

## **HOSTEL RULES**

1. Rules shall apply to all student hostels attached to the Kerala University of Fisheries and Ocean studies.
2. The hostels in the University shall be under the direct control of the respective Head of Institution who will be the Warden. The Warden's decision shall be final in all the matters connected with the hostel.
3. There shall be an Assistant Warden for each hostel attached to the University appointed by the Head of Institution from among the academic staff of the University.
4. The Assistant Wardens shall be in immediate charge of the hostel. The Assistant Warden may detail the services of the Hostel Manager/Matron to assist the mess committee, to manage the mess and all matters connected with the hostel.
5. There shall be Resident Tutors for each hostel who shall be responsible for the maintenance of discipline in the hostel and shall assist the Assistant Warden in all his/her duties.
6. Admission to the hostel is ordinarily restricted to the students of Kerala University of Fisheries and Ocean Studies.
7. All the students should normally reside in the hostel unless exempted by the Head of Institution on ground that they are residing with their parents/guardians. Such day scholars should provide in the hostel their correct address and contact number of their places/ stay, the address of Guardian/ Local Guardian. Such places of stay shall be registered or recognized of its kind.
8. The Assistant Warden may permit members of the staff of the University or trainees or part- time students also to reside in hostels, if accommodation is available, as special cases.
9. Application for admission to the hostels in the prescribed form shall be submitted to Assistant Warden. The Assistant Warden will have the right to refuse admission to any applicant without assigning reasons.
10. Priority in admission to hostel shall be given to SC/ST, physically handicapped students and other eligible categories
11. At the beginning of every academic year, this/here will be fresh allotment of rooms and roommates. The number of student to be accommodated per room will be decided by the concerned Assistant Warden. The room will be allotted according to the discretion of the Assistant Warden.
12. Change of rooms once allotted, requires the approval of the Assistant Warden.
13. Each resident will be provided with a set of furniture. Cost of damage, if any, to the furniture will be realized from the inmate/inmates. Student should provide their own bedding and box or trunk to lock things in. students may supplement the furniture provided, but only after obtaining the written permission of the Assistant Warden.

14. Electric light; residents should see that the light and fan are switched off when they go to sleep or when they leave the rooms. Additional electrical fittings in the rooms are not permitted. Electric bulbs will have to be provided by the residents themselves.

15. Application for admission should be accompanied by an admission fee as prescribed which will not be refunded.

16. Each resident on admission should pay hostel caution deposit at University prescribed by the University which will be refunded only at the time of the resident leaving the hostel after adjustment of liabilities if any to the hostel.

17. Every inmate should pay rent, water and electricity charges at the rates prescribed by the University. The room rent along with electricity and water charges should be paid on the date of admission to the hostel for the semester and subsequent instalments on the beginning of each semester. Defaulters will have to pay a fine as decided by the University from time to time. The rent etc. along with the fine should in any case be paid within one month of the due date. If the rent etc. and fine are not paid within the period specified he/she is liable to be expelled from the hostel. Such students if they desire to rejoin the hostel will be required to pay a readmission fee as decided by the University from time to time along with the arrear of room rent etc. and the fine.

18 Students passing out of the collage /institute or discontinuing their studies or those desirous of residing with their parents will be permitted to leave the hostel on application to the Assistant Warden. Students who are living in the hostel and who wish to reside with their relatives/parents/guardian, must produce a written authorization to that effect from their parent /guardian. On no account should they leave the hostel before getting permission from the Assistant Warden.

19 Accommodation in the hostel shall be limited to the duration of the course for which a student is admitted and he/she shall be required to vacate the hostel within 7 days of his/her taking the last written /practical/ viva of the regular course.

20 No student is allowed to bring a guest into the hostel to stay with his/her without the permission of Assistant Warden.

21 Members should keep their rooms scrupulously clean. Spoiled things and cloths should be stored out sight. Discarded rags and papers should not be thrown about in the rooms, terrace and premises. The rooms, doors, etc. should not be disfigured by writing, sticking hand bill, posters, etc. The inmates will share the expenses for erasure, for repair of disfigured by writing, sticking hand bill, posters, etc. irrespective of who the miscreants are.

22 They should behave with restraint and decorum. Shouting, reading aloud and other acts likely to disturb other inmates during hours of study should be avoided at all times. They should sleep and work in their own rooms.

23 Taking any type of liquor or intoxicating drugs into the hostel in a drunken state is strictly prohibited.

24 All members are expected to be in the hostel before 9.30 PM. Anyone who wants to go out and remain after 9.30 pm can do so only with the prior permission of the Assistant Warden.

25 Members are not allowed to remove any article of furniture, fitting, light etc. belonging to the hostel. Any damage to the hostel property shall be immediately reported to the Assistant Warden. The cost of the damage will be recovered from the individual concerned. If the person is not traced, the members of the wing or flat concerned will be held responsible. In certain cases the members or even the whole block, or some or all of the blocks of the hostel together, will be made responsible. In case of wanton damage, the Assistant Warden might in addition, recovery of cost of repair to impose a suitable fine.

26 Members are not permitted to convene meetings of any sort anywhere in the hostel or its premises without the Assistant Warden's written permission.

27 No circular or subscription list shall be taken round except with the permission of the Assistant Warden.

28 No member will be allowed to indulge in active politics within the hostel premises.

29 Every member will report his/herself to the Assistant Warden in writing at the beginning of each term as soon as possible after his/her arrival at the hostel and also at the end of each term or immediately before his/her departure. He/she will enter the dates of arrival and departure in the books kept for the purpose in the hostel office. If a student does not report his/her departure in writing, he/she will be counted as a continuing member and he/she will be liable to pay all the charges in common to the other member. If a student, who has not reported his/her arrival in office, is found by the Assistant Warden residing in the hostel, he/she will, in addition to the usual charges pay a penalty of as decided by the Assistant Warden from time to time which will be credited to the mess funds. If student who has reported his/her departure is found by the Assistant Warden residing in the hostel he/she will also be dealt with in the same way.

30 No student shall absent his/herself from the hostel for any night without having previously obtained the permission of the Assistant Warden. If a student finds it necessary to leave the hostel on urgent affairs and unable to see the Assistant Warden, he/she before his/her departure should report the reason of his/her absence in writing to Assistant Warden. The Assistant Warden will make a night round between 9 pm and 10 pm and see that the students are present. Visitors who come to hostel must leave before 6.30 pm.

31 All correspondences regarding the hostel should be made through Assistant Warden. Letters written direct to the Warden will not receive attention.

32 Misconduct or breach of any of this rule for the hostel will not render the offender liable to fine, suspension or dismissal.

33 Ragging is strictly prohibited in the college / hostel /in and out the campus as per the Kerala Prohibition of Ragging Act 1998 as well as by the direction of Hon. Supreme court of India.

34 The inmates of the hostel have a moral responsibility to point out and report to the Assistant Warden, cases if any of misbehaviour like ragging, theft, pilferages, destruction of hostel properties, etc. Failure on the part of inmate to make such report promptly may force the Assistant Warden to impose collective fine or such other disciplinary measures.

35 No sick member shall remain in the hostel. He/she will be sent to hospital for treatment.

36 The hostel telephone can be made use of by the inmate on payment of approved rates fixed from time to time. The amount thus collected shall be used to pay the telephone bill of the hostel. The excess charges, if any, shall be equally divided and collected from the inmates.

37 All students before going away for vacation or other leaving the hostel must see that their dues are paid completely before leaving the station. Members are strictly advised not to leave any money or valuable in their rooms. The hostel authorities will not hold themselves responsible for money or other belongings lost by students or their guests.

38 Convenience of members who go to their homes during the holydays, the Assistant Warden will arrange for the safe custody of their belongings during their absence at their own risk. The Assistant Warden will not be held responsible for any loss or damage to any such property.

39 Whenever the student proposes to spend the inter-semester break at a place other than his/her regular home, he/she should keep the Warden or Assistant Warden of the hostel of his/her proposed whereabouts during the period of break.

40 Only licensed tradesmen will be allowed within the compound of hostel for carrying on any business. Licenses will be issued to bonafide tradesmen, dhobis, barbers, tailors, cloth venders etc. on payment of license fee as caution money which will not be refunded.

41 The mess may frame its own by-laws consistent with the rules and subject to approval of Assistant Warden. The mess by law once framed shall not be ordinarily be altered during the course of the year.

42 All resident of the hostel must be member of the hostel mess and required to pay a mess advance when they are admitted to hostel. The amount so collected shall constitute the `Mess Fund` which will be credited to the Assistant Wardens account. The Mess Fund shall be operated by Assistant Warden.

43 The `Mess Fund` shall be used for running the mess.

44 The mess advance shall be adjusted towards the mess dues of members at the end of the year including the last month dues, and the mess fund for the year shall be closed after settling liabilities.

45 Day scholars, members of teaching staff and other university employees may also be permitted to use the facilities of the hostel mess with the permission of the Assistant Warden. They will have to deposit mess advance and meet other charges fixed by the Assistant Warden.

46 The residents of the hostel are permitted to run their own mess in the hostel on no loss no profit basis. The management of the mess shall be the responsibility of the students, subject to control of the Assistant Warden.

47 The hostel mess shall be managed by a Mess Committee consisting of student representatives. The Mess Committee shall be elected every month by the members of the hostel. The number of the Mess Committee shall be fixed as 3 of which one shall be the Mess Secretary. The Mess Committee shall hold office for a period of one month only.

48 The mess account is a private account operated by the Assistant Warden and Mess Committee. The Mess Committee shall satisfy them-selves with the correctness of accounting. The accounts shall be maintained by the Assistant Warden.

49 The `dividing system shall be followed in bearing the expenses of the Mess. All expenses including salary of cooks shall be from the mess expense for a month. The account shall be audited every month by 2 auditors elected every month from the inmates.

50 Reduction from mess charges shall be granted to members, if they absent from the mess for at least 5 consecutive days. The request for reduction must be given to the Assistant Warden in writing before the members leave the Hostel.

51 If the absence exceeds 15 consecutive days, the member shall be eligible for ½ month reduction.

52 The mess accounts for a month shall be audited and the dues announced by the Assistant Warden by the 5th of the succeeding month. Complaints and correction of any sort shall not be allowed after auditing and declaration of dividend.

53 The ledgers showing calculation of accounts will be made available for inspection of the members of the mess for 3 days after the last day of the month. Any error noticed should be reported to the Assistant Warden or the Mess Secretary.

54 The Assistant Warden will have the power to allow extension of days for remittance of mess dues with fine. Mess charges for the month should be paid on or before the 25th of every succeeding month. This/here after a fine of Rs. 5/- per working day will be charged up to 25th .

55 No meals will be served to defaulters after the expiry of 1 ½ months from the due date. Defaulters will cease to be members of the hostel.

56 Payment of mess charges should be made to the office of Assistant Warden who will issue proper receipts for all sums received.

57 All bills and requisition for cash payment from the mess fund should be certified by the Mess Secretary.

58 The Mess Committee shall be responsible for the proper maintenance of the kitchen, cleanliness etc. In the event of improper maintenance or proper cleanliness not being observed, the Warden shall have the power to order the closure of the mess or to take such other measures as he/she considers fit.

59 The hours of the mess shall ordinarily be:

60 Break-fast - 7.30 am to 9.00 am Lunch - 12.30 pm to 1.30 pm Evening Tiffin-4.30 pm to 6.00 pm  
Supper -7.30 pm to 9.00 pm On previous intimation to the Head cook, meals shall be kept till 9.30 pm.

61 Sick diet and extra shall be provided to inmates.

62 No inmates except to the Mess Secretary or Mess Committee Members shall enter to the kitchen and store.

63 Members are not allowed to take out cups, tumblers, sauces, or other utensils or furniture. Damage or loss of such articles due to the carelessness of the inmates shall be made good by individual or collective fine. Meals or extra will not be sent to the rooms of the members.

64 Establishment Charges shall be collected from each inmate, with the mess dues. The amount so collected is the Establishment Fund. It can be spent for providing first aid facilities to inmates, purchasing newspapers, journal, recreation room and indoor games facilities for paying salary of phone boy, hostel boy etc. The receipts and expenditure of the fund amount shall be audited by students at the end of the year.

65 Mess servants: the mess committee shall be the appointing authority for hostel mess servants subject to the approval of the Assistant Warden. The terms and conditions may be as laid down by the Mess Committee from time to time.

66 The Assistant Warden shall be responsible for the maintenance of proper discipline and good conduct among the mess servants. The mess committee shall be competent to recommend punishment including suspension or removal from the service of any Mess Servant, with reason this/hereof. Such disciplinary action against mess servant taken by mess committee shall be reported to the Assistant Warden. The Assistant Warden shall be the disciplinary authority in all such cases.

67 Notwithstanding anything contained in these rules, the Assistant Warden shall be competent to discharge all or any of mess servants if he/she is satisfied that the discipline, cleanliness and/or conduct of the mess servant are not satisfactory or if their continuance in the hostel mess is considered injurious to the interest of the student, the hostel or the college /institute.

68 Hostel Committee A] A Hostel Committee may be elected every year from among inmates. The Committee shall be called Hostel Committee. B] Aims and objects: to promote a healthy corporate life, friendliness and cordiality among the members of the hostel and to guide their activities along sound and fruitful channels.

69 Membership: all the student of the University residing in the hostel will be the members of the committee.

70 Office Bearers: the hostel committee shall have the following office bearers. • Hostel Secretary: There shall be one hostel secretary for the hostel of a University. He/she shall assist the Assistant Warden in keeping discipline and cleanliness in hostel. • Joint secretary: one from each hostel of a University. He/she shall be in charge of the reading room and the library of the hostel. • Recreation hall secretary: one from each hostel of a University. He/she will look after the indoor games hall and radio room. • Block representatives, one representative from each block or floor of the hostel. The Warden and Assistant warden shall be the President and Vice President of the committee.

71 Election: the rules pertaining to election of hostel committee can be framed by the inmates subject to the approval of Assistant Warden. The Assistant warden shall have the authority to reject the candidature of election of any inmate considering discipline and welfare of the hostel. The Assistant Warden can nominate any inmate to hold an office for one year.

72 Duties and functions • The committee shall represent the inmates of the hostel for any matter pertaining to the hostel. • It shall be responsible for cleanliness and discipline in the hostel and proper functioning of reading room, library and recreation hall. • It can conduct meetings, debates, cultural programs and tournaments, with the permission of the Assistant Warden. • It shall be responsible for the establishment fund expenses and the stock and stores purchased from establishment fund.

73 The Assistant Warden shall have the power to make authorized expenditure from the establishment fund for maintaining proper cleanliness, hygienic condition and general well-being of the hostel.

75 The decision of the Assistant Warden shall be final in all matters concerning the Hostel Committee.