Frequently asked questions (FAQ) Hostel 5

1) **Warden**: A Warden of a Hostel is a member of the academic staff of the Institute and is appointed by the Institute. The Warden act as liaison between the Institute and the students of the hostel. They are responsible for implementing the Institute's policies and decisions as regards the management of hostels. The Warden shall operate the Hostel Accounts and funds on behalf of Hostel council to meet the expenses incurred by the hostel.

2) **Associate Warden**: An associate warden of a hostel is a member of the Academic Staff of the Institute appointed by the Institute. The Associate Warden shall look after the mess and mess affairs. The Associate Warden shall verify and certify all the bills pertaining to mess for payment to be made by the Warden.

3) **General Secretary**: The General Secretary is a bonafide student of the Institute residing in the hostel elected to be the member of the Hostel council. Head of Hostel Council, Who represent hostel in HGSC, responsible for formulating and executing policies for hostel affairs in the institute.

4) **Warden’s Nominee**: A Warden’s Nominee shall be a bonafide student of the Institute residing in the hostel chosen by the Warden from amongst the list of three persons suggested by the elected members of the Hostel council to be a member of the Hostel Council.

5) **Hostel Council**: A Hostel Council is a body of elected representatives of the students of the Institute residing in the hostel elected from amongst them.

6) **Hall Manager**: An Institute employee deputed to assist the Warden and the Hostel council to carry out their duties. The Hall Manager shall maintain all accounts of the hostels. The Hall Manager shall assist the hostel council members in matters of correspondence. The Hall Manager shall look into complaints of the residents with regard to amenities concerned with accommodation. The Hall Manager shall arrange for advances to the Office Bearers for hostel works after obtaining necessary sanction from the Warden duly recommended by the concerned students councilor and General Secretary. The Hall Manager shall take stock of furniture, appliances, stereo equipment discs and any other assets of the hostel and of the Institute given to the hostel at the end of each semester or at any time of specific items with the help of concerned secretaries and maintain a proper record of all the assets of the hostel and report to the Warden. Hall Manager shall be responsible for general maintenance of the hostel premises and properties of the Institute. The Hall Manager shall maintain all files and records of the hostels. The Hall Manager shall carry out all cash transactions.

7) **Office Boy**: To Help Hall Manager and Council with their work.

8) **Hostel Google Group**: https://groups.google.com/forum/#!forum/hostel-5-iitb-academic-year-2016-17

9) **Hostel YouTube Channel**: https://www.youtube.com/channel/UCT4oplcyE3SuOa7WsGQHhoA

10) **Any facility for Placement Activities**: We have room (41&42) as study cum Activities room, which can be used for Placement Activities (Like small GD, Case study, PPT etc)
11) **Guest Room** :- Do online booking through [https://gymkhana.iitb.ac.in/~hostels/guest.html](https://gymkhana.iitb.ac.in/~hostels/guest.html) and contact hall Manager for availability of room for that duration. We have two guest room in our hostel Guest Accommodation Charge :- 150/24 hr with sharing and 200/24hr for single room, you can book guest room for Maximum of 7 days.

12) **How to participate in the Hostel GC's?** Contact the respective Councillors or Secretaries

13) **Fine System** :- Depend on case to case Basis, Final call is by Warden and/or Associate Warden

14) **Animal Policy** :- Please find Animal policy on hostel website

15) **Budget to the Hostel from Institute and its use** :- Institute allocates 6.75 Lakhs per year to the Hostel. Institute divides the total amount as, 2 Lakhs for Equipments, 2 Lakhs for the maintenance of the equipment, 2.5 Lakhs for the consumables and 0.25 Lakhs for the other costs.

16) **What is Amenity Fund and its uses** :- Every inmate should pay a particular amount as decided by the Warden and Hostel Council to the Hostel every working month of the year. This amount is directly deducted from every inmate mess account monthly. This money is used for all the activities in the Hostel like Festivals, GC’s, and etc. and this year the amount is 220/Month

17) **Alumni Fund and its uses?** This is the fund donated by the Hostel Alumni. They donate for various projects in the Hostel.

18) **Caution Deposit** :- Every newcomer to the Hostel has to pay 2000 INR as caution deposit to the Hostel. This is a refundable money and is refunded to the inmates at the time they leave the hostel.

19) **Timings of the mess**

   Breakfast - Monday to Friday - 7:30 AM to 9:45 AM  
   Saturday & Sunday - 7:45 AM to 10:00 AM  
   Lunch - All days - 12:00 PM to 2:00 PM  
   Tiffin - All days - 4:30 PM to 6:15 PM  
   Dinner - All days - 7:45 PM to 10:00 PM

20) **Mess Subsidy** :- From the Institute Every student of the Hostel gets 6000 INR as mess subsidy from the Institute every semester. This money is added to the total amount paid by the student as mess fee of that semester

21) **FMS(Free Messing Service)** :- Students who are in FMS category, get refund from institute of their basic meal.

22) **Mess Rebate** : This is a facility in which the inmate gets a chance not to pay for the day on which he is absent for the mess. This can be applied by filling the mess rebate form at the Mess Manager Office. The minimum days for rebate is 3 days

23) **Where to write the complaints regarding the mess?** There is a complaint book present on the mess entrance table. Any complaints, suggestions and etc. can be written.
24) **Where to get the rules and regulations (fining details and etc.) of the mess?** All this information is present in the mess tender. The mess tender pdf is available on the mess page of the website.

25) **What is mess refund and when is it refunded?** Mess Refund=[Total money paid as mess fee for the semester + 6000 INR subsidy from the Institute] – Money paid to the days eaten in the mess. This money is refunded to the students account at the end of every semester.

26) **What is the price per day in the mess and what are extras in the mess?** 135 INR is the price per day in the mess which is deducted from every inmate account unless he is on mess rebate. Extras are the extra items kept in the mess for which the money is cut from the interested inmate’s mess account.

27) **How to order for the McD and KFC items kept in the mess on decided days?** The mess council sends a mail to every inmate through GPO giving the information regarding the starting and closing date for giving the orders. The links for the portals for ordering are available on the mess page of the website. Do order before the deadline.

28) **What is mess SMS facility?** This is a facility through which the inmates can get an SMS alert of the mess menu before every meal. The instructions for activating this facility are provided on the mess page of the website.

29) **How is mess menu decided?** The mess menu is decided by the mess council after taking the referendum from inmates and then discussed with the mess committee meeting.

30) **Where to get the mess bills?** The mess bills are sent to every inmate of the hostel through GPO. It is also available with the Hall Manager and also on the website.

31) **Whom to contact for errors in the mess bill?** Hall Manager.

32) **Canteen:** Timing 1 PM to 3 PM & 6 PM to 3 AM (Sudhakar #9004632377)

33) **Xerox Shop:** Timing 9 AM to 10 PM (Kailash Bhaiya #09004632377)

34) **How to Complaint regarding Canteen/Xerox Shop:** Do write your issue in complaint register kept with Canteen/Xerox Shop.

35) **Where to address the problems regarding the LAN ports in the room?** There will be a vendor visit to the Hostel for LAN repair works on every alternate saturday. There will be a reminder mail from the Hostel Sysad before every LAN vendor visit. All the inmates are requested to fill the LAN Complaints Form available on the computer page of this website before the deadline given by the Sysad. Only the complaints filled will be attended.

36) **Emergency LAN problems ?** For emergency LAN cable problems, report to the Sysad through a mail or call for which he can try to arrange a vendor visit.

37) **Computer Room Facility ?** All the Hostel inmates are allowed to use the computer facility and printing facility in the computer room. Instructions are present on the computer page of the website. The key for the room can be issued from the security against your I-Card.

38) **Whom to report the problems regarding the Computer Room?** Sysad and the computer secretaries.
39) Where is the technical room of the Hostel? Room no 12. It consists of very useful inventory required for technical activities of the student.

40) Who can use it? How? All the inmates have the right to use the tech room for their technical works. The keys are available with the Tech Councillor

41) How to issue sports items? All the sports items can be issued from the security against your I-Card. Things which are not present at the security can be issued from the Sports Council

42) Where are the switches for the floodlights of the Hostel fields? They are situated on the ground floors surrounding the fields.

43) Music Room: The keys are present with the Security and can be issued against your I-card. All the inmates are requested to follow the instructions present in the music room. FYI Music room is behind the mess

44) Laundromat Facility? Every inmate can use the Laundromat facility by paying the washer man as per the charges present at the Laundromat room. Pressing facility is also available. Washer man room, its located behind the Mess.
   Details of Washer Man
   Name:- Chillad Bhaiya (Mobile No. - +91-989 277 1384)
   Timings Daily (except Thursday) - 9:00 AM to 9:00 PM, Thursday - 9:00 AM to 5:00 PM

45) PENTAFEISTA: It is the Hostel Annual Fest which is generally celebrated during the month of January

46) Where to complaint regarding the room complaints like fan, light, cot, paint issues? To the Hall Manager. You can call to intercom number to respective departments, number is present behind the Hostel Security Guard desk.

47) Where to report the water cooler issues and the wing/toilet tube light issues? To the Maintenance Council

48) Scope of Work of the PHO guys? The Scope of work pdf is available on the maintenance page of the website

49) Whom to report the PHO issues? For Every work (Like Cleaning of Bathroom, Room, Wing Corridor etc) done by PHO workers, they have to take signature from respective wing members, so write down the issue on backside of paper, if not improving still, Contact Maint council

50) Complaint Management System? This is an interface where you can register all the complaints. Link for same is here https://gymkhana.iitb.ac.in/cms_new/