



**PUNE INSTITUTE OF  
BUSINESS MANAGEMENT**

APPROVED BY AICTE | AFFILIATED TO UNIVERSITY OF PUNE

**STANDARD OPERATING PROCEDURE (SOP)  
FOR  
STUDENT HOSTEL FACILITY**

## **SOP**

### **STUDENT HOSTEL FACILITY**

#### **1. PURPOSE**

This SOP establishes the process and rules to be adhered to by students during the period of their stay in hostels.

#### **2. OBJECTIVE**

- a. To ensure that the Hostel processes and rules are clearly defined
- b. To ensure Hostels discipline is maintained at all times.
- c. To ensure that the standards of all services provided to students in hostel are at par for all.

#### **3. SCOPE**

This SOP is applicable to all the hostels and students residing in 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 TIMINGS**

- a. Hostels will open at 06:00hrs in the morning and the closing time of hostels is 21:30hrs.
- b. Students will not be normally permitted to leave the hostel before 0600hrs and after 21:30hrs. Any deviation to these timings will be only after approval from the Batch In-charge or any person as nominated by the Academic team.
- c. Every time a student leaves / enters the hostel he / she has to make an entry in the Student In-Out register placed with the security of each hostel.
- d. Students arriving late to the hostel will have to pay fines as below:
  - i. Students arriving after the cut-off time – Rs.500 fine per instance.
  - ii. Students not reporting to the hostel for the whole night – Rs.1000 per instance and disciplinary action as decided by the Discipline Committee.



- e. The Breakfast, Lunch and Dinner timings in the hostels will be as below:
  - i. Breakfast – 08:30 – 10:00
  - ii. Lunch – 13:00 – 14:30
  - iii. Dinner – 08:30 – 10:00

#### **6. Room Inventory – Institution provided and personal assets**

- a. Every student will be provided with the list of assets as attached in Annexure XX
- b. Additional appliances like Induction plate, room heater, etc. will not be permitted in the rooms unless an application from the student is explicitly approved by the HoD of Administration.
- c. The signed application duly approved has to be submitted with the hostel rector in original and the student is expected to maintain a copy of the same.
- d. Approval to such items is subject to acceptance by all the members of the room because the additional cost of electricity over and above Rs.100 per student per month has to be borne by the students.
- e. Hostel Rector has to maintain a record of every such approved electronic item for a student, room wise and share a monthly summary with the Hostel In-charge and the HoD admin.
- f. Hostel rectors have to carry out surprise audits every week to identify any contraband articles (as attached in Annexure XX) in the room and also look for any such electronic appliances in the hostel without permission.
- g. Any article that is found without appropriate approvals will be confiscated and kept at the store in Admin Office in PIBM campus. The student will be issued with a receipt for the same stating the articles and their description clearly.
- h. Such confiscated articles will be returned only after vacating the hostel and upon production of the receipt issued to the students.

#### **7. Roles and Responsibilities - Hostel Rector**

As custodians of the students staying in the hostels, it is important that every hostel rector discharges his duties efficiently and in a timely manner. In order to ensure that there is clarity and parity in the work, the roles and responsibilities of the rectors are listed below. The list spells out the primary roles and responsibilities and not the holistic list of tasks.



- a. Hostel wardens have to maintain a detailed list of all assets that have been provided to their respective hostels.
- b. Room wise and student wise inventory and the condition has to be maintained to ensure that the required replacements are taken care of.
- c. Rectors have to take daily attendance of students present in the hostel after close of hostel gates. Any deviation should be clearly highlighted on a daily basis in the night report.


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:

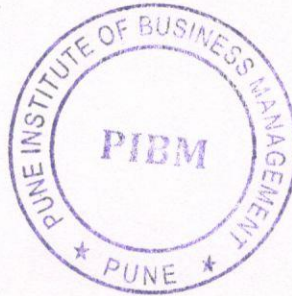
- a. Warden takes inventory of all the material in the hostel rooms and shares with the hostel In-charge.
- b. Hostel In-charge in coordination with the procurement team lists out the cost for the damages.
- c. Student fills up the hostel Check-out form and submits to the Hostel In-charge (**Annexure-XX**). 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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