



# Dravidian University

## Hostel Manual





**Ladies Hostel - Dining Hall**



**Ladies Hostel Gym**



# **Dravidian University**

**Srinivasavanam, Kuppam - 517 426**

## **Hostel Manual**

**(w.e.f., 2020-21 onwards)**

## PREFACE

The Dravidian family of languages, which includes more than 27 tongues, the most ancient, living language family of the world, one of the richest contributors to the cultural mosaic of India, often confronts the question whether it enjoys its due recognition in the subcontinent; whether it is being academically cared adequately and receives equal attention on par with other languages of National importance; and whether the Dravidians contribution to Indian literature, Indian philosophy of Indian history and culture are being properly and adequately evaluated by the scholarly community.

It is such agonized perceptions of a few outstanding academics and administrations that has led to the formation of Dravidian University. Thanks to the boldness of the Government of Andhra Pradesh, it had taken up the task of establishing the Dravidian University in 1997 at the tri-lingual junction, Kuppam in Chittoor District, A. P., 8 k.m away from Tamil Nadu, 4 km, away from Karnataka and hardly about four hours drive to Kerala, basically to promote a spirit of integration and strong bonds of fraternity among the major Dravidian language speakers of the Southern states and to advance studies and research in the integrated body of Dravidian Imguico - cultural heritage.

The Dravidian University was established through a Legislature Act of Andhra Pradesh and conceived as an Inter - State Institution. The neighboring Governments of Tamil Nadu, Karnataka and Kerala have extended initial support which enabled the University to take up constructions of Vemana Bhavan, Thiruvalluvar Bhavan, Narayanaguru Bhavan and Basava Bhavan remembering the great Social Saints of the South who enshrined the language cultures with their immortal thoughts.

The University located in a serene rural setting with pleasant greenery spread over the spacious campus of about 1000 acres endowed with huge deposits of granite, giving a picture of rock garden, is one of the most ideally suited institution for quite and dedicated studies and research harmonizing the individual, both internally and externally. The campus absolutely pollution free. Every growing institution should be potential enough to dream, and Dravidian University also continues to dream to achieve higher goals and to attain a gratifying place of distinction in the galaxy of Indian Universities enjoying international repute.

The University has separate hostels for men and women in the campus. The men's hostel has three different blocks, namely, Kangundi Block, Vaidumba Block and Srigiri Block (Research Scholars Hostel).

The Ladies Hostel has two blocks, namely, Akkamahadevi and Vengamamba with a separate block for Research Scholars.

The hostels are provided with facilities for dining, entertainment, in-door games and internet browsing. The common amenities such as health centre, gym and fitness centre and cooperative stores are located close-by to these hostels in order to cater to the needs of the inmates staying in the hostels. The Hostel Manual (HM) provides comprehensive information about hostel management covering rules and regulations.

## **1. Advisory Board for Hostels (ABH)**

The hostel administration of the Dravidian University is entrusted with the Advisory Board for Hostels (ABH). This enables the hostel administration to seek guidance at the time of exigencies and for proper functioning of hostels.

### **1.1. Composition of the ABH**

The composition of the ABH is given below:

1. The Vice-Chancellor - Chairperson
2. The Registrar – Member
3. The Finance Officer – Member
4. The Dean, Academic Affairs & Chief Warden – Member & Convener
5. The Warden, Men's Hostels – Member
6. The Warden, Ladies Hostels – Member

The ABH is an advisory body on all aspects of the hostels of the University. The ABH will have the power to suggest amendments to the Hostel Manual as and when need arises.

### **1.2. Coordination Committee for Hostels (CCH)**

- ◆ Chief Warden
- ◆ Wardens – Men's Hostels and Ladies Hostels
- ◆ Deputy Wardens – Men's Hostels and Ladies Hostels
- ◆ Four Student Representatives (two men & two women) nominated by the Vice-Chancellor on the recommendations of the Dean, Academic affairs and the Wardens of the hostels.
- ◆ Four Parent representatives nominated by the Vice-Chancellor for every academic year.

Apart from the above, three Student Committees are to be constituted for each hostel covering the Resident Block, Mess and Purchases separately. Each Committee will comprise one Ph.D. scholar, one M.Phil. scholar, and two boarders, each of final and previous years. The Purchase Committee will have, in addition to the above composition, two faculty members (other than the present Wardens/Dy.Wardens) from the concerned College. These Committees are nominated by the Chief Warden of the respective hostel. The Committees will be headed by the Warden and are convened by the Dy. Warden.

- 1.3. The Mess Committee will (a) decide on the menu; (b) maintain cleanliness in the mess; (c) appoint Food Basis Staff and decide on their wages; (d) will ensure regular and prompt payment of mess bills, and (e) be responsible for the overall and regular running of messes.
- 1.4. The Block Committee will (a) maintain and manage the Blocks and be responsible for the overall upkeep and cleanliness of the Blocks; (a) ensure that no unauthorised residents stay in the hostels; (c) no unsocial/ sectarian activities are organized in the hostels and (d) bring to the notice of the authorities any violation of general discipline in this regard.
- 1.5. The Purchase Committee will have powers to decide on the purchases, necessary for the Blocks and Messes by following established procedures and make payments for the approved purchases.

## 2. Annual Report

The Wardens of the hostels will prepare the annual report and submit the same to the ABH through the Chief Warden for consideration in the month of August every year. The format for Hostel Annual Report is given below:

- ◆ Number of hostel inmates with details of caste, community, religion, state of domicile and nationality;
- ◆ Important events during the report period;
- ◆ Facilities provided to the hostel inmates;
- ◆ Achievements of hostel inmates in education, sports and cultural activities;
- ◆ Mess rates for various months with a summary;
- ◆ Difficulties faced and action taken to overcome these situations;
- ◆ Improvements/suggestions for betterment of the hostels.

## 3. Functions

General functions and responsibilities of the Wardens in the hostel administration are defined here and these are subject to change based on the need of the hour and on the suggestion of the ABH.

### 3.1. Chief Warden

- ◆ To maintain the coordination of Wardens /Deputy Wardens of various hostels for smooth running of day-to-day routine work of hostels;
- ◆ To make the policy for allotment of hostel to students in consultation with the respective wardens;
- ◆ To ensure discipline in the hostels;
- ◆ To implement the decisions of the ABH and Authorities of the University;

### 3.2. Warden

- ◆ The responsibility for the day - to - day affairs for hostels are vested with the respective warden;
- ◆ To maintain hostel account and submit the same at the end of the financial year for auditing;
- ◆ To make necessary purchase for management of hostel as per the procedure laid down;
- ◆ To allot of rooms to the student as per the guidelines issued by the office of Chief Warden;
- ◆ To constitute various committee among the students namely mess committee and hostel maintenance committee.
- ◆ To solve the day-to-day problems of the students and to deal with the acts of indiscipline of the students;
- ◆ To report and settle the cases of indiscipline/ragging to the Chief Warden for further action;
- ◆ To ensure the quality of food in the mess at an affordable cost;
- ◆ To check the various registers and ledgers maintained by the respective clerks/caretakers and mess supervisors from time to time;
- ◆ To coordinate the functions of all Deputy Wardens for effective functioning of their duties;

- ◆ To arrange for preparation / monitor the collection of mess dues every month;
- ◆ To check the quality and quantity of items purchased for hostel periodically, and
- ◆ To perform any other duties assigned by the authorities.

### **3.3. Deputy Wardens**

Each hostel shall have two Deputy Wardens.

#### **3.3.1. Deputy Warden - I (Admission, Repair, Maintenance and Monitoring Mess related activities)**

- ◆ To monitor the hostel admission and vacating the rooms every year and maintain the discipline in the hostel premises.
- ◆ To report any repair work, electrical, plumping, civil work etc. to the Warden and ensure its rectification through the Warden;
- ◆ To propose new purchases related to hostel establishment;
- ◆ To supervise overall hostel maintenance;
- ◆ To purchase items related to hostel mess and kitchen by keeping quality and quantity in mind;
- ◆ To monitor the quality of food;
- ◆ To claim all the bills related to the purchase of mess items from the Warden;
- ◆ To verify the stock register and other books of account;
- ◆ To check the mess rates and mess bills and to monitor the payment of mess bills for the hostel inmates every month;
- ◆ To ensure that no item/food is taken out by the hostel inmates/workers;
- ◆ To perform any other duties assigned by the Chief Warden and Warden;

#### **3.3.2. Deputy Warden - II (Mess Management, Discipline, Guidance and Counselling )**

- ◆ To purchase items related to hostel mess and kitchen by keeping quality and quantity in mind;
- ◆ To monitor the quality of food;
- ◆ To claim all the bills related to the purchase of mess items from the Warden;
- ◆ To verify the stock register and other books of account;
- ◆ To check the mess rates and mess bills and to monitor the payment of mess bills for the hostel inmates every month;
- ◆ To ensure roll call every night at 8.00 p.m. and ascertain the presence of hostel inmates;
- ◆ To report the absenteeism of inmates of the hostel to the Warden;
- ◆ To ensure health and sanitation in the hostel campus;
- ◆ To give instruction to defaulters on the payment of mess bill;
- ◆ To arrange vehicles for the hostel inmates in cases of emergency;
- ◆ To perform any other duties assigned by the Chief Warden and Warden.

### **3.4. Steward**

- ◆ To prepare the menu for the academic year in consultation with the members of student mess committee and notify the information to the students in the hostel notice board;
- ◆ To oversee that dynamics of cooking and provision services of food are hygienic;

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- ◆ To accompany the student representatives for the purchase of materials at the cost of mess;
- ◆ To supervise and coordinate the mess workers;
- ◆ To ensure and maintain supply of quality food to the inmates;
- ◆ To maintain the records of inmates who join / leave the mess and register the same in the register concerned;
- ◆ To prepare the monthly mess bill jointly signed by the mess committee;
- ◆ To display the mess bill in the notice board;
- ◆ To take inmates attendance in the mess hall everyday.
- ◆ To maintain the attendance register of mess workers;
- ◆ To maintain the stock of utensils, crockery, cutlery, furniture, kitchen and mess fitting, furnishings and equipment;
- ◆ To maintain proper record about the mess fine account;
- ◆ To maintain the mess premises in clean, neat, and hygienic condition;
- ◆ To ensure supply of the required diet to the sick students on request;
- ◆ To report to the Warden the list of students violating the mess rules and that of the defaulters in clearing the mess dues;

### **3.5. Hostel Office Clerk**

- ◆ To compile all the reports of the hostel;
- ◆ To prepare the remuneration bill of all hostel staff, honorarium to Chief Warden, Wardens & Deputy Wardens;
- ◆ To supervise the collection of mess bills and remit into the concerned account;
- ◆ To maintain all accounts concerned with hostel and getting them audited every year;
- ◆ To maintain all books and records related to hostel establishment and related works and attending to all the accounts related matters pertaining to the hostels;
- ◆ To maintain the individual accounts of all students, Hostel Deposit Accounts, Development Charge Receipts, bank challans, issue of mess clearance and other certificates required by the students and to arrange for the refund of advances to the hostel inmates;
- ◆ To prepare and arrange the issue of cheques with the knowledge of the Warden concerned for the purchases made for hostels by obtaining signatures of the authorized authority;
- ◆ To maintain the stocks items required for the messes such as vessels, utensil, steam cooking systems, grinders, etc.;
- ◆ To prepare boarder's attendance and mess rates;
- ◆ To help in allotment of rooms to the inmates of the hostels;

To maintain furniture stocks of the Hostels concerned.

## **4. Hostel Rules and Regulations**

### **4.1. Admission and Accommodation**

- ◆ Application for admission to the hostel shall be made in the prescribed form along with a copy of Hostel Manual which can be obtained from the respective hostel office on payment of Rs.150/-.

- ◆ In matters of admission, the Warden can use his/her discretion and may refuse admission for a student without assigning any reason.
- ◆ Students hailing within the radius of twenty five kilometers from the hostel will not generally be given admission. If vacancy arises, the request of local students will be considered on a priority basis.
- ◆ Students seeking readmission to the hostel should have cleared all the previous year's arrears of dues.
- ◆ Residency in the hostel on an earlier occasion confers no right to membership in subsequent years.
- ◆ Every student before joining the hostel must give an undertaking in writing that he/she will abide by the rules of the hostel and shall adhere to discipline enforced by the authorities. This shall be confirmed in writing by the Parent/ Guardian also in the declaration form attached to the hostel admission application.
- ◆ Allotment of rooms shall be made by the Warden.
- ◆ No room shall be allotted to any member unless he/ she pays the mess deposit, caution deposit, development fund, establishment charges, and crockery charges.
- ◆ Inmates may be shifted from one room to another by the Warden without assigning any reason.
- ◆ Inmates must occupy the rooms allotted to them and should not exchange rooms without the knowledge of the respective Wardens.

#### **4.2. General Discipline**

- ◆ All inmates are required to maintain standards of behavior expected of students of a prestigious institution.
- ◆ All inmates are required to always carry their valid Identity Card issued to them by the institution and they should produce the ID card on demand.
- ◆ The rooms, common areas and surroundings of the hostel should be kept neat and clean.
- ◆ No inmate should be absent from the hostel without obtaining prior permission of the Deputy Warden. If the inmates find it necessary to leave the hostel urgently on an emergency, he/she shall report, before departure, the reasons for absence in writing to the Deputy Warden. The member shall also report in writing to the Deputy Warden the date and time of his/her expected return.
- ◆ Inmates shall be in their rooms by 9.00 p.m. and maintain absolute silence during study hours from 9.00 p.m. to 11.00 p.m.
- ◆ Students are prohibited from collecting money or donations for any purpose in the hostel without the permission of the warden.
- ◆ No Student shall remain in the hostel room during class hours.
- ◆ The residents shall maintain decency, decorum and sense of personal hygiene in the hostel rooms, dining hall and in the blocks.
- ◆ Any resident of the hostels is liable for expulsion from the hostels for any misbehaviour, violation of hostel rules or default in payment of mess bills.

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- ◆ Nobody shall indulge in any politics, violence, rioting, and instigate communal hatred or have dealings with outside organizations in the hostel premises. Such indulgence may lead to expulsion from the hostel and the University.
- ◆ No inmate will be allowed to organize meetings of any type without the permission of the Warden.
- ◆ Ragging in any form is strictly prohibited. Inmates suspected to have involved in ragging will be suspended from the hostel as well as from the study programme immediately without any enquiry.
- ◆ The student has to bring his/her own meals plate, water glass & tea cup, bucket, mug and door lock and key.
- ◆ Rooms will be handed over to the students with available furniture, electrical and fan fittings. During vacation the inmates should hand over the same fittings etc. to the Deputy Wardens.
- ◆ Expenditure incurred on any replacement / repairs /additions /alterations in respect of furniture, electrical fittings or tube light and dailies will be added to the mess bills of the residents.
- ◆ Students are not permitted to give Press/Media release without the prior permission of the authorities.
- ◆ Students are not expected to give any interview in the press or media which may damage the image of the University.

### **4.3. Strictly Prohibited Acts / Behaviors in the Hostel Premises are:-**

- ◆ Ragging of students admitted in the University;
- ◆ Cooking in rooms and hostel premises;
- ◆ Causing damage to the property of the hostels;
- ◆ Possession and consumption of alcoholic beverages, drugs, gutka, panparag etc.,;
- ◆ Smoking of cigarettes;
- ◆ Arranging function and meeting without prior permission;
- ◆ Taking part in any procession;
- ◆ Participating in any form of intimidation, coercion or wrongful confinement or any violent activity which will prevent any student, employee or office/authority of the Hostel from discharging the duties;
- ◆ Private collection of funds;
- ◆ Shouting and usage of abusive language;
- ◆ Dealing with outside organizations to damage the reputation of the university.
- ◆ Displaying posters or distributing pamphlets without the approval of the authorities;
- ◆ Pasting photographs, writing on walls, spitting in the premises of the hostels, bath rooms, toilets, verandahs etc.. are strictly prohibited and liable for punishment.
- ◆ Demanding any special service from the mess workers;
- ◆ Accommodating any day-scholars, former students/parents either outside or inside the rooms;
- ◆ Using personal gadgets like hotplates, stoves, electric irons, electric stoves, or any other gadgets;
- ◆ Wasting water, food and electricity;

- ◆ Drying of clothes in hostel rooms, and in verandahs etc..except in the places allotted.
- ◆ Entertaining vendors;
- ◆ Keeping of weapons;
- ◆ Playing cards and gambling;
- ◆ Keeping valuable belongings including two wheelers and cars
- ◆ Engaging private servants.
- ◆ No inmate should enter the hostel without permission during the working hours.
- ◆ Inmates should not wander in the campus after 10.00 p.m.
- ◆ Any other conduct opposed to decency and public morals.

#### **4.4. Functioning of the Mess**

- ◆ No special diet is served to any inmate. However, required diet as suggested by the University doctor may be supplied to the sick students, on request.
- ◆ Extra dishes cannot be claimed as a matter of right.
- ◆ Food will be served in the mess as per the following schedule:

<b>Breakfast</b>	<b>: 07.30 am to 09.00 am</b>
<b>Lunch</b>	<b>: 01.00 pm to 01.45 pm</b>
<b>Evening tea</b>	<b>: 05.00 pm to 06.00 pm</b>
<b>Dinner</b>	<b>: 07.00 pm to 08.30 pm</b>

- ◆ The mess charges per month will be based on the dividing system which includes the remuneration of cooking, helping staff and steward.
- ◆ Mess bill will be notified latest by the 5<sup>th</sup> working day of the following month.
- ◆ Member shall pay boarding charges on or before the 15<sup>th</sup> of the notified month, failing which they will be imposed a fine of Rs. 100/- for late payment up to the end of the month. Unless the payment proof is produced in the respective Hostel Office, they will not be allowed to take food in the mess.
- ◆ Payment can be made in the form of Challan / Online.
- ◆ Students failing to clear the mess dues for two consecutive months will be expelled from the hostel and such students will be readmitted into the hostel at the discretion of the Warden on payment of the mess dues in full together with a re-admission fee of Rs. 500/-
- ◆ Reduction will be permitted on boarding charges for the absence from the mess for more than 5 days (five), provided intimation is given to the concerned authority 48 hours in advance (mere intimation left with the cook in the mess will not be considered for purpose of rebate). The inmate must produce a requisition letter recommended by the Head of the concerned department to the Warden in this regard. On no account will reduction be allowed if the above procedure is not followed and for less than 5 days.
- ◆ Only one mess reduction will be allowed per month.
- ◆ Member should not eat more than once at any time.
- ◆ Transfer of one member's food to another member is not allowed on any account.
- ◆ No mess reduction is permitted during examination days.

- ◆ Residents should bring their own plates, tumblers and spoons for their use.
- ◆ Leftovers in the plate should be disposed in the waste bin and should not be left on the dining table.

#### **4.5. Study Hours**

- ◆ Inmates should strictly follow the study hours from 9.00 p.m. to 11.00 p.m., during which silence should be maintained.
- ◆ Mobile phones should be put on silent mode/switched off during study hours.
- ◆ During study hours, rooms should be kept open.

#### **4.6. Movement Register**

- ◆ Inmates should get permission from the Warden/ Deputy Warden whenever they leave the hostel for purposes other than attending to their regular classes. In such cases, they should enter their name, place of visit, purpose and time of leaving and expected time of arrival in the movement register kept in the hostel office. Inmates should return before 8.00 p.m. without fail. They must indicate the time of return in the register when they return to the hostel.
- ◆ Inmates involved in any kind of dispute / misbehavior in the hostel will attract disciplinary action including suspension from the hostel/study programme.
- ◆ Inmates leaving the hostel for research or other academic matters should get permission from the Warden with the recommendation of the Head of the Department.

#### **4.7. Health Care for Inmates**

- ◆ All Inmates can avail the health care provided by the University Health Center.
- ◆ In case of any severe illness be reported to the Warden / Deputy Warden.
- ◆ Immediate health care / first-aid will be arranged by the Hostel Administration. At the same time, parents / guardians will be informed about the health condition of the student.
- ◆ Advanced health care, if needed, has to be provided by the parents / guardians only.

#### **4.8. Handling of Fittings and Furniture**

- ◆ Willful damage caused by the inmates to the buildings and fittings such as those in rooms, bathrooms, toilets, verandah, wash basins, etc., will be recovered at double the prevailing cost either from the individuals, if identified, or collectively from the inmates of the hostel causing the damage.
- ◆ On no account should any bulb or tube light be removed either from the staircase, verandah, or other places in the hostels.
- ◆ If a bulb/fan/regulator/switch board and other electric equipments blows up or damaged during their stay in the academic year, they should be replaced/repaired by the inmates only at their own cost.
- ◆ Defacing of walls, doors and windows with paintings, fixing of posters, writing, etc., is strictly prohibited and those who violate will be severely punished and also replacement/ repair charges shall be collected from the students residing in that particular room.
- ◆ Inmates should not handle electrical wiring on their own. Any defect in the electrical system should be reported to the Warden in writing.

- ◆ Any damage caused to the common amenities like door/ windows/ electrical equipments/ sinks / toilet seats etc., will be viewed very seriously and the cost of replacement and repair will be collected from the students residing in that particular block

#### **4.9. Vacating the Hostel Room**

- ◆ No student once admitted to the hostel shall vacate it without the written consent of the parent/ guardian and without the permission of the Warden, unless otherwise expelled on disciplinary grounds.
- ◆ The residents should handover their rooms in the same condition with which they took over to the Warden at the end of each academic year, failing which they will be charged for damages noticed after they vacate the hostel.
- ◆ The inmates must produce a letter forwarded by the HOD concerned while vacating the hostel.
- ◆ Common Breakage of Rs.200/- will be uniformly collected from every inmate while vacating the hostel.

**Every inmate must vacate the hostel with his/her luggage and handover the hostel room keys to the Warden at the time of leaving the hostel for summer vacation.**

#### **4.10. Disciplinary Measures**

- ◆ Any student who is found to be indulging in activities such as ragging, physical assault, damage to property, causing inconvenience to other inmates, non-compliance or violation of any of the rules given in this manual or enforced by the authorities from time to time will be subject to disciplinary action as follows:
  - Expulsion from the hostel;
  - Making a record of misconduct in his/her personal file;
  - Full recovery of cost of damage together with penalty from him/her;
  - Imposing fine commensurate with the offence committed;
  - Denial of privilege of appearing for campus interviews;
  - Providing no referral to him/her for studies abroad;
  - Rustication from the institution.
- ◆ Any student found hosting/ harboring an offender will also be liable to the punishments mentioned in the rules.
- ◆ Availing room service or taking food or mess utensils to the room will attract a fine and disciplinary action by hostel administration, if repeated.
- ◆ The warden has full powers to inflict on offenders punishment in the form of fine, suspension and expulsion from the hostel.
- ◆ Any breach of the conduct rules or any act of indiscipline will invite an enquiry that will be conducted by the Hostel Administration. If the students are found guilty, then the Hostel

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Administration will take disciplinary action that it deems fit. Depending on the case, the administration reserves the right to take direct disciplinary action, amounting to even expulsion from the hostel.

- ◆ The Authorities have the right to amend the Rules and Regulations of the hostel at any time.

### **4.11. Additional Rules for Ladies Hostel**

- ◆ The following rules and regulations are supplementary to the General rules and the regulations given above:
- ◆ No inmate is permitted to stay outside the hostel during night without the written permission of her parents and the written permission of the Warden.
- ◆ All inmates are permitted to go home on weekend holidays and semester holidays provided the Parents/ Guardians come in person to take them home.
- ◆ Students are advised not to keep expensive jewellery and heavy cash in their rooms.
- ◆ Residents are expected to be vigilant and protect their own personal belongings. The authorities will not be responsible for the safety of the articles in their rooms.
- ◆ Each lady student is permitted to go for shopping once in a week from 5.30 p.m to 8.00 p.m on Wednesday by the transport provided by the University on payment basis. with prior permission from the Warden.
- ◆ Students should submit a standing permission letter signed by their parents in the presence of the Deputy Warden/ Warden at the time of admission in the hostel. Without the standing permission letter, the students will not be permitted to leave the hostel in the middle of the semester.

#### **4.11.1.Visitors to Ladies Hostel**

- ◆ At the time of admission, each inmates will be given two visitors cards. (One for the parents and the other for a declared visitor).
- ◆ The parents have to declare the visitor and his / her relationship. Only the visitors duly declared by the parents will be permitted to visit the students during visiting hours.
- ◆ Guests are not permitted to stay overnight in the hostel under normal conditions.

## PURCHASES AND MAINTENANCE OF STORES

### 1. General Norms of Purchase

- ◆ The Hostel Purchase Committee comprising of Warden, Deputy Warden, Members of Mess Committee will decide on the purchases, necessary for the Mess by following established procedures and make payments for the approved purchases. The procured material/items like vegetables, cooking gas cylinders etc.. will be transported from market to mess by means of University vehicle on request by paying transport charges,
- ◆ As far as possible, the requirements of stores should be foreseen sufficiently in advance, and thus avoiding emergency purchases which comparatively may cost more.
- ◆ As a rule, piecemeal purchases should be avoided. The requirements of stores for a reasonable period be assessed and arrangements made for the purchase. For this purpose, the Deputy Warden (Mess) in consultation with the Warden shall ascertain the requirements periodically being fixed with due regard to the shelf-life of the various items.
- ◆ Scales of consumption or limits of stores should be laid down, where possible, and indents/consumption be scrutinized with reference to such limits/scale.
- ◆ In cases of doubts regarding procedure, proprietary items, etc. the Warden may consult the Chief Warden before purchasing stock.
- ◆ Wherever the old / unserviceable stores etc are replaced, such old /unserviceable stores including dismantled/scrap stores, etc., having resale value will have to be periodically sold out as early as possible so as to earn the best out of it, as per the procedures of the Institute.
- ◆ Purchases of food articles, crockery, utensils, etc. should ordinarily be made through the Hostel Purchase Committee.
- ◆ Other purchases of stores like furniture, gas tawa, water coolers or any other items/equipment, etc., may be purchased through a Central Purchase Committee of the University for which university will bear the cost at the initial stage and subsequent maintenance expenses will be borne by inmates.
- ◆ Dry rations should, as far as possible, be purchased in bulk from Super Bazar, Government/ Cooperative Stores/Growers at wholesale prices.

### 2. Receipt of Stores

- ◆ All material received shall be examined, counted, measured or weighed, as the case may be, when delivery is taken. The Warden along with the Mess Committee members will be responsible to ensure that the quantities are correct, the quality is good, and the stores are according to approved specifications where presented, and will record a certificate (to be counter-signed by the Deputy Warden, Steward and Mess Committee Members) to that effect on the relevant bills of the suppliers.
- ◆ Dry rations which are not charged off immediately, but are kept in stock should be properly preserved in a store room. The Deputy Warden (Mess) will ensure that rats, rodents, etc. do not spoil the stores and will take the necessary precautions. The Warden will periodically inspect the stores to see that supplies have been kept in good condition.

- ◆ The stores will normally be received during the day, preferably when the Mess Supervisor, Warden and student representative are also present.

### **3. Issue of Stores**

- ◆ Food articles will be issued by the Mess Committee to the kitchen normally twice a day, once in the morning for breakfast and lunch and once in the evening for dinner. The quantity and the kind of stores to be issued will be determined on the basis of the prescribed menu and the effective strength of the dining members. Where scales of consumption have been laid down, issues should be regulated according to the prescribed scales. Care should be taken to ensure that stores are not issued in excess, resulting in wastage. Daily consumption form/quanta to be prepared should be signed with date by the Steward every day and it should be crosschecked by the Warden/Deputy Warden (mess) and student representative.
- ◆ The Warden will make surprise checks to assess the correctness of issues and record a certificate as a token of surprise checks.

### **4. Stock Registers**

- ◆ All transactions of receipts and issues of stores should be recorded in a Stock and Issue Register. The closing stock balance and its value should then be worked out in the register by the Warden.
- ◆ Entries made in the Stock and Issue register(s) should be attested by the Warden/Dy.Warden (Mess) and Mess Committee.

### **5. Physical Verification of Stock**

- ◆ At the end of each month, the Warden / Dy.Warden (Mess) and Mess Committee will physically verify the closing stock. If there is any shortage, the Warden may ask the Dy.Warden (Mess) / Mess Committee for explanation and fix responsibility. In case of any other discrepancy, the balance shown in the stock register should be rectified on the basis of actual over the initials of the Warden, Dy.Warden (Mess) and the representative of the Mess Committee.

### **6. Valuation of the Closing Stock**

- ◆ The closing stock materials will be valued at the average rate. Where items of stores are grouped together like pulses, masalas, etc, the valuation will be made at the average rate (which is determined by dividing the total cost of purchase by the total quantity purchased in a month).
- ◆ The value of the closing stock as worked out will be taken in the monthly statement of income and expenditure.

### **7. Payment of Supplies by Hostel**

- ◆ All bills for supplies made to the mess will be received by the mess committee and steward and the same be endorsed by the Deputy Warden/Warden from the suppliers. The Hostel clerk will enter them chronologically in the bill register in separate pages, which should be set apart for different articles or group of articles, the pattern adopted being the same as in the case of stock and issue register.
- ◆ Ordinarily, all payments will be made by means of Crossed Cheque, but in very special and emergency cases, cash payments may be made.

*Note:* Where ever purchases are made through Hostel Purchase Committee, the bills will be signed by all the members.

## 8. Temporary Advances

- ◆ Temporary advance may be drawn by the Warden for any specific purchase where credit facilities are not available, as an emergency measure from Chief Warden. The occasions for withdrawal of Temporary Advance should be kept to a minimum as far as possible.
- ◆ Wherever any temporary advance is required, the Warden will prepare a requisition sufficiently in advance and send to the Chief Warden for approval for upto Rs.1,00,000 (Rupees one lakh only). If the amount exceeds more than that Chief Warden shall get the approval from the Registrar.
- ◆ The Clerk will maintain a register of temporary advance wherein the particulars of each temporary advance will be noted and its adjustment watched and duly certified by the Warden/ Chief Warden/ Registrar. A note of entry will also be kept in the requisition for temporary advance. The register will be kept in the custody of the Clerk who will personally be responsible for its loss, damage, etc.
- ◆ All requisition of temporary advance should be disposed of immediately and, in any case, within three days of their receipt.
- ◆ If after purchase, any money out of the temporary advance is left over, the Warden shall immediately deposit in the concerned Account under intimation to the Chief Warden. Preparation of the adjustment bill will be made accordingly.

## 9. Adjustment of Temporary Advances

- ◆ All temporary advances should, as a rule, be adjusted within one month from the date on which the advance was drawn.
- ◆ The Warden will prepare an adjustment account immediately after the purchases. The bill, supported by the supplier's cash memo, etc. will be sent to the Clerk through the bill register for adjustment and payment of residual balance, if any.
- ◆ The Clerk will keep a note of the adjustment bill in the register of temporary advance. This will be attested by Warden/Chief Warden.
- ◆ The procedure for preparing and passing the adjustment bill shall be the same as for other bills.

## 10. Inventory of Crockery

- ◆ The hostel Clerk will maintain a stock register of crockery, utensils, etc. Separate pages should be set apart for different types of utensils like, tumblers, dishes, etc.
- ◆ At the beginning of each semester, the Warden along with the Dy. Warden (Mess) will conduct a physical verification of the stock, record a certificate in the register and, if any discrepancy is noticed, it has to be rectified.
- ◆ Whenever crockery, utensils, etc. are found unserviceable, a suitable note should be kept in the register along with the particulars of their disposal.
- ◆ Entries in the register should be attested by the Warden and Dy. Wardens.

## 11. Disposal of Obsolete/Unserviceable Items

Before a competent authority declares stores as obsolete, surplus or unserviceable, it shall ascertain the circumstances in which stores have become obsolete, surplus or unserviceable, as the case may

 **Dravidian University**

be. The list of such articles shall be placed before and considered by a Committee constituted by the Registrar of University. The Committee shall survey the stores and prepare a Report together with its recommendations for consideration of the University Administration. The stores shall be disposed of in such a manner so as to get the maximum possible return after fixing a reserved price in each case.

## **12. Monthly Statement of Income and Expenditure:**

At the end of each month, the clerk will prepare a monthly statement of Income and Expenditure. The statement of income and expenditure should be checked by the Steward and generally examined by the Warden who will initial it in token of having checked and examined. This should be done by the 5<sup>th</sup> of the month following the month to which the bill relates. For this purpose, all money realized from the residents on account of mess advance, monthly messing charges, guest charges, partial mess bills and disposal of waste/ food empties will be taken as credits (income) and all payments made for running of the mess.

Notes:

- ◆ The figure in respect of sale of waste food will be taken from the register maintained by the Clerk.
- ◆ The total expenditure shown in the statement should agree with the total of the bill register.
- ◆ The figure will be taken to the next nearest rupee. Paisa will be ignored.

## **13. Preparation of Mess Bill**

After the monthly statement of income and expenditure has been prepared and checked, the Clerk will prepare individual mess bills in triplicate. The amount to be realized from each student should be expressed in whole rupees, paise below 50 being ignored and 50 paise and above being rounded off to the next higher rupee. The bill will be prepared by Steward and mess committee and be verified by the Warden. The preparation and checking of the bill should be completed by the 5<sup>th</sup> of the month following the month to which it relates.

## **14. Distribution of copies of Mess Bill**

- ◆ A copy should be pasted on Mess Notice Board along with monthly statement of income and expenditure.
- ◆ Keep one copy by the Clerk for collecting dues from residents.
- ◆ An abstract of statement may be sent to Chief Warden for information.

## **15. Partial Mess Bill**

- ◆ If an inmate vacates the hostel before preparation of the Mess Bill for that month, his diet charges will be calculated at the same rate as in the last mess bill. To this will be added any other dues on account of extra mess bill/special dinner, etc.
- ◆ The correctness of the partial bill will be verified by the Mess Committee, Dy Warden and Warden.
- ◆ The student has to pay the bill before he or she leaves the hostel and then only no dues certificate will be issued.
- ◆ The amount of partial mess bills paid will be credited to the monthly statement of income.

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**16. Delegation of Financial Powers**

The items required like gas, rice, groceries, vegetables, oil, and milk etc for running the mess, placing orders, payment shall be done by the Warden.

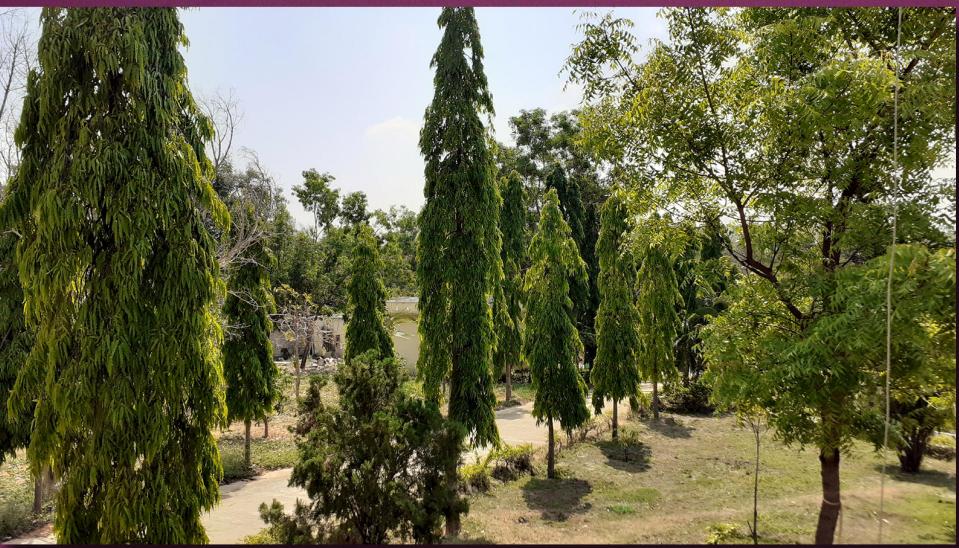
### **Hostel and Mess Charges**

(for students of all programmes)

<b>Sl.No.</b>	<b>Item</b>	<b>Amount (Rs.)</b>		
1.	Cost of application form including Hostel Manual	150		
2.	Mess Caution Deposit	OC	BC	SC/ST
		5500	4500	3500
3.	Development Fund	500 one time		
4.	Mess Maintenance Charges	500 per month		
5.	Crockery Charges	500 one time		
6.	Hostel Room Rent	2000 per year		

\* \* \*





**Srinivasavanam, Kuppam, Chittoor Dist, Andhra Pradesh - 517 426**