

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

(Abstract)

University Hostels- Rules for University Hostels 2024-sanctioned - Orders issued

ACADEMIC A SECTION

No.CUSAT/AC(A).A2/2465/2024

Dated,KOCHI-22,14.06.2024

Read:-Outside Agenda Item No.1 Minutes of 724th Meeting of the Syndicate held on 28/05/2024.

ORDER

The Syndicate at its 724th meeting held on 28/05/2024, vide paper read as (1) above, considered the matter of reviewing/modifying the University Hostel Rules. The Syndicate resolved to modify the University Hostel Rules as "RULES FOR UNIVERSITY HOSTELS 2024" (Appendix I)

Orders are issued accordingly, communicating resolution of the Syndicate.

Dr. V. Sivanandan Achari *
Registrar

To:

1. The Chief Warden, Central Office for University Hostels.
2. The Heads /Directors/Principals of all Teaching Departments /Schools of CUSAT
3. The Director, Department of Youth Welfare.
4. The Director, IQAC/Controller of Examinations
5. Legal Affairs Section.
6. PS to Vice-Chancellor/PS to Pro-Vice Chancellor/PA to Registrar.
7. Day file/stock File/File Copy.

* This is a computer generated document. Hence no signature is required.

**Syndicate item No.723.55, Fixing year wise minimum ratio of students admitted to
Hostel – Modifying Hostel rules**

RULES FOR UNIVERSITY HOSTELS 2024

1. HOSTELS

There are 15 hostels for Boys and Girls in Cochin University of Science and Technology. Out of which 8 are Boys Hostels and 6 are Girls Hostels and one International Students Hostel for men and women. All hostels are surrounded by greenery and have good ventilation. The list of hostels is given in Schedule A appended.

2. RULES - TITLE AND COMMENCEMENT

These Rules shall be called Cochin University of Science and Technology Hostel Rules, 2024. These Rules shall be deemed to have come into force from the date of this University Order.

3. OBJECTIVES OF THE HOSTEL

3.1. To provide a safe, comfortable and homely stay and academic environment for the students.

4. HOSTEL ADMINISTRATION

4.1 The administration of all the hostels except the Marine Engineering Boys Hostel and International Students Hostel shall be the Central Office for University Hostels.

4.2 The hostel administration comprises the following officers/staff in the order of hierarchy:

- Warden
- Assistant Wardens
- Managers for Boys' Hostels and Matrons (including Assistant Matrons) for girls Hostels

4.3 WARDEN

4.3.1 The Warden shall be appointed by the Vice-Chancellor as per Rules.

4.3.2 The Warden shall be a regular Teaching Faculty of the University.

4.3.3 The Warden is the Administrative Head of the Central Office for University

Hostels and shall have administrative control over all matters related thereto.

- 4.3.4 The Warden is responsible for the implementation of the decisions taken by the University.
- 4.3.5 The Warden is responsible for taking appropriate actions when any Misconduct by inmate is brought to his notice by Assistant Wardens/Managers/Matrons or any other reliable source.
- 4.3.6 The Warden shall be the custodian of all hostel assets including furniture/fixtures and utensils.
- 4.3.7 The discipline at hostels is the individual responsibility of the inmates. The Warden, Assistant Warden, Hostel Manager, Matrons, Hostel Secretaries and the Security Wing of CUSAT shall jointly ensure discipline at hostels.

4.4 ASSISTANT WARDENS

- 4.4.1 Appointment of Assistant wardens is made by the University as per Rules.
- 4.4.2 Regular Faculty members of the University shall be Assistant Wardens.

4.5 DUTIES AND RESPONSIBILITIES OF ASSISTANT WARDENS

- 4.5.1 Monitor the general well-being and welfare of the inmates in the hostel.
- 4.5.2 The Assistant Warden must assist the Warden in maintaining discipline and other related matters in the hostel.
- 4.5.3 Report any violation of the Code of Conduct or any other misconduct by the inmates to the Warden for further action.
- 4.5.4 The General Body meeting of the hostels shall be convened once in 3 months in the presence of the Assistant Warden and a copy of the minutes shall be forwarded to the office of the Warden. The meeting of the Hostel Executive Committee shall be convened once every month.
- 4.5.5 Being the Chair of the Mess Committee, with the assistance of Matrons/Managers should ensure proper documentation of Mess Expenses and timely submission of Mess Bills to the Hostel Office.
- 4.5.6 Supervise the work of Hostel Managers/Matrons and Hostel Staff. Report complaints/grievances, if any, in connection with their performance to the Warden.

4.5.7 The Assistant Wardens shall visit the hostel frequently.

4.6 HOSTEL MANAGERS/MATRONS (INCLUDING ASSISTANT MATRONS)

4.6.1 Appointments of Hostel Managers/Matrons are made by the University as per Rules.

4.7. DUTIES AND RESPONSIBILITIES OF HOSTEL MANAGERS/MATRONS

- 4.7.1 Allotment of rooms to students as per the instruction from the Warden/Hostel Office as per the rules.
- 4.7.2 Maintain a Guest / Visitor's Register, Complaint Register, Guest Inmates Register and Stock / Asset Register, which includes furniture/fixtures and utensils, in the respective hostels.
- 4.7.3 Hostel Managers/Matrons shall forward all applications on hostel matters from students to the Warden through the Assistant Warden.
- 4.7.4 Ensure proper electricity, water supply and drinking water arrangement in the Hostel in consultation with the University Engineering Department.
- 4.7.5 Report violations of the code of conduct of inmates to the Warden through the Assistant Warden.
- 4.7.6 Keep a watch on the In and Out register maintained by the Security Guard.
- 4.7.7 Advise and guide in the smooth running of the hostel mess and supervise the work of hostel Mess Workers and Sweepers.
- 4.7.8 May take a daily roll call to maintain attendance registers in hostels assigned for students.
- 4.7.9 Take appropriate action on the complaints noted in the Complaint Register.
- 4.7.10 To arrange medical help for the students in case of any medical emergency and report the same to the Assistant Warden/ Warden.
- 4.7.11 Ensure proper maintenance of the hostel rooms, common rooms, toilets, mess and premises in coordination with the University Engineering Department through the Assistant Warden/ Warden.
- 4.7.12 Report to Assistant Wardens regarding discipline of the students, guest/ visitor's records and any other noticeable information.
- 4.7.13 The Hostel Managers/Matrons are authorized to open any locked hostel room in case of an emergency and report the same to the Assistant Warden/

Warden.

- 4.7.14 The Managers/Matronns who proceed on leave should hand over the charge stating that "the full responsibility of the hostel will be taken by the " (Name of the person to whom the charge is handed over), with the permission of the Warden.

5. HOSTEL SECRETARY

- 5.1 Hostel Secretaries are the students' representatives elected from among the inmates of each hostel.
- 5.2 Election of Hostel Secretary, Assistant Hostel Secretary, Mess Secretary, and Assistant Mess Secretary shall be conducted at the beginning of every academic year (July) democratically in the presence of the Assistant Warden and by any other orders made by the University from time to time.

5.3 DUTIES AND RESPONSIBILITIES OF HOSTEL SECRETARY

- 5.3.1 Help the Hostel Manager/Matron in running the hostel smoothly.
- 5.3.2 Inform any misconduct/misbehaviour noticed on the part of any inmate to the Warden through the Hostel Manager/Matron and Assistant Warden.
- 5.3.3 Inform the necessities and needs of the hostel to the Warden in writing through the Hostel Manager/Matron and Assistant Warden.
- 5.3.4 Convene the hostel general body meeting every month after informing the Assistant Warden through the Hostel Manager/Matron and keep the minutes of all meetings.
- 5.3.5 Obtain written permission from the Warden/University for conducting Hostel Day and other celebrations.

6. HOSTEL MANAGEMENT

The following hostel Committees are formulated for the purposes as elaborated below:

6.1 HOSTEL ADVISORY COMMITTEE

The Committee shall evaluate the viability of various proposals related to hostels, frame policy related to running of hostels and plan up gradation of hostel facilities in the University. The Committee shall meet at least once in 3 months.

It shall comprise of:

- Registrar, as the Chair
- Warden
- Assistant Wardens
- University Engineer
- Security Officer
- University Union Chairperson
- University Union General Secretary
- Two Hostel Secretaries nominated by the warden (One boy and one Girl)

6.2 ANTI RAGGING COMMITTEE

The Committee shall create awareness about ragging, appraise the implications of ragging, conduct surprise visits, and create a platform for healthier interaction between senior and junior students. The Committee shall meet at the beginning of each academic year and as and when deemed necessary by the Warden.

It shall comprise of:

- Warden, as the Chair
- Assistant Wardens
- Managers and Matrons
- Hostel Secretaries

6.3 HOSTEL COMMITTEE

The committee shall ensure hassle-free stay in the hostel, organize cultural and sports events and resolve complaints from inmates. The Committee shall meet once every month.

It shall comprise of:

- Assistant Warden, as Chair
- Hostel Manager or Matron
- Assistant Hostel Secretary
- Mess Secretary
- Assistant Mess Secretary
- Mess Auditor

- Mess Committee Student members

6.4 MESS COMMITTEE

Every Hostel shall have a Mess Committee comprising its Assistant warden who shall be its Chair, Hostel Manager or Matron, Hostel Secretary, Assistant Hostel Secretary, Assistant Mess Secretary, Audit Committee and Mess Committee members to provide quality food, make decisions and frame guidelines for the conduct of mess and to resolve complaints regarding hostel mess. The Committee shall meet once every month. The Warden shall be the patron of the Mess Committee and is authorized to monitor the activities of Mess Committees and may convene special meetings, if required, to evaluate the same. The Committee should ensure the submission of Statement of Receipts and Payments to the Hostel Office on or before the 15th of every month.

University have the right to stop mess facilities / out mess facilities at any time with minimum two weeks prior notice in the hostel notice board.

6.5 HOSTEL GRIEVANCE REDRESSAL COMMITTEE

The Committee shall comprise of

- Warden (Convener)
- One Assistant Warden from the Boys' Hostel
- One Assistant Warden from the Girls' Hostel
- One Male Inmate/Student Representative nominated by the Warden
- One Female Inmate/Student Representative nominated by the Warden.

The students aggrieved by the decision of the Hostel Grievance Committee on any complaint may prefer to appeal to the University.

6.6 HOSTEL ANTI-DRUG COMMITTEE

To constitute an Anti-Drug Committee as per Government/UGC directions, in all Hostels.

7. ADMISSION AND ALLOTMENT OF HOSTEL

7.1 Every Teaching Department will have a separate quota of seats for PG and UG Courses in the Boys and Girls Hostels according to the availability of seats.

The quota will be calculated as follows:

$$\frac{\text{No. of applicants of the Department} \times \text{available seats}}{\text{Total No. of applicants}}$$

7.2 Allotment Structure of Hostels

Sl No	Name of Hostel	Allotted to
1	Aiswarya Girls Hostel	UG/PG first-year Girls
2	Anaswara Girls Hostel	UG/PG Senior Girls
3	Ananya Post Metric Girls (OBC) Hostel	60% OBC Girls 20% Students eligible for ABLC and 20% as per University Rules
4	Anagha Post-metric Girls Hostel [SC/ST/OEC/OBC(H)/OBX]	60% of students are eligible for ABLC and 40% as per University Rules
5	Alakananda Girls Hostel	SOE BTech Girls and KMSME Girl Cadets. 10 per cent shall be reserved for first-year students.
6	Athulya Girls Hostel	Ph.D Girls
7	Sanathana Boys Hostel	PG first-year Boys
8	Sahrudaya Boys Hostel	UG first-year Boys
9	Siberia Boys Hostel	UG/PG Senior Boys
10	Sarovar Boys Hostel	UG/PG Senior Boys
	Sarovar Boys Hostel (Research Floor)	Ph.D. Boys
11	Sahara Boys Hostel	SOE BTech Boys. 10 per cent shall be reserved for first-year

		students.
12	Swaraj Post Metric Hostel for Boys (OBC)	60% for OBC 20% for students eligible for ABLC and 20% as per University Rules
13	Sagar Post Metric Hostel for Boys (SC/ST/OEC/OBC(H/OBX)	60% of students are eligible for Mess Concession 40% as per University Rules
14	CUMS Hostel	Ph.D. boys and a limited number of PG Boys (depending on vacancy)
<p>Year-wise allotment ratio for senior students other than SOE. 40 % percentage of seats will be allotted for second-year students and 60 % for third years in case of three-year programmes. 20 % percentage of seats will be allotted for second-year students, 25 % for third-year students and 55 % for the 4th year students in case of four-year programmes. 15 % per cent of seats will be allotted for second-year students, 15 % for third-year students, 20% for 4th-year students and 50 % for fifth-year students in case of five-year programmes.</p> <p>Year-wise allotment ratio for senior students in SOE. 10% for first-year students, 20 % percentage of seats will be allotted for second-year students, 25 % for third years and 45% will be allotted for fourth-year students.</p>		

- 7.3 Admission to the University Hostels shall be open only to full-time regular students including full-time Research Scholars.
- 7.4 Part-time students, Post Doctoral Fellows, students of evening batches, Executive programmes, and students under the Quality Improvement Programme are not eligible for hostel admission.
- 7.5 Students whose place of residence is more than 25 km. are eligible for Hostel Admission. Differently abled students are exempted from this Clause.
Students whose place of residence is within 25 km may be provided with hostel accommodation in the absence of other eligible students.
- 7.6 Admission to the Post Metric Hostels (Sagar, Swaraj, Anagha and Ananya) shall be made maintaining a ratio of 60-40 between B.Tech. And PG Courses.
- 7.7 Admission to the Post Metric Hostels (Sagar and Anagha) will also be liable to the

condition contained in the G.O.(MS) No. 10/2001/SCSTDD dated 19.02.2000¹ modified by the appropriate authorities from time to time.

- 7.8 Admission to the Post Metric Hostels (Swaraj and Ananya) will also be liable to the conditions contained in the G.O.(MS) No.464/2010/SCSTDD dated 30.04.2010² or as modified by the appropriate authorities from time to time. Proviso: while considering allotment of OBC students' an equal ratio will, be maintained between Other Backward Hindus, Other Backward Christians and Muslims.
- 7.9 For all students, excluding Ph.D. scholars, admission to the Hostels will be for each academic year and they have to vacate the same at the end of every academic Year.
- 7.10 Students requiring hostel accommodation shall submit the online application every year, within the period notified every year.
- 7.11 All students except final year students shall submit the Clearance form to the Hostel Office before leaving the Hostel. Final students shall submit Form - C at the time of vacating the hostel after clearing all dues to date.
- 7.12 All hostels except the Research Scholars' Hostel will remain closed during summer vacation as announced by the University.
- 7.13 Any student, excluding Research Scholars who wishes to stay in the hostel during the vacation months of May and June may make an application, specifying the days of such stay, to the Warden after the same has been duly recommended by the Head of the Department where the concerned student is pursuing the course.
- 7.14 A student admitted to the PhD programme (Full-Time) shall be allowed accommodation only for **Five years** (whether submitted thesis or not). However, in the event of a scholar submitting the thesis earlier, he/she shall leave the hostel immediately.
- 7.15 If the student does not stay in the room for more than a month continuously, at any point the allotment be cancelled.
- 7.16 If an inmate of a hostel after completing the full-time course gets himself/ herself enrolled for another full-time course, his/her application for admission to the hostel shall be treated as a fresh and he/ she shall not be entitled to any preference by his/her earlier residence in the hostel.
- 7.17 Students undergoing any disciplinary action/Police case, about incidents concerning the University, shall be eligible for hostel admission subject to the decision of the

¹ The current sharing pattern is 60% seats for SC/ST/OEC students and 40% seats as per university rules.

² The current sharing pattern is 60% seats for OBC students, 20% seats for SC/ST/OEC students, and 20% seats as per the University rules.

Hostel Advisory Committee.

7.18 The decision of the Vice Chancellor in the case of hostel admissions will be final.

8. ELIGIBILITY CRITERIA FOR HOSTELADMISSION

8.1 FIRST-YEAR HOSTEL ALLOTMENT WILL BE ON THE FOLLOWING SEQUENTIAL PRIORITIES

- 8.1.1 Students eligible for mess concession through e-grants, persons with disability, students from Lakshadweep and the Prime Minister's Special Education Programme.
- 8.1.2 Distance from their residence to the university campus.
- 8.1.3 In case of a tie in distance, CAT/DAT/MAT rank.

8.2 OTHER HOSTEL'S ALLOTMENT WILL BE ON THE FOLLOWING SEQUENTIAL PRIORITIES:

- 8.2.1 Students eligible for mess concession through e-grants, persons with disability, students from Lakshadweep and the Prime Minister's Special Education Programme.
- 8.2.2 Distance from their residence to the University campus.
- 8.2.3 In case of tie, CAT/DAT/MAT rank.

9. PROCEDURE TO BE UNDERTAKEN AT EACH DEPARTMENT

9.1 REGARDING ADMISSION OF FIRST-YEAR STUDENT

- 9.1.1 Collect the following details,
 - Eligibility for mess concession
 - Whether the student is from Lakshadweep
 - Eligible under the Prime Minister's Special Education programme
 - Details regarding the physical challenge, if any
 - Distance from residence
 - CAT/MAT/DAT rank
- 9.1.2 Sort the applications into 4 categories, viz., PG male, PG female, UG male and UG female.
- 9.1.3 Based on the conditions of eligibility, fix priority.

9.1.4 Prepare the Priority list in ascending order and forward the same to the Hostel Office.

9.2 REGARDING ADMISSION OF FIRST-YEAR STUDENTS

9.2.1 Collect the following details:

- Whether a student is from Lakshadweep
- Eligible under the Prime Minister's Special Education Programme
- Regarding physical challenges, if any
- Whether an inmate of the hostel in the previous year (for senior students)
- Years to complete the course
- Distance to residence
- CAT/MAT/DAT rank
- Regarding pending disciplinary action/police cases about incidents concerning the University

9.2.2 Sort the applications into 4 categories, viz, PG male, PG female, UG male and UG female.

9.2.3 Based on the conditions of eligibility, fix priority.

9.2.4 Prepare the priority list in ascending order and forward the same to the Hostel Office.

10. CODE OF CONDUCT FOR INMATES

10.1 Ragging is strictly prohibited as per the Kerala Prohibition of Ragging Act, 1998, relevant directives of the Honorable Supreme Court or any other law, in this regard, made by the competent authority from time to time. Any instances of ragging shall be informed to the police for further legal actions and students involved in the commission of such offence shall be suspended immediately from the Hostel.

10.2 Every student shall maintain a high standard of discipline, have respect for the Institute and conduct himself/herself in a dignified manner.

10.3 Inmates must submit the name and address of their parents or guardians through the admission form to the Hostel Office. In case the student has a local guardian, the parents/guardian have to duly authorize such local guardian through a declaration towards the same.

- 10.4 The rooms, common areas and surroundings of the hostel should be kept clean and Hygienic.
- 10.5 Rooms are allotted to each student on his/her responsibility. He/she should see to the upkeep of his/her room, hostel and its environment.
- 10.6 Inmates should bring to the notice of the Manager/Matron any pending maintenance work (civil, carpentry, Electrical. Sanitation) to be carried out in rooms, corridors, toilets or other areas in hostel premises by recording them in the Complaint Register.
- 10.7 Inmates should cooperate in carrying out maintenance work.
- 10.8 If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the maintenance work. On such occasions, the administration will provide alternate accommodation.
- 10.09 Inmates are not permitted to keep any dangerous weapons including firearms (even licensed ones).
- 10.10 Inmates are personally responsible for the safety of their belongings. Any case of theft should be promptly reported to the Security Officer, Assistant Warden or Warden.
- 10.11 The resident of each room is responsible for any damage to the property in that room during his/her occupancy and will be required to replace/repair the damage, if any, caused at their own expense.
- 10.12 The inmate shall not move any furniture from its proper allotted place and also not damage it in any way. If there are any additional items other than what is allotted to a room the occupant of the room shall hand over them to the Manager/ Matron, failing which he/she will be charged a penal rent as decided by the appropriate authority.
- 10.13 The resident shall not remove or damage any fittings from any other room or common area and get them fitted in his/her room. Damage so caused shall be recovered from such inmate.
- 10.14 In case of any damage caused, during the pendency of inquiry regarding the same, a caution amounts proportional to the loss caused may be levied by the Hostel Administration.
- 10.15 In the hostel premises following are strictly prohibited:
 - Smoking
 - Consumption of alcoholic beverages/drugs

- Possession of alcoholic beverages/drugs\
- Gambling
- Intimidation or causing of violence
- Willful damage to property
- Entering the hostel premises in an intoxicated state
- Shouting and using abusive language in their hostel or other hostel premises and on campus
- Employing unauthorized persons for personal work such as washing clothes, etc.
- Cooking in rooms

If a violation of any of the above is reported, disciplinary action will be initiated.

- 10.16 Inmates should not participate in any anti-national or anti-social activities in the hostel or its premises.
- 10.17 The use of electrical appliances such as Immersion Heaters and electric Stove/Heaters are not allowed in the rooms. Such appliances, if found would be confiscated and a fine of ₹2,000/- will be imposed.
- 10.18 When the students go out of their room should switch off all Electrical Appliances otherwise fine of Rs.1000/- will be levied on a report from the Manager/Matron.
- 10.19 Water should be conserved. Any leakage or instance of loss of water should be reported to the Manager/Matron at the earliest.
- 10.20 In case of a medical emergency, the Assistant Warden/Manager/Matron need to be informed urgently.
- 10.21 No inmate shall use audio/video systems causing any kind of inconvenience to other inmates. If reported, the System will be confiscated and a fine of Rs.5000/- will be levied.
- 10.22 All inmates must abide by the Mess Rules.
- 10.23 All inmates must return to their respective hostels by 11:00 P.M. (U.O. No. CUSAT/AC(A).A2/4480/2022 dated 03.10.2022). In case a delay is anticipated prior permission of the Warden must be sought.
- 10.24 The inmate/guest not holding the Late Entry Pass shall be permitted to enter the hostel after depositing their ID/Guest Pass.
- 10.25 All Students should be keeping the timing for exit and entry as fixed by the University from time to time. For late entry and early exit permission from the Warden has to

be obtained.

- 10.26 The request for Early Exit and Late Entry should be forwarded to the Warden by the HOD concerned with the recommendation.
- 10.27 It shall be the responsibility of the inmates to make proper entries in the In and Out Register while leaving for their homes or the local guardian's home. The same also be intimated to the Matron/Manager.
- 10.28 Inmates are required to remit their hostel fees within the 10th of every month. A fine of Rs.10/- will be levied up to the 20th day of the month. A fine of Rs.10/- and Rs.4/- per day will be collected up to the date on which the payment is made. Next month onward Rs.100/- will be charged once as a readmission fee in addition to the fine rate.
The rate of fees and fines is subject to revision by the University from time to time.
- 10.29 Inmates are required to pay an establishment fee as fixed by the respective Hostel Committee for each hostel from time to time. The university may reserve the right to fix ceiling limit for such fees.
- 10.30 Every inmate shall retain the Hostel ID Card during his/her stay in the hostel and produce the same to the authorities on request. Hostel ID cards to inmates and guests
and any other certificate regarding hostel accommodation will be issued by the Hostel Office. Re-issue of the same shall be subject to payment of ₹100/-.
- 10.31 In case of any grievance, related to the conduct of any other inmate or hostel staff the inmate is required to bring the same to the notice of the Assistant Warden or Hostel Manager/Matron.
- 10.32 The Grills inside the hostel should be locked every day after the entry/exit time is fixed. Any case of emergency should be reported to the Security Officer.
- 10.33 The inmates have to sign the attendance register kept inside the hostel and the Matron/ Managers should forward the updated attendance to the Warden daily.

11. COLLECTIVE RESPONSIBILITY OF INMATES

- 11.1 General damage to the hostel property will be the collective responsibility of all the inmates and they will be required to make good such damage, if the students who caused the damage cannot be identified.
- 11.2 Inmates are duty-bound to report to the Matron/Assistant Wardens/ Warden in case

- they notice any unwanted incident or activity going on in the hostel.
- 11.3 Inmates are required to park the cycles/ Motor Cycles/ Scooters only in the space provided for them in an orderly manner. No vehicles should be parked at the entrance of the hostels.
 - 11.4 Inmates should not arrange any functions or meetings within the hostel without the specific permission of the Warden.
 - 11.5 Inmates should not arrange any tour/picnic without specific permission of the University Authorities. The University or its employees shall not be responsible for any tours/picnics undertaken without prior written permission.
 - 11.6 Inmates are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable. Students should not throw litter indiscriminately and should not use non-biodegradable items, such as carry bags, plastic containers, etc.
 - 11.7 No inmate shall paste any notice or draw or otherwise damage the walls of his room or any commonplace in the hostel including the Mess Hall.

12. MESS RULES

- 12.1 All students shall join the Mess of their respective hostels.
- 12.2 All payments related to the Hostel Mess, and collecting of mess fees including Mess Cautions shall be made to the official Bank Account of the hostels concerned, operated by the Hostel Secretary and Mess Secretary.
- 12.3 The Mess Bill prepared by the Mess Secretary should be verified by the Manager/ Matron and the Assistant Warden of the hostel concerned. The Matron/ Managers should ensure the submission of the Mess Bill to the Hostel Office by the 5th day of every month to upload in the E-Grantz portal for timely reimbursement from the Government.
- 12.4 Inmates of the hostels shall run the mess on a dividing basis, by electing a Mess Secretary, a Mess Committee and an Audit Committee from among themselves from time to time under the overall supervision of the Assistant Warden. Mess workers will be paid by the students.
- 12.5 The Mess Committee and Audit Committee shall be selected at the end of each month to enable them to function from the 1st of the next month.
- 12.6 Preparation of the Menu shall be done by the Mess Committee.

- 12.7 The Audit Committee shall audit the Mess Bill with proper Bills and Vouchers and get it signed by the Matron/Manager and Assistant Warden. A copy of the Audit Report and Expenditure statement shall be forwarded to the Hostel Office.
- 12.8 The students should ensure the timely payment of the Mess Bill to the Hostel Account by the 10th of every month otherwise fine @ Rs.50/- per day will be levied till the end of the month. An additional amount of Rs.500/- shall be levied if payment leads to next month.
- 12.9 The Mess Secretary shall publish the Mess Out list on the 11th of the month.
- 12.10 Food preference of students as to vegetarian and non-vegetarian shall be taken into consideration by the Mess Committee and days for special meals or non-vegetarian meals should be fixed and notified to the students.
- 12.11 Mess Secretary along with the Hostel Secretary shall take steps to:
- Maintain quality of food
 - Maintain the mess premises in a clean and hygienic condition
 - Make available the sick diet to students on request
- 12.12 The Mess Committee is responsible for the safekeeping of the kitchen articles supplied by the University for the running of the mess.
- 12.13 All inmates and guests staying in the hostel shall join the mess and no supply of food from outside will be entertained in the hostel.
- 12.14 The system of self-service will be followed in all the Mess.
- 12.15 The quantity of food will be unlimited except in the case of special items.
- 12.16 Students can entertain their guests in the Mess Hall, after making the necessary entry in the Guest Register, on prior intimation to the Mess Secretary and Mess Committee and on the production of the guest token. Students are not permitted to dine in any Mess as self-guests. An amount of Rs.100 may be charged as a common fee from the students availing mess other than inmates.
- 12.17 Mess deduction is admissible to the inmates of Hostels on the following grounds:
- Approved Study Holidays and Semester Vacation declared by the University.
 - Period duly recommended by the Head of the Departments and availed by the students for purposes such as participation in sports, arts, competitions, seminars, educational tours, etc.
 - Periods availed by students for attending interviews and training on the recommendation of Departments.
 - Period of absence due to serious illness requiring hospitalization, subject to the production of medical certificates.

- 12.18 Inmates other than the Mess Committee members are not permitted to enter the kitchen or store room of the mess.
- 12.19 No Guest is permitted to enter the kitchen or store room of the mess on any account.
- 12.20 Inmates are not permitted to cook any food on their own accord in the kitchen or their rooms.
- 12.21 In case an inmate is ill and his/her condition requires the food to be served to them
Rooms, the same may be done after giving a written request to the Mess Secretary/Hostel Secretary.
- 12.22 No diner shall waste food. Paying a mess bill does not entitle a diner to waste food.
- 12.23 All diners shall courteously interact with the mess workers.
- 12.24 After having food, diners shall leave the cup, plate, waste food etc. in the designated places.
- 12.25 All diners shall produce a Mess Card, where applicable, to dine every time in the mess.
- 12.26 FSSAI registration shall be taken by the Mess Secretary, immediately after assuming charge. Till then the previous Mess Secretary will be responsible.

13. GUESTS AND VISITORS

- 13.1 No male visitor, other than the father of the inmate, will be allowed inside any Girl's hostel. Father can meet his ward in the visitor's room up to 7.30 pm with the permission of the Matron and after making a proper entry in the Guest Register.
- 13.2 No female visitor, other than the mother of the inmate, will be allowed inside any Boy's Hostel. Mother can meet her ward in the visitor's room up to 7.30 pm with the permission of the Hostel Manager after making a proper entry in the Guest Register.
- 13.3 No overnight guests are allowed in the student's room.
- 13.4 In Boy's Hostels, the father or male guardian may visit the inmate in his room after due permission from the Hostel Manager and after making a proper entry in the Guest Register.
- 13.5 In Girl's Hostels, the mother or female guardian may visit the inmate in her room after due permission from Matron and after making proper entry in the Guest Register.

13.6 Violation of any of the above rules, regarding Guests and Visitors, will lead to disciplinary action.

14. DISCIPLINARY MEASURES AND PENALTIES

14.1 For smooth and disciplined conduct of the hostel misconduct, within the hostel premises, shall be classified as Major Misconduct and Minor Misconduct.

14.2 Major Misconduct shall comprise of

- Possession and consumption of narcotic substances
- Ragging
- Bullying
- Sexual Assault
- All other cognizable offences

14.3 Penalties for such major misconduct shall include, but not be limited to:

- Suspension for a period from the hostel
- Expulsion from the hostel
- Ban on readmission to hostel

14.4 Procedure - On knowledge of any incident of major misconduct by any hostel inmate, the Warden shall make a report, based on such information, and submit the same to the Registrar of the University for disciplinary action.

14.5 All misconduct other than Major Misconduct shall be treated as Minor Misconduct. Penalty for minor misconduct shall be the imposition of a fine and written apology from the inmate.

14.6 Procedure – On knowledge of any incident of minor misconduct by any hostelinmate, the Warden shall constitute a panel of 3 members, with the Assistant Warden as its Chair, to enquire on the matter and submit a Report regarding the same. The Warden shall determine the occurrence or not of misconduct and determine the quantum of fine, in case of proved misconduct based on such Report.

14.7 The fine for allowing persons to stay in a hostel room without a guest pass shall be ₹2,000/-.

14.8 Fine for holding prohibited electrical equipment in the hostel room shall be ₹2,000/-.

14.9 Fine for damage in room/equipment in the rooms shall be actual loss as assessed by the Engineering Department + ₹2,000/- from each inmate.

14.10 Fine for damage in common places shall be actual loss as assessed by the Engineering

Department + ₹1000/- from each inmate in that Hostel.

14.11 Compensation for all financial loss caused by an inmate will be in addition to the above-mentioned penalties. All the fine amounts mentioned above can be revised by the University as and when deemed fit.

15. UNDERTAKING BY THE STUDENTS

The students admitted to the hostel will have to give an undertaking to the effect that he/shewill fully comply with the provisions envisaged in these Rules in letter and spirit.

16. AMENDMENTS TO THE RULES

The Syndicate of the University shall have the power to amend any of the provisions in these Rules. The amendments shall be brought to the notice of the students of the University.



Dr. P.K. Baly

Schedule A
List of University Hostels
Total number of Hostels under Central Office for University
Hostels:14Boys Hostel: 8, Girls Hostel: 6

Research Scholars Hostels

- 1.1.1 CUMS Boys Hostel, Lakeside Campus, Kochi - 16
- 1.1.2 Sarovar Boys Hostel Research Floor
- 1.1.3 Athulya Girls Hostel

P.G. Students Hostels

- 1.1.4 Sahrudaya Boys Hostel (PG First Year)
- 1.1.5 Sarovoar Boys Hostel (PG & UG Seniors)
- 1.1.6 Siberia Boys Hostel (PG & UG Seniors)
- 1.1.7 Swaraj Boys Hostel (PG & UG (OBC))
- 1.1.8 Sagar Boys Hostel (PG & UG (SC/ST/OEC))
- 1.1.9 Anaswara Girls Hostel (PG & UG Seniors)
- 1.1.10 Aiswarya Girls Hostel (PG First Year)
- 1.1.11 Ananya Girls Hostel (PG & UG (OBC))
- 1.1.12 Anagha Girls Hostel (PG & UG (SC/ST/OEC))

B.Tech Hostels (School of Engineering)

- 1.1.13 Sahara Boys Hostel
- 1.1.14 Alakananda Girls Hostel (Allotment is given to the KMSME girls students too)

U.G Boys

- 1.1.15 Sanathana Boys Hostel (U.G first years)

Post Metric Hostel for SC/ST/OEC Students

(Constructed by the SC/ST Welfare Department, Government of Kerala)

- 1.4.1 Sagar Boys Hostel
- 1.4.2 Anagha Girls Hostel

Post Metric Hostel for OBC Students

(Constructed by the SC/ST Welfare Department, Government of Kerala)

- 1.5.1 Swaraj Boys Hostel
- 1.5.2 Ananya Girls Hostel
- The Boys Hostel for Marine Engineering (under the control of the Director, Kunjali Marakkar School of Marine Engineering)
- International Students Hostel is under the control of the Guest House Manager.