

KAPILVASTU MULTIPLE CAMPUS

Hostel Monitoring Checklist

- The Hostel Monitoring shall be conducted by IQAC
- The monitoring shall be at-least once in six month.
- The corrective measures recommended on last monitoring visits shall be observed in priority.
- The hostel warden / in charge shall accompany the monitoring team.

Date of Monitoring:

Monitoring Team Members:

Name	Designation	Signature

Instructions:

- Please marked ticked (✓) in
 - Yes if criteria is met,
 - No if criteria is not met
 - NA if criteria is not applicable^[11]_{SEP}
- Mention corrective measure if ticked on "NO"



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Criteria	Yes	No	NA	Corrective Measures
The general area is tidy, neat and clean.				
The passage /floor areas are clear of obstructions and trip hazards.				
Floor surfaces/coverings are labelled, not slippery and are in good condition.				
Staircases are in good condition with bar handle.				
There is proper and safe supply of electricity in the hostel.				
The water supply for the cleaning purpose is filtered and enough as per student number (At-least 100 litre per student)				
The drinking water purification is well maintained.				
Water purification test for both cleaning and drinking water in last six month.				
The tag is displayed in every room, hall, kitchen, garden office etc.				
The number of student in each room is in justifiable way as per the room size.				
The mattress, bed cover, pillow are clean and comfortable.				
There is at-least 1 toilet with hand washing facility & bathroom for 8 boys and 1 toilet with hand washing facility & bathroom girls				
There is at-least one drinking water station for 50 students.				

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Criteria	Yes	No	NA	Corrective Measures
There are separate bathroom and toilet facilities for staff.				
All the equipment in the toilet and bathroom are properly working with no damage or leakage.				
There is proper drainage system for toilet, bathroom, & kitchen.				
There is proper area with sunlight for drying clothes.				
The floor / wall / window grill and door of student room is clean.				
The dinning area is enough to accommodate at-least 70 % of students.				
The kitchen is clean and well maintained.				
There is enough storage for food for a week except green vegetables.				
On the day of monitoring food is cooked as per the weekly food plan.				
The number cooking and eating utilities are enough for at-least 20 % more than total number of student & staff in hostel.				
All cylinders are at least 3m away from ignition sources, combustible material and are stored according to dangerous goods class with compatible gases.				
Cylinders, pipes and valves are protected from mechanical damage.				
Exit doors are marked, clearly visible and can be opened from inside				
The Fit Aid Facility is in accessible location for every student.				
An Emergency Evacuation Diagram (from FMD) is located in the near vicinity and is clearly displayed.				



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Criteria	Yes	No	NA	Corrective Measures
Fire equipment (fire blanket, extinguisher, hose reel) is accessible and clear of obstruction.				
Hazardous equipment, chemical, and materials are not accessible to student and kept separately in well-maintained way.				
Proper locking system of the main entry point of hostel.				
External seating area is available and safe				
There is presence of enough dustbins according to the waste types.				
The study room has enough space for 50 percentages of the students.				
The student has proper connection to the internet facility.				
The complain box is hanged in the accessible area for the student.				
There is improvement as per last monitoring visit corrective measure recommendation.				



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