

The Handbook is an attempt to put in place broad guidelines that Hostel Inmates of GSFC U needs to follow, during his/ her stay in University.

Guidelines for GSFC University Hostel Management Team(GHMT)

Doc. No.: GSFCU/GHMT17-18/Rev. 00

**GSFC UNIVERSITY,
FERTILIZER NAGAR, VADODARA**



Revision Details

Sr. No	Revision Number	Revision Date	Revision Details	Made By	Reviewed By	Approval By	Remarks
1	00	24.04.2018	First Release	Ms. Jigisha Joshi	Mr. Sanjeev Kumar		



Table of Contents

1. Introduction	3
2. Facilities to the inmates of Hostels	4
3. GSFC University Hostel Management Team	4
4. Roles & Responsibility of GHMT.....	5
5. Miscellaneous other area of oversight	5
a. Guests and Visitors	5
b. Ragging	6
c. Gender related Misconduct	6
d. Prohibited Conduct	6
e. Alcohol and Drugs.....	6
6. Conduct of Meetings with agenda	7
7. Monitoring System	7
Annexure-1.....	8



GSFC University, Vadodara

GSFC HOSTEL MANAGEMENT TEAM GUIDELINES

1. Introduction:

The GSFC-U Hostel Management Team (GHMT) guidelines issued by the management of GSFC University, has been prepared for use as a reference tool for the inmates of the GSFC University hostels both boys & girls.

GSFC University has been established based on the following philosophy of learning:

- a. This university is **“For Teaching”** university with emphasis to educate 100% students to be industry ready.
- b. This is to ensure that they have better chance of getting employment.
- c. Students through-out their stay are guided to imbibe the following,
 - Respect for - Gender differences, Safety procedures within the plant and outside
 - Working in teams
 - Willingness to learn and use her/his hands
 - Application of scientific methods in professional life
 - Ethical conduct in every walk of life - Intellectual and Financial integrity

An active participation in the campus life will help the student to identify her/his weaknesses and resolve these during campus stay. This is more applicable for the students who choose to stay in university hostels.

In order to give impetus to this, University has created a “Hostel Team” which is charged with managing the hostel affairs, “from food to indoor games to other facilities mentioned here in after”.

Students nominated to GHMT are advised to take time to read these Guidelines so that they can maximize the gains from their stay at University hostels and make their and other stay in university campus a cherishable experience for lifetime.



2. Facilities to the inmates of Hostels:

- **Indoor games:** Carom, Tennis, Badminton are there for Hostel inmates.
- **Washing Machine and Iron Facility:** Two Washing Machines and two Irons are provided for hostel inmates.
- **Mess Facility:** Mess facility is available inside the hostel campus, with buffet system.
- **Entertainment:** Television with TATA Sky is provided inside the campus for entertainment.
- **Newspaper:** 'The Times of India' is available for Hostel inmates within campus.
- **Wi-Fi:** Inmates have been provided internet access.
- **Bank and ATM:** The campus has banking and ATM facilities and students are free to open an account with bank for greater convenience. Financial transactions on campus are typically cashless and the use of debit card is the preferred method of payment. Students are advised to carry their KYC documents, if they wish to open a new bank account on campus.
- **Medical Centre:** Students of the University have access to first aid and OPD services at the GSFC medical Centre located within the campus. Students will be referred to the nearest hospital if they need further medical assistance. Since the cost of medical assistance will be borne by students, they are advised to have medical insurance.
- **CCTV cameras:** CCTV cameras at all key locations of the girl's hostel are placed to ensure the well-being of women students and need to be checked for 24×7 working.

3. GSFC-U Hostel Management Team (GHMT):

To facilitate a sense of partnership and ownership in the students and encourage them to positively contribute to a vibrant life in hostels, a team is formed and is called GSFCU Hostel Management Team.

GHMT comprises of:-

- A. Management
 - a. Director (Admin): Chair Person
 - b. Facility Manager: Member (to officiate in absence of Chair Person)
 - c. Admin Assistant and Warden (Girls Hostel): Convener
 - B. Faculties who volunteer for this Team
 - C. Student Representative: One girl and one boy from each year, who are selected through voting
- The details of current GHMT is enclosed as Annexure-1.



4. Roles & Responsibility of GHMT:

It is required to take care of all Hostel related issues as listed in these guidelines. The student members & team are authorized to plan and execute the following activities:

- To act as liaison person between the administration and other inmates of respective works. Hostel inmates are advised to have their separate whats app group where each inmates shares the information. There will be another whats app group for the GHMT members, where all team members will be co-opted. This will help them in improving their leadership quality.
- To prepare menu for the hostel by 25th of every month for the next month.
- Supporting the Warden in promoting good relations between student inmates, so as to have harmonious environment.
- Organizing welcome and other social events for new students and all inmates.
- Communicating effectively with student inmates in both formal and informal settings.
- Make Monthly report of issues raised, resolved, work in progress and the total cumulative issues raised.
- To negotiate with vendor for menu item, rates and other facilities. It will also improve their decision making skills.

Other Roles & Responsibility of Hostel Team:

- As a Hostel Team member you are required to carry out regular inspection of facility, maintain inventory and implement disciplinary measures.
- You are the first person to be contacted in absence of warden, for any kind of emergency.

5. Other areas of oversight by GHMT:

The Student members in GHMT are also to keep an eye on the following and bring to notice of management any improvements, if as and when required:

a. Guests and Visitors:

Knowingly allowing one's visitors or guests to violate the Student Code of Conduct or other University policies, or failing to monitor the behavior of one's visitors or guests to assure their adherence to such standards.



b. Ragging:

It is the responsibility of all students to encourage an atmosphere of learning, social responsibility and respect for human dignity.

The University Grants Commission has defined ragging as “Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of color, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.”

Accordingly, as per University policy, ragging is any action taken or situation created, intentionally or unintentionally, whether on or off University campus, and whether presented as optional or required, to produce mental, physical or emotional discomfort; servitude; degradation; embarrassment; harassment; or ridicule regardless of an individual’s willingness to participate.

Acceptance of or consent of any activity on the part of the individual or member does not justify participation or sponsorship of the activity.

Individuals, as well as groups of students and student organizations may face disciplinary sanctions up to and including removal from the University for Acts of ragging.

c. Gender related Misconduct:

Violation to the University’s policy on sexual misconduct includes but is not limited to sexual contact without consent; statutory rape; sexual exploitation; stalking; and sexual harassment.

d. Prohibited Conduct:

The following behaviors are prohibited by the Student Code of Conduct. Violation of these policies or assisting or encouraging others in the violation of these policies may lead to disciplinary action.

- Smoking
- Cleanliness of the rooms & premises
- Spitting in hostel premises
- Damaging furniture & fixture
- Making loud noises
- Unauthorized night outs

e. Alcohol and Drugs:

- Use or possession of alcohol or containers that previously contained alcohol
- Intoxication, whether or not it leads to disruptive behavior or concern for safety of the well- being of the student



- Possession, distribution or use of illegal drugs or controlled substances
- Possession, use, manufacturing or distribution of drug paraphernalia

6. Conduct & meetings with agenda:

Regular meetings with all stake holders will be conducted each month with predefined agenda points for discussions and improvements in the system, fixing of menu etc.

Report should be submitted to the Chair Person regularly for effective implementation of suggestions for improvements, system anomaly correction etc.

7. Monitoring System:

The system will be monitored through the regular formal meets and various feedbacks, information exchanges through soft tools available.

Various action points to be implemented by responsible persons within defined target periods dates along with status needs to be summarized and prepared every fortnight.



Annexure 1: Details of current GHMT

Academic Year: 2017-18

Members of GHMT, faculties and students were selected by 16th April 2018.

Sr. No.	Member	Role	Contact No.	Email Address
A	Management			
1	Director (Admin.)	Chair person	9909965881	spbhattach@gscfcltd.com
2	Facility Manager	Member (to officiate in absence of Chair Person)	8866555757	sanjeev.kumar@gscfcltd.com
3	Admin. Assistant (Student Affairs) & Warden (Girls Hostel)	Convener	0265-309 3740	jigisha.joshi@gscfcltd.com
B	Faculties			
4	Jayesh Jambukiya	Member	9727178956	jayesh.jambukiya@gscfcltd.com
5	Ashlesha Chavan	Member	8401701069	ashlesha.chavan@gscfcltd.com
6	Prashant Ramani	Member	9586395259	prashant.ramani@gscfcltd.com
C	Students			
7	Ms. Hanee Patel	Member	6359255269	patel.hanee@gscfcltd.com
8	Mr. Abhimanyu Roat	Member	9799826078	abhimanyu.roat@gscfcltd.com
9	Ms. Rami Ishita	Member	9408806909	ishita.rami@gscfcltd.com
10	Mr. Akash Patel	Member	9558837237	akash.patel@gscfcltd.com
11	Ms. Sharma Pritima	Member	9687390999	pritima.sharma@gscfcltd.com
12	Mr. Zeel Patel	Member	9586090009	zeel.patel@gscfcltd.com

- Terms of this team will align with the academic year plus couple of months beyond that. It is proposed to reconstitute the team with inclusion & new students who will join in July 2018.
- New GHMT will come in force by 31st August 2018.