

# 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 provide hostel accommodation to its students but it also reserves the right to accommodate members of the staff/project staff, visiting scholars and guests of the residents of hostel (for a short period) depending upon availability and needs. Other things being equal, priority may be accorded to students in the following order:
4. **PhD students** may be allocated rooms on a **single occupancy** basis **as far as possible based on the availability of rooms.**
5. **M A students** will be allocated rooms **only on double occupancy** basis.
6. CDS staff members who do not have a residential space on campus, project staff and guests of the residents of hostel (for a short period) may be allocated rooms on double occupancy basis according to availability of rooms.
7. CDS may give accommodation upon request supported by necessary documents to visiting research scholars from educational institutions, universities and ICSSR organizations and interns of CDS on double occupancy basis subject to availability of rooms.
8. The hostel rooms have attached bath and furnishings which include a bed (with mattress), table, chair and wardrobe. Mosquito nets are fixed in all rooms. Bed linen, pillows, bucket, mug etc., are to be brought by the hosteller.
9. Common facilities available in the hostel such as washing machines, microwave oven, water cooler etc., are for the use of **ALL hostellers.**

### **II. Tenure of Allotment**

1. The initial allotment of a room to a student is only for a year beginning the start of the academic year and may be renewed subsequently till the completion of registration of her/his study programme.
2. Any extension of their hostel admission beyond the first year will be contingent upon their active participation in the academic activities of the Centre.
3. The allotment of room for employees, project personnel, visiting researchers and those who are coming for library reference will be fixed by the allotting authority in consultation with the Estate and Engineering section.

4. Second Year MA students must vacate their hostel rooms within **4 days** of their last examination.
5. A hosteller will be granted **4 days** time to vacate the hostel from the date of expiry of registration/submission of PhD thesis in case of PhD 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.
6. In the case of epidemics or other natural disasters, the CDS hostels and the cafeteria will remain closed from the date decided by the Centre in tune with the decisions/directives of Government authorities and no inmates are allowed to stay on. All government directives (both Central and State) must strictly be adhered to by the inmates.

### **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 or for more than 15 days and half the rent for any period of  $\leq 15$  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 the 5<sup>th</sup> 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 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) 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 & 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 PhD Scholars who left the Programme from CDS for employment after confirmation of registration and PhD Scholars who de-registered may be granted hostel accommodation **not exceeding one month** for consultations and library work for a **rent of Rs. 1500/-** 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.
5. 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.
6. The hostellers are not permitted to change the room allotted or to displace the furniture from one room to another room.
7. 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 – 7.45 am to 9.30 am, Lunch – 12.30 pm to 2.00 pm and 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, project staff and staff who reside for more than one month. This will be refunded at the time of vacating the hostel after deducting the dues, if any, payable towards food expenses.
4. The cafeteria shall arrange special diet for sick persons, provided that request is made to the cafeteria 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 cafeteria.
6. The regular users would pay their mess bill in advance once in a month. The last day of payment of mess bill would be 5<sup>th</sup> working day of every month. The advance amount due to pay every month = Total price of 3 standard meals per day, ie, breakfast, lunch and dinner X the number of days of that month.
7. Payment of the mess bill should be done at the cafeteria directly.
8. 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 authorized persons.

9. There will be a Canteen Management Committee (CMC) at the Centre consisting of the representatives of students, faculty and administrative staff to monitor the menu, quality of food and all aspects of running of the canteen. All hostellers should comply with the decisions taken by the CMC. If any concerns are to be expressed, the hostellers can mail to [all\\_cmc@cds.ac.in](mailto:all_cmc@cds.ac.in) and **should not take it up with the Canteen staff directly.**
10. 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.
11. The hostel residents are eligible for **limited mess rebate** (15 times only) by submitting the rebate form to the Canteen with necessary signatures at least 18 hours before the meal. **Only those students who are taking meals at least 25 days in a month will be eligible for taking rebate on that month.** The rebate would be accounted for in their mess bill for the following month.
12. PhD students can avail rebate for 30 days of UGC approved leave and for field work leave related to their research approved by the supervisor. In addition to this, PhD students can avail rebate for participating in seminars (one-day seminar only) held at the Centre in which student's participation is 15 or more.
13. M.A. students get rebate for only official vacations declared by CDS. M.A students are expected to pay charges only for the semester and not for the period of vacations notified by CDS.
14. Rebate request of students/ hostel residents for health problems or other reasons, whatsoever, will not be entertained.

## **VII. Other Regulations**

1. Only with the **prior approval** of the Registrar and Wardens, a hosteller can **accommodate guests** in a CDS hostel room. Sharing of the hostel rooms with friends/relatives will not be allowed for any resident of the hostel who is staying on double occupancy basis. Instead, based only on the availability of vacant rooms, a separate room in the hostel may be provided, subject to the condition that a student can request for accommodation for maximum two friends/relatives at a time for a maximum period of 5 days. Those hostellers who are staying on single occupancy basis can request for one friend/relative to stay in her/his room for a maximum period of 5 days at a time. **The rent for all types of guest accommodation will be Rs. 250/-(including GST) per person per day.** An e-mail request should be sent to the Registrar along with the **details and purpose of visit of the guest** and a copy of the **Photo ID proof** of guest **at least 3 working days in advance.** If approved, the Registrar will reply to the hostel resident with copies to the Estate & Engineering section, Accounts section and to the Wardens. Then the hostel resident should go to the Estate & Engineering section/Accounts section and **pay the required rent in advance.** Then

the E & E section will inform the security personnel at the gates about the arrival of guests. If any guest is accommodated without permission and without paying the required fees, **a fine of Rs. 1000/-** will be charged per day per person from the resident for the first instance, and if repeated the hostel resident will be expelled from the hostel. **Since the hostel residents need to pay the full rent of their guests in advance at the accounts section of CDS, requests for guest accommodation can be considered only during the working hours of working days.** If any damage is caused to any CDS property by the guests, the resident will be liable to bear the cost as decided by the Centre for rectifying the damage/ replacing the material.

2. The hosteller shall conduct oneself in a manner that does not disturb the neighbours or cause nuisance.
  1. Hostellers leaving the campus for overnight stay are required to inform the Estate & Engineering section with their mobile number before leaving the campus. Hostellers going out the campus after 10.00pm should write their names and mobile number in the register kept at the Security point.
  2. 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.
  3. **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. If any hostel resident violates this rule, a fine of Rs. 5000/- will be imposed to the resident and he/she will be expelled from the hostel immediately. Those who cook in the hostel room violating this rule will be totally responsible for all related consequences like possible fire, explosion etc. and will be liable to bear the cost of restoration.**
  4. Repairs involving electrical, plumbing and carpentry will be attended on a weekly basis. Hostellers are to write the requirements in the register maintained for this purpose at the Estate & Engineering section.
  5. 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.
  6. 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.

7. 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.
8. The Centre is a **Green Protocol Institution** and 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.
9. Do make sure that sanitary napkins are disposed off properly by burning it in the incinerators placed at the LH hostel building and between MH and WH hostel buildings.
10. 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.
11. 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.
- 12. Celebrations / get-togethers in the public places of the Centre must be restricted to 10 pm and alcoholic beverages should not to 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 tranquility of the campus and outside residents.**
13. Smoking in public places is prohibited inside the campus.
- 14. 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. Legal action under the prevailing laws will also be initiated against the offender.**
- 15. Ragging of any sort is strictly prohibited. Any complaints on ragging inside or outside the campus will attract severe disciplinary action. Legal action under the prevailing laws will also be initiated against the offender. Any discrimination on the basis of gender, religion, caste, colour, physical condition etc. is also forbidden and will be severely dealt with.**
16. 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.
17. 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- 2774427

Mobile- 08137879873

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

Annexure – II: Details of Medical care facility at CDS

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

## ANNEXURE – I

Category	Monthly Tariff (as on July 01, 2024)
• MA	Rs. 500/- per person from 2024-25 admission batch onwards (Only Double occupancy accommodation will be provided)
• PhD	The normal hostel rent per person is equivalent to the <b>UGC approved HRA</b> that is prevailing at that time. This is applicable to salaried persons also. Those who are not in receipt of any fellowship or those who are in receipt of other fellowship of lower amount may be given accommodation at a subsidized rate, which will be fixed by the competent authority from time to time.
• CDS Staff	5% of basic pay(per person) double occupancy basis as per availability of rooms
• Project Personnel	5% of salary(per person) : double occupancy basis as per availability of rooms

CDS Interns - Rs. 150/- per person per day (double occupancy basis subject to availability of rooms)

**Daily Tariff for Visiting Research Scholars** (double occupancy basis subject to availability of rooms)

<b>Visiting Research Scholars from India (with employment)</b> (Research Scholar should send a request mail to Registrar well in advance & the Research Supervisor of the Scholar should send a recommendation mail)	Rs. 300/- per person
<b>Visiting Research Scholars from India (without employment)</b> (Research Scholar should send a request mail to Registrar well in advance & the Research Supervisor of the Scholar should send a recommendation mail)	Rs. 150/- per person
<b>Visiting Research Scholars from abroad</b> (Research Scholar should send a request mail to Registrar well in advance & the Research Supervisor of the Scholar should send a recommendation mail)	Rs. 500/- per person

## **ANNEXURE – II**

**Medical care at CDS:** Students can consult a doctor of their own choice. The consultation fees of the doctor paid by the student will be **reimbursed from CDS on production of the receipt for consultation fee**, which includes the name of doctor, patient, date of consultation etc. Per consultation, the **reimbursement amount is limited to Rs. 600/-**.

## **ANNEXURE – III**

**Telephone numbers of some Hospitals close to CDS** are as follows:

Medical College, Trivandrum	- 0471 2528300, 2528225
Cosmopolitan Hospital, Murinjapalam	- 0471 2521252, 2448182
G. G. Hospital, Murinjapalam	- 0471 2779100, 2779101, 3010100
SUT Hospital, Pattom	- 0471 2446220
KIMS Hospital, Anayara	- 0471 2447575
Nirmala Hospital, Chalakuzhy	- 04712445320, 2446646
Credence Hospital, Ulloor	- 04714033333, 2554343

**Ambulance Service: 108** Trivandrum Corporation - 0471 2336014, Cosmopolitan Hospital- 9188951701

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

KIMS Hospital Ambulance Services: 9633009616, 0471 3041116

**Police: 112, 100,** Police stations: Sreekariyam - 0471 259 2100, Medical College – 0471 2443145

**Fire & Rescue Service: 101,** Headquarters – 0471 2320872, Chengal choola station– 0471 2333101.

**01 July 2024**