

**Hostel admission
Accommodation
And
Administration policy**



Lakireddy Bali Reddy College of Engineering
(Autonomous)
Mylavaram – 521 230

1. Preamble

The institution is committed to providing safe, secure, inclusive, and comfortable residential facilities that support students' academic and personal development. This policy governs the admission, allocation, administration, and discipline of hostel facilities.

2. Objectives

- To ensure transparent and fair hostel admission
- To provide safe and hygienic living conditions
- To promote discipline, community living, and mutual respect
- To establish an effective hostel administration and grievance system
- To support students' academic focus and well-being

3. Scope

This policy applies to:

- All students residing in institution hostels
- Hostel wardens, administrative staff, and support staff
- All hostel premises (rooms, mess, common areas)

4. Hostel Administration Structure

4.1 Governance

- Chief Warden (Senior Faculty)
- Deputy/Associate Wardens
- Hostel Office Staff
- Resident Wardens
- Student Hostel Committee/Representatives

4.2 Responsibilities

Chief Warden

- Overall supervision of hostel operations
- Policy implementation and discipline

Wardens

- Day-to-day administration
- Student welfare and discipline
- Addressing grievances

Hostel Committee

- Assist in coordination and communication
- Represent student concerns

5. Hostel Admission Policy

5.1 Eligibility

- Bonafide students of the institution
- Priority may be given to:
 - ✓ Outstation students
 - ✓ First-year students
 - ✓ Students with special needs

5.2 Admission Process

1. Submission of application form
2. Verification of student details
3. Allotment based on availability and priority
4. Payment of hostel and mess fees
5. Signing of hostel undertaking and rules

5.3 Duration

- Admission is valid for one academic year
- Renewal required annually

6. Accommodation Policy

6.1 Room Allotment

- Based on availability and category (single/shared)
- Separate hostels for boys and girls
- Room changes only with warden approval

6.2 Facilities Provided

- Bed, study table, chair, storage
- Electricity and water supply
- Wi-Fi (where available)
- Common rooms, recreation facilities

6.3 Mess and Dining

- Compliance with food safety standards (FSSAI guidelines)
- Hygienic and nutritious food
- Menu planned with student representation
- Feedback mechanism for quality improvement

7. Hostel Rules and Discipline

Students shall:

- Maintain discipline and decorum
- Adhere to entry/exit timings
- Keep rooms clean and hygienic
- Avoid noise and disturbances
- Respect fellow residents and staff

Prohibited Activities

- Ragging, harassment, or bullying
- Consumption of alcohol, drugs, or tobacco
- Cooking inside rooms (if not permitted)
- Damage to hostel property
- Unauthorized guests or outsiders

8. Safety and Security

- 24/7 security personnel and surveillance (CCTV where applicable)
- Biometric/ID-based entry (if available)
- Emergency contact system
- Fire safety measures and periodic drills

9. Health and Hygiene

- Compliance with food safety standards (FSSAI guidelines)
- Regular cleaning and sanitation
- Safe drinking water
- Medical support/first aid facilities
- Periodic health inspections

10. Grievance Redressal Mechanism

Students may report issues to:

- Warden
- Chief Warden
- Hostel Committee
- Grievance Redressal Cell

All complaints shall be:

- Addressed promptly and confidentially
- Recorded and monitored for resolution

11. Leave and Visitor Policy

11.1 Leave Rules

- Prior permission required for leaving hostel
- Entry/exit must be recorded
- Special permissions for overnight leave

11.2 Visitors

- Allowed only during designated hours
- Entry in visitor register mandatory
- No unauthorized stay permitted

12. Fees and Refund Policy

- Hostel and mess fees as prescribed by the institution
- Refunds (if applicable) as per institutional norms

13. Disciplinary Actions

Violation of rules may result in:

- Warning or counseling
- Fine or penalty
- Suspension from hostel
- Expulsion from hostel

14. Roles and Responsibilities

Students

- Follow hostel rules
- Maintain cleanliness and discipline
- Respect others and hostel property

Wardens

- Ensure safety and discipline
- Address grievances
- Monitor student well-being

Administration

- Provide infrastructure and facilities
- Ensure policy implementation

15. Expected Outcomes

Student Outcomes

- Safe, secure, and comfortable living environment
- Improved focus on academics
- Development of discipline and community living skills

Institutional Outcomes

- Efficient hostel management system
- Reduced complaints and conflicts
- Improved student satisfaction

Health & Safety Outcomes

- Hygienic living conditions
- Reduced health risks
- Enhanced safety and security

16. Documentation and Evidence (NAAC/NBA)

- Hostel admission records
- Room allotment register
- Complaint and grievance records
- Mess committee meeting minutes
- Safety audit and inspection reports

The Institute shall continuously review and update the approved policy and is committed to its implementation.

Policy History:

Version	Approved by	Implementation and Monitoring by
V1.0(Original)	20 th Meeting of GB held on 31-01-2026	Vice-Principal & Chief Warden