

OFFICE OF THE REGISTRAR : : SIBSAGAR UNIVERSITY

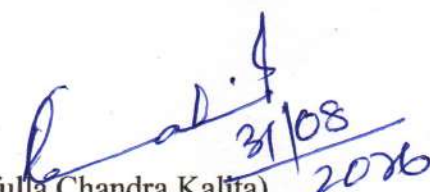
Ref. No.: SU/DSW/Hostel/2026/ 773

Date: 31-08-2026

NOTIFICATION

In pursuance of the approval accorded by the Hon'ble Vice-Chancellor, Sibsagar University, vide Ref. No. SU/DSW/Hostel/2026 dated 28-08-2026, the Rules and Responsibilities of the Hostel Superintendent, along with the Constitution, functions and responsibilities of the Hostel Mess Committee and its student representatives, are hereby approved and notified for implementation with immediate effect.

Accordingly, all concerned shall discharge their respective duties and responsibilities strictly in accordance with the approved guidelines. The Hostel Superintendent shall ensure the proper implementation of the prescribed rules specified in the approved guidelines.


(Dr. Profulla Chandra Kalita)
Registrar

Copy to:

1. The OSD to Hon'ble Vice-Chancellor, for kind information.
2. The Academic Registrar, for kind information.
3. The Dean, Students' Welfare for information and necessary action
4. The Hostel Superintendent Boys' Hostel Dr. Parag Rajkhowa and Girls' Hostel Dr. Dipanjali Das
5. The Finance and Accounts Officer for information.
6. Notice Board
7. University Website.
8. Office file.




(Dr. Profulla Chandra Kalita)
Registrar



SIBSAGAR UNIVERSITY
RULES AND RESPONSIBILITIES OF HOSTEL
SUPERINTENDENT

Ref. No.: SU/DSW/Hostel/2026/773

Date: 31-08-2026

Approved by the Hon'ble Vice-Chancellor on 28-08-2026

1. General Custodian Role

- a) *Property Custodian*: Responsible for the overall safety and upkeep of hostel property, furniture, and equipment.
- b) *Asset Management*: Maintain inventory and proper records of all hostel assets.
- c) *Key Holder*: Holds and manages keys to rooms, stores, and restricted areas.
- d) *Security Oversight*: Ensures the premises are to be secured, particularly during non-working hours.
- e) *Supervision of Staff*: Supervises hostel staff responsible for maintenance and cleanliness.
- f) *Monitoring Use*: Ensures proper use of hostel resources by residents without misuse.

2. General Administration

- a) Ensure the smooth day-to-day functioning of the hostel.
- b) Maintain discipline and order among residents.
- c) Enforce hostel rules and ensure all residents to follow them.
- d) Conduct regular visit to monitor hostel premises.
- e) Report serious incidents to the university authorities.
- f) Hostel boarders are not allowed to keep pet animals within the hostel premises.

3. Safety and Security

- a) Ensure the security of hostel premises in coordination with security personal
- b) Maintain an entry-exit register for visitors.
- c) Ensure residents return by designated hostel timing.
- d) Handle emergencies and health issues promptly, including taking sick students to a hospital if needed.
- e) Any immediate expenditure for initial medical treatment or emergency care will be met from the hostel's miscellaneous fund.
- f) Inform parents or local guardians in case of any medical emergency or serious health issue.

4. Student Welfare

- a) Promote a healthy and safe environment conducive to students' academic and personal growth.
- b) Offer support and counselling in case of grievances or personal issues.
- c) Act as a liaison between the students and university administration.



5. Record Maintenance

- a) Maintain records of room allotment, attendance, leave, and visitors.
- b) Maintain a record of all hostel boarders with complete biodata, including name, stream, semester, major/department, mobile number, parent's name, permanent address, and local guardian details.
- c) Keep records of complaints, repairs, and maintenance requests.

6. Hostel Maintenance and Repair Procedure

- a) If any repair or maintenance work is required in the hostel accommodation, a written request must be submitted to the university authority along with the estimate and approximate expenditure.

7. Coordination Duties

- i. *Coordinate with:*
 - a) University authority and hostel management committee.
 - b) Housekeeping staff
 - c) Mess manger and service providers
- ii. Ensure cleanliness, hygiene, and timely maintenance of facilities.

8. Mess and Food Services

- a) Mess dues will be fixed in consultation with the hostel boarders based on the food requirements and may be revised from time to time.
- b) On the last day of every month, the Superintendent shall organize a meeting with the monitors and mess committee members to present the total expenditure incurred during the month and discuss any complaints related to food services.
- c) After completion of the monthly audit, a new mess committee will be selected, and the mess dues for the following month will be finalized and notified to all hostel boarders.
- d) Mess dues shall be collected from the hostel boarders by the superintendent with proper money receipts. The collected amount must be handed over to the Mess Manager in a timely manner, with proper records maintained for all financial transactions.
- e) Any surplus funds may be either adjusted in the subsequent month's expenses, or deposited to the assigned bank account for future hostel-related activities, or utilized as per the collective decision of the hostel boarders.
- f) The Superintendent shall supervise the quality, hygiene, and timely service of food in the hostel mess.
- g) Complaints related to food must be addressed promptly in coordination with the mess committee.
- h) Any prohibited food items that violate the religious sentiments of any community must not be used or consumed within the hostel premises.
- i) Only the Cook, Helper, and Chowkidar shall be entitled to avail free meals from the Hostel Mess.
- j) Hostel guests may avail food only after payment of charges as fixed by the Mess Committee.
- k) If any Guest Faculty or permanent teacher wishes to avail food from the University Hostel Mess, the concerned person shall be required to pay the charges as determined by the Hostel Mess Committee. The rate applicable to Guest Faculty and permanent teachers shall be different from and higher than



the rate applicable to hostel boarders, as decided by the Mess Committee from time to time.

- l) The food facility shall be subject to the availability of food and the rules and regulations of the Hostel Mess.
- m) During vacation periods, the hostel kitchen shall remain closed. No person including MTS personal shall use any store items during this period. The store shall remain under lock and key, and its custody shall be maintained by the Chief Superintendent.
- n) Hostel guests may avail food only after payment of charges as fixed by the Mess Committee.
- o) Wastage of food should be strictly avoided.

9. Events and Activities

- a) Encourage and assist in organizing cultural, social, and recreational activities for hostel students.
- b) Ensure proper decorum during events and gatherings.
- c) Any event organized by the hostel must obtain prior permission from the university authorities.

10. Confidentiality and Reporting

- a) Maintain confidentiality in handling student matters.
- b) Submit periodic reports on hostel affairs, grievances, and incidents to the university authority.

11. Leave Guidance for Hostel Students

- a) *Contact Information Record*
The Superintendent must maintain an updated record of each student's parent mobile phone number for communication purposes.
- b) *Leave Application Procedure*
Students must submit a written leave application to the Hostel Superintendent in advance, clearly stating the specific date and time of departure and return, along with the reason for leave.
- c) *Parental Consent*
Upon receiving a leave application, the Superintendent must contact the parent via the registered mobile number, inform them about the leave request, and obtain verbal consent before granting leave.
- d) *Leave Record Maintenance*
The Superintendent must maintain a proper register or digital record of all leave applications, including: Student's name, Date and time of leaving and returning, Reason for leave, Parent's confirmation, Signature/approval of the Superintendent.
- e) The Superintendent may allow a hostel boarder to go for a local visit once per week, provided the boarder presents a satisfactory reason. However, the boarder must return within the specified time period, in accordance with hostel rules.



12. Hostel Attendance Guidelines

- a) Each hostel boarder must maintain a minimum of 75% attendance every month.
- b) A boarder with 100% absence in any month will not be allowed to continue holding a hostel seat except some medical ground.
- c) Students with academic backlogs are not permitted to stay in the hostel.
- d) The presence of any guest in a hostel room shall be permitted only with prior approval from the Superintendent.

13. Opening of WhatsApp Group for Communication

- a) The Superintendent may create a WhatsApp group including only the parents and the Superintendent, excluding students.
- b) Through this group, the Superintendent can share day-to-day hostel activities and any academic-related information.
- c) The group is solely for information-sharing purposes; only the admin (Superintendent) is permitted to post messages.
- d) If any issue or concern is raised by a parent, it may be directly conveyed to the Superintendent's personal WhatsApp number.
- e) Sensitive or individual disciplinary information regarding any student must not be shared in the group.

14. Reading Environment Guidelines

- a) The Superintendent must ensure a proper reading environment is maintained during study hours.
- b) The Superintendent should frequently visit the hostel boarders' rooms to ensure students are obeying to study routines.
- c) If any student is found disturbing the study environment, the Superintendent must strictly enforce disciplinary rules and inform the parents over the phone.
- d) If any disciplinary issue cannot be resolved at the Superintendent level, it must be immediately reported in writing to the university authority.

15. Use of Generator

The university authority has installed a 3-phase 25 KVA generator for JCN Hostel. The usage guidelines are as follows:

- a. The Superintendent shall appoint a Grade-IV staff from the hostel to operate the generator, who must be trained by an expert nominated by the university.
- b. Recurring expenditures such as fuel consumption (diesel) and minor mechanical repairs up to ₹5,000 shall be borne from the hostel fund.
- c. In case of major repair work costing above ₹5,000, the expenses shall be met from the university fund. The Superintendent must submit a proper application to the university authority following the prescribed procedure.



16. Entitlement of Hostel Superintendent

The Hostel Superintendent shall be provided Superintendent's Quarter free of cost during the period of his/her tenure. However, the electricity charges and other utility charges, if any, shall be borne by the Hostel Superintendent personally.

CONSTITUTION OF HOSTEL MESS COMMITTEE

To ensure the smooth, disciplined, transparent and effective functioning of the University Hostel Mess and to promote active participation of students in hostel-related matters, a Hostel Mess Committee is hereby constituted as follows:

Composition of the Committee:

1. Hostel Superintendent – Chairperson
2. Hostel Monitor(s) – One Monitor from each Hostel Block
3. Two Student Representatives – Mess Secretary, Member
4. Two Student Representatives – Mess Manager, Member
5. Two Student Representatives – Mess Auditor, Member
6. Two Student Representatives – Hostel Store Keeper, Member
7. One Student Representative – Cultural Secretary, Member
8. One Student Representative – Sports Secretary, Member
9. One Student Representative – Librarian, Member

Selection and Tenure

1. The Hostel Monitor(s) shall be selected by the Hostel Superintendent. The tenure of a Hostel Monitor shall be one year, subject to satisfactory performance and conduct.
2. The student representatives of the Hostel Mess Committee shall be nominated/elected from among the hostel residents through a General Body Meeting.
3. The tenure of the student members of the Committee shall ordinarily be one semester (approximately six months).
4. A student member may be replaced before completion of the tenure if he/she:
 - a. Vacates the University Hostel;
 - b. Ceases to be a student of the University;
 - c. Resigns from the assigned responsibility;
 - d. Fails to discharge the assigned duties satisfactorily; or is found guilty of misconduct, indiscipline or misuse of responsibility.



5. The Hostel Superintendent shall have the authority to remove or replace a student member for misconduct, negligence of duty or violation of hostel rules.
6. In the event of a vacancy, the Hostel Superintendent may nominate/recommend another eligible student to perform the remaining tenure of the concerned member.

General Provision

The Hostel Mess Committee shall work under the overall supervision of the Hostel Superintendent and shall assist in maintaining proper discipline, transparency, hygiene, quality of food and efficient management of the Hostel Mess. All decisions and activities of the Committee shall be carried out in accordance with the rules and directions of the University.

Terms of Reference:

1. Hostel Superintendent shall convene a monthly Mess Committee Meeting on the last day of every month at 7:00 PM. The meeting shall review the overall functioning of the mess during the preceding month and shall record the decisions taken.
2. The Committee shall examine and discuss the total expenditure incurred during the month, including expenditure on different heads.
3. The Committee shall determine whether the mess has incurred a surplus or deficit during the month.
4. On the basis of the actual expenditure incurred during the preceding month and the expected expenditure for the forthcoming month, the Committee shall recommend/fix the mess dues payable by each boarder for the succeeding month.
5. If any complaint is received from a boarder regarding food the matter shall be placed before the Mess Committee for discussion.
6. The Committee shall examine the complaint and suggest appropriate measures for improvement. Serious or repeated complaints shall be brought to the notice of the Hostel Superintendent for necessary action.



FUNCTIONS OF THE HOSTEL MONITOR

The Hostel Monitor shall act as a student representative and assist the Hostel Superintendent in maintaining discipline, cleanliness, safety, and smooth functioning of the hostel. The following shall be the major functions:

1. Discipline: Assist in maintaining discipline and a peaceful atmosphere among hostel residents.
2. Student Representation: Represent the genuine concerns, suggestions, and grievances of hostel students before the Hostel Superintendent.
3. Cleanliness: Monitor the cleanliness of hostel rooms, corridors, common areas, bathrooms, and surrounding premises.
4. Mess Coordination: Assist the Mess Secretary in collecting students' feedback regarding food quality, menu, hygiene, and mess services.
5. Hostel Rules: Encourage students to follow hostel rules, regulations, timings, and code of conduct.
6. Reporting of Problems: Immediately report incidents of indiscipline, damage to property, water/electricity problems, security issues, or other serious matters to the Superintendent.
7. Safety and Security: Assist in maintaining a safe environment and promptly inform the Superintendent about any suspicious or emergency situation.
8. Common Facilities: Monitor the proper use of common facilities such as reading rooms, recreation rooms, television rooms, sports facilities, and other hostel amenities.
9. Meetings: Attend meetings convened by the Hostel Superintendent and communicate relevant decisions/instructions to hostel residents.
10. Emergency Assistance: Assist hostel authorities during emergencies, medical situations, natural disasters, or other urgent situations.
11. Student Cooperation: Promote cooperation, mutual respect, unity, and a healthy environment among hostel residents.
12. Notice and Information: Help communicate official hostel notices, instructions, and important information to students.
13. Feedback: Collect periodic feedback from students regarding hostel facilities and submit it to the Superintendent.
14. Other Duties: Perform any other student-related duties assigned by the Hostel Superintendent /Superintendent.

Note: The Hostel Monitor shall function under the overall supervision of the Hostel Superintendent and shall have no authority to impose penalties, take disciplinary action, or make administrative decisions independently.



FUNCTIONS OF THE HOSTEL MESS SECRETARY

The Mess Secretary shall assist the Hostel Superintendent in ensuring the smooth, hygienic, and economical functioning of the hostel mess. The main functions are:

1. **Mess Management:** Assist in the day-to-day management and smooth functioning of the hostel mess.
2. **Menu Preparation:** Prepare the weekly/monthly menu in consultation with the students and Hostel Superintendent.
3. **Food Quality:** Monitor the quality, quantity, taste, freshness, and hygiene of food served to students.
4. **Hygiene and Cleanliness:** Ensure cleanliness of the kitchen, dining hall, utensils, and surrounding areas.
5. **Mess Timings:** Ensure that meals are served according to the prescribed mess schedule.
6. **Student Feedback:** Collect suggestions and complaints from students regarding food and mess services and place them before the Superintendent.
7. **Attendance/Meal Record:** Assist in maintaining proper records of students availing mess facilities, where applicable.
8. **Purchase and Stock:** Assist in monitoring the quality and availability of essential food items and kitchen supplies.
9. **Coordination:** Coordinate with the Mess Manager/Cook, Hostel Superintendent, and student representatives for resolving routine mess-related issues.
10. **Financial Discipline:** Assist in ensuring economical use of mess funds and prevention of unnecessary wastage.
11. **Food Wastage:** Take measures to minimize food wastage and promote responsible use of food.
12. **Inspection:** Participate in periodic inspection of the mess, kitchen, and dining facilities.
13. **Special Requirements:** Bring to the notice of the Superintendent any special dietary requirements, food-related problems, or emergencies.
14. **Meetings:** Attend mess-related meetings and present students' views and suggestions.
15. **Reporting:** Report any serious irregularity, unhygienic condition, shortage, or complaint regarding the mess to the Hostel Superintendent immediately.



FUNCTIONS OF THE HOSTEL MESS MANAGER

1. To supervise the day-to-day functioning of the hostel mess and ensure the timely preparation and serving of meals.
2. To coordinate and supervise the work of the cook, helper and other mess staff.
3. To ensure that meals are prepared strictly according to the approved menu and prescribed timings.
4. To ensure the quality, quantity, freshness and hygiene of food served to hostel boarders.
5. To maintain proper cleanliness and sanitation of the kitchen, dining hall, utensils and other mess facilities.
6. To receive food items and other mess materials and verify their quantity and quality against the approved requirements.
7. To maintain proper records of food items received, consumed and remaining in stock, in coordination with the Hostel Store Keeper.
8. To inform the Hostel Mess Secretary and Hostel Superintendent about shortages, wastage, poor-quality supplies or any other irregularities.
9. To prevent unnecessary wastage of food, fuel, water and other mess resources and promote economic use of materials.
10. To ensure that only authorized persons are provided meals from the hostel mess as per the approved rules.
11. To maintain discipline among mess staff and ensure that they perform their assigned duties properly.
12. To attend to complaints relating to food preparation, serving, cleanliness and mess services and report unresolved matters to the Mess Secretary.
13. To assist the Mess Secretary and Mess Committee in maintaining daily meal records and preparing monthly mess statements.
14. To ensure that all kitchen equipment, utensils and other mess assets are properly used, cleaned and maintained.
15. To report any breakdown, repair requirement or shortage of equipment and materials to the Hostel Superintendent.
16. To assist in inspection and verification of the mess by the Hostel Superintendent, Mess Committee or Auditor.
17. To perform any other duty relating to the efficient functioning of the hostel mess as assigned by the Hostel Superintendent or Mess Committee.



FUNCTIONS OF THE HOSTEL STORE KEEPER

The Hostel Store Keeper shall be responsible for the proper receipt, custody, maintenance, and issue of hostel stores and materials under the supervision of the Hostel Superintendent.

1. Receipt of Stores: Receive all hostel materials, supplies, furniture, equipment, and other items as authorized by the competent authority.
2. Verification: Verify the quantity, quality, specifications, and condition of materials received against the approved supply order/invoice.
3. Stock Register: Maintain an up-to-date Stock Register for all hostel stores and articles.
4. Issue of Materials: Issue materials only against proper requisition/authorization and maintain records of such issues.
5. Safe Custody: Ensure the safe custody and proper storage of all hostel materials.
6. Inventory: Conduct periodic physical verification of stock and report shortages, damages, or discrepancies to the Hostel Superintendent.
7. Maintenance of Records: Maintain records of receipts, issues, balances, condemned items, and other relevant store transactions.
8. Periodic Reporting: Submit periodic stock statements and reports to the Hostel Superintendent whenever required.
9. Coordination: Coordinate with the Hostel Superintendent, Mess Secretary, hostel staff, and concerned departments regarding store-related matters.
10. Inspection: Keep the store room clean, organized, secure, and ready for inspection by authorized officers.
11. Accountability: Be responsible for maintaining accurate records and ensuring that no hostel store item is issued or removed without proper authorization.

The Hostel Store Keeper shall perform all duties under the overall supervision of the Hostel Superintendent and in accordance with the rules and procedures of the University.



FUNCTIONS OF THE STUDENT HOSTEL AUDITOR

The Student Hostel Auditor shall assist in promoting transparency and accountability in hostel-related financial and mess activities. The Auditor shall function under the guidance of the Hostel Superintendent and shall not exercise any independent financial authority.

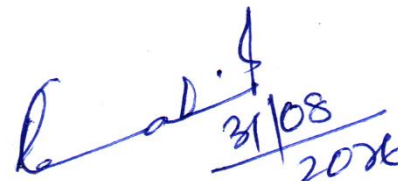
1. Verification of Accounts: Examine the hostel mess accounts maintained by the authorized person.
2. Checking of Bills: Verify bills, vouchers, receipts, and supporting documents relating to hostel/mess expenditure.
3. Stock Verification: Assist in periodic physical verification of food items, utensils, equipment, and other mess/hostel stores.
4. Cash and Expenditure: Check whether expenditure has been properly recorded and supported by relevant documents.
5. Mess Accounts: Review the mess income and expenditure statements and bring any discrepancy to the notice of the Hostel Superintendent.
6. Transparency: Help ensure transparency in the collection and utilization of mess-related contributions from students.
7. Record Examination: Check relevant registers, including stock, purchase, issue, attendance/meal, and expenditure records, as authorized.
8. Reporting Irregularities: Report any suspected shortage, overcharging, unauthorized expenditure, or other financial irregularity to the Hostel Superintendent.
9. Periodic Audit: Conduct/assist in periodic internal checking of hostel student-related accounts as directed by the Superintendent.
10. Student Interest: Ensure that the interests of hostel residents are duly considered in financial and mess-related matters.
11. Audit Report: Submit a brief report of observations and discrepancies to the Hostel Superintendent so that it will be submitted on every mess meeting.
12. Confidentiality: Maintain confidentiality regarding financial records and sensitive information examined during the audit.
13. Coordination: Coordinate with the Mess Secretary, Store Keeper, Hostel Monitor, and authorized hostel staff for verification of records.
14. No Financial Authority: The Student Hostel Auditor shall not make purchases, authorize payments, collect money, or handle hostel funds unless specifically authorized under university rules.
15. Other Duties: Perform any other audit-related duty assigned by the Hostel Superintendent.

APPROVED

Approved by the Hon'ble Vice-Chancellor

Date: 28-08-2026




(Dr. Profulla Chandra Kalita)

Registrar

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