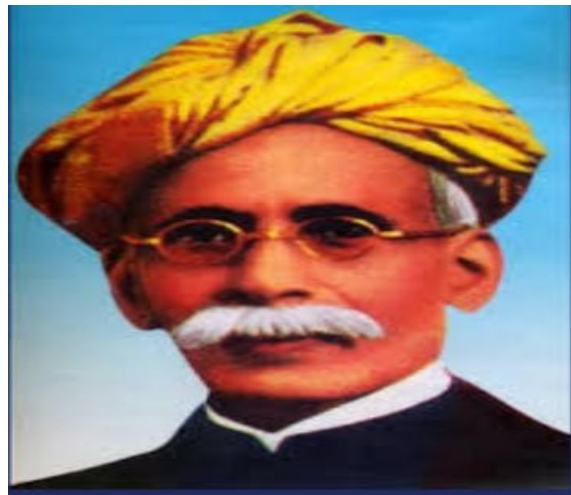


# A PROFILE OF MADHUSUDAN OLD HOSTEL



## SHAILABALA WOMEN'S (AUTO) COLLEGE, CUTTACK 2023-24





## MESSAGE

I am extremely happy to learn that Madhusudan Old Hostel of our college is publishing its profile. It reflects all the matter related to the hostel. Such report will certainly provide valuable information about all kinds of activities of the hostel.

I wish all the best to staffs and boarders of the hostel on this occasion.

I wish this publication a grand success.

**Prof (Dr.) Gayatri Biswal**

**Principal**

**Shailabala Women's Autonomous College**



## From Superintendent's desk.....

Madhusudan Old Women's Hostel is publishing a report-cum-profile of the hostel. It provides all kinds of information about the hostel. The information is collected from the office of the principal of the college and office of the superintendent of the hostel. We have compiled this information and presented it in a nutshell.

In this connection I would like to thank our principal Dr.(Prof) Gayatri Biswal for inspiring us. I would like to extend my thanks to the Asst. Superintendent Smt. Aradhana Nayak, the accountant of the hostel Mr. Jitendra Kumar Sahoo, office assistant of our hostel Mr.

Rajesh Kumar Sahoo, staff, office bearers and boarders of the hostel.

I wish all the best to our staff and boarders of Madhusudan Old Hostel.

Dr. Mausumi Pattnaik

Superintendent

## Content

<u>Sl No:</u>	<u>Topic</u>	<u>Page No</u>
<u>1.</u>	A brief History	01
2.	Infrastructure	03
3.	Present staff position	04
4.	Boarders strength	05
5.	Head of accounts of admission fees	06
6.	Rules	07-14
7.	Admission and Boardings rules	

8.	Hostels disciplines	
9.	Election of Hostel Union	
10.	Menu chart	
11.	Facilities provided	
12.	Best practices	17
13.	Future plan	18
14.	Present office Bearers	
15.	Achievers	
16.	Activities	

## **A BRIEF HISTORY**

Madhusudan Old Hostel of Shailabala women's (Auto) college was established in 18th December, 1957. It was inaugurated by Hon'ble RAJA SHRI S.N. BHANJA DEO OF KANIKA, MINISTER WORKS ODISHA .



# INFRASTRUCTURE

## HOSTEL BUILDING COMPRISES OF

Office room 01	-	
Superintendent with bathroom	-	01
<b>Matron room with bathroom</b>	<b>-</b>	<b>01</b>
Visitor's room 01	-	
Study room 01	-	
Store room 01	-	
Kitchen room 01	-	
Dining room 01	-	
Bed room 26	-	
Bath room 16	-	
Toilet 18	-	
Lending library 01	-	

## **PRESENT STAFF POSITION**

Superintendent	-	Dr. Mausumi Pattnaik
Asst. Superintendent	-	Dr. Aradhana Nayak
Accountant	-	Jitendra Kumar Sahoo
Office Assistant	-	Rajesh Kumar Sahoo
Matron	-	Manjula Mohapatra
Asst. Matron	-	Ranjita Mishra
Lady Attendant	-	Sundari Mallik
Lady Attendant	-	Sulochana Barik
Cook	-	1. Binod Kumar Rana 2. Damodar Acharya 3. Ramesh Dalai
Cook Assistant	-	1. Sukanti Kundu 2. Rina Mohanty



		3. K. Laxmi
		4. G. Bulekama
Watchman	-	1. Rajendra Giri
		2. Indramani Rout
Sweeper	-	1. Meena Nayak
		2. Ranjita Naik
		3. K.Rani

## BOARDERS STRENGTH

Number of Boarders Admitted During This

Year

Room No	No of Boarder
1	8
2	8
3	6
4	7
5	8
6	8
7	8
8	8
9	8
10	8
11	8
12	8
13	8
14	8
15	8

16	-	8
17	-	8
18	-	8
19	-	5
20	-	8
21	-	5
22	-	6
23	-	2
24	-	2
Common room	-	3
Hall	-	30

**SHAILABALA WOMEN'S COLLEGE, CUTTACK**  
**MADHUSUDAN OLD HOSTEL**  
**ADMISSION FEES FOR THE SESSION ,2023-24**

SL. NO	HEAD OF ACCOUNT	MONTHLY	AMOUNT
1	ESTABLISHMENT DUES:	525x12	6300.00
2	ELECTRICITY DUES & MAINTENANCE	120x12	1440.00
3	WATER CHARGES DUES	20x12	240.00
4	MEDICINE DUES	2x12	24.00
5	ANNUAL DAY CELEBRATION DUES		20.00
6	HOSTEL IMPROVEMENT DUES		10.00
7	UTENSIL DUES		10.00
8	MAGAZINE,C.R & LIT.SOCITY DUES		24.00
9	FURNITURE DUES		10.00
10	S.S.G DUES		10.00
11	FESTIVAL DUES		12.00
TOTAL ADM/RE-ADMISSION DUES:			8100.00
12	HOSTEL CAUTION MONEY		5.00
13	MESS CAUTION MONEY		50.00
14	OTHER CAUTION MONEY		15.00
TOTAL			70.00
1	ADMISSION CHARGE		8100.00
2	FOODING CHARGE	1800x2	3600.00

		GRAND TOTAL:	11770.00
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N.B: FOODING

(R. S=1800/- for current month)

(R. S=1800/-for Advance & Adjusted in the end of session)

# RULES

1. ADMISSION AND BOARDING RULES
2. HOSTEL DISCIPLINE
3. ELECTION AND HOSTEL UNION

## ADMISSION & BOARDING RULES

1. **Admission** - Applicants for admission to hostel must apply in the proper form duly filled in and signed by them as well as on to hostel must a guardian to the principal of the college along with their applications for admission to the college, Seats will be centrally selected and allotted after the admission.

2. **Control** - Students living in the hostel will be under the direct control of the Head of the Institution not only during college hours but also at all other times.

3. **Leave of Absence** - Leave of absence from the hostel must in all cases be obtained 24 hours in advance from the Hostel Superintendent or as the hostel authority may direct. It will not be granted unless a written request is made by the parent or the guardian.

4. **Overstaying Leave** - A boarder may overstay leave if she brings a satisfactory written explanation from her parent or guardian. If no satisfactory explanation is produced disciplinary action may be taken.

5. Application for withdrawal of boarder ship should be made by guardians. No boarder will be permitted to leave a hostel without prior permission of the Superintendent who will ascertain that all dues to the hostel have been paid before departure.

6. The hostels are closed during the vacation.

7. **Forbidden practices**

The following practices are forbidden in all hostels: - →

- The entry of any person unauthorized by the Principal/ Superintendent into the hostel.
- The bringing of paper, periodicals not on the list of papers and periodicals approved by the Government into the Hostel Common Room.
- Singing or playing musical instrument except during hours authorized by the Superintendent.
- The holding of any meeting except with the approval of the Superintendent.

**8. Boarding Arrangement** - No boarder will be permitted to have her meals in any part of the hostel other than the dining hall.

9. Boarders are responsible for the furniture issued to them and are required to make payment for any damage or breakage.

**10.Visitors** - Only boarders are ordinarily permitted to enter the hostel premises the following rules indicate the exceptions that may be made. Parents, local guardians and those visitors whose names are given in the admission forms by the parents are entitled to visit their wards during the Visiting hours. Visitors will meet their ward on Saturdays and Sundays only from 4 p.m. to 6 p.m. No visitors are allowed after 7 p.m. except in emergency cases.

**11. Common Room**-The Common Room of the hostel provides selected newspaper and periodicals for the use of the boarders. Rules for the use of the common room should be framed by the superintendents.

**12. Hostel Dues** - The hostel fees are collected on the 5th, 10th, 15th and 25th of the month. Boarders who fail to pay on or before the 30th will pay a fine of Rs. 50/- p.m.

13.The following will be considered as breach of the discipline.

- Absence from the hostel without leave permission.
- Continuous neglect in study.
- Want of cleanliness and tidiness in the room.
- Spitting in the rooms and verandas and throwing garbage.
- Absence from the hostel in the evening without prior permission of the superintendent.

- Writing on or in any other way disfiguring the wall, doors or windows of the building.
- Holding any special meeting in the hostel without the approval of the superintendent.
- Misconduct of any other description.

14. Students may be removed from the hostel on the report of the superintendent.

15. In case of communicable disease, the hostel authorities may expel the student from the hostel if she refuses to be isolated.

16. The local guardians are generally allowed to take their wards out on permission of the superintendent once a month.

17. All letters and communications etc. are to be sent and received through the Superintendent or Assistant Superintendent. Boarders are not allowed to post their own letters.

18. There will be a roll call in the evening after prayer at 6. PM.

19. Complete silence will be observed in the hostel after the roll call.

20. Student admitted to the college hostel are directed to give their telephone numbers and address where their guardians can be intimated in emergency.

21. Hostel Mess

- A mess committee consisting of the Secretary +3 or PG Final Year student and Assistant Secretary who will assist the hostel authorities in running the mess in normal situation. The superintendent is authorized to make changes if required.
- When a boarder falls sick, the superintendent immediately takes the boarder to the health center for treatment and parents are informed accordingly. Till the arrival of parents, the hostel takes utmost care of the student.
- Mess will function depending on the number of students on the re-opening day

**22. Establishment Charges:** - When a boarder joins the hostel irrespective of the date of joining, she has to pay full establishment charges for that month. Also, if a boarder leaves the hostel in the middle of the month, she has to pay full establishment charges for that month.

23. **Medical Supervision:** - The Medical officer will visit the hostel on requisition. 24. Other rules and regulations in the hostel may be introduced by the

## HOSTEL DISCIPLINE

1. Only boarders are permitted to enter the hostel.
2. Parents, Local Guardians and Visitors are entitled to visit their wards during the visiting hours.
3. Visitors will meet their wards on Saturdays & Sundays in the following time.  
Saturday 4.00 PM to 6.00 P.M  
Sunday- 9.00 A.M to 6.00 P.M
4. No visitors are allowed after 6.00 PM except in the case of emergency.
5. Identity cards will be supplied to the visitors & Local guardians with proper I-card remain the same as per previous guidelines. However, in case of emergency with due information to the superintendents/Asst. Superintendents they will be allowed to meet their wards.
6. Identity cards will be supplied to the visitors & local guardians while they come to meet their wards. They must bring their identity cards.
7. No boarders can leave the hostel as and when they want. They must take prior permission before leaving the hostel from hostel authority. No boarders are allowed to leave hostel after 6.00 P.M except in medical case.
8. During working days boarders are not permitted to miss the class or remain absent from the hostel.

9. Every boarder should inform their guardians not to make phone calls during study hour's i.e. from 7.00 PM to 9.00 P.M.

10.All are advised to pay the hostel dues in time.

11.All should maintain discipline harmony and maintain cleanliness and hygiene inside the hostel. 12.Dress Code while going outside should be observed.

13.Students are permitted to wear casual dresses from Saturday 4.00 p.m to Sunday 6.00 p.m. They may wear decent casual dress with college ID and Hostel ID card and produce the same whenever asked for.

14.Holding of any meeting without the approval of the hostel authority is not permitted.

15.No boarders shall remain absent from the hostel; during the prayer class and study hour without prior permission of the Superintendent.

16. Boarders should in all cases obtain the permission of the Principal through the Superintendent before joining any competition or meeting outside the college.

17. Boarders are not permitted to use Heater, Radio and musical instruments in their room.

18.There will be a roll call every day in the evening after prayer class.

19.Maintaining silence and discipline will be observed in the hostel campus.

20.Boarders are directed to give the telephone number of their guardians and local guardian in case of emergency if situation arises.

21.Students taking admission in hostels are to abide by all rules and they are required to accommodate themselves in existing conditions. An undertaking to this effect duly signed by the student is to be submitted at the time of admission.

22. A boarder should not take away any property from the Common Room e.g. papers etc. belonging or the Common Room without the permission of the proper authorities.

23.No noise or disturbance should be made in the Common Room. The opening hours of the Common Room will be fixed by the superintendent.



## **ELECTION & HOSTEL UNION**

The boarders will elect democratically the office bearers for the hostel each year. They will elect one General Secretary, one Asst. General Secretary, one Garden Secretary, one Asst. Garden Secretary, one Health Secretary, one Asst. Health Secretary, one Common Room Secretary, one Asst. Common Room Secretary, one Mess Secretary, one Asst. Mess Secretary, one Dramatic Secretary and one Asst. Dramatic Secretary, one library secretary and one Asst. library secretary, One Sports Secretary, One Asst. Sports Secretary, Every Class Representative.

**Hostel Union:-** The objective of the Hostel Union is to promote the corporate life of boarders. Annual function will be held collectively:

- (a) All boarders automatically become members of the Hostel Union.
- (b) Union meeting are held from time to time to arrange regular discussion on literary, social and economic subjects.
- (c) The affairs of the Union shall be managed by an Executive Committee constituted by elected representatives.
- (d) All important matters reading to the mess, reading room, sanitation, hygiene, games and garden etc. will be placed before the Hostel Executive Committee. The Superintendent will be Ex-official member of it, The Committee shall consist of the following Secretaries and members in charge.

- (i) Superintendent - Ex-officio Member and President.
  - (ii) One/Two Assistant Superintendents - Ex-officio Members.
  - (iii) One General Secretary and One Asst. General Secretary.
  - (iv) One Garden Secretary and One Asst. Garden Secretary.
  - (v) One Health Secretary and One Asst. Health Secretary.
  - (vi) One Common Room Secretary and One Asst. Common Room Secretary.
  - (vii) One Mess. Secretary and One Asst. Mess Secretary.
  - (viii) One Dramatic Secretary and One Asst. Dramatic Secretary.
  - (ix) One Library Secretary and One Asst. Library Secretary.
  - (x) One Sports Secretary and One Asst. Sports Secretary.
  - (xi) Every Class Representative.
  - (xii) Two Cultural Jury Member.
- (e) Any casual vacancy in the Executive Committee shall be filled up by election, but the President may nominate a member of the Union to hold that office till the bye-election is held.
- (f) The meeting of the Executive Committee shall be held at least once in each term.
- (g) No meeting of the Executive Committee should be held unless the President or the Vice-President is present.
- (h) The President may suspend or remove any member or office-bearer of the Executive Committee if her work is not satisfactory or if she is guilty of misconduct or if it is necessary in the interest of the Union.
- (i) The action of the President shall be final and it cannot be raised or discussed in any meeting of the Union or the Executive Committee.
- (i) Any Amendment of the constitution or the rules can be recommended by the Committee to the President provided it is accepted by two thirds of members present in the meeting or a special meeting called for the purpose.
- (k) Notwithstanding anything contained in the construction or the rules, the Superintendent has the right to veto all proposals made either by the Union or

the Executive Committee to change or modify any of the provisions of the construction or the rules.

## MENU CHART

(SUBJECT TO CHANGE AS PER SESSION)

DAY	BREAKFAST	LUNCH	DINNER
SUNDAY	Rice, dahi kadhi, mix veg	Rice, dal, chicken curry/ chilli-paneer, sweet, salad	Roti, soyabean , sweet
MONDAY	Rice, dalma, potato chutney	Rice, dal, besan curry, khata	Puri, matar curry
TUESDAY	Rice, dal, buta curry	Rice, dal, matar-paneer, chips	Pitha, curry
WEDNESDAY	Rice, dal, chole curry	Rice, dal, fish/chilli-soya, salad	Roti, daltadka

THURSDAY	Rice, dalma, patato chutney	Rice, dal, mix-veg, pampad	Idly, curry
FRIDAY	Rice, dal, matar curry	Rice, dal, egg/piaji, patato- curry, vaja	Upma, curry
SATURDAY	Rice, dal, buta curry	Rice, dal, potal-curry, dahi- baigana	Dosa, samber, chutney

### FACILITIES PROVIDED TO BOARDER

1. Acqua guards with cool water
2. Lending Library
3. Well-equipped study room
4. Well-furnished bathroom
5. Well-furnished dining hall
6. Newspaper and magazines
7. Assembly Hall
8. wi-fi
9. solar panel
10. cc tv

## **BEST PRACTICES**

1. Greenery
2. Use of LED Bulbs as a step towards power conservation
3. Cleanliness of hostel premise
4. Hygiene and sanitation
5. Develop awareness to increase cooperation among Boarders
6. Study hours maintained properly
7. Help the visually impaired Boarders
8. Every religious festive celebration

## **FUTURE PLAN**

1. Provides Staff Quarters to employees of the hostel.
2. Massive tree plantation in the waste land of the hostel
3. Bio-gas plant

## OFFICE BEARES OF THE HOSTEL



GENERAL SECRETARY  
SRADHANJALI SINGH



MESS SECRETARY  
SANJIBANI SAMANTARAY



LIBRARY SECRETARY  
ROMALI ROJALIN



DRAMATIC SECRETARY  
SOUMYA SIMRAN



HEALTH SECRETARY  
ABHILIPSA NAYAK



COMMONROOM SECRETARY  
SOUMYASHREE PANDAB



SPORTS SECRETARY  
SUBHASHMITA NAYAK



GARDEN SECRETARY  
DEBASMITHA MAJHI



JURY MEMBER  
DIPTIMAYEE SAMAL





CLASS REPRESENTATIVE  
(+3 3<sup>rd</sup> YEAR)  
PRIYADARSHINI SAISMITA

## REPUBLIC DAY





**INDEPENDENCE DAY**



**WELCOME CEREMONY**





## FAREWELL CEREMONY





## AWARENESS PROGRAM



## GANESH PUJA



## SARASWOTI PUJA



# FRIENDSHIP DAY



# FESTIVE CELEBRATION



**INTER-COMMUNITY CELEBRATION**



