Mess and Dining Regulations

- a. **Mess Timings and Menu:** Mess timings and the menu must be strictly followed and displayed in the dining hall and on the hostel notice board. Accounts must be properly maintained.

- b. **Mess Bills:** Mess bills must be displayed by the 10th of each month and cleared by the 20th. A fine of Rs.10/- per day will be charged for late payments, and dining privileges will be revoked if not cleared by month-end.
- c. **Mess Purchases:** All mess purchases, such as provisions, vegetables, fruits, eggs, and meat, must be done by the purchasing committee, accompanied by the caretaker but not by an individual member of the committee.
- d. **Food Service:** Food should only be served in the mess. Taking food items to rooms or outside the dining hall is not allowed unless permission is granted due to illness.
- e. **Use of Electrical Appliances:** The boarders shall not use electrical appliances such as immersion coils, heaters, stoves etc., in the rooms or anywhere in the hostels. Action shall be initiated against the boarders using electrical appliances.
- f. **Cooking in Rooms:** The boarders shall not indulge in cooking food in the rooms, including preparation of tea/coffee or boiling milk etc. Any boarder indulging in cooking inside the room or anywhere in the hostel shall be liable for action.

5. Cleanliness and Safety

- a. **Cleanliness and Sanitation:** Strict cleanliness and sanitation must be maintained in the hostels and messes.
- b. **First-Aid Kit:** A First-Aid box with emergency medicines should be available in the hostel.
- c. **Quality of Food:** The Warden, Deputy Wardens, and hostel staff must ensure the quality of food in the hostels.
- d. **Posters and Banners:** No posters or banners of any kind shall be displayed in the hostel premises by the boarders. They shall not indulge in writing on the walls or doors anywhere in the hostel. Action shall be taken against such boarders, who indulge in display of poster, banners and writings on the walls.

6. Documentation and Compliance

- a. **Permission for Leaving Hostel:** Boarders must obtain prior permission from a committee member and one Deputy Warden by submitting a letter before leaving the hostel. All boarders must vacate their rooms during the summer break.
- b. **Undertaking on Hostel Rules:** An undertaking to the effect that student shall abide by hostel rules and regulations and that, action shall be taken as per the rules and regulations against the boarders if he/she indulges in any act of indiscipline in the hostel, including ragging, shall be obtained by the boarders as well as the parents of the boarders at the time of admission.

- c. **Parent Contact Information:** Maintain strict records of contact information (phone numbers, email addresses, and passport-size photos) of boarders' parents.
- d. **Cash Book Verification:** Cash books of hosteis should be verified periodically by the Deputy Warden and Warden.

Sd/- G. GANESH KUMAR
DIRECTOR

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B. Ramabushra
SUPERINTENDENT