

CENTRE FOR DEVELOPMENT STUDIES
Thiruvananthapuram

HOSTEL RULES & REGULATIONS

(Students & others who are allotted CDS hostel rooms must read the rules & regulations carefully before signing the application form for hostel admission)

I. Introduction

1. All Residents of CDS Hostels shall abide by the hostel rules.
2. CDS has 5 hostels and altogether 90 rooms are available for allocation.
3. The Centre gives priority to providing hostel accommodation to its students but it also reserves the right to accommodate members of the staff/project staff and visiting scholars depending upon availability and needs. Other things being equal, priority may be accorded to students in the following order:
4. PhD and MPhil students may be allocated rooms on a single occupancy basis as far as possible.
5. M A students may be allocated rooms on double occupancy basis.
6. CDS staff members who do not have a residential space on campus and project staff, may be allocated rooms on double occupancy basis according to availability of rooms.
7. CDS will continue to give accommodation upon request supported by necessary documents to visiting scholars from educational institutions, universities and ICSSR organizations on double occupancy basis subject to availability of rooms.
8. The rooms have attached bath and the furnishings include a bed (with mattress), table, chair and wardrobe. Mosquito nets are fixed in all rooms. Bed linen and pillows are to be brought by the hosteller.
9. Common facilities available in the hostel such as washing machines, television, microwave oven, water cooler etc. are for the use of **ALL hostellers**.

II. Tenure of Allotment

1. The allotment of room to a student will be for the period of his/her registration. For employees and project personnel the allotment will be during the tenure of their service. For visiting researchers and those who are coming for library reference, tenure will be fixed by the allotting authority in consultation with the Estate and Engineering section.
2. A hosteller will be granted 4 days' time to vacate the hostel from the date of expiry of registration in case of students; and others 2 days' time from the date of expiry of their employment. 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**. For the scholars visiting for library reference and consultations with faculty, daily rate will be charged in advance.

IV Caution Deposit and Fines

1. A sum of **Rs. 1500/-** by the students of the Centre and two month's rent / twice the rent of proposed stay by others should be paid towards Caution Deposit, which will be refunded by cash or Demand Draft mailed to the address of the hosteller or transferred to her/his account, when she/he vacates the hostel after deducting the dues towards damages/ replacement/cleaning of building, rooms, furniture and fixtures, if any. At the time of check-out, the personnel from the Estate & Engineering section will carry out a thorough inspection of the room. If any blemishes are found, the Centre will **impose fine of up to Rs. 5000 (Rupees Five thousand only) per room. 'No dues certificate' will be issued only upon payment of the fine.**

V. Allotment

1. Every year the Centre will decide allocation pattern of hostel rooms on the basis of availability of rooms and expected requirements for the next academic year.
2. The students admitted to PhD, MPhil & MA programmes will be allotted rooms from the date of joining for the programme by the Registrar in consultation with the Wardens and the Estates & Engineering section.
3. PhD Scholars who de-registered from the Programme after confirmation of registration may be granted hostel accommodation after their re-registration to the PhD programme 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 PhD thesis whichever 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.
4. 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 a period not exceeding one month at the rate of the 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 and Coordinator.
5. The PhD Scholars who left the Programme for employment after confirmation of registration and PhD Scholars who de-registered after the completion of 4 years may also be granted hostel accommodation not exceeding one month for consultations and library work at twice the 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 and Coordinator.
6. The allotment of hostel rooms to CDS staff, project personnel and visiting scholars will be done by the Registrar in consultation with Wardens and the Estate and Engineering section.
7. The hostellers are not permitted to change the room allotted or to displace the furniture from one room to another room.
8. The hostellers are required to hand over the key of their rooms to the Estate & Engineering section, if they are going to be away from the Campus for three months or more.

VI. Dining Arrangements

1. All hostel residents who are allotted rooms for more than one month are required to take their breakfast, lunch and dinner in the cafeteria. The meal timings are displayed at the serving counter. These timings are to be strictly adhered to. It is not obligatory on the part of the cafeteria staff to serve the meals outside the stipulated timings.
2. Cafeteria timings are as follows: Breakfast – 7.30 am to 9.30 am, Lunch – 12.30 pm to 2.00 pm
Dinner – 7.30 pm to 9.00 pm.
3. For allotment of hostel room, a **cafeteria 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 towards food expenses.
4. 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 persons.
5. The cafeteria shall arrange special diet for sick persons, provided that request is made to the cafeteria supervisor in advance.
6. 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 cafeteria.
7. 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.
8. Payment of the mess bill should be done at the Accounts office of CDS.
9. 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.
10. All hostel residents are eligible for a **mess rebate of 5 breakfasts and 10 lunch or dinner every month** upon prior written intimation (minimum 18 hours before that meal) to the cafeteria 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.
11. M.A. & MPhil students are expected to pay charges only for the semester and not for the period of vacations notified by CDS.
12. PhD students will get rebate for one month's leave per year upon approval from their supervisors.
13. MPhil and PhD. students are also eligible for a rebate for purposes of field work upon approval from their supervisors.

VII Other Regulations

1. Only with the **prior approval of the Registrar and Wardens**, a hosteller can accommodate another person as guests in his/her room. **Guests can be accommodated for a maximum period of 5 days**. An e-mail request should be sent to the Registrar along with the details of the guest and a copy of the Photo ID proof of guest at least 3 days in advance. Registrar will forward this to the Estate & Engineering section if the request is approved.
2. The hosteller shall conduct oneself in a manner that does not disturb the neighbours or cause nuisance.
3. 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.
4. 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 and Estate & Engineering section.
5. **Cooking is strictly prohibited inside the hostel rooms and in the 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.**
6. Repairs involving electrical, plumbing and carpentry will be attended on a weekly basis. Hostellers are to report requirements in the register maintained for this purpose by the Estate & Engineering section.
7. The hostel rooms are provided in clean and good condition at the time of allotment. The hostellers should keep and maintain the building, room, bath room and furniture in good and hygienic condition during the term of their stay. At the time of vacating, the occupant should return the room and facilities provided by the Centre in a clean and good condition. The hostellers will have to bear the cost of repairs/ replacements/cleaning in the event of damage other than normal wear and tear.
8. At the time of vacating hostel rooms the occupant should return the key to the Estate and Engineering Section for inspection before 12 noon on the last day of occupancy. While inspection, if any damages caused to the property is found, the occupant should compensate the cost of its maintenance. Only after this the 'No Dues Certificate' will be signed by Campus Supervisor/ Assistant Campus Supervisor.
9. While cleaning of common facility areas like corridors and premises are arranged by the Centre, cleaning and upkeep of their allotted rooms should be managed by the residents.
10. The Centre encourages hostel residents to avoid the use of plastic inside the campus. Make use of the biodegradable bag provided in hostel rooms. Hostellers should segregate their waste into bio-degradable and non-biodegradable before depositing it in the bins and buckets, marked 'non-biodegradable' and 'bio-degradable' provided in the common areas in hostels. The buckets are cleared daily. Glass must be PACKED SEPARATELY before it is deposited. Make sure that all plastic, especially those used to carry food, is washed before being deposited in the bin. Unclean plastic will not be cleared.

11. Do make sure that sanitary napkins are disposed off properly in the well assigned for their disposal outside the girls' hostel. This must be wrapped in paper before disposing in the well. Sanitary napkins should not be wrapped in plastic.
12. Water is a precious resource and we have been tiding over water scarcity in summer through harvesting rainwater. Make sure that taps are properly closed soon after the use. Also ensure that leaky taps and pipes are reported soonest to the Estate & Engineering section.
13. Make sure that all lights and fans are switched off promptly after use. Switch off the master control switch when you leave the hostel room.
14. **Celebrations / get-togethers in the public places of the Centre must be restricted to 10 pm and alcoholic beverages should not be served and consumed on these occasions. Student celebrations / get-together are to be conducted in such a way that they should not mar the peace and tranquillity of the campus and outside residents.**
15. Smoking in public places is prohibited inside the campus.
16. **Hostellers shall not bring, consume any intoxicating and banned drugs or substance of any kind whatsoever in the room or any part of the campus. Same shall apply to guests and visitors also. Any occurrence of such behaviour shall attract severe disciplinary action leading to even rustication from the Centre.**
17. **Ragging of any sort is prohibited. Any complaints on ragging inside or outside the campus will attract strict disciplinary action.**
18. CDS authorized personnel shall have the right to enter and inspect the premises or any part of the hostel and hostel rooms at any time.
19. CDS has the right to discontinue hostel accommodation given to students and to any other person on account of violation of hostel rules and regulations.

Hostel Wardens

1. Dr. M. Parameswaran

Office- 2774310

Residence- 2774440

Mobile- 9446506388

2. Dr. Ritika Jain

Office- 2774212

Residence- 2774412

Mobile- 8137879873

Prof. Praveena Kodoth (9446577796) [Prof. J. Devika (9847943517) in absence of Dr. Kodoth] is the **Staff Advisor**, who shall remain the first point of contact in case the police want to enter the campus. The decision of the Staff Advisor to deal with the situation in hand will be final. In case both of them are not present in the campus, Mr. Aanandh N. R (Campus Supervisor - 9846161100) will act as the Staff Advisor. The Staff Advisor will consult the Director or the Registrar for reaching a final decision.

Annexure – I: The rates of rent payable by various categories of hostellers

Annexure – II: Contact details of CDS medical consultant

Annexure – III: Telephone numbers of some hospitals near to CDS & Emergency Services

ANNEXURE - I

Category	Monthly Tariff (as on July 01, 2018)
• MA	Rs. 200/-
• MPhil	Rs. 250/-; Rs. 500/- for salaried and fellowship with HRA
• PhD	Rs. 500/-
• CDS Staff	5% of basic pay
• Project Personnel	5% of salary

Daily Tariff for visiting scholars

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

ANNEXURE – II

Dr. Padmaja Ramdas is available as the **Medical Consultant for CDS students** at her clinic (address given below) between 5.00 pm to 7.00 pm (All days). Students need not pay for the consultation. Students 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 - 2442309 (Residence), Doctor’s personal number: 9745447705

ANNEXURE – III

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

Cosmopolitan Hospital, Murinjapalam - 0471 2448182
Medical College, Trivandrum - 0471 2444270
SUT Hospital, Pattom - 0471 2446220
KIMS - 0471 2447575

Ambulance Service: Trivandrum Corporation- 0471 2336014, Cosmopolitan Hospital – 8547557227

Kerala Ambulance Service - 9447770196, Sevabharathi, Pattom – 0471 2448593

KIMS Hospital Ambulance Services: 0471 3041116

Police: 100

Fire & Rescue Service: Divisional Officer – 0471 2571354 (O) Chengalchoola – 0471 2501255, 101

July 2, 2018