



COLLEGE OF NATURAL RESOURCES
LOBESA • PUNAKHA

RESIDENCE LIFE AWARD

ASSESSMENT FRAMEWORK & GUIDELINES

This framework establishes a transparent, evidence-based and year-long system for recognising the hostel block that demonstrates the strongest overall residence life, while separately rewarding cultural participation and intellectual engagement through the Cultural Competition and Inter-Block Quiz.

1. Purpose

The Residence Life Award recognises the hostel block that consistently demonstrates high standards of cleanliness, environmental stewardship, attendance, discipline, student leadership, participation, initiative and positive residence culture. The award is intended to create healthy inter-block competition and encourage students to take collective ownership of their living environment throughout the academic year.

2. Objectives

- Promote sustained cleanliness, hygiene and responsible use of hostel facilities.
- Encourage student-led improvement and beautification of hostel surroundings.
- Improve participation in college functions, residence activities and authorised hostel attendance checks.
- Promote a safe, respectful and disciplined residence environment.
- Strengthen hostel committees, student leadership and collective responsibility.
- Recognise initiative, teamwork, creativity and measurable improvement.
- Provide a transparent annual competition supported by monthly progress reporting.
- Integrate cultural and intellectual engagement without allowing one-day events to overshadow year-round residence life.

3. Overall Award Architecture

Component	Weight	Assessment period	Purpose
A. Year-round Residence Life	70%	Monthly throughout the year	Core residence behaviour and hostel performance
B. Cultural Competition	20%	Official competition event	Culture, performance, teamwork and participation
C. Inter-Block Quiz	10%	Official quiz event	Knowledge and intellectual engagement
TOTAL	100%		

The 70% Residence Life component is deliberately dominant because the award is fundamentally a residence-life award. The Cultural Competition carries 20% and the Inter-Block Quiz 10%, making both meaningful while preserving the focus on sustained hostel performance.

4. Residence Life Component — 70 Points

Category	Weight within Residence Life	Contribution to overall award
Cleanliness & Hygiene	25	17.5 points
Surrounding Development & Environment	15	10.5 points
Attendance & Participation	20	14.0 points
Discipline & Responsible Residence Life	25	17.5 points
Hostel Management & Student Engagement	10	7.0 points
Initiative & Overall Residence Culture	5	3.5 points
TOTAL	100	70 points

5. A. Cleanliness & Hygiene — 25 Points

Sub-criterion	Points	Assessment indicators
Student rooms / personal spaces	6	Clean, organised, waste-free and responsible use of room facilities
Corridors, staircases & common areas	5	Clean floors/walls, no litter and orderly shared spaces
Toilets & washrooms	5	Hygiene, odour control, waste disposal and prompt reporting of faults
Waste management	4	Proper disposal/segregation, no overflowing bins and no surrounding litter
Shared facilities	5	Kitchen shared facilities kept orderly
TOTAL	25	

Inspection method: at least two formal inspections per month, supplemented by surprise spot checks. Timing should not be fully predictable.

Five-level inspection scale:

Rating	Standard	Indicative score
5	Outstanding	100% of allocated item points
4	Very Good	85%
3	Good	70%
2	Needs Improvement	50%
1	Unsatisfactory	25%

6. B. Surrounding Development & Environment — 15 Points

Sub-criterion	Points	Assessment indicators
Landscaping / greenery	4	Maintained plants, gardens, trees or suitable

		green areas
Surrounding cleanliness	3	Paths, drains, open areas and immediate surroundings maintained
Open-space maintenance	3	Orderly, safe and appropriate use of outdoor/shared spaces (Infront of hostel block)
Improvement initiatives	3	Student-led beautification, creative use of space or measurable improvement
Environmental practices	2	Waste reduction, recycling, energy/water conservation or similar initiatives
TOTAL	15	

Assessment shall consider both the standard maintained and measurable improvement achieved during the year. Student-led initiatives should receive particular recognition.

7. C. Attendance & Participation — 20 Points

Sub-criterion	Points	Evidence / calculation
Attendance at college functions	7	Official event attendance records; percentage of eligible residents attending
Random / sudden hostel attendance	6	Average attendance across unannounced checks
Residence activities	4	Participation in compulsory or officially notified residence activities (SUPW)
College / community participation	3	Approved institutional, community, volunteer or student activities (such as mass cleaning campaign)
TOTAL	20	

Suggested attendance bands for the 7-point college-function component:

Eligible attendance	Score / 7
95–100%	7
90–94%	6
80–89%	5
70–79%	4
60–69%	3
Below 60%	1–2

For random hostel attendance, calculate the average attendance percentage across surprise checks and convert proportionately to 6 points. Approved leave, medical absence, official college duties and other authorised absences should be excluded from the eligible denominator.

8. D. Discipline & Responsible Residence Life — 25 Points

Each block begins with 25 points. Points are deducted only for verified and documented incidents under applicable college rules.

Violation / incident	Suggested deduction	Application
Minor hostel rule violation	-0.5	Per verified incident
Repeated minor violation	-1	Where a pattern is established
Smoking / tobacco-related violation	-2	Per verified incident
Alcohol-related violation	-3	Per verified incident
Fighting / serious aggression	-3	Per verified incident
Vandalism / property damage	-2	Plus any separate recovery process
Serious drug/substance-related offence	-5	Subject to formal disciplinary procedure
Major disciplinary case	-5	As determined under official regulations

Safeguards:

- Rumours, unverified allegations or informal complaints must not affect scores.
- An incident under formal investigation should remain provisional until determined.
- The same incident should not be double-penalised unless institutional rules expressly permit it.
- Repeated incidents should attract stronger consequences than isolated incidents.
- Formal disciplinary proceedings remain separate from the Residence Life Award assessment.

9. Red-Line / Eligibility Provision

The college may declare a hostel block ineligible for the Overall Residence Life Award where a major verified incident or serious pattern of misconduct occurs. This provision is intended to protect the integrity of the award and ensure that serious misconduct cannot simply be offset by high quiz, cultural or cleanliness scores.

- Serious drug-related offence.
- Serious violence or major aggression.
- Deliberate major destruction of college property.
- Repeated serious disciplinary violations.
- Any other circumstance formally designated by the college as a red-line matter.

Any red-line decision should be made by the designated college authority after appropriate verification and due process. A red-line status should not be announced publicly with confidential individual details.

10. E. Hostel Management & Student Engagement — 10 Points

Sub-criterion	Points	Assessment indicators
Hostel committee	3	Meetings, role allocation, communication and

effectiveness		follow-up
Responsibility / compliance	2	Timely completion of assigned hostel responsibilities
Student engagement	2	Participation in meetings, initiatives and community-building activities
Facility reporting & care	2	Prompt reporting of damage/maintenance issues and responsible facility use
Cooperation with staff	1	Constructive cooperation with SSO and authorized assessment teams
TOTAL	10	

11. F. Initiative & Overall Residence Culture — 5 Points

Score	Judgement standard
5	Outstanding: exceptional ownership, leadership, teamwork, innovation and positive residence culture
4	Very good: strong leadership and initiative beyond minimum requirements
3	Good: satisfactory culture and meaningful initiatives
2	Basic: compliance achieved but limited initiative and ownership
1	Weak: low engagement, limited ownership or recurring concerns
0	Unsatisfactory: serious lack of cooperation or residence culture concerns

12. Monthly Residence Life Assessment & Announcement System

The Residence Life component should be assessed monthly. The monthly result should be used to create a visible but constructive inter-block league table. This is intended to maintain motivation throughout the academic year rather than allowing students to focus only on the final award.

Monthly cycle	Action
Weeks 1–3	Routine monitoring, attendance records, discipline records and hostel activities
Weeks 2–4	Formal and surprise inspections
End of month	Consolidate all six Residence Life categories into a score /100
Monthly announcement	Publish ranking, category achievements and improvement recognition
Next month	Blocks use feedback to address weaknesses

13. Monthly Standing — Recommended Announcement Format

Rank	Hostel Block	Current /100	Month	Cumulative Average /100	Movement
1					↑ / ↓ / —
2					↑ / ↓ / —
3					↑ / ↓ / —

4				↑ / ↓ / —
5				↑ / ↓ / —

Each monthly announcement should also recognise:

- Best Cleanliness & Hygiene
- Best Surrounding Development / Environment
- Best Attendance
- Best Discipline Record
- Best Hostel Management
- Most Improved Block
- Notable Student Initiative / Achievement

The announcement should communicate both achievement and improvement priorities. A block should know not only its rank, but also what it needs to improve to move up the table.

14. Most Improved Block

The Most Improved Block should be determined primarily from verified improvement in its Residence Life score compared with the previous month or baseline period. The award should not simply go to the lowest-ranked block; it should recognise the greatest meaningful improvement.

Recommended indicators:

- Increase in monthly Residence Life score.
- Improvement in cleanliness inspection results.
- Improvement in attendance.
- Reduction in disciplinary incidents.
- Visible improvement of hostel surroundings.
- Successful student-led initiatives.

15. Annual Residence Life Score

The annual 70-point Residence Life component should be calculated from the average of valid monthly Residence Life scores.

Annual Residence Life Contribution = Average Monthly Residence Life Score × 70%

Example: A block with an annual Residence Life average of 88/100 contributes 61.60 points to the overall award.

16. Cultural Competition — 20 Points

The Cultural Competition rubric is retained as the basis for the cultural component. It assesses Synchronization, Musicality, Knowledge of Choreography, Stage Presence, Effort, Creativity & Innovation and Participation.

Existing rubric criterion	Existing weight
Synchronization	20%
Musicality	20%
Knowledge of Choreography	10%
Stage Presence	15%
Effort	10%
Creativity & Innovation	15%
Participation	10%
TOTAL AS PROVIDED	100%

17. Inter-Block Quiz — 10 Points

The quiz score should be converted to a percentage and then weighted to 10 points. This keeps the quiz meaningful without allowing a one-day knowledge competition to dominate the year-long Residence Life Award.

Quiz Contribution = Quiz Percentage × 10%

Example: 82/100 in the quiz contributes 8.20 points to the final award.

18. Final Overall Award Calculation

Component	Raw score	Weight	Contribution
Residence Life	___ /100	70%	___ /70
Cultural Competition	___ /100	20%	___ /20
Inter-Block Quiz	___ /100	10%	___ /10
FINAL SCORE			___ /100

Formula:

Final Award Score = (Residence Life × 0.70) + (Culture × 0.20) + (Quiz × 0.10)

19. Example of Final Ranking

Block	Residence Life	Culture	Quiz	Final Score	Rank
1	88	82	90	87.00	1
2	85	90	85	86.00	2
3	90	75	75	84.00	3
4	82	86	95	83.90	4

20. Tie-Breaking Rules

If two blocks have the same or substantially equal final score, the following sequence will be applied:

- 1st: Higher annual Residence Life score.
- 2nd: Higher Discipline score.
- 3rd: Higher Cleanliness & Hygiene score.
- 4th: Higher Attendance & Participation score.
- 5th: Higher average Residence Life score during the final three assessment months.
- 6th: Higher verified improvement from the first quarter to the final quarter.
- 7th: Final determination by the designated committee based on documented evidence.

21. Assessment Frequency & Evidence

Assessment	Minimum recommended frequency	Evidence
Formal cleanliness inspection	2 per month	Checklist and score sheet
Surprise/spot inspection	1 per month	Spot-check record
College function attendance	Each applicable event	Official register
Sudden hostel attendance	2-3 per month	Attendance record
Disciplinary monitoring	Continuous	Official incident record
Environment review	Monthly	Inspection notes/photos
Hostel committee review	Monthly/quarterly	Meeting/action records
Annual verification	End of year	Consolidated evidence file

22. Governance & Fairness

- All criteria and weights should be approved before the competition begins.
- At least two assessors should participate in significant inspections where practicable.
- Assessors should use the same rubric across all hostel blocks.
- Unusually high or low scores should have brief supporting evidence.
- Individual confidential disciplinary information should not be published in monthly standings.
- Hostel representatives should be able to seek clarification of scores within a defined period.
- Any appeal should be considered by a designated authority separate from the original assessor where practicable.

23. Recognition Structure

Award	Basis
Best Residence Life Block of the Year	Highest final score /100
Cleanest Hostel Block	Highest annual Cleanliness & Hygiene score
Best Green / Developed Hostel	Highest Environment score
Best Attendance Block	Highest Attendance & Participation score
Best Disciplined Hostel Block	Highest Discipline score
Best Hostel Leadership	Highest Management & Engagement score
Most Improved Block	Greatest verified improvement during the year
Cultural Competition Winner	Highest Culture score
Inter-Block Quiz Winner	Highest Quiz score

24. Monthly Assessment Sheet — Template

Hostel Block	
Month	
Number of residents	
Eligible attendance population	
Cleanliness & Hygiene	___ /25
Environment	___ /15
Attendance & Participation	___ /20
Discipline	___ /25
Management & Engagement	___ /10
Initiative & Residence Culture	___ /5
MONTHLY RESIDENCE LIFE SCORE	___ /100
Key achievements	
Priority improvements	
Corrective actions / follow-up	
Assessor(s)	
Date	

25. Final Annual Consolidation Sheet — Template

Hostel	Residence Life /70	Culture /20	Quiz /10	Final /100	Rank
Block 1					
Block 2					
Block 3					
Block 4					
Block 5					
Block 6					
Block 7					

26. Recommended Student Communication

The competition should be communicated as a positive challenge: every block has multiple ways to earn recognition, and every month provides an opportunity to improve. Monthly announcements should focus on evidence, achievement and constructive feedback rather than naming and shaming individual students.

27. Implementation Recommendation

The framework should be piloted for one academic year. Before launch, the Hostel Management Committee should approve inspection forms, attendance procedure, disciplinary penalty matrix, red-line provisions, calculation method and monthly announcement protocol. At the end of the year, the committee should review the results and refine thresholds or weights where necessary.

Appendix: Core Formula at a Glance

OVERALL RESIDENCE LIFE AWARD = 70% Residence Life + 20% Cultural Competition + 10% Inter-Block Quiz

The Residence Life component is calculated from the average of valid monthly assessments. Cultural Competition and Quiz are event-based scores converted to percentages before weighting.