

STANDARD OPERATING PROCEDURE (SOP)

FOR

HOSTEL CHECK-IN AND CHECK-OUT PROCESS

SOP

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1. PURPOSE

This SOP establishes the process to be adhered to during the process of Check-In to hostels whenever a student joins PIBM and similarly the process to be adhered to during Check-Out from hostels on completion of duration of stay as laid down by PIBM in the admission process.

2. OBJECTIVE:

- a. To ensure that the students Hostel Check-in Process is well defined
- b. To ensure transparency and accountability of assets in the hostel
- c. To ensure that the process of Check-out is well laid out for easy accountability.

3. SCOPE:

This SOP is applicable to all the hostels of Pune Institute of Business Management (PIBM), Pune and group of institutions

4. SOP ADMINISTRATION:

This SOP will be administered jointly by Hostels rectors and the In-charge of Hostels under the overall supervision of the HOD – Administration.

5. HOSTEL CHECK-IN PROCESS

- a. Before the start of a new Academic session, the assigned Rectors of each hostel furnish the details of Assets and their condition in their respective hostels as per the format attached in Annexure-XX.
- b. The rectors will also raise an indent to the Hostel In-charge, in the prescribed format (Annexure -XX) to replenish any damaged asset / fresh asset required to cater for the projected headcount / capacity of the hostel.
- c. The Hostels In-charge in the campus will allocate the hostel rooms in accordance with the criteria set down by PIBM and communicate the same to the Hostel Rectors.
- d. Hostel recto have to maintain a Room wise inventory checklist of all items that have been placed in every room in the hostels for each student.

- e. Whenever a student is assigned a room, the student and the rector / junior rector will jointly go through all inventory in the room, their condition assessed and signed off by both the parties in the hostel check-in list.
- f. It is the responsibility of the student to ensure that the items handed over to him are maintained in functional condition.
- g. Normal wear and tear during the course of usage is permissible but any breakages / damages arising out of misuse or neglect will have to be borne by the student wholly / partly as decided by the rector at the time of damage / surrender of room.
- h. During the course of a student's stay in the hostel any repairs arising in any student's room will have to be brought to the notice of the rector and a complaint raised in the complaints register for the purpose of records.
- i. It is the rector's responsibility to raise the complaint with the campus administration team via email and get the repairs work executed.
- j. In case of any damage arising out of neglect / misuse, the student will have to bear the cost of the repair. The campus administration team will share the cost of the repair through the rector with the student and the student will have to pay the amount with the accounts team in the campus and obtain a receipt for the same.

6. HOSTEL CHECK-OUT PROCESS

The students on completion of their second semester / as communicated by the Academic's team, have to check-out from the hostels. The following process will be adhered to for check-out from hostels upon receipt of information of check-out:

- a. Warden takes inventory of all the material in the hostel rooms and shares with the hostel In-charge.
- b. Hostel In-charge in coordination with the procurement team lists out the cost for the damages.
- c. Student fills up the hostel Check-out form and submits to the Hostel In-charge (**Annexure-XX**). Student fills up / uploads the following details on Google Form:
 - i. Rent Agreement of the residence of stay chosen by him / her
 - ii. Owner contact details.
 - iii. Parents contact details.
 - iv. Planned Date of leaving the hostel
 - v. Letter of consent from the parents.
- d. Hostel In-charge shares the details of the damages with the student.

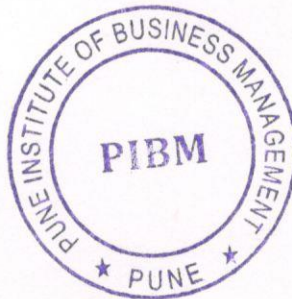
- e. Student pays the damages charges if any in the accounts department and shares the receipt with the Hostel In-charge.
- f. Hostel In-charge issues the No Dues to the student.
- g. Student to approach Dy. Director – Academic Operations for final approval to vacate the hostel.
- h. Student submits the Approved hostel clearance letter with the warden and leaves on the planned date.
- i. While vacating the hostel, students are expected to vacate the room in one go and not leave behind any luggage for clearance on a later date.
- j. At the time of exit, Hostel Rector visits to room once again to reconfirm that there are no further damages beyond what has already been reported.

7. ACTION IN CASE OF VACATING HOSTEL WITHOUT PERMISSION

- a. The issue is immediately referred to the Discipline Committee.
- b. The discipline committee can take decision of debarring the student from joining the company.
- c. The final decision lies with the Institutional Authorities and Discipline Committee.



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