



SREE NARAYANA GURU COLLEGE

Womens Hostel Rules & Regulations

HANDBOOK FOR
HOSTEL INMATES

The hostel is the property of Sree Narayana Trusts and is under the control of its Board of Management.

Application for admission should be made in the prescribed application form available in the college office. Duly filled and signed applications recommended by the Principal should be submitted to the Warden /Deputy Warden for admission.

A. ADMISSION

- A. At the time of admission the parent or Guardian must be present.
- B. Students admitted to the hostel are expected to stay for the whole academic year and no refund of fee will be normally be made to a student who leaves the hostel before completing the course.
- C. If any student is not staying in the hostel continuously for ten days, 5 days of deduction from the mess fee is permitted on request.

B. FEE TARIFF

At the time of admission a total of Rs. 4250 shall be paid by the students. The caution deposit and mess advance will be refundable when the course is completed.

Students should pay monthly amount of Rs. 4000 (Mess fee: 3500, Rent 500)

Here is the break of the fees (4250)

B1. Application Form.	100/-
B2. Admission Fee	500/-
B3. Cooking Utensils	300/-
B4. Caution Deposit	500 /-
B5. Reading and Recreation	500/-
B6. Mess Advance	1750/-
B7. Welfare Fund	100/

Monthly

B8. Establishment and Rent	500/-
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Current charges Fixed: Monthly Rs. 4000/-

Caution deposit will be returned when the inmates finally leave the hostel after detecting damages, if any.

- Rent and Establishment for one whole term have to be paid in advance at the beginning of each term. The advance will be adjusted at the time of vacating. The boarding fee is to be paid on or before 5th of every month. Fine will be levied for delayed payment of the following rates.

After 5th Rs 15/-

After 10th Rs 30/-

- Those who do not pay fee for a month and a half will not be allowed to continue in the hostel.

D. Students are expected to provide themselves with the following items from the time of admission.

Steel Large plate- 1

Steel Small plate- 1

Steel Tumbler- 1

Steel Spoon

bucket

Mug

Bedding mattresses and bedspreads and a bag for keeping dirty clothes.

In case of serious illness or infectious diseases, the parent /guardian will be intimated and requested to take the ward home immediately.

Every student should have a local Guardian designated by her parent

HOSTEL RULES

1. The hostel is under the disciplinary control of the warden or deputy warden
2. Students will be allowed to visit relatives or be visited by only those who have been approved by their parents or guardians.
3. Visitors will be allowed to meet students from 4 p.m. To 6 p.m.
4. Students are allowed to meet their visitors with the permission of the warden or deputy warden or matron in the visiting room only. The visitor shall be from the list approved by their parents or guardians, and they shall make a proper endorsement in the visitors's logbook of the hostel. Visitors are normally allowed to meet the student for a maximum of 10 minutes.
5. Arrival and departure of the inmates are to be recorded in the hostel logbook.

Daily study hours:

5 a.m. To 8 a.m.

6 p.m. To 7:30 p.m.

8:30 p.m. To 10 p.m

Students are expected to keep perfect silence during study time

7. Cases of illness should be reported at the earliest to the warden or deputy warden or matron so as to take appropriate action.
8. Hostellers who are unable to attend classes due to illness should report to the deputy warden or matron and obtain their permission. The deputy warden or matron shall make relevant entries in the hostel records and intimate to the group tutor concerned. No other absence from the college will be permitted.
9. Damage done to any hostel property or article shall be paid for in full by the student at fault.
10. In no circumstances shall students put up notices or convene meetings of any sort without the prior permission of the warden or deputy warden.
11. All electric lights must be switched off at 10.00 p.m. Students are not allowed to use any additional electric appliance in their room without the permission of the deputy warden.

12. All hostel inmates especially senior students are responsible for observing hostel rules and silence.
13. Students are allowed to go home once in a month or based on emergencies.
16. All inmates are expected to cooperate in maintaining the discipline, peace and harmony of the hostel.
17. All letters received should be addressed to the hostel and all letters sent should be handed over to the deputy warden. if any student found sending or receiving letters through day scholars, severe action will be taken.
18. All inmates should like they are rooms and leave the keys in the hostel keyboard while they go out.
19. Inmates are not allowed to bring visitors, outsiders day scholars or friends into their rooms without the special permission of the warden or deputy warden.
20. Students will not be allowed to go out on overnight excursions or go to their own home unescorted unless the warden receives written permission from the guardian.
21. No student will be allowed to stay out after 6 p.m, without the special permission of the warden The hostel gate closes at 6 p.m by that time all inmate should be in the hostel.
22. Inmates are to strictly adhere to the hostel rules and timetable
23. The roll call will be taken once a day at 8 p.m: all inmate should report for the roll call in time.
24. Students may be permitted for special tuition classes on the written request of their parents and at their own risk.
25. Rooms allotted are liable to be changed at the discretion of the warden deputy warden at anytime
26. Valuables like gold, cash and valuable document should not be kept in the hostel under any circumstances. All valuable should be kept under personal lock and key. Hostel authorities will not be having any responsibility for the loss or damage caused to the personal belongings of the inmates
27. Washing of clothes should be done by the inmates themselves. laundry area is provided behind the hostel building for washing the clothes. washing of clothes should not be done in the bathrooms
28. Inmates are not allowed to enter others rooms
29. Meals will be served as per the following schedule

MESS TIMING

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|------|-----------|-----------|
| 29.1 | Breakfast | 8:00 a.m. |
| 29.2 | lunch | 12:30 p.m |

29.3 Tea 4.00 p.m

29.4 Dinner 7:30 p.m

29.5 Students are expected to be punctual for their meals

29.6 Inmates are to have their meals in the dining room

29.7 No food items will be taken to the bedrooms, recreation room, reading rooms or dormitory unless otherwise permitted by the warden

29.8 No meals will be ordinarily be served after 9 p.m

29.9 Mess section once chosen cannot be changed except on the first of the month with prior written request.

29.10 Plates, tumblers, spoon etc for the use of the inmates are to be provided by the students themselves. Plates and other articles in the dining room should not be taken to the bedrooms or dormitory. No student is permitted to enter the pantry, store or kitchen nor is any student permitted to command the services of the maids unless otherwise permitted by the deputy warden

30. A minimum of 5 days we will be charged even if the inmate has not stayed a single day in the hostel for the month.

31. Matters not covered by these rules will rest with absolute discretion of the warden

32. The inmate whose conduct is found unsatisfactory or is found to violate the rules and regulations of the hostel is involved in ragging will be expelled without any further notice from the hostel.

33. Intoxicants of all kinds are strictly prohibited inside the hostel

Sree Narayana Guru College Hostel for Women

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WARDEN