

**Department of Technical Education  
Attached Hostels of Polytechnics**

Cir. Memo No E3/1059/2016

Dated 29.05.2017

The managements seeking permission for Attached Hostels to their Polytechnics are requested to submit the following documents to this office, so as verify and to cause an inspection to assess the factual status to accord permission.

- 1) A request letter addressing the Commissioner of Technical Education, AP., Vijayawada, furnishing the status of the Polytechnic and justification for requesting the attached Hostel.
- 2) Building plan of the Polytechnic approved by the competent authority, with site plan clearly showing the locations.
- 3) Photographs of the Hostel buildings
- 4) A statement of available areas for Attached Hostels.
- 5) Sanctioned intake and admitted details (boys and girls separately) for the last (3) years.
- 6) Processing and Inspection fee of Rs 25,000/- in the form of DD, drawn in favour of the Secretary, SBTET, AP., Vijayawada.

**Norms for Attached Hostels of Polytechnics**

**1) AICTE Norms for Areas**

- a) 50% of the total boy students are to be provided hostel accommodation,
- b) 100% of girl students to be provided hostel accommodation in a separate block,
- c) The required area of a three-seated room - 20 Sqm
- d) The required area of Dining Hall - 1.5 Sqm per student and min is 150 Sqm
- e) The required area of Kitchen - 1.5 Sqm per student and min is 150 Sqm
- f) All the rooms should be properly ventilated.

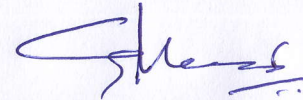
**2) Safety measures and Checks**

- a) Check for wiring and electrical installation for leakage and earthing
- b) Fire-fighting measurements: Effective safety arrangements with emergency/multiple exits and ventilation/exhausts, fire-fighting equipments and training, availability of water and such other facilities,
- c) Safety of civil structures/buildings/catwalks/hostels, etc.
- d) Handling of hazardous chemicals and such other hazards

**3) General measures**

- a) Electricity and adequate water facilities are to be provided.
- b) Furniture viz; cot, table and chair are to be provided to every boarder. Sufficient number of tube lights and fans are to be provided to each room.
- c) The ratio of toilet: students is 1:8
- d) Security is to be provided to the hostels round the clock.
- e) A lady Matron is appointed to the Women's Hostels of every Polytechnic who resides in the hostel itself with the students to look after their security, care all other issues and also to guide them.
- f) The details of the Hostels with number of inmates are informed to the nearest Police Station and the Hostel will be under the vigilance of that Police station.
- g) Appointing a Deputy warden to the Hostels and he/she should liaison with the local administration viz., Social Welfare, Revenue, Medical Depts etc for smooth functioning of Hostels.

Sd/- G.S.Panda Das  
SPECIAL COMMISSIONER



For Commissioner

(R) 31/5/17