

OP Jindal University, Raigarh

Standard Operating Procedure (SOP)

For

Hostel Admission Process & Room Allotment

Hostel Management

The following officers constitute the Hostel Administration Committee (HAC):

- a) The Chief Warden
- b) Warden
- c) Asst. Warden
- d) Caretaker

Each hostel is managed by a Warden in a regular position in the Institute. The students must follow proper protocol for help, guidance, and grievance. Representations to higher officers must be forwarded through proper channels.

Hostel Admission and Room Allotment Rules

1. Students should make hostel fee payments in the Admission department using the QR code provided by the institute.
2. An E-receipt will be generated after the completion of the payment.
3. Hostel Application form will be available in the student section. The filled Application form and the payment receipt will be submitted to the warden's office of Hall of Residence -2 for Room allocation.
4. Hostel accommodation shall be available to only registered students of the Institute.
5. Admission to the Hostel is year-wise. After the completion of the first year, the hostel room needs to be vacated.
6. There is a provision for single, double, and triple occupancy in the hostels with AC and non-AC facilities.
7. B.Sc., M.Sc., and Diploma students can be occupied in four-seater non-AC rooms.
8. Students will be admitted on a first-come, first serve.
9. Students shall occupy a seat/room only during the semesters and for a maximum of four years. Students may be permitted by the hostel authorities to stay on request if he/she is doing any course work/project work/Institute work/Hostel work with prior approval from the hostel authority.
10. All the students must vacate the hostel at the end of their program
11. Accommodation would be provided only after paying the requisite fees and rent.
12. No student can stay in the Hostel without formal admission.


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Dr. Mukesh Desai


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(Prof. Laksh Paladani)


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Dr. Trinath


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13. The Hostel administration has the right to take disciplinary action on anyone if it is found that he/she has submitted incorrect personal information during the time of allotment.
14. At the time of admission, every student must submit a written undertaking in the prescribed form, countersigned by his/her parent/guardian, to the extent that he/she would abide by the rules and regulations of the Hostel.
15. At the time of admission, every student and his/her parent/guardian must submit an Affidavit for anti-ragging in the prescribed form.
16. Any student inculpated in any undesirable/destructive activity during his/her stay will be counselled for the first time, and the same person repeatedly being caught will lead to suspension.
17. If one wishes to leave the hostel mid of the session, he/she has to pay the mess fee for the period of the stay.
18. At the time of admission of a student into the hostel, each resident must submit a duly filled-in prescribed Personal Data Form. Any change in this information at any point of time must be intimated to the Hostel office in writing.
19. Hostel residents will be provided a minimum set of furniture and fittings in each room, Consisting of a cot for each inmate and a study table, chair, ceiling fan with a regulator, reasonable light fitting, mattress, bedcovers, curtains, and cupboards.
20. All residents must arrange their bed sheets, blankets, buckets, mugs, locks and multiple keys for the room, pillow, and basic medicines.
21. Allotment of rooms shall be the sole discretion of the Hostel administration based on the payment category.
22. Students must occupy the respective room allotted to them. Once allotted to the students for an academic semester, rooms will not be changed except under special circumstances.
23. Under no circumstances should the inmates exchange seats/rooms without the knowledge of the hostel authorities.
24. Residents shall respect the equal rights of their roommates.
25. All the hostel boarders should keep their rooms and surroundings clean.
26. Accommodation will not be provided to any student whose registration is cancelled. Any student whose name has been removed from the Rolls of the Institute will automatically cease to be an inmate of the Hostel. Such students must immediately leave the Hostel.
27. Before vacating the rooms, the students must get 'No dues' signed by the hostel warden. The furniture, electrical installations, fan(s) and any other fixtures provided in the room, all must be handed over in proper condition to the Hostel administration when vacating the room. If any damage to any item is found to have occurred, compensation as assessed by the hostel administration shall be recovered from the border concerned.
28. At the end of the second semester, each student shall vacate his/her room and may keep their Luggage in the newly allocated rooms before they leave for the vacation.
29. On allotment of the room to the student/group of students, they should check for the Fixtures and the furniture in the room should sign a receipt for the same. The Deficiency/damage at the time of handover/leaving the hostel shall be recovered from He/she.
30. The hostel will not issue any locks to the students. They should procure their locks and preferably keep their rooms locked when they are away. No hostel resident can break open a lock without consulting the hostel Management if he/she has lost the key.


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Dr. Mukesh Desai


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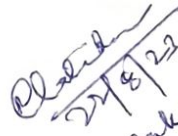

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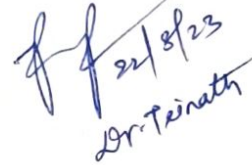
31. Any non-resident student can stay in the hostel to complete the official work on prior approval for not more than 1 week on a payment basis of Rs. 400/day, excluding food.
32. The rules and regulations of the hostel will be circulated to all the students during admission.
33. Occupancy of rooms shall be given to the students on the submission of the following Documents:
 - i) Filled hostel form
 - ii) Copy of the hostel fee deposited.
 - iii) Copy of Aadhaar Card.
 - iv) Undertaking forms from the parents & students.

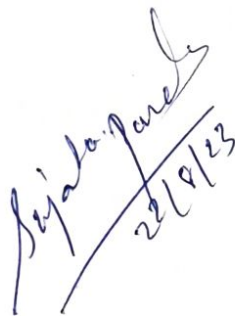

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Dr. Mukesh Dahi

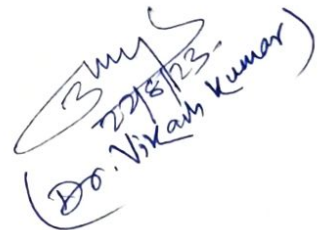

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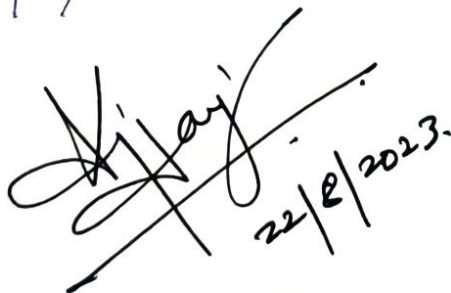
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Dr. Teinath


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Dr. Mahesh Choudhary


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(Dr. Vikram Kumar)


22/8/2023.

Maintenance

Standard Operating Procedure

Document Title	SOP of Maintenance (For Hostel Students and Faculty & Staff residing in Colony)
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A) For Hostel Students:

1. Register complaint in the Maintenance file/register.

- Hostel caretaker/Assistant warden compiles the complaint and send it to maintenance@opju.ac.in.
- Maintenance incharge (Admin) compile such mail and post it to local whatsapp group (consists of Plumber, Carpenters, electrician, painter, mason and civil work).
- All member in group work as per message received and respond to message and inform the completion of work.

2. Complaint resolve between 24 hrs. to 3 days.

- After completion of work, care taker/assistant warden get signature of student adjacent to complaint lodged. It signifies the redressal of the grievances.

B) For Faculty & Staff:

1. Register complaint through maintenance@opju.ac.in.

- Maintenance incharge (Admin) compile such mail and post it to local whatsapp group (consists of Plumber, Carpenters, electrician, painter, mason and civil work).
- All member in group work as per message received and respond to message and inform the completion of work.

2. Complaint resolve between 24 hrs. to 3 days.

- After completion of work, complainant respond to his/her mail that work is completed.

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Dr. Chandra Shekhar