

STANDARD OPERATING PROCEDURES



WISDOM
H O M E S

Value Based Hostel Network

www.wisdomhomes.co.in

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Standard Operating Procedures (SOP)

Hostel accommodation is provided with the understanding that the resident inmate will strictly abide by the Hostel Rules currently in force or as may be enforced from time to time. Accommodation in the Hostel cannot be claimed as a matter of right. The Institute Administration may refuse accommodation to any inmate who is known to have grossly violated the Hostel Rules or whose presence is likely to disturb the peace and tranquillity of hostel. Violation of hostel rules will make the inmate liable to disciplinary action including permanent expulsion from the hostels. Inmates must remember that hostel is the home of the inmate and therefore, he/she should behave on the campus as well as outside in such a manner as to bring credit to him/her and to the Institution. An inmate once admitted in the hostel, have to pay the room rent and mess expenses without fail on or before the 10th of every month. Every inmate must be acquainted with all the rules and regulations of the Hostel. He / She must observe them strictly. Ignorance of rules will not be considered as an excuse.

Hostel Rules and Regulations

1. Inmates should read the rules and regulations before signing the application form.
2. Every inmate should stay in the room allotted to him/her. Mutual exchange of rooms after final allotment is not allowed. However, only the manager may allow as a special case on valid and reasonable ground. Violation of this rule will be considered an act of gross misconduct and entail appropriate disciplinary action including expulsion from Hostel and imposition of heavy fine.
3. Inmates must look up the Hostel Notice Board regularly. The Manager or any authorized member of the Institute staff can inspect the room of any inmates in the hostel at any time. Hostel inmates are supposed to keep I-cards/Admission receipts with them and must present the same to any hostel or institute authority whenever asked for.
4. No inmate should keep any fire-arms, ammunition, lethal weapons, poisonous things or intoxicants of any kind in the Hostel. Inmates must not take law into their own hands, but must report all disputes to the hostel Manager. All kinds of shouting, fighting, gambling, stealing, violent knocking, maltreating or abusing are strictly prohibited. In such cases offender will be handed over to Police immediately.
5. Cleanliness: Inmates shall keep their room, verandah and surrounding areas tidy, neat and clean at all times and shall not throw anything including rubbish, in such places or any premises in the hostel except in the dustbin or the place specifically provided for the said purpose. No Inmates shall store any cooked food in the room.
6. Inmates shall not remain absent from their hostels during night without the prior permission of the Manager
7. Hostel inmates are supposed to take care of their health themselves. Inmate suffering from infectious disease has to leave for medical treatment to proper clinic/hospital or isolated place.
8. Room furniture and electric fittings are required to be maintained by the inmates in good condition.
9. In case of damage to any part of the hostel buildings, furniture, apparatus or other property of the institute, caused by inmates of the hostel, the loss shall be recovered from the persons identified as responsible for such damage. However, if the persons causing damage cannot be identified, the cost of repairing the same as may be assessed will be distributed equally amongst all the inmates of the hostel or group of inmates of the hostel found responsible for the damage.
10. Inmates should lock their room properly when they go out for bath, food etc. Each roommate must keep a key of the door lock of his/her room in case of double / triple/four/more seated accommodations
11. Every inmates residing in the hostel must join the mess attached to that hostel. Individual cooking is not permitted. They are not allowed to cook anything in their rooms.
12. Every inmate of the hostel shall pay the mess bill and other charges as per the notified schedule failing which fine will be imposed as decided by the hostel authority. The approved rules regarding mess cut will be applicable to all the inmates of the hostel.
13. Ragging in any form is a cognizable offence and severely punishable as per the Supreme Court directives leading to expulsion from the Hostel and the disciplinary action may culminate in his/her expulsion from the Institute as well. The Institute administration may report incidents of ragging to the Police for taking appropriate action under the law.

Hostel Rules and Regulations

- 14.** Guests are not permitted to stay overnight in the hostel. The Inmate must get permission for keeping his/her guest in the guest room of the Hostel from the concerned Manager. Guest facility for 1-3 days stay may be obtained from concerned person. Female guests are not permitted to stay in Men's Hostel. Likewise Male guests are not allowed to stay in the Women's hostel. Aboarder keeping a guest without permission is liable to be fined
- 15.** Inmate should take care that their visitors mark themselves in the guest register.
- 16.** Visitors are not allowed after 9 pm. In case of emergency contact hostel manager for permission.
- 17.** On leaving room for reasons like going home, etc the manager should be informed in advance
- 18.** Hostel is not responsible for the missing of any inmates.
- 19.** If an inmate gets into any problem outside, there won't be any legal help provided by the hostel.
- 20.** Hostel is not responsible for injuries due to negligence, and lack of self awareness.
- 21.** Inmates are prohibited from giving shelter to any other Inmate/outsider in the rooms. In case of any unauthorized shelter, the Inmate will be liable to disciplinary action.
- 22.** Resident Inmates are not permitted to invite any outside person to address any meeting in the hostel without written permission of the Manager
- 23.** Light must be switched off when not in use. The use of electric heater, electric rod and other similar appliances are prohibited. Boarders are warned against tampering with electric installation and for all electric repairs the electrician should be called in.
- 24.** Inmates, in their own interest, are advised not to keep excess cash or any valuables in their hostel rooms. They are cautioned to be very careful about safety of their belongings. They should close their rooms securely when they leave the room even for short periods or when they are sleeping. Institute shall not be responsible for the loss of such items due to theft or otherwise. However, in the case of theft, the matter should be immediately reported to the concerned Manager
- 25.** Inmates are prohibited from consuming alcoholic drinks, drugs, cigarettes, tobacco products or any other intoxicants inside the hostel or to enter the hostel after consuming the same. Any inmate found consuming such thing or in a drunken state in the hostel will render himself liable for strict disciplinary action, including expulsion/rustication from Hostel/Institute.
- 26.** The inmate shouldn't be a member of any anti-national or anti-social organization. If anyone found so will be informed to the police.
- 27.** Keeping or encouraging others to watch any unsocial video clips, cinema etc are not allowed in the hostel. If found can result in strict disciplinary action like dismissal of the inmate
- 28.** Do not use sandals or shoe inside the floor. Toilet sandals are not to be taken from there
- 29.** For vacating hostel, the inmate should submit the admission receipt one month prior to vacating date. Failing to which one month rent has to be paid.
- 30.** Suggestions and complaints should be either deposited in the "Suggestion Box" or should be entered in the "Suggestion Register" kept in the hostel premises. Suggestion form is also available in the Hostel.
- 31.** The Management has the right to discontinue Hostel accommodation given to an inmates on account of misconduct and/or violation of rules and regulations
- 32.** Inmates should strictly follow the mess rules

Additional Rules for Muslim inmates:

1. Attending 5 times prayer with Jama-ath is mandatory while you are in Hostel
2. Not attending Jama-ath or classes while being in the hostel can result in strict disciplinary action like dismissal of the inmate
3. Attending 20minutes class after Fajar prayer or other time , taking part in Qur'an/ Durood recitation and so on is compulsory
4. Anti-Ahlu-Sunna matters are not allowed to be said and spread.
5. Daily reciting of Sura- Mulk and Haddad Ratheeb (Optional)

Admission Process

1. Application form with attached passport size photograph along with ID and address proof will be submitted to the Manager for hostel accommodation
2. Inmates should submit a recommendation/reference letter from any known person or NGOs in his locality
3. Room inventory Form to be filled during check-in and check-out by the Inmates in the hostel.
4. Inmates shall pay the admission fee and security deposit without fail while taking admission. Admission fee is one time and non refundable, where as the security deposit will refund after final settlement
5. Parents/Guardians should give an undertaking to cooperate with the Hostel authorities and should be available on call as and when required and disclose all contact details.
6. There will be a common induction programme for the hostel inmates where inmates would get an opportunity to interact with other inmates.

Celebration of special times

1. It shall be with prior written permission of the Manager
2. It shall be held in a common place for one to two hours between 8.00 pm to 10.00 pm.
3. There shall not be any kind of physical discomfort.
4. No outside guest will be allowed.
5. Violation of the rule shall be penalized.



FRANCHISE APPLICATION

Personal/Organization Details

Name																									
Address																									
City													State												
Post Code							Tel:																		
Org.Reg.No:																									
Are You Affiliated With Any Organization?																									
If Yes Mention Here																									

Location Address

Location																									
City													State												
Pin							Tel																		

Building Details


Total SQFT							Terrace SQFT							UG:SQFT						
Rooms							Toilets							Hall's						

Additional Notes:

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ADMISSION FORM

Name of The Applicant		
Contact No:		
Permanent Address		
Name of Mahallu/Jama'ath		
Father's Name & Profession		
Emergency Contact No:		
Date of Birth		
Email id		
ReferrerName& Number		
Qualification	Academic :	
	Islamic :	
Professional Details		
Purpose &How Long You Want to Stay		
Are You Member Of Any Organization: If Yes Please Mention:		
I hereby declare that the above facts are true to the best of my knowledge. I also promise that I will abide by the rules and regulation as given in by-law		
Date	Signature Of The Applicant	
Place		
FOR OFFICE USE		
Admission Number	Signature Of The Manager 	
Date Of Admission		
Relieving form		
Mr. has cleared all the dues of the hostel. Please settle his mess account and relieve him on or before		
Place:	signature of the manager	



UNDERTAKING BY THE INMATE

I.....D/O-S/O, Mr./Mrs.....

staying in Room No. inHostel

has read the Rules and Regulations and I undertake that I will obey all the rules and regulations of the hostel ,failing which shall be liable for censure/fine/disciplinary action.

Name of the Inmate:

Name of the Institute/Company studying/Working:

Place:

Room No: Signature of the Inmate

Date



UNDERTAKING BY THE PARENT/GUARDIAN

I..... F/O - /M/O- G/O Ms. /Mr..... who
is studying/Working inand residing in
.....Hostel in Room No..... has read and
understood the Rules and Regulations and I undertake that I will cooperate with the
Hostel Authorities and will be available on call and promise to visit and take care of my
ward, as and when required. My Contact Details are:

*I hereby undertake that my ward and me are responsible for incidents, what-
soever, and ensure that my ward shall follow the norms of Wisdom homes code of conduct
while he/she is inside or outside the hostel.*

Name of the Parent: _____

Date: _____

Signature _____



SUGGESTION FORM FOR THE HOSTEL

Name of the Inmate: _____

Room No: _____ Contact _____

Problem Identified: _____

Suggestion: _____

Date: _____

Signature of the Inmate _____