



# केरल केंद्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF KERALA

(संसद के अधिनियम, वर्ष 2009 द्वारा स्थापित / Established under the Act of Parliament in 2009)

No.CUK/ACA/HOSTEL/

दिनांक/Date: 12/06/2018

## अधिसूचना/NOTIFICATION

### **Sub: Hostel Rules and Regulations-reg**

CUK believes in creating a home away from home in its hostels. For the smooth running of the hostel all inmates are to abide by the hostel rules and regulations framed from time to time.

1. This regulation is applicable for those students who are admitted to reside in any hostel of the Central University of Kerala. Hostel means the place of residence of students managed by the University, maintained within any of the campuses of it, or operated in its rented buildings.

### **Hostel Administration**

2. There shall be a Warden for every hostel, appointed by the Vice-Chancellor, from among the faculty members of the University, for a term of three years and shall be appointed on the terms and conditions as decided by the Executive Council. He/she shall be eligible for re-appointment.
3. The Warden is the authority of the hostel and shall take decisions on all matters related to the day-to-day affairs of the hostel. Warden shall be the controlling officer for all those employees who are posted for various duties in the hostel. Any communication between the inmates and employees posted at the hostel shall be routed through the Warden.
4. Warden shall manage the properties and infrastructure of the hostel.
5. Matrons/Caretaker shall be appointed for helping the warden in the administration of the hostel.
6. If the number of residents in a hostel is more than 250, one Assistant Warden may be appointed.
7. If the number of residents in a hostel is more than 100, one more Matron/Caretaker may be appointed.

### **Admission of Students**

8. Students shall apply for accommodation in a hostel at the time of admission to the Dean of Students' Welfare (DSW) through the Head of the Department to which he/she is affiliated in a school of study or research programme. A student of the affiliated institution of CUK is not eligible for hostel admission.
9. Limited seats are only available in the hostel. Those who are residing within the limit of 40 Kms of the University are not eligible for hostel admission. On obtaining the list of admitted students from the DSW, the warden shall accommodate the students into the hostel.

10. Students shall remit the required fees/deposits/mess in advance at the time of admission.
11. A sum of Rs. 2000/- fixed by the university or revised from time to time will have to be paid towards caution deposit, which will be refunded at the time when the student vacates the hostel, after deducting the dues, if any.
12. Students shall occupy the rooms only after the allotment is made by the Warden/Matron concerned.
13. Change of room may be permitted in exceptional cases, provided it is deemed necessary/justified by the Warden. Unauthorized occupation of any room or exchange of rooms shall be treated as serious violation of disciplinary rules of the hostels. Residents found guilty of such violation of the hostel rules shall be summarily expelled from the hostels.
14. Rooms and room-mates shall be changed every academic year.
15. Admission into hostel is valid up to the end of academic programme. Students shall vacate the hostel immediately after the final examination or the date of discontinuing the study in the University.
16. PG/UG Students should vacate the hostel before proceeding on summer vacation.
17. Students who have vacated should not stay in the hostel without prior permission from the Warden.

#### **FEES AND PAYMENT**

18. Students shall pay the hostel rent on the first day of the Semester. If not, a fine of Rs. 50/day will be levied for the first week and Rs.100/day from the next week onwards. If this period exceeds 6 weeks, the student shall be expelled from the hostel.

#### **HOSTEL MESS**

19. All residents shall collectively run the hostel mess on a shared basis including cooks' salary, other than those cooks' allotted by the University.
20. All residents are instructed to attend the General meetings and Mess meetings of the hostel. Attendance shall be recorded in the Register.
21. There shall be a students' Mess Committee and the Mess Secretary shall supervise the hostel mess management. Each mess secretary shall monitor the mess affairs for a period of one month.
22. Mess Committee shall prepare the menu on consensus with the students and convey it to the Warden/Matron to implement.
23. The mess secretary of the month shall monitor the expense incurred in running the mess and shall scrutinize the mess expenses of his/her tenure.
24. The total expenditure including cook's salary shall be collectively met by the students on a monthly basis.
25. Mess Advance shall be paid as per the rules of the University when one joins the mess and it shall be maintained throughout the period of stay by recouping the monthly hostel bill.



26. The hostel charges/mess bill for each month will be displayed in the hostel notice board by the 2<sup>nd</sup> of the following month. The mess bill must be paid latest by 5<sup>th</sup> working day of the following month.
27. Every inmate of the hostel shall pay the mess bill and other charges before the stipulated date (5<sup>th</sup> working day of every month), failing which a fine of Rs. 10/- will be charged for each day delayed.
28. The approved rules regarding mess rebate will be applicable for all the inmates of the hostel. Mess rebate is entitled only for absences of a minimum of seven consecutive days, if such a request is given to the Warden/Matron in advance.
29. Skipping of regular menu and claiming for deduction is strictly not permissible. However, on medical grounds or for valid reasons, rebate is permitted with the authorization of the Warden.
30. The mess timings shall be fixed by the mess committee and matron/caretaker in consultation with Warden. The timings are to be displayed at the entrance of the dining hall. These timings are to be strictly adhered to. It is not obligatory on the part of the kitchen/dining hall staff to serve the meals outside the prescribed timings.
31. All students should take food in the mess hall only. No resident of the hostel is permitted to take food, utensils like tumblers, plates or spoons and dining hall furniture like chairs, tables etc. outside the dining hall/hostel premises and even to his/her room.
32. Cooking inside the rooms is prohibited.

#### **ROOM/HOSTEL MANAGEMENT**

33. Students must report back to the Hostel by 8.00 PM.
34. Daily attendance must be taken by the Matron between 8.00-8.30 PM.
35. Those students who are permitted by HoDs to use Computer Lab/Laboratories beyond 8.00 p.m. on working days should collect permit chits and show the same to the Security at the hostel entry.
36. Cooperate with fellow residents and matron/care taker for the smooth running of the hostel.
37. Maintain decorum and behave with restraint in all conduct in the Hostel.
38. Keep the hostel premises and the rooms neat and clean.
39. Put sanitary items in the bin provided for it, and do not flush them into toilet.
40. Residents will be completely responsible for all his/her personal possessions including Laptop/mobile phones/electronic gadgets etc. Students are advised not to keep valuables in the hostel rooms. The hostel administration will not be responsible for any loss incurred.
41. Students should lock their rooms properly when they go out. Each roommate must keep a key of his/her room, particularly in the case of double/triple seated rooms.
42. Ensure economic use of electricity and water.
43. Fans, lights and such other electrical gadgets must be switched off when students leave their rooms for attending classes or for vacation. Light must be switched off positively when they go to bed. In case it is noticed that



fans/lights are On in the locked room, a penalty will be imposed for wasting the costly energy resources.

44. Glass windows are to be closed securely.
45. Additional electric fittings and use of all unauthorized electrical appliances such as heaters, kettle and iron .etc. are strictly prohibited and these will be confiscated, and the concerned student will be penalized.
46. Room furniture, electrical fittings etc. are required to be maintained by the students in good condition. Residents will be personally and collectively responsible for any loss/damage to the properties and equipment and other fittings in the common halls. In case of damage to any buildings, furniture, apparatus or other property of the hostel, the loss caused to the institution shall be recovered directly from those identified persons whenever possible.
47. Celebrating birthday parties inside the hostel rooms are strictly prohibited. This can be done in common rooms by maintaining cleanliness and proper decorum.
48. Students should sleep in their own rooms. One should not enter the rooms of other residents during the study time without their permission. Nonresidents shall not enter or stay in the hostel.
49. No one should use the belongings of other students without their knowledge and consent.
50. All the hostellers are to note that electrical/carpentry/plumbing complaints should be given in writing to Matron or written in the complaint register available in the hostel office. In case, the complaint is not attended to or there is any difficulty, the students can contact the Warden.

#### **EMERGENCY HEALTH CONDITIONS**

51. Hostel inmates are supposed to take care of their health themselves. In case a student falls sick, he/she should contact immediately the Matron/caretaker/Warden. In case of an emergency, students may shift the patient immediately to a hospital along with the matron and inform the authorities concerned at the earliest.
52. In the case of chronic illness and those which require hospitalization, the parents shall be informed. University shall not reimburse costs towards medical expenses and hospitalization.
53. Students suffering from infectious/contagious disease will not be permitted to stay in hostels and has to leave for medical treatment to proper clinic/hospital or isolated place.

#### **PERMISSIONS TO LEAVE HOSTEL**

54. Hostel students shall not leave the hostel without prior permission of the Warden. They shall have to apply for permission in writing in advance stating the reason for leaving and the address of destination. Hostel students who leave hostel without the application and prior permission from the concerned



authorities shall be deemed to be missing and their parent/guardian or/ and the police authorities may be intimidated.

55. All movements of students from and to the hostels should be recorded in the movement register kept with the Matron/Caretaker and with the security guard at the entrance of the hostel and should be properly signed. He/she should note down the time and purpose of leaving the hostel and the expected time of return in the register each time they go out of the hostel.
56. Inmates of the hostel should not leave the hostel premises on holidays for the purpose of excursion or picnic without prior permission of the Warden. For any accident or fatality that may occur during picnic/excursion, the responsibility will be that of individual and not that of the University or hostel authorities.
57. Students may go home with the permission obtained from Warden/Matron during alternative weekends and during holidays that exceed two consecutive days, if necessary.
58. Special permission of the warden may be taken for leaving the hostel under other unavoidable circumstances.
59. Students absenting themselves from regular classes and staying in hostel will have to take the permission of the Warden.
60. Inmates coming to the hostel after the gate closing hours, without prior permission or without valid reason, are not allowed. If any such occurrences will be reported to the parents. Regular late comers will be expelled from the hostel.

#### **VISITERS /GUESTS**

61. Visiting hours is from 5 PM to 7 PM on working days and from 10 AM to 7 PM on holidays.
62. Visitors are not permitted in the hostel after 7.00 PM. However, in special cases, prior permission of warden must be obtained to stay beyond these hours.
63. Any Guest/Visitor should record their name, address, phone number and other relevant details in the Visitor's Register kept with the security guard at the entrance of the hostel and report the same to the Matron/Care taker.
64. Wrong/improper or lack of entry in the movement/visitor's registers, signing on behalf of another person, tampering with the entries, proxy attendance and misguidance of any nature are punishable.
65. Guests are not permitted to stay overnight in the hostel without the written permission of the Warden. Guest charge shall be Rs. 100/day for students and Rs. 150/day for other guests. The host shall be responsible to pay the amount in advance.
66. Any hostel student harboring any unauthorized person(s) will be expelled from the hostel immediately.

#### **TEMPORARY ACCOMMODATION OF CUK STUDENT**

67. Warden can permit accommodation to a student of the Central University of Kerala, for a period not more than 10 days upon receiving an application for the same forwarded by the Head of the Department/an Officer of the University/DSW, if a vacancy is available.



68. A visiting student or researcher can be accommodated to a hostel by the Warden, on temporary basis, upon receiving a written request forwarded by a Head/officer of the University/DSW as the case may be, provided a vacancy exists in the Hostel.

### **DISCIPLINARY ACTIONS**

69. Grievances, if any, should be addressed to the Warden.

70. (i) No hostel inmate shall take the law into his/her own hands. Students shall report to the warden if any misconduct is noticed in the Hostel. If any of the hostel inmates find that other students are indulging in any undesirable activity or causing inconvenience or physical injury to him/her or to the other hostel inmates, he/she should lodge a complaint in writing with the warden concerned.

(ii) If any sort of misconduct or indiscipline is noticed in the hostel by an inmate Warden shall take disciplinary action including suspension from the hostel and a report shall be submitted to Dean Students' Welfare. Dean Students' Welfare may conduct an enquiry on the issue and if the conduct of student/inmate is found as indiscipline, they may be dismissed from the hostel or any other action appropriate may be recommended to the University.

(iii) The Vice Chancellor will be the appellate authority in case of decisions relating to discipline in the hostel.

71. Accommodation in the hostel cannot be claimed as a matter of right. Hostel inmates who disturb the peace and tranquillity of the hostel and those who are found guilty of misconduct or guilty of infringement of any of the rules prescribed above shall be liable to fine, suspension, rustication or dismissal from the hostel by warden/appropriate authority.

72. If any inmate is found indulging in any form of instigation/intimidation/threat to any other inmates he/she will be asked to vacate the hostel forthwith. In this regard, the decision of the Warden is final and binding on the individual concerned.

73. Residents shall not get involved in arguments or otherwise interfere with the duties of the employees of the hostel. If there is any complaint or suggestion to be made, it shall be made to the warden concerned.

74. The student facing disciplinary action in the Department/University will not be allowed to stay in the hostel.

75. Cost of damage to any allotted items or of the common property shall be levied from the concerned inmate.

76. Religious/political meetings shall not be held within the hostel.

77. Smoking, Keeping/usage of narcotics, psychotropic substances and alcoholic items in the hostel is punishable and will be reported to police immediately. If found guilty will be summarily dismissed from the hostel.

78. University administration reserves the right to amend, delete or add any rules from time to time or as it deems fit. Failure to abide by any of these rules shall result in strict disciplinary actions by the appropriate authority.

### **RAGGING**



79. Ragging of any kind is strictly prohibited in the hostel premises and it is a cognizable offence severely punishable as per the Supreme Court directives, leading to immediate expulsion of the person engaged in such activity from the Hostel and it may extend even up to termination from the University.

#### **UNDERTAKING**

80. All students shall sign an undertaking at the time of admission to the hostel that he/she has read and understood the hostel rules and regulations and shall abide by these rules, failing which the University administration may expel the student for violation.

81. The parent/guardian shall countersign the above said undertaking.

This issued with the approval of the Vice Chancellor.

  
कुलसचिव/ Registrar

प्रतिलिपि / Copy to:

1. PS to Vice Chancellor
2. Finance Officer
3. Controller of Examinations
4. Director of Research
5. All Deans and All HoDs
6. DSW
7. Deputy Librarian
8. System Analyst – for uploading the Notification in the website
9. Assistant Registrars
10. All Wardens of Hostels
11. Office Copy