

HMDP SABHA, MOOTHAKUNNAM

To

Ms. Wardens/Principals of
SNM Educational institutions
Sir/Madam.

Sub: Notification on Rules and Regulations of SNM College hostels—

Attached herewith are the new Rules and Regulations of SNM College hostels.
You are requested to bring it to the notice of all concerned.

It is reminded that from academic year 2022-2023 onwards the hostel fees as follows shall be collected from all inmates of both Ladies and Gents hostel.

Admission fee Rs 100

Rent per month Rs 1500(including establishment charges)


Caution deposit Rs.5000

Those inmates who had not been paying the fees at rates stated above shall compulsorily pay the revised amount w.e.f. 1st January 2023. All the fees collected must be remitted to HMDP Sabha office.

Regards

28th November 2022

Moothakunnam



Secretary

HMDP Sabha

Copy to all Managers & Principals



SNM COLLEGE HOSTELS, MOOTHAKUNNAM

Hostel rules and regulations

1. Introduction

Hostel means the place of residence of students studying in SNM colleges/SNM educational institutions. SNM colleges have two hostels, one for ladies located at Maliankara (Ladies hostel) and another for gents located at Moothakunnam (Gents hostel). These hostels are associated with SNM college, Maliankara and SNM training college, Moothakunnam respectively. Ladies hostel is based inside SNM college campus whereas Gents hostel is placed on the side of Moothakunnam – Maliankara road.

2. Hostel Administration

SNM college, SNM training college and other SNM educational institutions come under the corporate educational agency named as HMDP Sabha, Moothakunnam. Therefore, the Appellate authority in the management of hostels is HMDP Sabha.

There shall be a Warden for each hostel appointed by the Manager of the colleges. The Principal of SNM college, Maliankara or any other faculty of the same college shall be the warden of Ladies hostel and the Principal of SNM training college, Moothakunnam or any other faculty member of the same college shall be the warden of Gents hostel. However, the Principals of other SNM institutions shall have concern, care and control over their students staying in the hostels.

Assistant warden/Matron/Caretaker shall be appointed for helping the Warden in the administration of the hostel. He/she shall stay in the hostel.


The Assistant warden shall maintain the Nominal roll of hostelers room-wise in the register (**Roll register**), and display it in the notice board.


The Assistant wardens of Ladies hostel and Gents hostel shall submit separately a nominal roll of inmates (shall consist of serial number, name of the student, course and year of study, and name of SNM institution) of the hostels on the 1st day of June, September, December and March of each academic year, to the Secretary, HMDP Sabha through the respective Principals of SNM colleges.

The Assistant warden shall manage the properties and infrastructure of the hostel.

The Assistant warden of hostel shall maintain the following Registers for the smooth functioning of the hostels: (1) **Stock register** (all properties, furniture, instruments etc of hostel) (2) **Roll register of inmates** (name

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of inmate, class of study, name of institution, Aadhar number, permanent address, mobile number, contact number of parents) (3) **Mess register** (minutes of meetings) (4) **Register for mess accounts** (mess advance, monthly mess fees paid/not paid etc by inmates) (5) **Movement register** (time of departure of inmate from hostel, purpose, destination and arrival to hostel etc) (6) **Visitors/Guest register** (name, address, mobile number, relationship with inmate, time of arrival and departure etc of visitor or guest)

The maintenance work of hostels and salary payment to assistant wardens, caretakers, cleaning staff, security staff etc. shall be undertaken by SNM IMT, Maliankara.

Wardens /Principals of colleges /institutions shall submit monthly statement of accounts of the hostel to the Secretary of Sabha. It shall include hostel fees collected/ refunded, salary paid and maintenance fund received/ spent.

Office of HMDP Sabha shall keep separate accounts on income (admission fee, rent, caution deposit) and expenditure (refund of caution deposit, salary to staff and maintenance) of hostels. It shall be subject to audit.

Any grievances or appeal by the staff and students of the hostels shall be addressed to the Secretary, HMDP Sabha through the respective warden/principal and institutional managers.

3. Admission of students

Students shall apply for accommodation in the hostel to the warden /assistant warden of the respective hostels in the prescribed form (Annexure1). An admission fee of Rs100, not refundable, must be paid at the time of admission.

Only limited number of seats are available in the hostels. Two or more students are accommodated in the hostel rooms. On obtaining the list of admitted students from the warden, the assistant warden/matron/caretaker shall make necessary allotment of rooms.

The students shall stay in the allotted rooms only. Change or exchange of room may be permitted in exceptional cases by the assistant warden. Change of rooms by students themselves without permission shall be treated as serious violation of rules of the hostel.

Inmates of hostel shall hold an identity card issued by the educational institution with his or her photograph attested by the principal.

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Students shall remit the required fees/deposits/such as application fee, caution deposit and rent at the time of admission.

An amount fixed or revised from time to time by the college will have to be paid towards caution deposit which will be refunded at the time when the student vacates the hostel on completion of the program, after deducting the dues, if any.

A student has also to pay monthly rent including establishment charge which is fixed or revised from year to year by the management committee, and it is non-refundable.

Even if a student joins or leaves the hostel during a month, full rent for that month should be paid. Similarly, no rent reduction will be given even if the inmate absents himself from the hostel for any number of days.

For SC/ST category payment of fees and caution deposit is as per Government rules.

3.1. Undertaking

Inmates of hostel have to strictly follow the rules of the hostel. Failure to abide by any hostel rules shall result in strict disciplinary action by the appropriate authority. All students shall sign an undertaking (Annexure2) at the time of admission stating that he/she has read and understood the hostel rules and regulations and shall abide by these rules. The parent/guardian of the student should be present at the time of hostel admission and he/she shall countersign the undertaking. The student will be expelled from the hostel for violation of rules, if any.

3.2. Date of Payment of fees

Application fee/admission fee, one month rent and caution deposit are to be paid at the time of admission. Students shall pay the hostel rent of subsequent months on or before 5th of every month. If not, a fine of Rs.50 per day will be levied for the first week and Rs.100 per day from the next week onwards. If this period exceeds six weeks the student shall be expelled from the hostel.

4. Admission of students from other SNM institutions

Students from other institutions shall submit applications for hostel admission to warden/assistant warden through their respective principals. The principals shall arrange to collect all fees from the hostel students and remit in HMDP Sabha office.

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5. Hostel Mess

There shall be a Mess committee, and the mess in the hostel shall be run by the mess committee under the control of the assistant warden/matron/caretaker. The committee shall include hostel staff and representatives of students. All residents shall take part in the hostel mess on a shared basis .

There shall be a mess secretary elected from the mess committee for a period of one month. Mess committee and secretary shall prepare the menu in consensus with the inmates and the assistant warden/matron/caretaker, and ensure smooth and timely operation of the mess.

The mess secretary shall supervise the mess affairs, monitor the expenses incurred in running the mess and prepare the mess bill. The total expenditure including cook's salary shall be met by the inmates on a monthly basis.

All residents shall attend the general meetings and mess meetings of the hostel. Attendance shall be recorded in the register (**Mess register**).

The mess timings shall be fixed by the mess committee and the assistant warden/caretaker. The timings shall be displayed at the entrance of the dining hall. It is not obligatory on the part of the kitchen staff to serve food beyond the fixed timings.

Mess advance deposit (amount to be decided by mess committee) shall be paid when one joins the mess and it shall be maintained throughout the period of stay by recouping the monthly mess bill.

The hostel mess bill for each month will be displayed in the hostel Notice board by 2nd of the following month. The mess bill must be paid latest by 5th working day of the following month, failing which a fine of Rs10 will be charged for each day delayed.

Mess rebate is entitled only for absences of a minimum of seven consecutive days or as decided by the mess committee, if such a request is submitted to the assistant warden/caretaker in advance. This rule is applicable to all inmates of the hostel.

All students should take food in the mess hall only. No resident is permitted to take food, utensils like tumblers, plates or spoons, and dining hall furniture like chairs, tables etc outside the dining hall or even to their rooms.

Cooking inside the rooms by inmates is strictly prohibited.

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6.Hostel discipline

Students of Ladies hostel must report back to the hostel by 6.30 pm and those of Gents hostel by 7.00 pm

Daily attendance must be taken by the assistant warden /caretaker after 6.30 pm and 7.00 pm respectively for Ladies hostel and Gents hostel.

Students are advised not to keep valuable items including jewellery, mobile phones, laptops, electronic gadgets etc in hostel rooms. Residents will be completely responsible for any loss of such items and the hostel administration will not hold responsibility.

Students should lock their rooms properly when they go out. Each room -mate must keep a key of his/her room.

Fans, lights and such other electronic gadgets must be switched off when students leave their rooms.

Additional electric fittings and use of all unauthorized electric appliances such as heaters, kettle and iron box are strictly prohibited.

Room furniture, electrical fittings and plumbing items of hostel are required to be safeguarded by students in good condition. Residents will be personally and collectively responsible for any loss or damage to the properties, equipment and other fittings in the rooms and common halls respectively. In case of damage or loss, the cost will be recovered from those found guilty.

All inmates shall report complaints on furniture, electrical or plumbing structures to the assistant warden/caretaker. The latter in turn shall bring it to the attention of the wardens/principals/managers.

Students should sleep in their rooms only. One should not enter the rooms of others during study time.

Students shall keep the rooms and hostel premises neat and clean.

Inmates of Ladies hostel should not throw sanitary pads and such wastes into the toilets. These are to be wrapped in newspaper and deposited in the waste bin provided for safe disposal.

Religious or political meetings shall not be held in the hostel. Students should not arrange any social functions in the hostel without prior permission of the assistant warden /warden.

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Smoking is prohibited. Usage of narcotics and alcohols in the hostel is punishable and will be reported to the police immediately.

Ragging of any kind is strictly prohibited in the hostel and it is treated as a serious offence leading to immediate expulsion of the inmate from the hostel.

6.1. Permission to leave hostel

Hostel students shall not leave the hostel without prior permission of the assistant warden/Warden. They shall have to apply for permission in writing in advance stating the reason for leaving and the destination address. Hostel students who leave the hostel without permission shall be deemed to be missing and their parents/guardians and police authorities will be intimated accordingly.

All movements of students from and to the hostels should be recorded in the **Movement register** kept with the assistant warden /caretaker / security guard. 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 hostel.

Inmates should not leave the hostel premises on holidays for the purpose of excursion or picnic or going home without prior permission of assistant warden /warden. Negligence to instructions will be reported to the parents and disciplinary action taken.

Students absenting from regular classes and staying in hostel will have to take permission from warden.

7.Visitors/Guests

Vising time for guests in hostel is from 4.30 pm to 6.30 pm on working days, and from 10.00 am to 6.30 pm on holidays. Visitors are not permitted after 6.30 pm.

Visitors/guests shall enter their name, address, relationship with the inmate and phone number in the **visitors/guest register** kept with assistant warden/caretaker/security guard.

Guests are not permitted to stay in hostels. In exceptional cases permission will be granted by the assistant warden/warden on payment of guest charge of Rs 100 per day for students and Rs.150 for other guests. The host shall pay the fixed charges in advance. Guests shall follow the rules of the hostel. They shall make necessary entries in Guest register and movement register.

Non- residents are not allowed to enter the hostel or hostel premises.

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8. Disciplinary action

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

Residents should behave with restraint and decorum in the hostel. They should avoid creating disturbance to other inmates such as shouting, singing loudly and other similar acts. Inmates shall also neither interfere with the duties of the hostel employees nor ill-treat them.

If any sort of misconduct or indiscipline by an inmate is noticed, warden shall take disciplinary action including suspension from the hostel. A report on it shall be submitted to the manager of the college. The manager may conduct an enquiry on the issue and if the conduct of the student or inmate is found as indiscipline, the matter may be further reported to the Management committee of HMDP Sabha. The committee will be the Appellate authority relating to disciplinary action in the hostel. The decision of the committee shall be final.

A student facing disciplinary action in the college will not be allowed to stay in the hostel.

9. Validity of admission

Admission in the hostel is valid up to the end of the academic program. Students shall vacate the hostel immediately after the final examination or the date of discontinuing the study in the college. If a student vacates the hostel in the middle of the program and seeks admission later, he/she will have to apply afresh again.

Students will not be normally permitted to stay in the hostel during Onom, X-mas and summer vacations. They should vacate the hostel before proceeding for summer vacation. However, warden may consider requests of inmates in certain unavoidable cases.


10. Amendments to Rules

The management of the colleges reserves the right to amend, delete or add any rules of hostel from time to time as it deserves fit.


Notified by

Management of SNM College hostels

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Annexure 1

Application for admission in SNM College Hostel

(Ladies hostel / Gents hostel)

1	Name of the student	
2	Sex (male or female)	
3	Date of birth	
4	Permanent address Mobile number& e mail id	
6	Aadhar number	
7	Present address	
8	Name of father& phone no.	
9	Name of mother &phone no.	
10	Name and address of local guardian &phone no.	
11	Distance from home and college in km	
12	Signature of the student with date	
13	Signature of parent/guardian with date	

Application/Admission fee of Rs.100 to be paid & undertaking by student to be attached

Remarks by Principal/Warden

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Annexure 2

SNM College Hostel

**Undertaking by Student and Parent
for admission in SNM College hostel**

I, Sri/Smt (name)..... son/daughter of (name of,
parent)admitted for.....(name
of program) in (name of college/institution).....
has read and understood the hostel rules and regulations and shall abide by these
rules.

In case of violation of any hostel rules by me , I shall vacate the hostel as per
decision of the hostel management.

Name and signature of the student :

Address and mobile number :

Name and Counter signature of parent :

Date

Place

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