

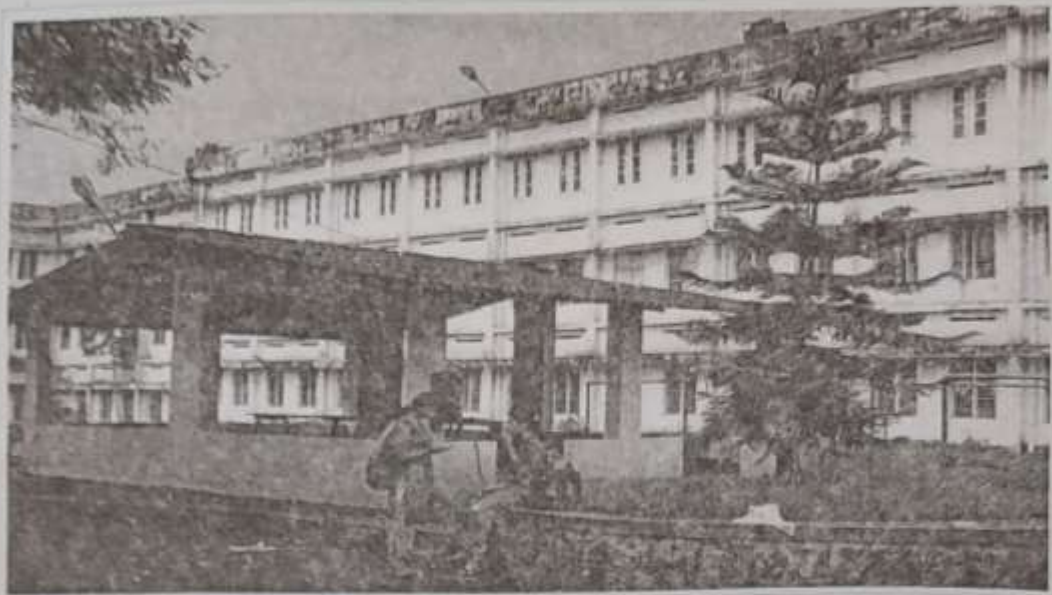


UNIVERSITY OF CALICUT

# HOSTELS

RULES AND REGULATIONS

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Hostel for Women



Hostel for Men

### Hostel for Women

The Hostel for Women, University of Calicut is situated in the pristine location in the campus amidst the thick greenery and offers safe and easy commutation of the inmates between the hostel and the departments/class rooms/library/computer facility and other amenities in the campus. The University provides remarkable facilities in the Hostel for Women that ensure healthy and hygienic living conditions and cater to all round growth and development of the students admitted to various teaching departments in the University campus seeking to inculcate quality education par excellence.

The hostel comprises of two buildings viz; Main and Annex buildings. The main Hostel building consists of 215 Rooms accommodating students on twin sharing basis and the Annex building consists of 190 rooms with a capacity to accommodate 4 inmates per room. The hostel rooms are spacious, clean and comprises of all the required facilities and amenities that helps in making the hostel environment jovial and compatible for our inmates.

The University has put in the unmatched efforts to provide the best hostel services to the inmates of the Hostel for Women which include a well maintained mess which offer healthy and hygienic food at affordable cost, TV and recreation rooms, a full-fledged health and fitness club equipped with modern amenities, outdoor play grounds and a clean and tidy hostel premises with safe and secure compound walls with security personals at check points. The hostel staff is highly dedicated, efficacious and co-operative and ensures to provide a comfortable stay and study oriented environment to all the inmates.

### Hostel for Men

Hostel for men's students boasts of four fully furnished and spacious blocks named Old Block, New Block, New Annexe Block and Research Block on University main campus. It is a hostel of residence for full time Ph.D., M.Phil. and Post graduate students admitted at University teaching Departments. The Hostel has accommodation for a total of 260 students on single and double occupancy basis. In addition, the Hostel has visitor's room, guest room, mess hall, office room, recreation rooms with TV and a play ground with facilities for outdoor sports.

### Intake Capacity

Hostel Blocks	No. of Rooms	Capacity
Old Block & New Block	156	156
New Annexe & Research Block	53	106

### Admission

- (i) Eligibility: Students who have taken admission to Graduate, Postgraduate, M.Phil and Ph.D degree courses in teaching departments in the campus of the University of Calicut are eligible for admission to the university hostels.
- (ii) Application for admission should be made in the prescribed format which can be obtained from the office of the Hon. Warden. The application complete in every respect should be submitted to the Head of the Department where the student is admitted and the Head of the Department shall forward the same to the Honorary Warden with recommendations.
- (iii) An admission fee of Rs 100/- (Rupees one hundred only) should be paid along with the applications
- (iv) A student who is admitted and allotted a room but does not occupy it within 5 days after the allotment shall forfeit his claim for accommodation in the hostel and such rooms shall be allotted to any other applicant
- (v) Rooms will be allotted according to the discretion of the Honorary Warden and Honorary Warden can at his/her discretion reallocate rooms at any time

### Fee

Sl.No.	Fee Particulars	Amount
1.	Admission fee	100
2.	Room ren per month	75
3.	Electricity/Water charges per month	100
4.	Caution Deposit	250
5.	Mess advance	1000
6.	Other amenities	100
	<b>Total</b>	<b>1625</b>

The students will have to pay the fees under other Amenities @ Rs. 100/- at the beginning of each successive year they stay in the Hostel.

The Caution Deposit and mess advance are refundable only at the time of his/her finally leaving the hostel, after adjusting liabilities if any, to the hostel.

The students on admission shall pay following fee at the time of admission to the Hostel.

### Room furniture and fittings

After occupying the room every resident shall take charge of the furniture and fittings in that room. While vacating the room, he/she shall hand them over to the house keeper/person in charge of the hostel. It is the responsibility of the residents to take proper care of the furniture and the fittings in their rooms. The furniture of the rooms shall not be removed to any other place under any circumstances. The cost of furniture and fittings will be recovered from the residents in the event of any loss or damage caused by their act of negligence. Any resident who is found guilty of improper use of furniture shall be liable to pay the fine/penalty fixed by the warden. In a room with more than one student, the residents will be jointly responsible for the care of furniture and other fittings. The residents are also otherwise responsible individually and/or jointly for any other damage or loss to the Hostel and Mess property.

### Hostel Mess

1. All the residents shall be members of the hostel mess.
2. The mess will be run on contract basis. The inmates can be submitted a menu in advance for every month. The mess will be managed by the private contractor and the matron of the hostel will take care of the discipline in the mess. There will be a Mess Committee consisting of the matron, the Manager and one Secretary, duly elected for a specified period from among the residents of the hostel, and three members among the inmates.
3. The Registers of the attendance of the inmates and Ledgers showing the calculation of the mess dues will be available for inspection by the University authority. Any error/complaints/irregularities noticed in the mess shall be reported to the Hon. Warden in writing and action will be taken based on the Rules and Regulations of the University of Calicut
4. All the inmates should dine in the dining hall and no inmates are permitted to take food out of the mess during mess time or otherwise. The inmates who have not marked their attendance in the mess register will not be allowed to take food. Entry into the mess hall without registering is strictly prohibited.

5. The mess timing will ordinarily be as following

Break Fast	07.30 am to 9.00 am
Lunch	12.30 pm to 2.00 pm
Tea	04.00 pm to 5.45 pm
Dinner	07.30 pm to 9.00 pm

#### Mess Rebate

A Rebate will be given for boarding charges for absence from the mess for three or more consecutive days provided an application in writing for leave of absence giving valid reasons showing exact days of absence is given a day before the first day of absence.

The rate of remission shall ordinarily be 50% of the daily rate if the number of days of absence is 3 days but less than 7 days in a calendar month.

If the member has been absent from the mess for seven consecutive days or more in a calendar month, remission will be granted at the daily rate, provided he/she has given previous notice of his/her absence.

#### Guest for Mess

1. Guest of inmates are not permitted to stay in the hostel. Guest students coming for strictly academic purpose will be allowed to dine in the hostel mess with the prior permission of the Hon. Warden and such stay will never under any circumstances be permitted beyond three days.
2. A student who is permitted to take guest shall pay Rs. 50/- per day or part of day for individual guest for staying in the room.
3. Guests of members are also subject to all the rules of the Hostel.

#### Payment

All dues shall be paid at the office of the Hon. Warden. Receipts will be issued by the office of the Hon. Warden for all the payments.

No Member shall have any direct dealings with the mess establishment (Servants, Cooks etc) or rebuke or find fault with them regarding food, behavior and duties. The employees of the mess will discharge their duties, in accordance with the instructions of the Mess Committee. Harsh and unmannerly treatment of the servants of the Mess if any, shall be brought to the notice of the Warden/Matron through the Mess Secretary.

**Hostel and Mess charges**

1. Room Rent for a Single Room Rs.150- per month.
2. Electricity and Water charges Rs.150/- for single accommodation.
3. Mess charges (As notified every month) should be remitted on or before 5th of succeeding month.

For a stay of 15 days or less, half of room rent and electricity charges will be collected.

**Cleanliness**

Every resident should keep his/her room and the belongings very clean. Throwing off litter and wastes etc., in the rooms and corridors or through the windows is strictly forbidden. They must put the waste paper basket in the room and any liquid to be thrown away shall be poured either in the bath rooms or in the wash basins.

**General Discipline**

1. A General Secretary elected by the inmates every year shall help the Warden/Matron/house keeper in all matters of hostel Discipline and Welfare of the inmates.
2. Members are not permitted to convene meetings of any sort or arrange any function without the Warden's permission.
3. No subscription, donation or contribution of any kind shall be collected from the members without the prior sanction of the Warden.
4. At all time, especially during study hours residents shall not disturb their neighbours in any means.
5. Members shall not change or exchange rooms without the permission of the Hon. Warden.
6. Common Room furniture shall not be transferred or removed to the resident's room or outside the buildings.
7. When leaving the room or retiring at night every resident shall switch off the electrical and lighting gadgets like fans, room lights etc.
8. If rooms are found locked and left vacant with lights/fan on, a charge of Rs.50/- per day will be levied.

9. Any student whose name is removed from the University rolls shall, by that very fact cease to have any right to occupy a room in the hostel and must vacate when required to do so.
10. Residents are required to vacate the rooms during certain exigencies like conferences or seminars when the University may ask them to vacate the rooms.
11. Misconduct or violation of any hostel rules renders the offender liable to be fined, rendered suspension or dismissal or both from the hostel and the University.

#### Punishment of hostel servants

The Honorary Warden is empowered to deal with the servants of the Hostel in case of breach of discipline regarding them.

1. Membership of the hostel will cease (a) if a member fails to pay his dues for the previous month before 25th of the succeeding month; (b) if his/her conduct is unsatisfactory.
2. All students, before going away during the vacation, or otherwise, must see that all their dues are paid completely before leaving station. Members are strictly advised not to leave money or any valuables in their rooms. The hostel authorities do not hold themselves responsible for money or goods lost by students or their guests.
3. The Hostels and Messes may be made available by order of the Honorary Warden with the prior permission of the Vice-Chancellor for such period as they consider necessary for holding conferences under the auspices of the University.
4. Notwithstanding anything said above, the decision of the Honorary Warden shall be final in all the matters pertaining to the Hostel and Messes.

#### Special Rules for Women Students

1. All residents must return to the hostel before 8.00 p.m., unless they have obtained a late pass from the Matron/Deputy Warden.
2. Visitors: The Visitors may be seen in the Visitors Room only. The visiting hours in the hostel shall be as follows:

Working days	: 4 p.m. to 6 p.m.
Sundays and other holidays	: 10a.m. to 12noon & 4 p.m. to 6 p.m.



Any student going out of the University premises must get the permission from the Warden / Deputy Warden / matron in advance.

3. All inmates shall be back in the Hostel before 8.00 p.m.
4. An In and Out register will be kept in which students should enter their destination and time of departure and arrival.