

THE COLLEGE HOSTEL RULES

1. Admissions and withdrawals: In all matters of admission, accommodation and disciplinary action against the boarders, the warden's ruling shall be final.
2. There is accommodation for about 130 (80 men and 50 women) boarders. A student shall be admitted or readmitted as a boarder only after a proper scrutiny of his or her antecedents. Application form can be had from the Hostel office on any working day, on payment of Rs 1 in cash. The completed application should reach the Warden atleast 7 days before the reopening of the Hostels.
3. At the time of admission the boarder shall have to produce:
 - (a) Evidence of admission in the College
 - (b) Application in the prescribed form and pay caution money Rs1000 + Rs 100 being furniture advance.
4. After being admitted he/she will be allowed by the Warden to the proper Hostels where there are vacancies. When the admissions are completed, the respective Resident Tutors will allot rooms. A card showing the names of the occupants of each room shall be fixed on the door of each room. No change of room is allowed without the permission of the Resident Tutors.
5. The claim for accommodation normally ceases with the closing of the Hostel for the academic year. The dues for the month of March shall be adjusted in the caution money without fine and the account of the year closed. Fresh admission shall be sought for at the beginning of every academic year.
6. A boarder leaving the College shall not be entitled to T.C., caution money or both unless he/she produce from the Warden that his/her dues to the Hostel have been fully paid up.
7. If a boarder after being admitted desires to leave the Hostel for *bona fide* reasons, before he/she starts loading or joins the mess the Warden may return, the caution money provided the request for withdrawal is given within five days after admission. Late applicants will have to pay room rent establishment charges, etc., as rule (9) those who discontinue from the hostel without written information shall pay all charges as per rules till the time of intimation.
8. Payments:-
 - (a) The existing rates of room rent in the various Hostels shall continue as such. Until further notice it will be ` 9.00 per month per boarder.
 - (b) Every boarder shall, in addition to room rent, have to pay:
 - (1) Rupees three for medical attendance.
 - (2) Monthly charges for extras, if any.
 - (3) Monthly mess dues.
 - (4) A fee of Rs 8 (Rupees eight) per month towards establishment charges.
 - (5) Charges on lightening will be collected separately from each student by adopting dividing system as in the case of mess charges.
 - (6) A fee of Rs 1 (one) per team for reading room and recreation.
 - (7) A fee of Rs (one) per month towards water charges.
 - (8) A fee of Rs (one) per month towards Mechanic fee.
9. A boarder joining or leaving the hostel in the course of a term shall have to pay (besides admission fee and caution money when admitted):
 - (a) Room rent for the whole month.
 - (b) Medical fee for the term.
 - (c) Boarding fees for that month less provided the number of days of absence at reduction rates provided the number of days of absence entitle him for reduction.

- (d) Establishment charge for the whole month.
- (e) Charges for light, water etc. for whole month.
- (f) Charges for any extras, on his account.
10. Cash transactions of the office shall take place between 10 a.m. and 3.30 p.m. on all days except Sundays and other public holidays.
11. Any extras which the Hostel has facilities to arrange for can be supplied.
12. The boarding charge shall be based on the expenditure for the month for each mess under regular food.
13. The charge sheet for the previous month shall ordinarily be published on the 5th of the succeeding English month.
- The dues as per charge sheet shall be paid without fine on or before the 10th and with fine at ` 1 per day till the 15th. If the dues and fine at ` 1 per day are not paid before 15th an additional fine of Rs 4 are not paid on or before the 20th the name of the boarder will be struck off from the rolls and he/she will not be allowed to stay in the Hostel. If holiday, fine shall be paid the next working day. No part payment of dues shall be received.
14. The boarding charges shall not in the case of any boarder be liable to reduction unless he is absent from the Hostel for five consecutive days in the month and the application for leave of absence is submitted in the prescribed form duly recommended by the resident tutor sufficiently early to facilitate reduction of rations. The daily rates for reduction will be worked out including the attendance at each mess of those enjoying free boarding. After the first of each month the list of boarders eligible for reduction should be corrected before the charge sheet is published.
- No complaint after the publication of charge sheet shall be looked into. Boarders eligible for reduction will be charged for the whole month less reduction for the number of days of absents at reduction rates.
15. The boarders of Hostel may entertain guests with the prior permission of the Warden. The guests rent at ` 10 will be charged per day. No meals will be provided to such a guest from the Hostel and will not be allowed to stay more than three days at a time.
16. Staff members of the college may be admitted as regular boarders if there are vacancies. At the discretion of the Warden caution money will be demanded.
17. Catering Department:- The regular messes will start functioning from the date of reopening of the College for the academic year and close with the closing of the College for midsummer vacation. The messes will be closed down for the Onam holidays and Christmas holidays. No boarder shall be allowed to remain in the Hostel during these vacation except with the special sanction of the Warden.
18. After the closing of the regular messes in March, students who have to remain in the Hostels to appear for the University Examinations will be given facilities to run a special mess. The strength for the special mess should at least be 20.
19. *The regular food comprise of-*
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| (i) Tiffin and Coffee at | 7.45 a.m. |
| (ii) Meals at | 12 noon |
| (iii) Light tiffin & coffee at | 3 p.m. |
| (iv) Meals at | 7.30 p.m. |
- The weekly programme for the meals will be fixed by the Warden in consultation with the mess secretaries. Changes shall be effected only with the approval of the Warden. The mess secretaries with the assistance of the boarder deputed by turn will check the indents and purchase and the issue of provisions from the store.
20. The boarders shall seat themselves in the dining hall in the order in which they enter the hall.

21. Any boarders who is late by more than half an hour after bell may have ordinarily to forfeit the meals.
22. No boarder shall make any disturbance in the dining hall.
23. No boarder including mess secretaries shall enter the kitchen or take part in serving.
24. No tumbler or any other vessel shall be removed from the dining hall premises by any boarder.
25. (a) No boarder shall claim the Tiffin or Coffee of another when the absent.
- (b) Boarders are allowed change of mess at the beginning of each month if there are vacancies with the permission of the Warden.
26. Residential quarters:- The residential quarters shall be under the daily supervision of the Resident Tutor and periodic supervision of the Warden.
27. Boarders shall make their own arrangements for washing their cloths if necessary and with permission and lighting their rooms.
28. All rooms shall be swept once a day by servant deputed for the purpose. The default on the part of the servant should be promptly reported to the Resident Tutor.
29. The hostel shall not hold itself responsible for anything lost by the boarders. Students are advised not keep money with them.
30. Discipline:- No boarder shall absent himself from the Hostel without having obtained previous permission from the Resident Tutor. The boarder requiring leave shall personally hand over to the Resident Tutor the leave application in the prescribed form. The Resident Tutor will promptly transmit such leave applications to the office in case of eligibility for reduction and report consolidated absentee statement of others.
31. If a boarder is unable to see the Resident Tutor before leaving on urgent private affairs, the leave application shall be arranged to be handed over to the Resident Tutor. If a Resident Tutor happens to be on leave, the application shall be transmitted to the office. Application for extension of leave from home is binding on himself personally to the Resident Tutor or the office on the day of his return from absence of leave.
32. A boarder who resides in the hostel by cutting classes without *bona fide* reasons shall be asked to quite the hostel.
33. A boarder who is not sent up for the university examination is not ordinarily entitled to continue his stay in the hostel.
34. The day's routine is regulated as follows:-

Bell at 7.45 a.m.	Rising bell at 6 a.m. and study time, etc., till break-fast
	Break-fast
	Bell at 12 noon Meals
Bell at 3 p.m.	Tea
Bell at 7.30 p.m.	Dinner
Bell at 8.15 p.m.	Study time
Bell at 11 p.m.	light out
35. The gate shall be closed at 10 p.m. after which no boarder shall ordinarily be permitted to go out.
36. After the study bell at 8.15 p.m. the Resident Tutor will visit the boarders in their rooms. The doors of the rooms shall be left unbolted inside till the attendance is taken. Absence without leave shall be promptly reported to the Warden for disciplinary action. Perfect silence should be observed during study hours.

37. No outsider except previously reported guests shall remain in the Hostel during the study time.
38. No boarder shall cause disturbance to the others during study time by visiting their rooms.
39. Damages caused to hostel properly, e.g., (a) parts of building and fittings (b) furniture (c) electrical points (d) water pipes etc., are liable to be charged.
40. No boarder shall engage any of the hostel servants for purely private matters of his own or enter in to any alteration with cooks, servants or office staff. All representations about the behaviour of staff should be made to the Warden.
41. Misconduct or breach of any hostel rules will render the offender liable to fine/dismissal.
42. Dismissal from the hostel for grave misconduct will entail similar punishment from the College and punishment from the College for misconduct of boarder may entail similar punishment in the hostel.
43. *Medical attendance:* - All cases of illness shall be immediately reported by the boarder or a friend of his to the office for the prompt requisition of the service of the hostel Medical Officer and report the matter to the Warden. The Resident Tutor also shall see that cases of illness are promptly attended to.
44. In the case of prolonged or serious illness, under instruction from the Medical Officer the patient may be removed to the Hospital and the matter reported to the guardian.
45. In the case of infectious diseases the guardians of the patient may be asked to remove the student to home immediately. Measure shall be taken to isolate the patient till removal.
46. *General:*—All cases of misconduct of any boarder inside or outside the hostel or breach of any hostel rules shall be reported to the Warden.
47. A quartile report of the life of each boarder in the hostel, his monthly dues and his progress in the College shall be sent to the guardian from the office of the hostel at the cost of the boarders.
48. Every boarder shall hand over to the steward the furniture allotted to him in sound condition at the time of quitting the hostel.
49. Every boarder shall deem it his duty to contribute his best for the maintenance of perfect discipline, peace and harmony in the hostel.
50. The Warden may constitute Committees, from the boarder for efficient management and for provision of amenities for the boarders and frame the necessary rule for the purpose.

The additional rules for the Hostel for women

1. Every boarder must have a local guardian.
2. Boarders will be allowed to visit or to be visited only by those whose names have been sent to the Warden by their parents or guardians.
3. Leave of absence from the Hostel for a night or more must be availed of only with the previous permission of the Warden.
4. No student will be allowed to stay out after 6.30 p.m., without the special permission of the Resident Tutor.
5. When a student returns to the Hostel later than 6.30 p.m., she will have to be accompanied by a chaperon.
6. Students will be allowed to go on excursion only if the Warden receives written permission a week ahead from their guardians.

