

NHRIMH, Kottayam

HOSTEL– Rules and Regulations (Gents and Ladies)

INTRODUCTION

NHRIMH Hostel facility is mainly meant for PG Scholars, PhD Scholars and others who are deemed to be part of NHRIMH from time to time as part of engagement in various activities of the Institute. Asst. Director (H) and Officer-in-charge will be the final authority in any matter pertaining to the Hostel, and the decision of the Officer-in-charge will be final.

1. Accommodation

Hostel accommodation is provided in separate buildings for both gents and ladies. Students should stay in the hostels unless exempted as per the recommendation of the Principal during the course and period.

2. Administration

2.1. The Hostel administration shall be under the control of the following Hostel Administration Committee:

1. Officer in Charge/Head of the Institution (Chairperson)
2. Principal
3. Medical Superintendent
4. HoDs (Practice of Medicine and Psychiatry).
5. Asst/Senior most UDC
6. Wardens (2)
7. Asst. Wardens (2)

7.1. The Officer in charge/Head of the Institution will be the Chief Warden of both hostels.

The hostel shall be under the control of the two wardens from the Faculty nominated by the Hostel Committee. There will be an Asst. Warden for each hostel who will be responsible for the day to day-to-day management of the hostel under the guidance of the wardens.

7.2. The Hostel Administration Committee's decision shall be final in the interpretation of rules and in all matters connected with the hostel with the approval of the Officer in charge.

3. Admission

3.1. Admission is restricted primarily to the PGTs /PhD Scholars of the National Homoeopathy Research Institute in Mental Health, Kottayam. However, the Officer-in-charge/Head of the Institution can relax the norms as per requirements.

- 3.2. Students requiring accommodation should apply in the prescribed form with a registration fee of Rs.1000/-. If admitted, admission to the hostel is subject to renewal every academic year, with a registration fee of Rs.500/-. Separate undertakings in the form of the affidavit must be given by the student and his/ her parents/ guardian as stipulated on the Institute website before the allotment of the Hostel. Each room is to be occupied by the number of students it is meant for and is not allowed to shift rooms on their own.
- 3.3. Applications will be registered in the order in which they are received and rooms allotted in the order. Applications not in proper form and unaccompanied by registration fee will be rejected.
- 3.4. Rooms will be allotted at the discretion of the Chief warden with the recommendation of the Principal. No request for a change of rooms will be entertained except under special circumstances, which have to be justified
- 3.5. No claim for a single room or preference for a room or roommate shall be considered, and the reason why admission is refused to any applicant may be informed.
- 3.6. All outstation candidates, at the time of admission shall furnish particulars of their local guardian whom the Institute can contact in case of emergency.
- 3.7. The registration fee will be forfeited if the student does not occupy the room within a week of its allotment and the same shall be refunded in case the room is not allotted due to any reason which may be intimated to her/him.

4. Discipline & Conduct

- 4.1. Each student on admission should sign a declaration in the form approved.
- 4.2. The boarders can be expelled by the Officer in charge or Principal or the concerned authorities at any time if they are found guilty in of staying away from the hostel without permission or found indulging in misconduct or indiscipline mentioned under clause .4.4 of the Regulations.
- 4.3. Surprise inspections shall be undertaken by wardens or the Members of the Hostel Committee from time to time.
- 4.4. Possession/distribution /Consumption of Alcohol, Tobacco, Gutka, or any objectionable intoxicants is strictly prohibited. Anyone found doing the same will be fined as decided by the hostel administration committee.
- 4.5. The residents of the hostel are not permitted to keep any inflammable material, firearms or any other objectionable material in their rooms.

- 4.6. Each boarder shall sign the attendance register between 7.30-8.00 pm under the supervision of the Asst warden. Attendance Register will be available with the security personnel that could be checked by the Institute authority as and when required.
- 4.7. Hostel inmates shall intimate the Asst. warden prior to their absence. Room keys shall be handed over to the Hostel-in charge/Asst. wardens while proceeding on leave/vacation.
- 4.8. Sub letting of rooms shall not be allowed and if found out, the allotment of room shall be cancelled forthwith and a penal rent @Rs 200 per day shall be charged from the student from the date of allotment.
- 4.9. Vandalism is a very serious offence. Boarders found guilty can be evicted from the hostel.
- 4.10. Rooms are not to be left open and unattended when going out. The Institute bears no responsibility for any of your belongings missing from the hostel. It is advised to keep only a minimum of essential cash in hand at any point in time.
- The cleanliness of the rooms is the duty of the occupants. Inmates are advised To keep their belongings properly stacked and follow best housekeeping practices.
- 4.11. The common facilities i.e. the common rooms, corridors, bathrooms etc. are to be kept clean and hygienic all the time.
- 4.12. No debris is to be thrown in the corridors or out of the balcony/ windows. Debris is to be deposited only in the dustbins provided in the hostels.
- 4.13. Playing in the Corridors is not allowed except in the designated area.
- 4.14. Loud singing and playing music systems and musical instruments in the room(s) are forbidden.
- 4.15. No meeting or gathering of residents for political purposes shall be allowed to be held inside the hostel.
- 4.16. All the residents shall have their ID cards stamped (indicating she/he is a boarder) at the time of joining and the same shall be produced on demand by the security personnel/hostel authorities.
- 4.17. Any act causing the violation of the rules and regulations of the hostel could invite disciplinary action as decided by the warden in consultation with the Hostel Administration Committee. The penalty amount imposed if any shall be paid by the parent / authorized guardian within ten days of the issue of the penalty notice. In case of default, the amount is liable to be recovered from the caution deposit.

- 4.18. Any violation of hostel rules will invite disciplinary action. Instances of acts of indiscipline will be intimated to the parent/guardian of the student immediately.
- 4.19. The Officer in Charge/Hostel Administration Committee reserves the right to add, delete or modify the above rules without any prior notice which shall be binding on all residents of the hostels. In all matters related to hostels, whether covered or not in the existing rules, the decision of the Officer in Charge, NHRIMH shall be final.
- 4.20. **Admittance to the hostel shall be treated as consequential to the acceptance of all the rules and regulations which were thoroughly read and understood by the student and also by his parent/legal guardian**

5. Furniture and fixtures

- 5.1. Each room and boarder will be provided with sufficient furniture and fixtures for which he/she should give a receipt and for the safety of which he/she shall be responsible. Residents should bring their own bedding and locks.
- 5.2. Every boarder will be responsible for the items given to him/her. Furniture is not to be moved from one room to another.

6. Electrical and Sanitary fittings

- 6.1. Rooms are provided with appropriate electrical and sanitary fittings. Boarders should see that the lights are switched off when they go to sleep or when they leave the room otherwise a fine each time will be recovered from each occupant of the room irrespective of who was responsible for the neglect. No resident is allowed to have additional electric fittings without the written permission of the chief warden/warden.
- 6.2. Wastage of water in the toilets and public areas may be strictly avoided.
- 6.3. No electrical appliances other than laptops and the standard fittings prescribed are permitted to use in the room(s). If found the appliances will be confiscated and fine imposed as deemed fit by the appropriate authority.

7. Room rent

- 7.1 The rent for the rooms will be fixed for each hostel from time to time which will be specified in the prospectus of the NHRIMH.

8. Establishment charges

- 8.1. Electricity, Water and other amenities charges will be billed as applicable along with the room rent on monthly basis.
- 8.2. If damage is done to any of the electrical or sanitary fittings, the damages will be recovered from the boarders concerned based on replacement cost and labour charge as applicable.
- 8.3. If damage is done in any of the hostel rooms and the boarder(s) is/are not identified, then double the cost of damage will be liable to be recovered from the room-mates collectively.
- 8.4. The Hostel Committee from time to time may review and revise the charges as applicable.

9. Withdrawals

- 9.1. Students passing out of the college or discontinuing their studies will be permitted to leave the hostel on application to the warden only at the end of the term and not in the middle of the term except on medical grounds approved by the chief warden/ warden. Students who are living in the hostel and who wish to have a short stay outside with their relatives must produce a letter from their parents or guardians authorizing them to do so before leaving the hostel. On no account should they leave the hostel before they are permitted.

10. Mess

- 10.1. There is a provision for vegetarian and non-vegetarian messes.
- 10.2. Before the first day of every six months the inmates of each mess shall (from among themselves) elect a representative who is subject to the control of the warden who will see to the proper control of the mess, for the month. All complaints relating to the mess shall- be made only by the representative. The warden shall have the delegation of power to nominate one among the resident (inmates of the respective mess) until the representative is duly elected.
- 10.3. No inmate shall take meals in the messes to which he/she does not belong. Members are not allowed to change from one mess to another (ie. veg to non-veg and vice versa) except at the beginning of the month. Such changes should have the prior approval of the warden.
- 10.4. The extras taken by the members will be entered in the register which will be open for inspection by the members. Any error noticed must be represented to the Asst. warden in writing not later than the succeeding day. The list of dues from members shall be put up on the notice board by the 7th of every month. Members have to pay the same not later than the 15th of the month failing which the parent or guardian will be informed about the delay in paying the amount, and appropriate action will be taken thereon.
- 10.5. The mess timings will ordinarily be:
Breakfast: 07:00 am to 08:00 am
Lunch : 12:00 pm to 02:00 pm
Tea : 05:00 pm to 06:00 pm
Dinner : 07:30 pm to 09:00 pm
- 10.6. Sick diet will be provided for members who are ill, on the advice of the chief warden/warden.

- 10.7. Members are not allowed to take cups, saucer, tumblers and other utensils of the hostel to their rooms under any circumstances.
- 10.8. Outside food is permitted with prior permission from the warden during stipulated hours only. The weekly menu will be prepared by the Mess Committee and displayed on the notice board
- 10.9. Discipline should be strictly maintained in the Dining hall.
- 10.10. Day scholars shall not be entertained in the mess at any point of time
- 10.11. The inmates should not enter the kitchen.
- 10.12. Suitable fine as decided by the Mess Committee shall be imposed on defaulters of mess fee.
- 10.13. Diners should see that food is not wasted and shall interact with mess staff in a courteous manner.

11. Visitors and Guests

- 11.1. No resident is allowed to bring the guests into the hostel without the permission of the Warden. On Sundays and other public holidays visitors are allowed (without interfering with the scheduled duties) between 9.00 am to 7.00 pm and on other days (7 AM to 9 AM & 5 PM to 7 PM) in the visitor's room. All visitors are required to make necessary entries in the Visitor's Register. No visitor is permitted to stay in the hostels without permission of the competent authority. Entertaining unauthorized guests will lead to severe punishment, which may include a fine of (Rs. 1000/-) and expulsion from hostel or both apart from disciplinary action. In case any unauthorized occupant is found in any Hostel room, the bonafide inmates of the room shall be liable for disciplinary action. Entry of male members is not allowed in the Girl's Hostel premises beyond the Girl's Hostel Security Post. Special reasons, if any, should be approved by the Warden. Faculty Members or Staff from the College, who are not associated with the administration of the Hostel are not allowed to regularly visit the Hostel blocks unless they are permitted to do so for any specific reasons by the Principal with the prior approval of the Officer in Charge.
- 11.2. Going out of the campus with relatives should be done along with parents / guardians only. Other relatives, cousins, family friends, etc. shall not be entertained.
- 11.3. No male students are expected to be found in the areas around the lady's hostel and no ladies are to be found in the vicinity of the men's hostel.

12. Penalties

- 12.1. Misconduct or any serious break of any hostel rule will render the offender liable to suspension or even dismissal, according to the gravity of the offence.
- 12.2. Smoking, Consumption of alcoholic beverages, antisocial and other lethal things are not permitted in the hostel and its premises.

12.3. Recurrence of acts of indiscipline will result in suspension from the classes or expulsion from the hostel, or both.

12.4. A student, who is suspended from the college for grave misbehaviour, is considered simultaneously suspended from the hostel also and not permitted to enter the premises of the Hostel blocks.

13. Ragging

13.1. Ragging in any form is strictly banned and is a cognizable offence, and the matter shall be dealt with as per the laws of the state.

14. Housekeeping and Cleanliness

14.1. All inmates are supposed to follow best housekeeping practices and shall wholeheartedly co-operate in keeping the hostel and its premises including the courtyard clean, environment friendly and hygienic.

14.2. Notices must not be pasted on the walls. Walls must not be scribbled on.

14.3. A room is allotted to a student on his/her personal capacity. It is her/ /his responsibility to take care of the cleanliness and maintenance of the room.

14.4. The resident of a room is responsible for any damage to the property in the room during his/ her occupancy.

15. Code of Conduct

15.1. All residents are required to maintain standards of behaviour expected of the students of a National institute. They are expected to behave courteously and fairly with everyone inside and outside the hostel and campus.

15.2. Silence must be observed in Hostel premises

15.3. Engaging personal attendants is prohibited

15.4. Waste of electricity and water is a sign of socially irresponsible behaviour and is prohibited. When leaving the room, all occupants should ensure that fans and lights are switched off.

16. Mess Committee

16.1. The mess committee will consist of

i. Officer in charge (Chairman)

ii. Warden

iii. Asst wardens

iv. 03 Representatives from Residents (03 Batches)-Members.

16.2. The tenure of the Committee shall be 06 months.

16.3. Mess staff –Posted by the Institute.

16.4. The Principal and the Hostel Administration Committee reserves the right to frame/amend rules in part or full, with the prior approval from the Officer in

Charge/Head of the Institution at any point of time and such rules/amendments shall be binding for both boarders and the Warden.

17. Do's and Don'ts

Do's

- 17.1 Do comply with the rules, regulations, code of conduct and disciplinary provisions contained in the prospectus.
- 17.2 Do keep the hostel rooms, its premises and common areas neat and tidy
- 17.3 Deposit the wastes in the designated dust bins kept on each floor only
- 17.4 Do keep your belongings safe under lock and key as the Institute does not take responsibility for loss of belongings of the inmates.
- 17.5 Do switch off fans and lights when not in use
- 17.6 Do keep silence in the hostel premises
- 17.7 Do take care of the hostel properties entrusted to you

Don'ts

- 17.8 Do not indulge in consumption/possession/distribution of alcohol, tobacco, Gutka or any other prohibited drugs/substances
- 17.9 Do not keep any inflammable material, fire arms or any other objectionable material with them
- 17.10 Do not indulge in vandalism or destruction of public property
- 17.11 Do not keep the doors open and unattended while going out
- 17.12 Do not keep your rooms and bath rooms untidy, unkempt with belongings littered around
- 17.13 Do not indulge in unhygienic practices within and outside the hostel
- 17.14 No debris/waste be thrown out of the window/balcony
- 17.15 Do not play in the corridors
- 17.16 Do not install/use any electrical fittings of your own other than lap top and standard fittings prescribed.
- 17.17 Do not try to bypass Mess rules given under 10.01 – 10.12
- 17.18 Do not bring in guests without permission of the warden
- 17.19 Do not indulge in any form of ragging
- 17.20 Do not indulge in any activities that would adversely affect the peaceful co-existence of your fellow inmates or infringe upon the rights of others
- 17.21 Do not be absent from the hostel without the written permission of the Hostel in charge well in advance
- 17.22 Do not indulge any partisan/political activity inside the campus/vicinity of hostel.

NHRIMH, KOTTAYAM**FEE STRUCTURE FOR LADIES AND GENTS HOSTEL**

Sl.No	Description	Amount	Total Rs.	Remarks
1.	Admission Fee	Rs.1000.00	Rs.1000.00	One time payment. Rs.500/- shall be chargeable p/a for renewal in subsequent years
2.	Caution Deposit	Rs.10,000.00	Rs.10,000.00	Refundable at the time of completion of course (based on the condition of the furniture/ sanitary & electrical fittings provided in the room)
3.	Room Rent	Rs.1500.00 per month	Rs.9,000.00	Single occupancy/ Advance rent for six months to be paid
		Rs.1000.00 Per head, per month	Rs.6,000.00	Double occupancy/ Advance rent for six months to be paid
4.	Establishment Charges	Rs.9,600.00 per annum	Rs.9,600.00 per head, per annum	Rs.800.00p/m (Electricity/ water/ other amenities)
5.	Mess Advance	Rs.5,000.00	Rs.5,000.00	Refundable- will be adjustable in the last month
6.	Mess fee			As directed by the Mess Committee

NHRIMH,KOTTAYAM
APPLICATION FOR HOSTEL ADMISSION

Application No.

LADIES

GENTS

Self Attested
Latest
Photograph

Year of Admission :

Roll No. :

Course :

Year : **1stYear** **2nd Year** **3rd Year**

1. Name of Applicant (In Block letters) :

2. Age and Date of Birth :

3. Blood Group :

4. Permanent Address :

5. Address for Communication :

6. Mobile No. and email id :

7. Adhar Card Number :

**8. Name and address of Parent/
Guardian with Mob No. and Email id** :

9. Alternate Contact No, in case of emergency :

10. Preference for Rooms : **Single** **Double**

I.....son/daughter of
hereby state that I
 have read and understood the Hostel Rules and Regulations of NHRIMH, Kottayam and agree to
 abide by them. In the event of my violating any of the rules, I understand that I am liable to be
 evicted from the Hostel without notice apart from payment of any fine imposed there on and other
 legal consequences.

Name of the Candidate with Signature

I.....parent/Guardian of.....
hereby undertake that my son/ daughter will abide by all the rules and
 regulations of NHRIMH, Kottayam hostel and also make timely payment of hostel fees and dues
 – the contravention of which will entail eviction from hostel and other disciplinary/ legal action. I
 also agree to deduct/recover any dues/fines in r/o my ward from the caution deposit in case of
 nonpayment.

Name and signature of the Parent/ Guardian

(copies of Admit Card & Aadhar Card to be attached)

.....

FOR OFFICE USE ONLY

Date:

Room No. Allotted :

Details of Fees paid :

Admission Fees :

Receipt No& Date.

Caution Deposit :

Receipt No& Date.

Rent Advance :

Receipt No& Date.

Warden

Chief Warden

Principal

Officer Incharge

ROLES AND RESPONSIBILITIES

CHIEF WARDEN:

- 1. Over all administrative control of the Hostel**
- 2. Policy and admission decisions on the Hostel after receipt of recommendation from Principal**
- 3. Appellate authority on the decisions of Principal/Warden/Asst. warden**
- 4. Building maintenance with the appropriate AMC organization**
- 5. Authority to amend the Hostel regulations from time to time**

Principal:

- 1. Over all supervision and control of the general affairs of the hostel, Warden and Asst Warden**
- 2. Admission approval of PGTs**
- 3. Disciplinary actions**
- 4. Any other matters entrusted by the Head of the Institution.**
- 5. Shall assume the charge of warden in the event of unexpected prolonged absence of warden or make suitable adhoc arrangements in consultation with Head of the Institution**

Warden:

- 1. Over all direct control of the inmates in the Hostel and their activities**
- 2. Supervision of day to day affairs of the hostel**
- 3. Administrative control of Assistant Wardens**
- 4. Assume the charge of Assistant Warden in case of any contingencies/or to make alternate arrangements in consultation with Principal and Head of the Institution.**
- 5. Periodical Surprise Inspections in the premises & in Hostel blocks and report the same to higher officials**
- 6. Redressal of routine complaints in consultation with Asst warden**

Assistant Warden:

- 1. Over all administrative control of the inmates in the respective hostel blocks**
- 2. Day to day activities and management of the Hostel**
- 3. Ensure the discipline and hygiene of the premises as well as the hostel rooms**
- 4. Timely collection of Hostel fee and administrative charges as applicable**
- 5. Monitoring of visitors**
- 6. Surprise inspection to Kitchen, rooms, toilets& Common areas and premises**
- 7. Feedback mechanism and corrective actions required for the exigencies**
- 8. Redressal of complaints through proper channel**
- 9. Supervision of Security, Kitchen staff, cleaning staff and other subordinate staff members of Hostel**
- 10. Any other responsibilities entrusted by the Competent authority**

Asst Director(H)&Officer Incharge