



लक्ष्मीबाई राष्ट्रीय शारीरिक शिक्षा संस्थान, ग्वालियर

LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL EDUCATION

(Deemed-to-be University)
Ministry of Youth Affairs & Sports, Government of India

STANDARD OPERATING PROCEDURE

HOSTELS MANAGEMENT SYSTEM (BOYS & GIRLS) - 2026





LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL EDUCATION, GWALIOR

(Deemed to be University under Section 3 of the UGC Act, 1956)
Ministry of Youth Affairs & Sports, Government of India

STANDARD OPERATING PROCEDURE (SOP) HOSTELS MANAGEMENT SYSTEM (BOYS & GIRLS) - 2026

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1. PREAMBLE

Lakshmibai National Institute of Physical Education (LNIPE), Gwalior, a Deemed to be University under the Ministry of Youth Affairs & Sports, Government of India, operates a fully residential campus to ensure holistic development of students.

Hostel system is designed to provide a safe, disciplined, and inclusive residential environment that supports academic excellence, athletic development, and responsible citizenship.

This **Standard Operating Procedure (SOP)** establishes institutional guidelines for the governance, administration, discipline, and welfare of residents in Hostels, aligned with:

- UGC Regulations on Curbing Ragging (2022)
- UGC Student Entitlements Guidelines
- UGC Grievance Redressal Regulations (2023)
- NAAC Accreditation Framework
- NIRF Institutional Governance Indicators

2. VISION

To create a **safe, disciplined, and inclusive residential ecosystem** that nurtures student well-being, leadership, and excellence in sports and academics.

3. MISSION

- To provide secure and comfortable residential facilities.
- To promote discipline, responsibility, and community living.
- To support academic and athletic excellence.
- To ensure student welfare through transparent governance and grievance redressal.

4. OBJECTIVES

1. Provide safe residential accommodation for students.
2. Ensure compliance with institutional rules and UGC regulations.

3. Promote healthy hostel culture and leadership development.
 4. Maintain hygiene, discipline, and security in hostels.
 5. Establish a transparent grievance redressal system.
 6. Facilitate academic and personal development of residents.
-

5. SCOPE

This SOP applies to:

- All **students residing in Hostels**
 - Chief Warden
 - Hostel Wardens
 - Assistant Wardens
 - Hostel caretakers and administrative staff
 - Student hostel representatives (Office Bearers)
-

6. REGULATORY FRAMEWORK

This SOP is governed by:

- UGC Regulations on Curbing Ragging (2022)
 - UGC Student Grievance Redressal Regulations (2023)
 - NAAC Accreditation Manual
 - Government of India Hostel Safety Guidelines
 - Institutional Rules and Student Handbook of LNIPE
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7. GOVERNANCE STRUCTURE

Students of regular UG, PG, PG Diploma & Ph.D. stay in the hostels. There are designated Boys and Girls hostels where boys and girls of different courses reside in separate compounds.

The Hostels' administration functions under the supervision of:

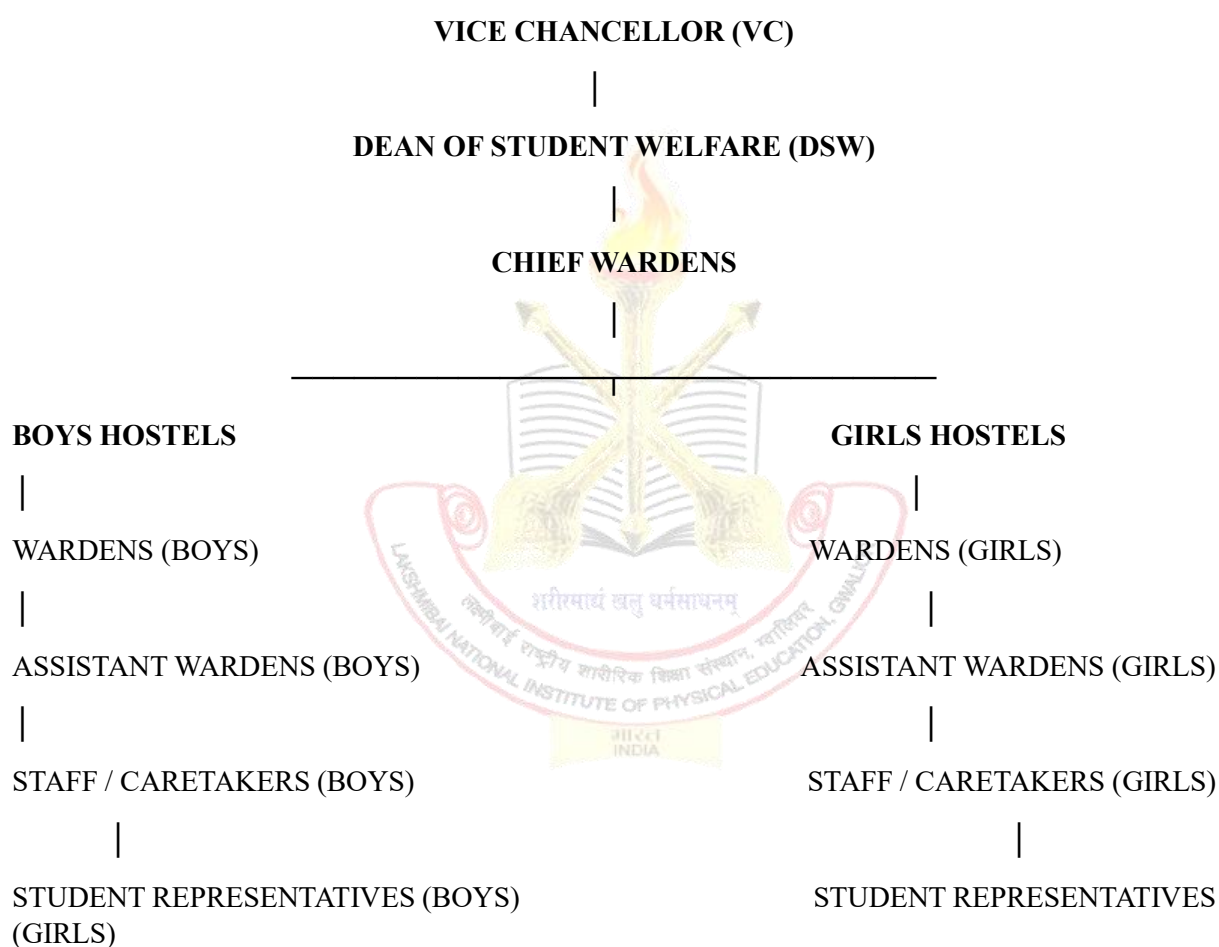
- **Vice Chancellor**

- **Dean Students Welfare**
- **Chief Wardens (Separate for Boys & Girls Hostels)**

The **Hostel Administration Committee** manages day-to-day operations, separately for boys and girls, although governed by near similar structures and policies.

8. ORGANOGRAM

Hostel Management Organogram



9. ROLES AND RESPONSIBILITIES

Chief Wardens

- Overall supervision of respective Hostels
- Implementation of hostel rules
- Chairing hostel disciplinary committee

- Coordination with security, medical, and maintenance departments
- Reporting to Dean Students Welfare

Hostel Wardens

- Day-to-day hostel administration
- Discipline and welfare of residents
- Supervision of hostel staff
- Monitoring cleanliness and facilities

Assistant Wardens

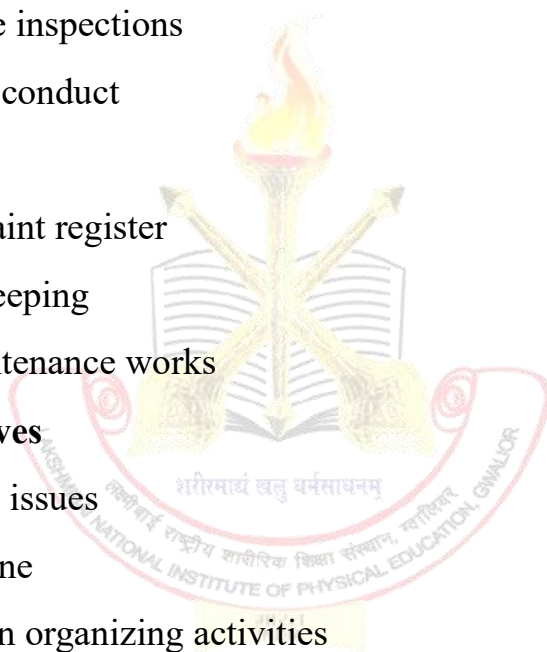
- Assist wardens in supervision
- Conduct surprise inspections
- Monitor student conduct

Hostel Caretaker

- Maintain complaint register
- Monitor housekeeping
- Coordinate maintenance works

Student Representatives

- Represent hostel issues
- Promote discipline
- Assist wardens in organizing activities



10. HOSTEL ADMISSION PROCEDURE

1. Hostel accommodation is mandatory for regular students unless exempted.
2. Admission is granted based on institute rules.
3. Students must submit:
 - Hostel admission form
 - Undertaking of hostel rules
 - Anti-ragging affidavit (UGC requirement)

11. HOSTEL CODE OF CONDUCT

Residents must:

- Maintain discipline and decorum.
- Follow hostel timings.
- Respect fellow residents and staff.
- Avoid substance abuse and misconduct.
- Strictly comply with **anti-ragging regulations** and Hostel Rules.

Violation may result in disciplinary action as per recommendation of various discipline related committees of the Institute which may include:

- Warning
- Fine
- Suspension from hostel
- Expulsion

12. SAFETY AND SECURITY

- 24×7 security personnel
- CCTV monitoring
- Entry/exit registers
- ID verification
- Night attendance via assembly at a fixed time as per change of weather.

13. HEALTH AND HYGIENE

- Regular sanitation of hostels
 - Periodic pest control
 - Medical assistance through **LNIFE Health Centre**
 - Sick meal facility if required
-

14. STUDENT WELFARE AND LEADERSHIP DEVELOPMENT

1. Cultural and Social Engagement

Residential life promotes cultural exchange through:

- festivals and cultural celebrations
- student interaction programs
- community engagement activities

These activities strengthen social bonds among students.

2. Academic Support Environment

Hostel environments support academic development through:

- quiet study hours
- study spaces
- peer academic support

Students are encouraged to maintain a balance between academics, sports, and personal growth.

3. Residential Engagement Programs

The institute may organize activities such as:

- leadership development workshops
- health awareness programs
- personality development sessions
- community service activities

These initiatives strengthen the residential learning ecosystem.

15. GRIEVANCE REDRESSAL MECHANISM

Students may register complaints through:

1. Hostel complaint register
2. Online grievance portal
3. QR complaint system
4. Suggestion boxes

5. Direct reporting to wardens

16. COMPLAINT ESCALATION FRAMEWORK

Level 1

Hostel Caretaker / Warden

Resolution: within **24–48 hours**

Level 2

Chief Warden

Resolution: within **3–5 days**

Level 3

Hostel Disciplinary Committee

Level 4

Dean Students Welfare / Vice Chancellor

17. DISCIPLINARY PROCEDURE

1. Written complaint received
 2. Preliminary inquiry
 3. Show cause notice issued
 4. Hearing before committee
 5. Decision communicated
-

18. Monitoring and Continuous Improvement

The effectiveness of residential life initiatives shall be evaluated through:

1. student feedback surveys
2. hostel committee meetings
3. annual residential life reports

Findings will be used to improve residential services and programs.

19. Residential Life Best Practices

Best practices recommended for residential life include:

- regular hostel meetings with wardens
- feedback systems for residents
- conflict resolution mechanisms
- student mentoring systems
- residential community programs

20. ANNEXURES

Annexure 1 – Hostel Admission Form

Annexure 2 – Hostel Undertaking Form

Annexure 3 – Complaint/Grievance Form

Annexure 4 – Maintenance Request Form

Annexure 5 – Disciplinary Inquiry Format

Annexure 6 – Annual Hostel Report Format



Annexure 1 – Hostel Admission Form

Lakshmibai National Institute of Physical Education, Gwalior Hostel Admission Form

1. Student Details

- Name: _____
- Gender: _____
- Course & Year: _____
- Department: _____
- Enrolment/Registration/Roll No.: _____
- Date of Birth: _____
- Aadhaar No.: _____

2. Contact Details

- Mobile No.: _____
- Email ID: _____

3. Permanent Address

4. Parent/Guardian Details

- Name: _____
- Relation: _____
- Contact No.: _____
- Address: _____
- Email ID: _____

5. Medical Information

- Blood Group: _____
- Any illness/allergy: _____
- Regular medication (if any): _____

6. Hostel Details

- Hostel Name: _____
- Room No.: _____
- Date of Admission: _____

Declaration:

I hereby declare that the information provided is true and I agree to abide by hostel rules.

Student Signature: _____

Date: _____

Warden Signature: _____



Annexure 2 – Hostel Undertaking Form

Hostel Undertaking by Student

I, _____ (Name), student of _____
(Course), hereby undertake that:

1. I will abide by all hostel rules and regulations.
2. I will maintain discipline and decorum in the hostel premises.
3. I will not indulge in ragging or any prohibited activity.
4. I will respect fellow residents and hostel staff.
5. I will be responsible for institute property allotted to me.
6. I will follow safety and security protocols of the hostel.

I understand that violation of rules may lead to disciplinary action.

Student Signature: _____

Date: _____

Parent/Guardian Undertaking

I, _____, parent/guardian of the above student, agree to the hostel rules and will cooperate with the institute authorities.

Signature: _____

Contact No.: _____

Annexure 3 – Complaint / Grievance Form

Hostel Complaint / Grievance Form

1. Name of Student: _____

2. Hostel & Room No.: _____

3. Contact Number: _____

4. Nature of Complaint (Tick):

☐ Maintenance

☐ Discipline

☐ Safety

☐ Mess

☐ Others (Specify): _____

5. Details of Complaint:

6. Date of Incident: _____

7. Supporting Documents (if any):

Signature of Student: _____

Date: _____

For Office Use:

• Received By: _____

• Action Taken: _____

• Status: ☐ Pending ☐ Resolved

Annexure 4 – Maintenance Request Form

Hostel Maintenance Request Form

1. Name: _____

2. Hostel & Room No.: _____

3. Contact No.: _____

4. Type of Issue:

☐ Electrical

☐ Plumbing

☐ Furniture

☐ Cleanliness

☐ Others: _____

5. Description of Problem:

6. Date of Complaint: _____

Signature: _____

Office Use:

- Complaint No.: _____
- Assigned To: _____
- Date of Resolution: _____
- Status: ☐ Pending ☐ Completed

Annexure 5 – Disciplinary Inquiry Format

Hostel Disciplinary Inquiry Report

1. Case Number: _____

2. Date of Incident: _____

3. Name of Student(s) Involved:

4. Hostel & Room No.: _____

5. Nature of Offense:

6. Brief Description of Incident:

7. Statement of Student(s):

8. Witness Statements (if any):

9. Findings of Inquiry Committee:

10. Action Recommended:

11. Final Decision:

Signatures:

• Warden: _____

• Chief Warden: _____

• Committee Members: _____

Annexure 6 – Annual Hostel Report Format

Annual Hostel Report

Academic Year: _____

1. General Information

- Name of Hostel: _____
- Total Capacity: _____
- Total Occupancy: _____

2. Administration

- Name of Warden: _____
- Staff Details: _____

3. Major Activities Conducted

4. Student Welfare Initiatives

5. Maintenance & Infrastructure Status

6. Complaints & Grievances Summary

- Total Complaints Received: _____
- Resolved: _____
- Pending: _____

7. Disciplinary Cases

8. Health & Safety Measures

9. Best Practices

10. Challenges Faced

11. Suggestions for Improvement

Warden Signature: _____

Date: _____

