



CHRIST
COLLEGE (AUTONOMOUS)
IRINJALAKUDA, KERALA



ALPHONSA BHAVAN LADIES HOSTEL

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA
RULES AND REGULATIONS OF THE HOSTEL

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INFRASTRUCTURE

Common Facilities

The hostel is spread in different blocks which allow adequate air circulation and courtyard space for the hostellers. The hostel is constructed with a recreation area near to the mess hall. The facilities include television with DTH connection, wireless internet connections for common system, newspapers and magazines. The hostel also provides safe clean drinking water. The hostel is also having water cooler and solar facilities. CCTV footage of the residents in the hostel premises (public place) will be recorded and used for security purposes.

Rooms

Each room is furnished with a CFL, a tube light and a fan. The rooms are properly ventilated and clean. The facilities given to each hosteller include -

- One table
- One chair
- One cupboard
- One cot

Accommodation

- The hostel has comfortable rooms to accommodate arts, science and sports students.
- All rooms are on sharing basis (Teachers/ Ph.D. scholars may be allowed double room depending upon the availability).
- The hostel administration shall have the right to enter resident's room to make inquiry/ Search, as and when considered necessary.



I Admission

- 1 Admission to hostel will be done through an Admission Committee consisting of College Principal and Warden. The application for admission to the hostel shall be made in the prescribed form which is available from the hostel office.
- 2 A parent or guardian must accompany the candidate to the hostel to complete the formalities of the admission.
- 3 Before admission to the hostel, the student must give an undertaking in writing that she shall abide by the rules and regulations of the hostel.
- 4 The undertaking should also be signed by the parent or guardian in the declaration form.
- 5 Three copies of coloured passport size photograph should be submitted by the candidate for the purpose of issuance of I.D.
- 6 No student shall be allowed to stay in the hostel without admission.
- 7 All charges or expenses prescribed in the application form or any other documents are subjected to change.
- 8 Candidate should not have an adverse disciplinary record in any hostel previously attended.
- 9 The reservation and quotas of seats in the hostel are as approved by the College Principal.
- 10 Medical fitness certificate is compulsory.

II Re- admission

- 1 A fresh application must be submitted every academic year for re-admission.
- 2 Re-admission is offered on the basis of merits and good conduct during the previous year in the hostel.
- 3 There is no guarantee that a student who got admission in the previous year may be given admission in the forecoming years.
- 4 Each resident student should get an Identity Card from the Hostel office and keep it in her personal possession for verification on demand.

III Code of Conduct

- 1 The hostel is strictly a NO RAGGING zone. Severe punishment shall be taken against those who indulge in the crime.
- 2 Anyone found guilty of the heinous crime of ragging will be punished as per the rules of the land and will be expelled from the hostel immediately.
- 3 Anyone who is seen having any narcotic drugs will be immediately dismissed from the hostel and will be reported to the police station.
- 4 On regular days students should be back to the hostel before 5:30 pm. Main gate will be locked sharp at 6:00pm. Sports students who undergo practice shall enter the hostel by 7 pm.
- 5 Shuffling/shifting of inmates within the room or with other rooms may be done by the warden, as and when required. Inmates of the hostel are bound to obey the decision of the warden, which will be final in such cases.
- 6 No inmate is allowed to shift from one room to another without a prior written permission of the Warden.
- 7 Any inmate who wants to stay in hostel on regular working days should get prior permission from hostel warden.
- 8 Request from Head of the Department / Programme Coordinator (Letter from coach in case of sports students) is mandatory to go outside hostel for any purposes of the department or studies. The request letters should be produced well in advance.
- 9 While moving in and out of the hostel premises, the inmates should make entry in the "Student Movement Register" (Outgoing and Home Register).
- 10 Students should not indulge in any illegal and unethical activity in the Hostel premises.



- 11 Possession, distribution and consumption of alcoholic drinks, chewable tobacco in the hostel premises are strictly prohibited.
- 12 The warden may grant permission for late entry to hostel only on a written request.
- 13 The warden may grant permission for overnight outside stay on a written request from the parents/ local guardian of the hostellers. The letter of permission shall mention the date and time of return to the hostel.
- 14 Use of mobile or any other gadgets should not disturb other hostellers.
- 15 Inmates shall be personally responsible for the care and cleanliness of allotted rooms and hostel premises. They shall also be responsible for the safe upkeep of the fittings in the rooms, furniture and other items supplied to them.
- 16 The hostellers are not permitted to take the Common Room news papers and magazines to their rooms.
- 17 Hostellers are advised to lock all their valuables at all times.
- 18 Use of electrical appliances like heater, hair dryer and cooking etc., in the hostel are not allowed.
- 19 Any damage to the hostel property must be reported immediately to the warden.
- 20 All inmates shall vacate their rooms immediately after the completion of examinations of final semester.
- 21 Inmate should hand over their room keys to the hostel office in the time of vacating the hostel.
- 22 No notices can be put up on any of the notice- boards of the Hostel without written permission/ signature of the administration.
- 23 Silence should be kept after 9:30 pm in the evening to ensure an environment of serious study.
- 24 No entry to the terrace area is permitted after 7:00 pm for common use.
- 25 No combined study/discussion after 9:30 pm in the study hall or in the corridor is permitted.
- 26 All lights in the room must be put off at 10:00 pm.
- 27 Playing games or watching pornographic photos/ videos on the computers is strictly prohibited.
- 28 The users will be responsible for any damage or misuse of computer hardware.
- 29 The readers will be responsible for returning the book(s) for reading in the library room.
- 30 In case of violation of hostel rules if any, the principal (Main Warden) is authorized to constitute a discipline committee to investigate.
- 31 Inmates are expected to give due respect to Hostel staff. Therefore, any act of misconduct towards the hostel employees on the part of a resident(s) will be treated as an act of serious breach of discipline.
- 32 Residents must ensure that vehicles kept by them in the premises of the hostel are duly registered with appropriate civic authorities.
- 33 During the Onam and Christmas holidays the hostel will remain closed.
- 34 In the month of May the hostel will be closed for the maintenance work.



IV Hostel representatives

- To assist the wardens in the smooth function of the hostel there are student representatives from each year UG and PG sections. They are selected by the inmates itself. The hostel is also having a mess leader, a fine arts leader and a treasurer.

V Hostel Mess

The hostel is having a main kitchen and dining hall. It is mandatory that each hosteller should take food from the hostel itself. The hostel will be providing vegetarian and non-vegetarian food for inmates. The management of the mess is made by a food committee which has hostel representatives. There will be a meeting of food committee monthly.

VI Time table

Breakfast 8: 15 am to 9:30 am

Lunch (Holidays) 12:15 to 2:00 pm

Supper 8:00 pm to 8:30 pm

- Food should be taken only in the dining hall. Carrying food to rooms is not permitted.
- Hot water will be available at any time.
- Student should come to the mess hall in proper dress code.
- No hosteller should enter into the kitchen, except the food committee members.
- Wasting of food is an offence. If any student is found wasting food, she shall be fined.





VII Hostel Fee

- 1 At the time of admission, the candidate will have to pay admission fee/ re-admission fee.
- 2 If dues are not paid by the due date, a fine at the rate of 18% will be charged till the end of the same month which shall be deposited in the hostel a/c.
- 3 No fees are refundable except the caution deposit and mess advance which will be refunded by Bank Transfer/ A/c payee cheque after the inmates has cleared all the dues and vacated the hostel only in the name of candidate.
- 4 If caution money remains unclaimed for a period of two year after the resident leaves the hostel it will be forfeited.
- 5 For research scholars, teaching staff members and paying guests there will be separate charges for accommodation and mess.
- 6 The management committee reserves the rights to revise the rules and regulations from time to time and will keep the residents informed of any changes on the Notice Boards.

VIII Health

- Any case of illness should be immediately reported to the Warden. If a hosteller is ill the warden shall make suitable arrangements. First aid box is available in the hostel.

IX Visitors

- 1 Visitors including parents/guardian are not permitted in the hostel after 6.00 pm. However, in special circumstances, the prior permission of Warden must be obtained to stay beyond these hours.
- 2 Outsiders are not permitted to enter inside the Girls Hostel premises in any circumstances.

X Entertainment

- 1 Recreation time 8:30 pm to 9:00 pm.
Complains and Suggestions
- 2 Any complains, suggestions or enquiries are always welcome.

XI Religious Duties

- 1 All students, irrespective of their religion, are supposed to attend the Common Prayer at 8.00 pm at prayer room.
- 2 Catholic Students should take care to foster their spiritual life and fulfill their religious obligations and have to be present for the daily common Rosary at 7.30 pm.
- 3 All the Catholic Students have to participate in the Holy Mass held at the Hostel Chapel on Tuesdays and Thursdays.