



DR. RAMNATH A. PODAR GIRLS HOSTEL

Hostel Infrastructure and Facilities Manual



Seth Gyaniram Bansidhar Podar College
Nawalgarh - 333042, Rajasthan, India

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HOSTEL

1. **Name of the Hostel:** Dr. Ramnath A. Podar Girls Hostel
2. **Year of establishment:** 2003
3. **Vision**

Providing safe, comfortable and homely stay for girl students' coming to study at Seth Gyaniram Bansidhar Podar College from various parts of India. Create a "A home away from home" atmosphere.

Mission Statements

- Provide safe, comfortable and hassle free environment to girls so that they can utilize their time and achieve their career goals.
- To create totally peaceful and disciplined environment.
- To realize the vision of "A home away from home", create an atmosphere which can provide care and love like mother, discipline and safety like father.

4. **Statistical Information about ratio of room available and requirement:** ~ 1:2
5. **Location map of the Hostel:** Location is the most fascinating point for our hostel as this hostel is situated at College Campus from where almost every necessary facilities available.
6. **Hostel Staff and Organization Structure:**
 1. Mrs. Savita Sharma, Chief Warden
 2. Mr. Subhash, Watchman
 3. Mr. Shankar, Watchman
 4. Mrs. Munni, Sweeper

Besides, we also have students committees to look after the hostel rules and regulations such as disciplinary committee and Messcommittee.

7. **Organization of Hostel Rooms and Facilities Maps:**

Our main facility of Hostel, where 27 rooms are available. This is three floor building with 09 bathrooms and 13 toilets.

Games: We are also having a large space for outdoor games on front side of the hostel building. We have both indoor and outdoor games facilities including Badminton, table tennis, Chess and Carom board, Cricket and Volleyball.

Reading hall: We have 26x30 and 32x20 facility of reading hall to enhance the scholarly environment.

Mess Hall: We have very good dining hall for students that serve nutritious and delicious food along with an interactive environment and Television facility for entertainment.

Warden residence: Warden Residence is physically associated with the hostel building so that Warden can have an eye of student activities. Secondly, it also has a little window to watch students and employees without awaring them.

8. **Facilities offered:** Hostel is spread in a total area of 820.29 sq mtr.

Facility	Beds/Room	Infra
Living Rooms		Capacity: 02 Size: 163 Sq. ft. Fan: 02 (each room) TV: 01 (in hostel) Hangers: 02 Dressing Table: Nil Lightings: 02 LED lights Internet: No Wi-Fi: Yes Window: Yes
Guest Room		Fan: Yes TV: No Lightings: 04 LED Lights Wi-Fi: Yes
Total Capacity		Internet: Yes Wi-Fi: Yes
Kitchen		Chimney: No Gas: Yes Fridge: Yes Microwave: Nil Crockery: 100 Plates and 100Bowls Utensils: 50 Plates and 50 Bowls of stainless steel Cooking wares: Frying pan, Kadai, Pressure cooker etc. Exhaust: Yes Modular: Nil Furniture: 02 chairs and 01 Tables
Dining Room/Mess		AC: Nil Fans: 04 TV: 01 Lightings: 5 LED lights Internet: Yes Wi-Fi: Yes Water Cooler: 01 Furniture/Seating: 40 desks and 05 dining tables Capacity: 30 students at a time.

Facility	Size Sq.Ft.	Infra
Common Room		Capacity: 30 Size: 36x20 sq.fts. AC: Nil Fans: 04 TV: Yes Lightings: 4 LED lights Internet: Yes Wi-Fi: Yes Water Cooler: Nil
Medical Examination Room		Doctor Table: 01 Chair: 01 Patient Table: 01 First Aid Box: Yes
Indoor games		Table Tennis: 01 Carom Board: 01 Chess Boards: 01 Cricket: Yes Badminton: 01 Volleyball: 01
Garden		Available
Any Other		Nil.

9. A. Registers of Feedbacks and User Comments:

Living Students:

- Formal Feedback is collected, analyzed and reports are maintained.
- Complaint registers for complaints regarding infrastructural facilities and services.
- Suggestion Box.

Student Parents: **NIL**

Student Alumni: **NIL**

B. Registers of Surprise Checks by Authorities: Authority letter issued from Chief Warden Office.

10. Each Hostel Physical Facilities Record:

- a. **Located in a properly planned and organized space:** Yes
- b. **Sufficient physical living space available in each room in accordance with the national/ international standards:** Yes
- c. **Shared wash rooms and their regular cleanliness arrangements:** Shared we have One employee contribute to maintain cleanliness of bathrooms, toilet, floors, and inside the rooms.
- d. **Rooms be furnishing with quality furniture (table, chair, bed, Almirah).** Yes (can be validated physically).

- e. **Provision of natural light and proper ventilation:** Yes (can be validated physically).
- f. Provisions for electrical accessories, fan, light arrangements and network cables, Wi-Fi accessibility: **Yes, any problem in these arrangements usually solved by chief-warden office within few hours. A electrician, carpenter, plumbers available through chief-warden office.**
- g. Provision for common facilities as follows:
 - **Common facilities for drinking water along with purifiers and cooling wash rooms, hot water supply:** 01 Water Coolers and hot water supply, guizers available.
 - **Medical, first aid and doctor visiting room:** No facilities available for separate hostel that is common for girls hostel yes, we have room, but Doctor Visit is as and when required.
 - **Institute tie up with the reputed/ renowned hospital for serving specific or emergency situations:** We can contact more than 01 nursing homes at any time during emergency.
 - **Common recreation, daily newspapers, indoor games, and rest room, TV of sufficient screen size with DTH:** Yes we have all these facilities. We access 01 newspaper. Besides we are also TV and rest room facilities.
 - **Store room:** We have 01 store room.
 - **Emergency Exits:** 01 Emergency exits available.
 - **Firefighting equipment:** Yes, 01.
 - **Garden:** maintain a descent garden if sufficient space is allocated for the purpose: Yes, may be verified physically.

11. Financial Resources: Financial resources managed through student's hostel fee.

a. **Governmental and UGC plan and yearly Grants:** Nil

b. **Self-generated from hostellers' fees in a year:** No. of hostellers x Rs. 20,000 /-

12. Charges per student per year: 20,000/-

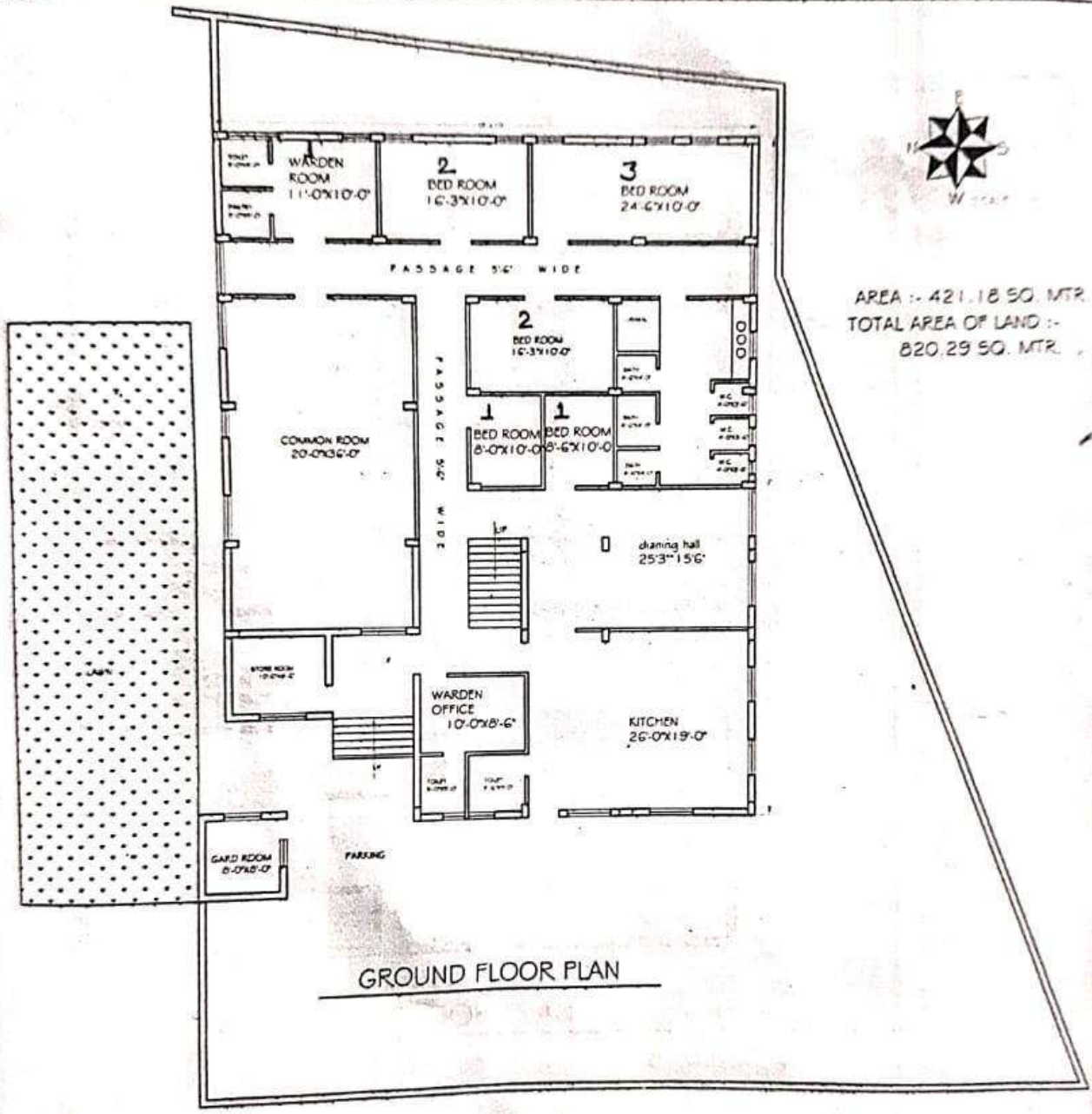
13. Operational policies (Staff Working hours, Infrastructure Maintenance Schedules of Hostel facilities and): Mainly work in maintained by college staff.

14. Provisions of administrative control of Hostel and each and other supportive staff to facilitate the student residents and a help desk/attendant and security: Security is provided through guards from College. All the queries address by Chief-Warden office.

15. Formation of Hostel committee, role and functions in developing the Hostel facilities: We have developed number of committees to regulate hostel facilities and following the rules:

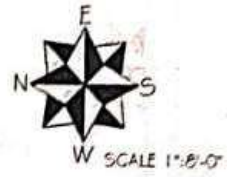
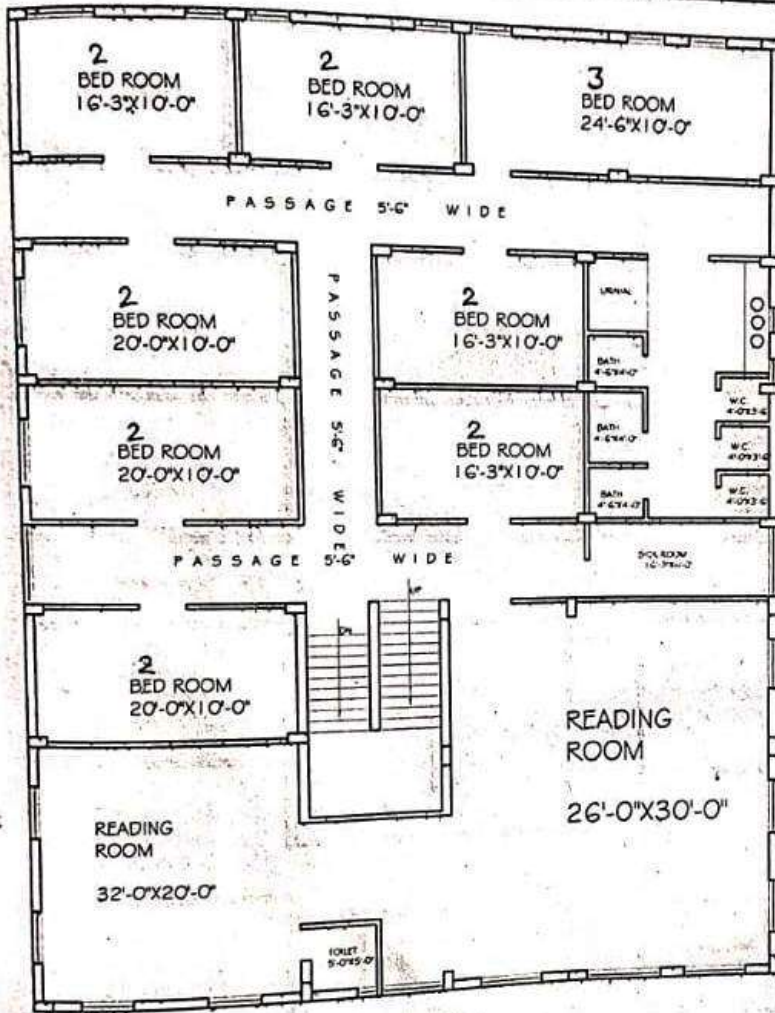
S. No.	Name of Committee	Role and Function
1.	Discipline Committee of Hostel	<ul style="list-style-type: none"> • Warden, prefect and wing incharges constitute the committee. • Look into the problems related to discipline, cleanliness and other infrastructure facilities. • Resolve problems and complaints of hostel inmates.
2.	Mess Committee	<ul style="list-style-type: none"> • Make surprise visit of mess. • Check quality of food. • Ensure cleanliness in mess.

ANANDILAL PODAR TRUST NAWALGARH GIRLS HOSTEL COMMON FOR THE TRUST INSTITUTION



- (1) GROUND-FLOOR - 9 छात्राओं की रहने की व्यवस्था है।
- (2) GROUND-FLOOR - 3 इन्टीमन शौचालय है।
- (3) GROUND-FLOOR - 7 कमरे है।

ANANDILAL PODAR TRUST NAWALGARH GIRLS HOSTEL COMMON FOR THE TRUST INSTITUTIONS



AREA :- 412.17 SQ. MTR.

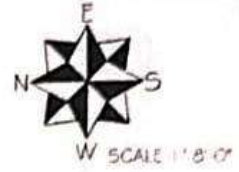
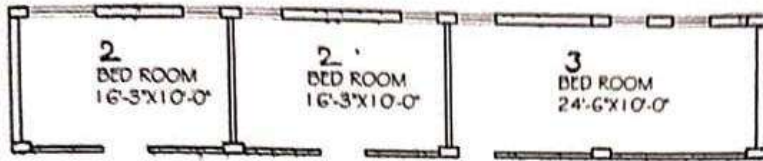
FIRST FLOOR PLAN

(1) FIRST FLOOR पर 17 छात्राओं की रहने व्यवस्था है।

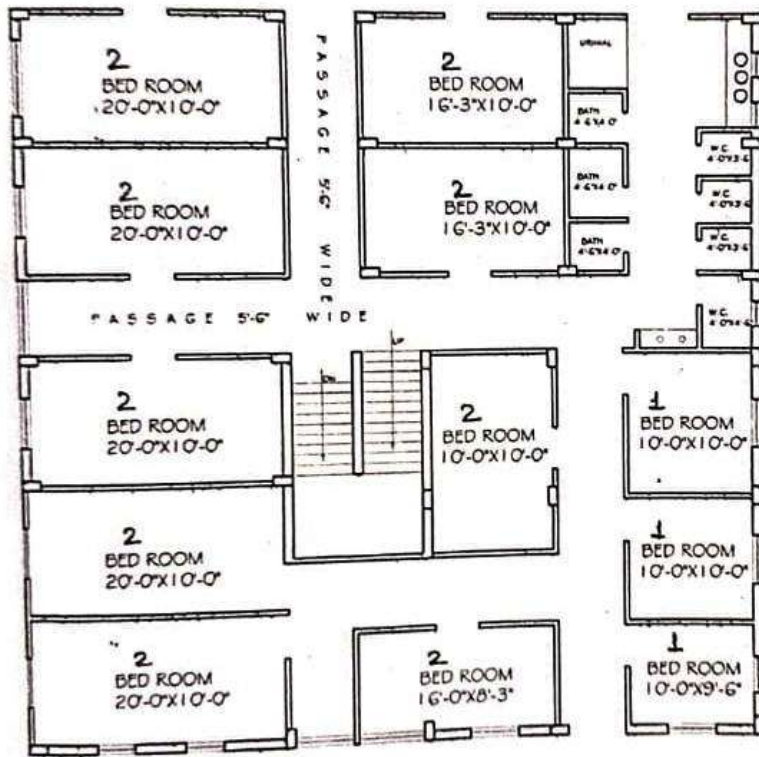
(2) FIRST FLOOR पर दो यूरोपियन शौचालय हैं, एक इंडीयन शौचालय है।

(3) FIRST FLOOR पर आठ (8) कमरे व एक हॉल है।

ANANDILAL PODAR TRUST NAWALGARH GIRLS HOSTEL COMMON FOR THE TRUST INSTITUTIONS



AREA :- 412.17 SQ. MTR.



SECOND FLOOR PLAN

- (1) SECOND-FLOOR पर 27 छात्राओं की रहने की व्यवस्था है।
- (2) SECOND-FLOOR पर दो यूरोपियन शौचालय हैं, एक इण्डियन शौचालय है।
- (3) SECOND-FLOOR पर 15 कमरे हैं।

A. Discipline

1. The applicant and his parent/ guardian are requested to see all the facilities available in the hostel before seeking admission in the hostel. After taking admission in the hostel no demand for any kind of facilities will be entertained. Demanding for the additional facility will be deemed as indiscipline.
2. There may be interruption in services due to unforeseen circumstances. The hostellers will have to bear the inconvenience caused to them.
3. All hostel residents are instructed to get their luggage checked by the warden/ any authority appointed by the institution before occupying the room or at any time as the need be.
4. The use of electrical appliances like room heater, electric-press transistors, tape recorders etc. are not allowed in the room.
5. Hostellers should strictly follow the time-table of the hostel as per separate sheet.
6. Silence must be maintained in the hostel campus.
7. Television and lights must be switched off by 9.00 p.m. and 11.00 p.m. respectively.
8. Smoking, Drinking, Chewing Gutkas, Chewing Gums are strictly prohibited in the room/hostel campus. Anybody found using any of these would be punished by the warden.
9. No boarder should loiter in the hostel campus during study hours.
10. Once the room is allotted at the beginning of the session the boarder should not ask for a change of room. The boarder should maintain cordial relationship with the roommate(s), and abstain from using abusive language.
11. Hostellers are supposed to give due respect to their elders.
12. No room should be kept unlocked if there is no one in the room and the last person after locking should leave the keys with the security incharge.
13. No one is allowed to cook any kind of food in the hostel rooms and bring non-vegetarian food in hostel campus.
14. No hosteller should stay in hostel during school/college hours. He/ She must attend the school/college regularly.
15. In case of emergency like illness, the hosteller should send a written leave application duly countersigned by the warden to head of the Institution.

B. Visitation Rights and Outings

1. They must bring three copies of passport size recent photographs as follows: -
 - (a) One each of the parents| guardians who will visit the hostel.
 - (b) One of local guardian introduced by the parents.
 - (c) One of his/her own.
2. Parents, guardians and local guardians can meet their wards from Monday to Saturday

between 5:00 p.m. to 6:30 p.m. and on Sunday from 8:00 a.m. to 6.00 p.m.

3. Any resident going out of Nawalgarh, should take written permission from the warden.
4. They must sign out and sign in when leaving the hostel and returning to the hostel every day and should be back by 6.30 p.m.
5. Guardians visiting their wards should not enter the hostel directly. They may send a request to the warden who will then call the ward to meet his/her parents/guardians.
6. They will be allowed to visit their native place only on getting the written application from parents.

C. Cleanliness (Health & Hygiene)

1. Cleanliness must be maintained in the room and around hostel. The beds should be made daily and the room should always remain in presentable condition.
2. A person suffering from any hazardous disease will not be allowed to remain in the hostel.

D. Hostel Property Usage

1. All fans, lights, and coolers must be switched off when not in use.
2. Boarders should turn off the taps after use.
3. Any kind of misbehavior with employees of hostel and misuse of the hostel property will be treated as indiscipline and may lead to strict disciplinary action and the accused may be rusticated from the hostel.
4. The boarder will have to vacate the room and get the 'No Dues' within seven days of his/her last annual examination.

E. Hostel Mess

1. While having breakfast, lunch and dinner in the dinning hall, all hostel residents must be properly dressed.
2. Breakfast, lunch and dinner should be taken in the dinning hall only and as per the Mess timetable given on separate sheet. No request for any change in timetable/ menu will be entertained.

F. Hostel Fees & Deposits

1. The total hostel fee is on the annual basis. However, the total hostel fees will be collected in two installments as per separate sheet. 60% of the total hostel fees will be charged as the first installment, at the time of admission in hostel. The remaining 40% will be charged as the second installment, which will fall due on the first working day of October. The boarder will

be required to deposit the second installment within 15 days of its falling due date without any penalty.

Boarders failing to deposit the second installment by the above prescribed date, and if permitted to continue in the hostel, will be charged penalty @ Rs. 50/- per day up to further 15 days. Thereafter, he will not be allowed to reside in the hostel. If the hosteller decides to leave the hostel in mid-session, he/ she shall have to deposit the second installment of fee failing which 'no dues certificate' will not be issued to him/her.

2. Boarder will be required to deposit security money, which is refundable on leaving the hostel and producing the 'No Dues' certificate as per separate sheet.
3. Such boarders who are eligible and intend to continue their studies in Podar Institution in the next session may request to put their bedding in cloak room during the summer break on payment as per rules.
4. Boarders requesting the facility of the cloak room will prepare a list of the bedding items and hand it over to the warden and get the receipt for the same. To get back the bedding this receipt will have to be produced.
5. Boarders are advised (a) not to keep with them valuables of any nature and kind and (b) not to keep with them cash exceeding Rs. 500/-. Excess cash can be deposited with the College/ School Cashier and a receipt may be taken for the deposit. If the boarders ignore this advice, they do it at their own risk. The management is in no way responsible for the loss/ theft etc. of the valuables/ cash of the hosteller.
6. If any boarder leaves the hostel on his own accord in mid of the session and thereafter requests to rejoin the hostel in the same session, he will be required to pay Rs. 500/- regarding processing charges and all the dues, if any, outstanding against him.

I will strictly follow the above hostel rules and regulations.

Signature of Parent/ Guardian

Signature of Student

PODAR BOYS & GIRLS HOSTELS
HOSTEL TIME TABLE
(Encl. As per Hostel Rules & Regulations No. A-5)

STUDY HOURS

1. As per College/ Institute/ School class Time-Table
2. From 5.00 am to 8.00 a.m. in hostel.
3. From 8.00 p.m. to 11.00 p.m. in hostel.

GAMES & SPORTS

1. From 5.00 p.m. to 6.00 p.m.

VISITS BY PARENTS/ GUARDIANS

1. Monday to Saturday between 5.00 p.m. to 6.30 p.m.
2. On Sunday between 8.00 am to 6.00 p.m.

OUTINGS BY BOARDER

1. As per his College/ Institute/ School class Time-Table and activities Institution
2. Monday to Saturday between 5.00 p.m. to 6.30 p.m.
3. On Sunday between 9.30 am to 12.30 p.m. and
Between 5.00 p.m. to 6.30 p.m.

TELEVISION

1. During Tea, Breakfast, Lunch and Dinner.

LIGHTS

1. Switching off lights by 11.00 p.m.

PODAR BOYS & GIRLS HOSTELS
MESS RULES
(Encl. As per Hostel Rules & Regulations No. E-2)

1. Food should not be wasted.
2. Noise/ chatting while eating should be kept at its minimum.
3. All should wait patiently to be served on their turn
4. The waiters serving should be treated with respect.
5. Mess Timings as given below should be followed.
 - a. Tea/ Milk - 7.00 a.m. to 8.00 a.m.
 - b. Breakfast - 8.00 am to 9.30 a.m.
 - c. Lunch -12.30 p.m. to 3.00 p.m.
 - d. Evening Tea / Milk - 4.00 p.m. to 5.00 p.m.
 - e. Dinner - 7.30 p.m. to 9.00 pm

OTHER REQUIREMENTS

All hostel residents are required to bring the following items before entering the Hostel-

1. Mattress-1
2. Bed Sheet-2
3. Pillow with covers - 1+2
4. Blanket-1
5. Table cover-1
6. Personal clothing including sufficient warm clothing (Minimum sets -not too many)
7. Towel-2
8. Hangers-1 dozen
9. Torch-1
10. Lock & Key-1
11. Steel glass-1
12. Shoes +Slipper (not more than 2 pairs each)

PODAR BOYS & GIRLS HOSTELS
(Copy for Hostellers)
FEE SCHEDULE FOR THE SESSION 2025-26
(Encl. As per Hostel Rules & Region No F-1)

Hosteller

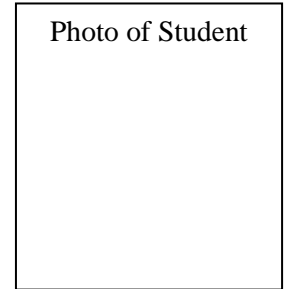
College/ Institute Level:

Accommodation (Annual Charges)	=	20000
Mess (Per Month)	=	4000
Security Money (Refundable)	=	1000

S.No..... Date.....

DR. RAMNATH A. PODAR GIRLS HOSTEL
APPLICATION FORM FOR ADMISSION IN THE HOSTEL

1. Name of Student.....
(In Block letters)
2. Date of Birth.....
3. Class
4. Blood Group
5. Father's Name.....
6. Father's Occupation.....
7. Residential Address-



Temporary

.....
.....
.....
.....

Tel.No.....
Mobile No.....

Permanent

.....
.....
.....
.....

Tel.No.....
Mobile No.....

8. Name & Address of local guardian

.....
.....
.....

Telephone Nos.....
Mobile No.....

9. Can the Student be allowed to go with the local guardian for a day on Sunday/Holiday?

(Yes/No)

10. During long breaks/ Vacations, who accompany the Student to his/her native place?

11. Should the Student be allowed to go to his/her native place alone?

DR. RAMNATH A. PODAR GIRLS HOSTEL

Identity Card of the Father/Mother/ Local Guardian

Photo
Father

Signature
Father

Photo
Mother

Signature
Mother

Photo
Local
Guardian

Signature
Local Guardian

Identification:

I,.....
.....father/mother/guardin ofcertify that the
photograph and signature of the local guardian given here are true and my Son/Daughter can be
allowed to meet the local guardian. He/ She can be/cannot be allowed to go with him/her for a day
only.

Date :

Signature:

12. Is the Student undergoing any medial treatment/suffering with any disease? If yes, please
specify.

.....
.....
.....
.....

Undertaking by Parents/Guardians

I,..... S/o

Parent/Guardian of.....hereby write that-

- (i) I have studied and read all the rules and regulations of the hostel. I have signed them.
- (ii) I shall be fully responsible for the discipline of my ward.
- (iii) I take full responsibility for the clearance of all dues of my ward.

Signature of
Student

Signature of Parent/
Guardian

For Office Use

Admitted/Returned

Fee Received Rs. _____
(At the time of admission)

Receipt No. _____

Date _____

Accounts Department

Allotted Room No to from
.....

Date: -

Signature of hostel Official

पोदार गर्ल्स एवं पोदार बॉयज हॉस्टल मैस के खाने का विवरण

दिन	नाश्ता :सुबह 7:30 से 8:30	खाना दोपहर : समय: दोपहर : 12:30 से 2:00 बजे तक	खाना शाम : समय : शाम : 7:00 से 8:00 बजे तक
सोमवार	सादा पराठे, आचार, दही	सब्जी, छाछ, रोटी	कडी, सब्जी, रोटी, चावल
मंगलवार	पोहा	सब्जी, दही, रोटी	दाल,सब्जी, रोटी, चावल
बुधवार	सादा पराठे, आचार, दही	सब्जी, रोटी, छाछ	आलू प्याज सब्जी, रोटी, कडी, चावल
गुरुवार	मेगी / चाउमीन	दही, रोटी, सब्जी	स्पेशल डाइट
शुक्रवार	पोहा / नमकीन	सब्जी, दही, रोटी	सब्जी, दाल, रोटी, चावल
शनिवार	नमकीन, चावल, दही	सब्जी, रायता, रोटी	सब्जी, कडी, रोटी, चावल
रविवार	आलू पराठा, दही	सब्जी, रोटी, छाछ	सब्जी, दाल, रोटी, चावल

नोट: 1 सब्जी सप्ताह में दो बार ज्यादा नहीं दी जायेगी। सप्ताह में एक बार राजमा चावल दिये जायेगे।

दिनांक:

सेवामें,

श्रीमती / श्रीमान हॉस्टल वार्डन
पोदार गर्ल्स एवं पोदार बॉयज हॉस्टल
नवलगढ

विषय : घर पर जाने की अनुमति लेने बाबत ।

महोदया जी ,

उपरोक्त विषय में निवेदन है कि मैं कक्षा

विषय का छात्र/छात्रा हूँ। मेरे को घर भेजने की
अनुमति प्रदान करें। आपकी अति कृपा होगी।

हस्ताक्षर छात्र

हस्ताक्षर अभिभावक

हस्ताक्षर

हॉस्टल वार्डन

पोदार हॉस्टल में निम्न सुविधाएँ हैं :-

- शुद्ध एवं खुला वातावरण
- अच्छा गार्डन
- साफ – सफाई की अच्छी व्यवस्था
- शुद्ध भोजन
- सिग्नल बैड, डबल बैड के रूम उपलब्ध
- रूम में पंखा, कूलर, अलमारी, टेबल, कुर्सी, बैड, ट्यूबलाईट आदि सभी सुविधाएं उपलब्ध हैं।
- पीने का शुद्ध पानी (फिल्टर) की व्यवस्था है।
- सर्दी में गर्म पानी एवं गीजर की व्यवस्था है।
- 24 घंटे सुरक्षा की व्यवस्था
- पढाई का अच्छा वातावरण
- अच्छी मैस व डायनिंग हॉल की व्यवस्था
- पढने के लिए पुस्तकालय,
- मनोरंजन के लिए टी.वी. रूम
- हॉल में खेलने की व्यवस्था(फुटबॉल,बैडमिंटन,कैरम, चैस)
- हॉस्पिटल की व्यवस्था

To:

**The Principal
Seth Gyaniram Bansidhar Podar College,
Nawalgarh 333042**

I have been appointed as Lecturer in Department of in your Esteemed college with effect from

Kindly allow me to stay in the hostel of the campus from hereby give following undertaking:

1. I shall pay Rs'...../- per month as boarding and lodging charges.
2. I shall pay full charges for whole month even if I leave the hostel after staying for one day.
3. I have understood that above charges are for single bed in four bedroom accommodation and I shall share the room with other occupants.
4. I shall not mix up with students staying in the same hostel and neither encourage or instigate them in any manner about facilities in the hostel.
5. I have checked all the existing facilities and shall not raise any demand whatsoever about facilities nor make any complaint.
6. I shall follow timings and rules & regulations of the hostel and shall keep Warden informed about my outstation trip.
7. I shall follow instruction of Warden and the Management on all the matters related to the hostel.
8. I have also understood that hostels are exclusively for the use of students and I shall vacate the hostel if required to accommodate the students.

Thanking you

Date: