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GOVERNMENT OF ASSAM
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OFFICE OF THE PRINCIPAL :::::::::ASSAM ENGINEERING COLLEGE
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ORDER

Strict Compliance with Hygiene and Safety Guidelines in Student Hostels

To ensure a healthy, secure, and conducive living environment for all residents, all Hostel Superintendents, Caretakers, matrons and Student Welfare Monitors must strictly enforce the following hygiene and safety protocols with immediate effect. Non-compliance will be viewed seriously and handled according to institutional policy.

1. Hygiene and Sanitation Protocols

- **Daily Cleaning:** Caretakers must ensure all corridors, common areas, and washrooms are thoroughly cleaned daily. Hostel welfare monitor will also supervise and maintain a log.
- **Water Quality:** Caretakers must check water purifiers and coolers weekly. Filter replacement logs must be maintained. **Since AEC faces severe monkey menace, Hostel Superintendents will ensure the overhead tanks are properly sealed and the caretaker checks the tanks daily twice.**
- **Waste Management:** Dry and wet waste must be segregated. Trash cans in common areas must be emptied every evening and maintained with proper liners.
- **Pest Control:** Superintendents must schedule half yearly professional pest control services for all rooms, mess areas, and washrooms.
- **Matron:** Matron of girl's hostel will supervise the cleanliness of the girl's Hostels.
- **Hostel Superintendents, Matron**, **Caretakers** along with **hostel welfare monitor** will be held responsible if it is seen that the hostel premises are not clean during surprise visits.

2. Mess and Dining Hall Hygiene

- **Food Safety:** The kitchen staff must wear clean outfit. Raw ingredients (rice, atta, pulses, masalas etc.) must be stored in airtight containers **off the floor**. **Vegetables will not be kept on the floor**. Superintendents/Hostel Mess Committee will ensure that sufficient storage boxes are available.
- **Utensil Sterilization:** All plates, spoons, and cooking vessels must be washed properly with food-grade detergents.
- **Surveillance:** Student/Hostel Welfare Monitors must conduct random daily inspections of food quality and kitchen cleanliness, logging findings in the register.
- **Mess Discipline:** Student Welfare Monitors must ensure that the food is consumed in the dining hall and not taken to the rooms of the students.

- **Entry of Animals:** Student Welfare Monitors must ensure that the hostel premises are free of stray animals at all times.

3. Safety and Security Measures

- **Entry and Exit Logs:** Caretakers must maintain a strict biometric or manual register for all students and authorized visitors. No outsiders are permitted past 8:00 PM without written approval of Superintendent
- **Fire Safety:** Superintendents must ensure all fire extinguishers are serviced, unexpired, and accessible. Emergency exit routes must remain completely clear of storage or debris.
- **First Aid and Medical Support:** A fully stocked first-aid kit must be available at the caretaker's desk at all times. Emergency contact numbers for nearby hospitals and campus security must be prominently displayed.
- **Infrastructure Checks:** Caretakers must conduct weekly audits of electrical fixtures, geysers, and structural defects, reporting any hazards immediately to the maintenance cell.

4. Roles and Reporting Hierarchy

- **Hostel Welfare Monitors:** Act as the primary bridge between residents and administration. Report hygiene lapses or safety hazards to the Caretaker immediately.
- **Caretakers and Matrons:** Responsible for ground-level execution, supervising cleaning staff, and maintaining daily logs. Report unresolved issues to the Superintendent.
- **Hostel Superintendents:** Hold overall accountability for the hostel. Must conduct weekly surprise inspections and submit a **monthly safety and hygiene** compliance report to the undersigned.

(Dr. Amrita Ganguly)
Principal
Assam Engineering College
Guwahati-13.

Memo No : AEC/SWD/Hostel/ 2402

Dated 06/11/2026

Copy to:
1. All Hostel Superintendents, AEC.
2. GS, AECSU.
3. All Hostel Monitors.
4. Nodal Officer, Student Affairs.
5. College Website.

Principal
Assam Engineering College
Guwahati-13.