

CENTRE FOR DEVELOPMENT STUDIES
Thiruvananthapuram

H O S T E L R U L E S

I. Introduction

1. The hostels are for residential purposes of students of the Centre. If available, the hostel rooms may also be allotted to employees, research affiliates, project personnel, visiting researchers and scholars visiting K.N. Raj Library for reference purpose. The Centre allots the rooms on single or on double occupancy basis.
2. The rooms have attached bath and the furnishings include a bed (with mattress), table, chair and wardrobe. Bed linen and pillow are to be brought by the hosteller.

II. Tenure of Allotment

1. The allotment of room to a student will be for the period of his/her studies/registration. For employees, research affiliates, project personnel, the allotment will be during the tenure of their service/affiliation. For visiting researchers and those who are coming for library reference, tenure will be fixed by the allotting authority in consultation with the campus administration.
2. A hosteller will be granted three days' time to vacate the hostel from the date of expiry of studies/registration in case of students; and others from the date of expiry of their employment/affiliation. If the hosteller fails to vacate the hostel, the Centre shall impose a fine which will be three times the rate of rent applicable, and shall also take steps to evict the occupant.

III Room rent and other charges

1. For students, employees and project personnel the rooms are allotted on monthly rent as fixed by the Centre from time to time. Full rent will be charged for a completed month and half the rent for any period of ≤ 15 days. Those drawing fellowship/salary from the Centre, the rent will be deducted from such payments. Others are **required to deposit the applicable rate of rent with the Accounts Section on or before 5th day of every month.** The scholars visiting for library reference and consultations with faculty, daily rate will be charged in advance.

IV Caution Deposit

1. A sum of **Rs. 500/-** by the **students** of the Centre and **one month's rent by others** will be paid towards Caution Deposit, which will be refunded by cash or Demand Draft mailed to the address of the hosteller, when she/he vacates the hostel after deducting the dues towards damages/replacement of furniture and fixtures, if any.

V. Allotment

1. The **students admitted to PhD, MPhil & MA** programmes will be allotted the room from the date of reporting for the programme by the Registrar in consultation with the Wardens and the Estates & Engineering section.
2. PhD Scholars who left the Programme for employment after confirmation of registration may be granted hostel accommodation **after their re-registration to the PhD programme** for completing the PhD thesis at the rate of rent applicable to Doctoral Students subject to availability of rooms. This allotment will be for a **period of 1 year or till the submission of the PhD thesis** which ever is earlier. In this case the scholar should apply at least 30 days in advance to the Registrar with endorsement by the Supervisor and the Coordinator.
3. The students may be granted hostel accommodation for short-term extension of stay **after submission of PhD thesis/MPhil dissertation or completion of MA final examination** for **not exceeding one month** at the rate of rent applicable to Doctoral Students subject to availability of rooms. For this the scholar should apply at least 10 days in advance to the Registrar with endorsement by the Supervisor/Coordinator.
4. The **PhD Scholars who have left the Programme for employment** after confirmation of registration may also be granted hostel accommodation **not exceeding one month** for consultations and library work towards completing the PhD studies at the rate of rent applicable to Doctoral Students subject to availability of rooms. For this the scholar should apply at least 10 days in advance to the Registrar with endorsement by the Supervisor/Coordinator.
5. The allotment of hostel rooms to **visiting scholars, CDS staff, project personnel and apprentices will** be done by the Registrar in consultation with Wardens and the Estate and Engineering section.
6. The hostellers are not permitted to change the room allotted or to displace the furniture in their room to another room
7. The hostellers are required to hand over the key of their rooms and furniture to the Estates & Engineering section, if to be away from the Campus for three months or more.

VI. Dining Arrangements

1. All student hostel residents and other hostel residents who are allotted rooms for one month or more are expected to take their breakfast, lunch and dinner in the Canteen. The meal timings are displayed at the serving counter. These timings are to be adhered to. It is not obligatory on the part of the staff to serve the meals outside the prescribed timings.

2. For allotment of hostel room, a **canteen caution deposit of Rs 3000/-** should be paid by the students and all other hostel residents who reside for more than one month. This will be refunded at the time of vacating hostel after deducting the dues, if any, payable to canteen.
3. Dining hall furniture and utensils are not to be taken out of the dining hall. Rough handling of dining hall and hostel furniture, fittings and fixtures is to be avoided. The hostellers shall not waste food, electricity and water. The kitchen is out of bounds for all except authorised teams of the centre.
4. The canteen shall arrange special diet for sick persons provided notice is given to the Canteen Supervisor in advance.
5. A base fixed mess bill would be uniformly charged on a monthly basis for all regular users. The base fixed mess bill shall reflect the price of 3 standard meals per day, ie, breakfast, lunch and dinner. Special items may be obtained by paying extra charges over the counter at the canteen.
6. The regular users would pay their mess bill once in a month. The last day of payment of mess bill would be 5th of every month.
7. Payment of the mess bill should be done at the Accounts office of CDS.
8. A penalty of Rs.75 would be imposed for the first month of default of mess bill. The penalty would be raised to Rs.150 for the second consecutive month of default. The member shall vacate the hostel upon default for the third consecutive month.
9. All hostel residents are eligible for a mess rebate of **5** breakfasts and **10** lunch or dinner every month upon prior written intimation (minimum 23 hours before that meal) to the Canteen and Accounts office by submitting the rebate form. The rebate would be accounted for in their mess bill for the last month of the semester.
10. M.A. & MPhil students are expected to pay charges only for the semester and not for the period of the vacations notified by CDS.
11. PhD students will get rebate for one month's leave per year upon approval from their supervisors
12. MPhil and PhD. students are also eligible for a rebate for purposes of field work upon approval from their supervisors.

VII Other Regulations

1. A hosteller may accommodate a guest for three days in his/her room with the prior approval of the Registrar after submitting a written request to the Registrar and inform this to the Warden and Estates & Engineering section.

2. Hostellers leaving the campus for overnight stay of more than two nights are required to record their mobile number and period of stay in a register placed in the common recreation area.
3. The hostellers are **personally responsible to safeguard themselves and their belongings**. In case of theft or loss of any items it should be reported to the Wardens, Registrar, and Estates & Engineering section. The hostellers are advised to keep their valuables securely locked.
4. **Cooking is strictly prohibited in hostel rooms and premises of hostels. The hostellers shall not use electrical hotplates, electrical appliances Gas/Kerosene stoves in the rooms. Violation of this rule can invite expulsion from the hostel.**
5. The hostellers are to ensure the upkeep of the room and will have to bear the cost of repairs/ replacements in the event of damage other than normal wear and tear. Repairs involving electrical, plumbing and carpentry will be attended to on a weekly basis. Hostellers are to report requirements in the register maintained for this purpose by the Campus Maintenance section.
6. While cleaning of common facility areas like corridors and premises are arranged by the Centre, cleaning and upkeep of their allotted rooms are to be managed by the residents.
7. **The Residents shall abide by the hostel rules.**

Annexure - I provide the rates of rent payable by categories of hostellers and

Annexure – II provide Telephone numbers of the hospitals near to CDS

ANNEXURE - I

Category	Monthly Tariff (as on July 01, 2012)
• MA	Rs. 200/-
• MPhil	Rs. 250/-; Rs. 500/- for salaried and fellowship with HRA
• PhD	Rs. 500/-
• Visiting Scholars from India	Rs. 1,500/-
• Visiting Scholars from abroad	Rs. 2,500/-
• CDS Staff	2% / 4% of Basic pay depending upon pay.
• Project Personnel, Apprentices	5% of salary per person on double occupancy basis.

Daily Tariff for visiting scholars

Visiting Scholars from India	Rs. 100 /- per person
Visiting Scholars from abroad	Rs. 150 /- per person

ANNEXURE – II

Telephone numbers of some hospitals close to CDS are as follows:

Cosmopolitan Hospital, Murinjapalam	- 04712448182
Medical College, Trivandrum	- 04712444270
SUT Hospital, Pattom	- 04712446220
KIMS	- 04712447575

Dr. Padmaja Ramdas will be available as the **medical consultant for CDS students** at her clinic (address given below) between 5.00 pm to 7.00pm (All days). Students need not pay for the consultation. You may please use this facility when required.

Dr. Padmaja Ramdas

'Chaithram'
96/2163, Navami Gardens
Pulayanarkotta Junction, Akkulam Road

Mobile: 89439 59039 (for appointments)

Landline: [0471 244 2309](tel:04712442309) (Residence)
Doctor's personal number: [97 45 44 77 05](tel:9745447705)

July 18, 2017