



IRTMTC HOSTEL

**MAKE YOUR STAY
PLEASANT AND PURPOSEFUL**

GUIDELINES FOR ALL OCCUPANTS



**HOSTEL No.1
CAPACITY- 54 rooms**



HOSTEL No.2
CAPACITY-36 Rooms



HOSTEL No.3
CAPACITY- 40rooms

Indian Railways Track Machines Training Centre, Allahabad

Welcome Dear Trainees and Guest Occupants,

It is our endeavor to make your stay pleasant, enjoyable, purposeful and memorable. To achieve this, certain minimum principles of decorum have to be observed by all. The following guidelines should therefore be followed:

1. The IRTMTC Hostel is for your comfortable stay. Kindly help us in every possible way to maintain cleanliness and calmness.
2. While checking in, it is hoped that you have made entries in the Register maintained at the hostel in a neat and complete manner.
3. Inform the Hostel Care taker and handover the keys when you vacate the room at the time of departure.
4. Do not bring guests in the hostel.
5. Family is normally not allowed in hostel.

6. Visitors/Guests are not allowed to stay in the room during night. The trainee may meet his visitors in lounge, dining hall and common (recreation)hall only; they may not be taken to the rooms.
7. Peons/Personal servants should not be brought by the trainees to IRTMTC and they are not permitted to stay or remain in the hostel premises.
8. Help in keeping the rooms and common are as neat and clean. Do not through waste at random, use the dust bin only.
9. Do not cause stains on the walls.
10. Do not deface the wall, table, window panel etc by writing or pasting phone numbers, addresses, etc. Do not cause any damage or loss to the fixture, paintings/pictures, etc in the rooms and corridors. Do not displace articles/furniture kept in the room. Keep them in order and replace them in their respective places.
11. Do not carry the belongings of the hostel outside. A list of articles kept in the room is shown in **Annexure-A**. The occupants is advised to check availability of these in the room while checking in, as he will have to account for them while leaving.
12. The trainee is expected to maintain decorum by ensuring that his actions do not disturb other inmates. He must exchange pleasantries while meeting other fellow trainees or faculty members. **Annexure-B** embodies the manners and etiquette to be observed by civilized society in general and at common places in particular, such as common hall and dining hall. It will be nice if the trainee adopt these manners, not only during their stay at IRTMTC, but forever. They should not hesitate to guide other trainees, with a friendly approach.
13. While attending the dining hall, lounge and common room, one must be in proper dress i.e. trouser & shirt. **Lungis, Pyjama, night dresses, sports shirts, rubber chappals etc. are not permitted, even on holidays.** This dress regulation should be followed while attending the classes in IRTMTC and during study tour also.
14. Mess is managed on co-operative basis exclusively by the Mess Committee of the trainees constituted through their nominated Mess Representatives (MRs).The MRs are elected by the trainees themselves through voice vote from all running batches in the ratio of 1:15 i.e. 1 MR for every 15 trainees or part thereof of all running batches. The responsibility of Mess Committee is to ensure preparation and service of good quality food to all trainees with management of funds in the most transparent manner. On every Monday, weekly menu of food is decided by the Mess committee. The daily rate of food is worked out on the monthly basis by the Mess Committee and displayed on the Hostel Notice Board, duly signed by all MRs. **IRTMTC officers and staff are in no way associated with mess management. The Hostel-in-charge and the Hostel Caretaker may assist the MRs, to the extant required, for smooth functioning of mess, without owning any financial responsibilities.**
15. A well equipped Dining Hall (Mess) with seating capacity of 120persons exists. The timings for the messing services are as under:

Morning Tea	06:00to06:30hrs.	All in the Dining Hall.
Breakfast	08:00to09:00hrs.	
Lunch	12:45to13:45hrs.	
Evening Tea	17:00to17:30hrs.	
Dinner	20:00to21:00hrs.	

16. On holidays, forenoon tea will be served at 11:00hrs in the Dining Hall and on the working days in the Training Centre.

17. Under very exceptional circumstances such as illness, etc. food can be served in the room, only on the specific approval of Hostel-in-charge.
18. The trainee desirous of having dinner after 21:00 hrs may inform the Caretaker in advance. The dinner for such trainees will be kept served in the Thali duly covered on the dining tables. This will be permitted occasionally only.
19. The trainees should accompany the MR by turn and associate in the purchase of vegetables and other food items.
20. While leaving room, all valuables must be kept inside the Almirahs provided in the room and locked. The suitcase should also be kept locked. This must be ensured without fail, as the rooms are visited by the persons connected with you and safai walas for cleaning, making up of beds, etc. in your absence. The trainee would himself be responsible for any loss of valuables due to non-compliance of this rule.
21. While leaving the room, make sure that the water taps are closed and switch off the unwanted electrical appliances. In case of defect to this necessary entry may be made in the Complaint Register, kept in the Caretaker room. Use of electric heater and press is not allowed in the room.
- 22. Consumption of liquor is not permitted in the hostel premises. Smoking is prohibited in corridors, lounge, dining hall and recreation hall.**
23. Bed sheets and pillow covers are changed twice a week or when the occupant changes. The Caretaker has instructions to obtain signature in a register in token of having changed the linen. For laundry facilities i.e. washing of the trainee's own clothes and dry cleaning on payment, washer man reports hostel daily. Please enquire from the Caretaker.
24. Newspapers, magazines and sports items such as Table tennis balls and bats, Badminton rackets, Shuttle cocks, Volleyball, Foot ball; Carom, Chess, etc. are supplied by the hostel.
25. The Common (recreation) hall has a TV with cable connection and a Music System.
26. No private viewing of video films is permitted in the hostel rooms. No TV or VCD/DVD be brought to the rooms from any sources.
27. Suggestion-cum-complaint book is available with Hostel-in-charge. The trainees are free to make entries when necessary, apart from informing the Vice Principal.
28. Water cooler has been provided in the mess. Tap water available in the bathroom is not potable. A jug with a glass has been provided in each room which can be filled by the persons connected to the mess services.
29. Courses commence on Monday at 09.15 hrs. The timings are as follows:

Forenoon : 09:00 hrs. to 12:45 hrs.	Afternoon : 13:45 hrs. to 16:25 hrs.
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30. For each course, one of the faculty members will be a course-in-charge. From among the trainees a Course representative, one or more Mess representative and a Sports & Cultural representative will be elected.
31. The trainee will normally not be permitted to avail leave during training period. The trainee is advised to take his assignments seriously as his performance in examinations will be communicated to his Controlling officer and the assessment shall decide his seniority.

32. The trainee has to make arrangements for his return journey reservation well in advance to avoid any inconvenience at the last minute at Prayagraj, as there is no facility of arranging emergency quota at Prayagraj for large number of trainees.
33. Dinner food packets are given to the trainee when he departs from the hostel after completion of the course on one day advance intimation to the MRs.
34. Prayagraj is a religious and historical place and has a number of interesting places for sight-seeing. It has Anand bhavan, Chandrasekar Azad Park, Sangam, Shopping Centre, Park, Museum etc., which are within a radius of 15 Km from IRTMTC. It will be a nice idea to utilize holidays for excursion.
35. Wishing all the best for your happy, pleasant, purposeful and memorable stay at IRTMTC Prayagraj. Kindly co-operate with us to make it more enjoyable and comfortable.

Postal Address : Indian Railways Track Machines Training Centre
P.O. Subedarganj, Prayagraj
211015

Medical Facilities : i. Railway Health Unit, Subedarganj
: ii. Central Hospital, Nawab Yusuf Road, Prayagraj

First Aid : Available in Caretaker Room at Hostel

Emergencies : Contact (according to priority of list given below):
i. RohitKeshervani,Hostel-in-charge9794866684

Internet Facility : Available in Administrative Block and Hostels.

KEEP IRTMTC CAMPUS CLEAN AND HELP US SERVE YOU BETTER

ANNEXURE-A

LIST OF ITEMS PROVIDED IN ROOM No.....

S.N.	Item	Quantity	S.N.	Item	Quantity
1.	Steel Almirah	2	16.	Hanger	6
2.	Chair	2	17.	Book Shelf	2
3.	Study Table	2	18.	Mosquito Repellant M/c	1
4.	Bed(Cot)	2	19.	Tray	1
5.	Side Table	2	20.	Cup & Saucer	2
6.	Dressing Table	1	21.	Water Jug	1
7.	Blanket	2	22.	Glass	2
8.	Mattress	2	23.	Curtains	4
9.	Bedsheet	4	24.	Bucket	2
10.	Pillow Foam	2	25.	Mug	2
11.	Pillow Cover	2	26.	Mirror	1
12.	Towel	2	27.	Plastic Bath Stool	1
13.	Doormat	2	28.	Bulbs	2
14.	Dust Bin	1	29.	Tubelight	2
15.	Table Lamp	2	30.	Fan	2

Note: Strike out, whichever is not applicable.

PART-I: CONDUCT IN THE MESS AND COMMON ROOM

1. When you enter the Common room, if there is a lady or a senior staff member is present, bow politely with appropriate greeting. When any lady or a senior staff member or a guest enters the common room, it is only a manner of politeness and courtesy that you stand up and greet.
2. Do not sit in the Common room with legs on a table or a chair.
3. Do not fail to address the staff members or senior guests as 'Sir'. Ladies need not always be addressed as 'Madam', but you have to speak to them with deference.
4. Do not form your own groups. You are all members of one family and this should be evident in a spirit of good comradeship and fellowship in the mess. Talk in a language which all members understand.
5. Avoid controversial subjects which may lead to a heated discussion.
6. Even if you are the Mess Representative, you have no authority to reprimand a mess servant. You must report the mistake to the Hostel-in-charge or Caretaker. Don't loose your tamper with a mess servant.
7. You must handle the cutlery, crockery or furniture, with greater care and in the same way you would treat your own.
8. Do not boisterous or noisy in your talk or utter coarse words. Do not shout across the room to your friends or other members.
9. Do not be too complimentary or too condemnatory in your talk. Do not indulge in sarcasm or use phrases which can have double meaning.
10. Do not spread gossip about other people. It is said **"Cultured people talk about ideas; whereas the uncultured people talk about persons"**.
11. Never speak to your seniors or to ladies with your hands in your pockets.

PART-II: TABLE AND GENERAL MANNERS

1. Obey the timings.
2. The table napkin is not intended for use as a towel but is meant to protect your clothes and just to touch the lips if necessary. Use your napkin before drinking from your glass to avoid leaving a mark on the rim and also use it after eating something greasy. **Lift only a corner of the napkin to your mouth.**
3. Do not be noisy on your conversation. You should be natural, pleasant and informal. The conversation should be subdued.
4. Do not pile up food in your plate ; it is bad manners to do so. If you want more, you can always have a second helping.
5. **Wait till the chief guest is served before you begin eating.**
6. When a spoon and fork are used for eating dishes like rice, the fork is used as a stopper and the spoon is used to raise the food to the mouth. The fork is not put in the mouth. When the knife and fork are used form eat etc., it is the fork which issued for insertion; the knife is used as a stopper and cuttings as well.
7. Do not lean across the table to get a salt cellar or a pepper pot or some dish. Always ask the one nearest, "could you please pass me".
8. Do not be noisy or sloppy when eating or drinking.
9. Do not make crapping or rattling noises with your cutlery.
10. Never speak when you mouth is full.
11. It is possible to eat with your fingers, but do not lick your fingers.
12. If food or drink is spilled or a similar minor accident occurs, please call the servant.
13. It is bad manner to leave your plate looking untidy and full of scraps of uneaten food.
14. Do not lean back or in front; keep the chair on four legs at all times.
15. **Do not leave the chair away from the table when you go out after meals. Slide it back gently to its original place.**

THE MESS SHOULD NOT BE TREATED AS A HOTEL.IT IS AN INSTITUTION FOR PROMOTING CORPORATE LIFE.