

## **KERALA UNIVERSITY OF HEALTH SCIENCES**

### **NOTIFICATION**

**NO. 21541/AC1/GEN A2/2020/KUHS**

**17th June 2021**

In exercise of the powers conferred under Chapter V section 42 of the Kerala University of Health Sciences Act 2010, the Governing Council in its meeting held on 17.02.2021, has made an **Ordinance for Recognition of Hostels in affiliated Educational Institutions under Kerala University of Health Sciences, 2021** in accordance with the recommendations of the Academic Council.

As per section 43(iii) of the Kerala University of Health Sciences Act,2010, permission has been accorded by the Hon'ble Chancellor to publish these regulations.

In the circumstances, **Ordinance for Recognition of Hostels in affiliated Educational Institutions under Kerala University of Health Sciences, 2021** is hereby published for general information.

Thrissur

(Sd.)  
Registrar

# **KERALA UNIVERSITY OF HEALTH SCIENCES**

## **2<sup>nd</sup> Ordinance of KUHS (Academic)- Recognition of hostels**

One of the powers of the University is to establish, maintain and administer hostels and to recognise hostels not managed by University and to suspend or withdraw such recognition.

As per the Section 42 ( vii) , of Kerala University of Health Science Act, 2010, the Governing Council may make ordinance, the inspection of affiliated colleges , recognised institutions and hostels. As per the Chapter XXXII of the 1<sup>st</sup> Statute of the Kerala University of Health Sciences ( Recognition of Hostels ) specifies that the Governing Council shall accord recognition of hostels , if it satisfied the maintenance and management of hostel is in conformity with the provisions of the Ordinances with regard to the standards of maintenance and management of hostels.

In exercise of powers conferred under Chapter V Section 42 of the Kerala University of Health Sciences Act 2010, The 58<sup>th</sup> Governing Council meeting held on 23.12.2019 has approved the regulation for the recognition of hostels and general rules for conduct of hostels.

### **Chapter I**

The Ordinances for recognition of Hostels in the Affiliated Educational institutions under Kerala University of Health sciences, 2021

#### **1. Short title and commencement**

(i). This ordinance may be called “Ordinance for recognition of Hostels in Affiliated Educational Institutions under Kerala University of Health Sciences, 2021.

(ii). They shall come into force at once.

#### **2. Definitions**

i. “Hostel” means a place of lodging which is under the direct control and management of an educational institution affiliated to Kerala University of Health Sciences and which admits only students of that educational Institution.

ii. “Own Hostel” means Hostel run in a building or premises owned by the Educational Institution.

iii. “Hostel on lease” means Hostel managed and run directly by an educational institution affiliated to the University in a building or premises taken on lease for the purpose, as a result of a lawful agreement, the ownership of the said building /premises is being vested with other person/persons / other institutions.

iv. “Inmate” means person accommodated in a Hostel.

### 3. i. Recognition of Hostel

The general or special conditions for recognition of hostel in affiliated institution of the University shall be as stipulated by the provisions of this ordinances.

ii. Fee for recognition.

The fee for recognition of Hostel in affiliated institution of University shall be as prescribed by the Governing Council from time to time.

### 4. Institutions to Provide Hostels

i. Every educational institution affiliated to the University shall provide residential quarters for a minimum of seventy five percentage of students of that educational institution. Any change in the percentage if needed may be as decided by Governing Council of the University from time to time.

ii. Every educational institutions affiliated to University should have their own Hostel/ Hostel on lease, separate for male and female students. For establishing hostels common for both male and female students, prior permission from the University is required. If Hostels are conducted on lease, the provisions of these ordinance shall apply as such to them and the institution shall submit the lease/rent agreement for the period to the University for approval.

iii. Twenty five percentage of seats in Hostels shall be reserved for admission to students belonging to SC/ST category/ quota. Out of twenty five percentages of seats reserved for SC/ST students in Hostels, five percentages shall be earmarked for Scheduled Tribe Students. If no student belonging to Scheduled Tribe is available, the seats earmarked for them shall be allotted to the students belonging to Scheduled Caste. The seats that remain unfilled in the SC/ST quota shall be allotted to students belonging to other communities.

iv. The students shall be provided accommodation in the hostel from day one of the academic year of their respective courses.

v. A separate area of accommodation shall be earmarked for the 1st year students preferably near the room of Asst. Warden .

#### 5. Location

Own Hostels shall be located preferably within the campus. Permission from the University is essential for exemptions. If the Hostel is situated outside campus the maximum distance from campus to hostel shall be 15 kms. Transportation facility shall be provided if the Hostel is more than 1 km away from campus.

#### 6. Residence

Every student of an Educational Institution not residing with his/her parents or guardian shall be required to reside in any of the hostels recognised by Governing Council of the University, which is maintained by the institution affiliated to the University. University shall maintain a register of recognised hostels.

#### 7. Procedure for recognition.

i. The Principal, of an institution who desires to have it placed on the list of recognised hostels, shall apply to the Registrar furnishing the following particulars in the prescribed format with the fee fixed for the purpose:-

a. The location of the hostels and its surroundings;

b. The accommodation provided:

c. Arrangements made for boarding, studying, food, water supply, lighting, sanitation, medical help, fitness facilities etc.

ii. The institutions shall submit applications for recognition of Hostel as and when University issues specific notifications for the purpose. Applications submitted by institutions not against any valid notifications issued by the University shall summarily be rejected and the application fee paid with such application shall be forfeited.

iii. The applicant shall also forward a sketch plan of the buildings and premises along with the application.

iv. Vice Chancellor shall appoint any person/persons to inspect the Hostel to assess the facilities. After consideration of the report of inspection and after any further enquiry which may deem necessary, Governing Council of the University shall decide whether the hostel can be placed on the recognized list of hostels.

v. Any recognised hostel shall be open to inspection at any time by any person/persons deputed by the University.

vi. Recognition of hostel will be granted for a period of 3 years at a time and the institution has to apply for renewal of recognition, two months before the expiry of such period of recognition with the prescribed fee for the purpose.

vii. Every affiliated institution shall own the hostel within 5 years of university affiliation of the hostel.

## 8. Management of the Hostel

i. Hostel shall be managed by the Principal of the concerned college to which the hostel belongs. Principal of the institution shall be the Warden of the Hostel. There shall be two Assistant Wardens in a hostel to assist the Warden and shall have other staff, working under the immediate direction, control and supervision of the Principal of the college to which the hostel is attached. Students living in such hostels shall be under the disciplinary control of the Warden / Assistant Wardens. The hostel shall be managed as per the rules framed by the University.

## 9. Committees

Every Hostel shall have the following committees to assist the Warden to perform his/her duties.

- a. Hostel Steering Committee.
- b. Hostel Management Committee.
- c. Mess committee.

## 10. Hostel Steering Committee.

i. Every Hostel shall have a Hostel Steering Committee to assist the Warden to take decisions on purchase of major items, renovation & maintenance works of capital nature, appointment of hostel staff on daily or on contract basis and on any relevant major issues related to the functioning of the Hostel as decided by the warden. The committee shall meet once in 6 months or at times as and when needed by the institution.

ii. Hostel Steering Committee shall consists of the following members namely

- a. Warden – Chairman .
- b. Assistant Wardens.
- c. PTA President.
- d. PTA Secretary.
- e. Female PTA Representative, in case of girls hostel.
- f. Hostel Secretary - Elected from student inmates.
- g. Mess Secretary – Elected from student inmates.
- h. Cultural Secretary – Elected from the student inmates.
- i. Sports Secretary - Elected from student inmates.

#### 11. Hostel management Committee

(i). Every Hostel shall have a Hostel Management Committee to assist the Warden to take decision on matters related to the general or routine functioning of the Hostel.

(ii). Hostel Management Committee shall consists of the following members namely

- a. Warden.
- b. Assistant Wardens.
- c. Hostel Secretary.
- d. Mess Secretary.
- e. Representatives of student inmates.
- f. Cultural Secretary.
- g. Sports Secretary.

(iii). Hostel Management Committee shall meet at least once in a month.

## 12. Mess facility.

i. Every Hostel shall provide Mess facility to its inmates. Availing mess facility is mandatory. Permission from the warden is essential for exemptions.

ii. Mess facility shall be provided either through dividing system for institution run mess or through annual contract for privatized mess.

## 13. Mess Committee

(i) There shall be a Mess Committee to manage/monitor the functioning of the Hostel Mess.

(ii). Mess committee shall consists of the following members

1. Warden -Chairperson.
2. Assistant Wardens.
3. Mess Secretary.
4. Representatives of Student inmates.

(iii). Mess Committee shall meet at least once in a month.

14. There shall be a Hostel Fund account in a scheduled bank or Kerala State Co-operative bank to deposit revenues and to incur expenditure related to the routine functioning of the hostel and shall be jointly operated by Warden/Assistant warden (if deputed specifically by warden for the purpose) Mess Secretary and Hostel Secretary.

15. To ensure financial accuracy and transparency separate Account registers, one to record the bank transactions and another to record each cash transaction shall be maintained in the Hostel. The accounts of the Hostel shall be audited by a competent authority as approved by the Hostel Steering Committee and a receipt and payment account and Balance Sheet shall be prepared at the end of each Financial Year .

16. Student representation in the management of Hostel.



- i. There shall be a Hostel Secretary, Mess Secretary, Cultural Secretary, Sports Secretary and Representatives of Student inmates of each batch of each course, who are elected from the Student inmates .
- ii. Hostel Secretary shall assist the warden/Assistant Wardens in the preparation of establishment bills and minutes of the meetings of Hostel Steering Committee and Hostel Management Committee.
- iii. Mess Secretary shall assist the Warden/Asst.Wardens in managing the mess facility and for preparing mess bill and minutes of Mess Committee meeting.
- iv. There shall be a Cultural secretary to organise cultural programmes.
- v. Sport Secretary shall organise sports events to keep the inmates mentally and physically fit .
- vi. Representatives of Student inmates shall assist the Hostel Secretary, Mess Secretary, Cultural Secretary and Sport Secretary in performing their duties such as preparation of establishment bills, managing mess, organizing cultural programmes, sports events etc as directed by the Warden.
- vii. The term of office of the Hostel Secretary, Mess Secretary, Cultural Secretary, Sport Secretary and Representatives of Student inmates shall be one Year.

17. Prohibition of compulsory religious instruction – No student shall be compelled to undergo any religious instruction or observance in any recognized hostel.

18. Periodical inspection – University shall arrange for the periodical inspection of all hostels. A recognised hostel shall maintain an admission register, a register of attendance and a conduct register and shall produce them for inspection when called for by an authorised person /persons deputed by the University.

19. Annual Report –

- i. The warden of every hostel shall submit to the Registrar of the University at the end of each academic year a report on the working of the hostel for the year.
- ii. Annual Report shall contain the following chapters

- a. General information -Name of the Hostel and Institution, name and address of members of Hostel Steering Committee, Hostel Management committee and Mess committee,
- b. Inmate Numbers- Details to be included are the following
  - i. The number of students (separate for each batch of each course)
  - ii. Number of students who have left the Hostel in the academic year (separate for each batch of each course)
- c. Performance – Brief description of functioning of hostel during the academic year such as details of mess facility provided , number of meetings of Hostel Steering Committee, Hostel management committee, number of meetings of Mess committee ,developmental activities if any carried out in the Hostel during the period, shall be included. Notable academic /extra curricular achievements by the inmates and disciplinary actions if any taken during the year shall also be included.
- d. Annual Accounts – Receipt and payment accounts and Balance Sheet of the financial year shall be included.

20. Suspension or withdrawal of recognition – Governing Council, may suspend or withdraw the recognition granted to a hostel which is not conducted according to the conditions of recognition, provided that, before any action is taken, the Principal of the institution concerned shall be given an opportunity for making such representation in the matter as it may desire to make.

21. Expelled Students – Students expelled from Colleges shall not be admitted to any recognised hostel. Students who have been rusticated shall not be permitted to reside in a recognised hostel during the period of rustication.

22. Compliance report by Principal – The Principal of a College shall satisfy himself/herself that the management of a hostel in which students of his/her college reside, is maintained in accordance with the conditions under which, it received its recognition and shall report to the University, if it is not maintained satisfactorily.

23. Information as to place of residence – Every student shall inform the Principal of his / her College about the place of residence and the details of local guardian. Change of residence, if any shall also be reported.

24. In the beginning of the academic year , the Principal shall furnish the following information to the University

- i. The number of hostels
- ii. Names of the Assistant Wardens;
- iii. The number of students in each hostel;
- iv. The number of students living with, parents or guardians( Day Scholars)

25. No student shall be admitted to a hostel without the approval in writing by the Asst.Warden of any hostel in which he/ she previously resided, and it shall be recorded in the admission register that such approval has been obtained.

26. Anti ragging measures- Anti ragging committee shall be constituted in the Hostel and appropriate display of anti ragging measures as directed by the Hon'bleSupreme Court of India has to be carried out. Suitable hoardings/Bill boards/banners /Big posters (preferably multi coloured with different colours for the provisions of law, punishments, etc.) shall be prominently displayed on all notice boards, buildings and at vulnerable places. Some of such posters shall be of permanent nature in certain vulnerable places.

27. Infrastructure requirement.

i. Hostel Room - The minimum carpet area of Hostel rooms for accommodation per student is 100 sq feet. Plinth area will be as per respective council norms if any. 75 % of the Hostel rooms for student's accommodation shall be double rooms. One fan and one tube light per 100 sq feet shall be provided in every room. One plug socket for charging laptop shall be provided.

ii. Furniture - Each student shall be provided with the following pieces of furniture

- 1 Student's Chair 1
- 2 Students Table 1
- 3 Cup Board with lock & Book rack 1
- 4 Cloth rack 1
- 5 Cot 1

iii. Toilets / Bath room – One Toilet &one Bath room (50 sq feet carpet area each) per 5 students shall be provided. If the college hostel is having more than

one floor, Toilet/Bath rooms facilities at the prescribed numbers shall be provided in each floor considering the number of students accommodated in the respective floor.

- iv. Visitors room - Minimum 500 sq feet area.
- v. Reading room/study room (AC preferable) Minimum 500 sq feet area.
- vi. Mess Hall – minimum 3000 sq feet area per a batch of 60 students.
- vii. Kitchen & store room – Minimum 750 sq feet area .
- viii. Area for cloth washing, laundry and drying - Sufficient area for washing cloths and drying shall be provided.
- ix. Recreation room/TV room – minimum 500 sq feet area.
- x. Facilities for indoor/outdoor games.
- xi. Facilities for Warden and Assistant Wardens –Free food and accommodation shall be provided. Separate rooms having 100 sq feet area with attached toilet facility for Warden /each Assistant warden shall be provided.
- xii. Fitness centre – Proper facilities shall be arranged for the physical fitness of inmates.
- xiii. Guest room – 2 to 4 guest rooms shall be provided.
- xiv. Sick room – A sick room shall be provided with attached toilet facility, preferably in the ground floor.
- xv. Drinking water – Filtered drinking water facility round the clock in each floor shall be provided.
- xvi. Electricity- Provision for round the clock un interrupted electricity facility shall be provided including generator facility.
- xvii. Special facilities –
  - a. Ramp Facilities & special toilet facilities shall be provided as ‘reasonable accommodation ‘envisaged by the provisions of Rights of Persons with Disabilities Act 2016 in each hostel.

b. Cross ventilation, mosquito proofing, insect proofing are to be provided as per the local requirement which is to be specified by the Principal of the college under intimation to the University.

xviii. Security – In the hostel, security shall be provided round the clock. Surveillance Cameras shall be used outside the Hostel Building for Security Purpose.

xix. Bio waste disposal -Facility for Bio-waste disposal shall be provided.

xx. Hostel Building/premises shall be in accordance with the provisions stipulated in Kerala Municipality Building Rules 1999 /Kerala Panchayath Building Rules 2011 as the case may be .

xxi. Hostel shall have all the required permissions stipulated by existing Rules and Orders issued by the Government especially fire safety, Pollution control Board certificates, food safety etc.

xxii. Observance of Green Protocol directions- Directions of the Government on Green Protocol shall be implemented in the Hostel for the management and disposal of waste.

xxiii. Facilities for garden and for parking of vehicles shall be provided.

xxiv. Facilities for pest control in the hostel shall be provided.

xxv. Copy of the Hostel Rules for residents shall be displayed in the notice board of the hostel and made available in the reading room .

## 28. Human Resources requirements of Hostel

a. Principal of the institution shall be the warden of the Hostel.

b. Assistant Wardens shall be from faculty appointed on rotation basis.

c. Housekeepers – At least two housekeepers shall be posted.

d. Cleaning staff – Minimum one per 10000 sq feet shall be posted

e. Kitchen staff – As required subject to minimum 2 Nos for the first 30 students.

f. Security –As required for providing 24 hours security subject to minimum 2 nos, one in each shift.

## **Chapter II**

### **1. Hostel Management**

i. Hostel shall be under the control of the Warden. Principal of the Educational Institution affiliated to University shall be the warden of the Hostel.

ii. Asst. Warden shall be resident of the Hostel ( as far as possible) and has to look after the welfare of the student inmates and to assist the Warden in performing his/her duties.

iii. Asst. Warden is bound to abide by the hostel rules and the instructions given by the Warden for the smooth and efficient functioning of the Hostel.

iv. The Warden will be directly in charge of admission, disciplinary action and matters related to stipendiary students if any.

v. The Warden's decision shall be final in the interpretation of rules and all matters connected with the hostel.

vi. Any representation from the Hostel Secretary or an inmate of the hostel should be routed through Assistant Warden.

vii. The Executive power regarding the administration of the hostel is vested with the Warden only.

viii. There shall be a Hostel Steering Committee, Hostel management committee and Mess committee constituted to assist the Warden in the management and functioning of the Hostel.

### **2. Accommodation**

i. Hostel accommodation is available to the students during the working academic year/ semester. Students shall not have any right to occupy the room during vacation except for doing any work related to the course he /she pursues in the institution and only if such stay is permitted by the warden.

ii. Hostel accommodation is provided subject to availability of rooms

i. Students requiring admission in Hostel shall apply in the prescribed format to the Warden with prescribed fee.

### **3. Caution Deposit**

On admission, each student shall pay caution deposit fixed by the institution, which will be refunded only at the time of leaving the hostel. Liabilities if any, shall be adjusted from the caution deposit.

### **4. Allotment of Rooms**

- i. Rooms shall be allotted at the discretion of the Warden as per norms especially application seniority and distance of residence. If a student doesn't occupy the room allotted to him/her within 10 days of such allotment, his/her admission to the hostel will be cancelled.
- ii. The rent for the room shall be fixed by the warden or as per Government norms. Rent once paid will not be refunded.
- iii. One month's room rent shall be paid in advance at the time of admission.
- iv. Room rent shall be paid, at the place designated for the purpose by the Warden, before 7th of every month. Late remittance will attract fine.
- v. Preference in the allotment of rooms may be provided for physically challenged students as per the Rights of Persons with Disabilities Act 2016.

### **5. Re allotment of Rooms**

- i. Once in every year inter hostel re- allotment (Shuffling) of room will be done on the basis of the seniority of a student in the hostel by the Warden.
- ii. The student should clear all the rent and establishment dues as well as mess dues in excess of the mess advance to retain the seniority.

### **6. Withdrawals**

- i. Students passing out of the College or discontinuing their studies or those who desire to reside with their parents or guardian permanently will be permitted to leave the hostel on submission of a written request to the Warden for the purpose. They will forgo the seniority.
- ii. Students, who are living in the hostel and wish to reside with their relatives, must produce a letter from their parents or guardian, authorizing them to do so, before leaving the hostel.

iii. A student who leaves the hostel without the permission will be deemed as she/he is staying in the hostel and will be liable to pay all the dues and the fine if any, for the whole period till she/he permitted to leave the Hostel.

iv. The Warden will have the right to refuse admission to/expel any applicant without assigning any reason or for gross violation of rules or misconduct by the student.

## **7.Mess facility & Establishment Charges of Hostel**

i. It is mandatory for all the inmates to join the mess facility. Mess facility provided shall be either through dividing system for institution run mess or through annual contract for privatized mess. Permission from Warden is essential for exemptions.

ii. Mess run on dividing system

a. On dividing system, mess facility shall be run by the students under the direct supervision of the warden / Asst. Warden through the mess secretary.

b. There shall be a mess committee constituted for the efficient functioning of Mess. Every month, the mess rate will be fixed by the mess committee based on the expenditure bills and vouchers. The mess secretary shall prepare a detailed statement regarding the fixation of mess rate and submit it to the warden for approval.

iii. Privatized Mess through Annual Contract

If the running of the Mess is awarded to private parties through Annual contract then the monthly Mess rate shall be fixed as per the rate agreed in the contract.

iv. Establishment charges, such as salary of the hostel employees, electricity charge, water charges, cable TV /telephone charge and other recurring expenditure, permitted by the warden shall be divided among all the inmates of the hostel equally. This amount will be collected from all the inmates of the hostel every month along with mess fee as hostel establishment fee. A Student should pay the full amount of the hostel establishment fee for a particular month irrespective of the date of admission in the hostel along with the mess fee of the month.

v. Hostel secretary shall prepare a statement of expenses under hostel establishment fee and get approval from the Warden before finalizing the amount of hostel establishment fee, every month.



vi. All inmates are liable to pay the hostel establishment fee fixed for the respective month in full.

vii. At the end of every month the Mess Secretary shall prepare Mess Bill specifying the dues from the members of the Mess, on the basis of the mess rate fixed by the mess committee in the prescribed format. The mess bill and the Hostel Establishment Bill of a particular month shall be countersigned by the warden and shall be displayed/published on the Hostel notice board in the first week of the succeeding month. The ledgers showing the calculation of the mess fee and the hostel establishment fee shall be made available to the inmates for the next 3 days.

viii. Any dispute regarding the mess charges must be brought to the notice of the mess Secretary / Asst. Warden/Warden in writing within 3 days of publication of the mess bill. No dispute will be entertained thereafter.

xi. The charges for extra food items and food charges for guest will be calculated as per the rate fixed by the mess committee in consultation with the Warden.

x. The mess fee should be paid in full within one week from publication of mess bill, failing which the student inmates will be liable to pay fine for default, as fixed by the Warden.

xi. If the student fails to pay the mess fee of particular month even after the expiry of the succeeding two months, such a student will not be permitted to avail mess facility under any circumstances .

xii. Members of the staff of the College who are not inmates of the hostel are allowed to utilize mess facility, if permitted by the Warden at the rate fixed for the purpose

**xiii. Timing of meals**

Breakfast : 06.30 AM - 08.30 AM

Lunch : 12.00 Noon - 2 PM

Dinner : 07.00 PM - 09.00 PM

**xiv.** Special diet will be provided for members who are ill, at the advice of Warden or Asst. Warden.

**xv.** Meals should not be taken or sent to the room of the students except for those who are in the sick room.

**xvi.** A member is entitled to get mess reduction only if she/he has been absent for at least 6 consecutive days in a calendar month and prior notice of his/her absence has been given.

**xvii** The list of dues from members should be put on the notice board by the 15th day of every month. Members shall be required to pay the same on the same date itself, failing which the parents or guardian will be informed about the delay in paying the dues.

**xviii** The students belonging to SC/ST or other category whose establishment charges and Mess fee are sponsored by Government at a fixed monthly rate, the excess establishment fee/ mess fee over the actual establishment charges/Mess fee of the month if any, shall be paid by the respective student within the time limit stipulated for the payment of mess fee/ establishment fee of the month.

## **8 Payment of Dues while vacating Hostel.**

Students leaving the hostel for vacation or on completion of course or on expulsion shall pay all their Hostel dues before they vacate the Hostel.

## **9. Use of Appliances**

i. No Student is allowed to have any additional electrical appliances such as induction cooker/ immersion heaters, electric stove/heaters/ electric iron without the written permission of the Warden.

ii. Students can use laptops for educational purpose, with the permission of Warden based on the written request from the parent of the student.

iii. When students go out of their room they should switch off all their electrical/electronic appliances and should keep the room locked.

## **10. Medical Aid**

Warden / Asst. Warden should be informed of every illness promptly. He/she will be sent home or to the hospital for further treatment or admitted in the sick room. Information about the illness should be recorded in the sick report book. If hospitalized, parents to be informed and till they reach, will be looked after by the housekeeper/ student representative as directed by the warden.

## **11. Visitors**

Visiting time shall be as follows

a. 04.00 PM – 06.00 PM on working days.

- b. 09.00 AM – 06.00 PM on Sundays and holidays.
- i. Only visitors permitted by the parents/guardian are allowed to visit the inmates.
- ii. Visitors are permitted to visit the students only in the visitor's room.
- iii. The maximum visiting time allowed to a visitor/ visitors during a visit shall not exceed 30 minutes.
- iv. Visitors are not permitted to go to the rooms of the students.
- v. All visitors to the Hostel including the parent/ guardian shall make necessary entries in the visitor's Register available at the hostel entrance with the security staff.

## **12. Study Time**

- a. 05.00 AM to 06.30 AM in the morning.
- b. 08.30 PM to 11.00 PM in the evening, except on Sundays.
- c. All the lights in the rooms shall be switched off by 11.00 PM
- d. Students shall study in their respective rooms. If any student has to read or write after 11 PM, they can utilize the facility arranged in the common reading room of the Hostel.

## **13. Out pass**

Out pass will be sanctioned twice in a month for shopping between 04.30 PM and 09.30 PM on working days and between 9.00 AM and 09.30 PM on Sundays / Holidays. The students should write their names on the out pass book and should obtain a prior sanction from the Warden/ Asst. Warden.

## **14. Home pass**

Home pass is allowed on Holidays, with the permission of Warden / Asst. Warden.

## **15. Code of Conduct**

- i. All inmates are required to maintain standards of behaviour expected from students of a Professional course. They are expected to behave courteously and fairly with every one both inside and outside the campus.

- ii. Inmates are forbidden from misbehaving to any of the hostel staff / security personnel /other employees. Student are forbidden from making any personal dealings with the cleaners/part time sweepers /security personnel or other hostel employees.
- iii. All inmates should behave with restraint and decorum. Shouting, reading aloud, other acts likely to cause disturbance to other inmates during hours of study should be avoided .
- iv. All inmates are required to carry their valid ID card issued to them by the Educational Institution.
- v. The rooms, common areas and surroundings should be kept clean and hygienic. Discarded materials and papers should not be thrown about in rooms, terrace and premises. The rooms, doors etc. should not be disfigured by writing, sticking posters etc. Students should not use non-bio degradable items such as carry bags.
- vi. All members are expected to be in the hostel before 9 .30 PM, unless they have obtained a late pass from the Warden/Asst. Warden. They should sleep in their own rooms.
- vii. Students are required to fill in the inventory of the furniture and other items given to her/him at the time of admission and hand over them in good condition when she/he changes/ vacates room/hostel.
- viii. Students are not allowed to remove any articles or furniture, fittings, light etc. belonging to the hostel. Any damage to the hostel property shall be immediately reported to the Asst. Warden. The cost of damage will be recovered from the concerned individual. If the person could not be identified, the members of the room/wing /floor concerned will be held responsible.
- ix. The students shall not remove any fittings or furniture from any other room and get them fitted in her/his room.
- x. Students should bring to the notice of the Assistant Warden for all routine maintenance works( Civil ,Carpentry and Electrical) if any to be carried out in their rooms.
- xi. Members are not permitted to conduct meeting of any sort anywhere in the hostel or its premises without obtaining permission from the Warden / Asst. Warden on written request.

xii. Activities like enlisting inmates for subscriptions and circulating notices are not allowed except with the permission of the Warden / Asst. Warden.

xiii. No student shall take active part in political meeting, procession or propaganda in the hostel premises.

xiv. Students who need to go home on working days have to get permission from the Warden, for which leave letter has to be initiated from class teacher and forwarded via assistant Warden to the Warden. Home pass during preparatory holidays should be forwarded to the Warden through Asst. Warden for sanctioning leave.

xv. No Student shall absent herself/ himself at any night from the hostel without previous permission of the Asst. Warden.

xvi. Everyone should be physically present for day and night roll call.

xvii. No unauthorized person will be allowed within the hostel premises.

xviii. Do not wash clothes in bathrooms and do not hang wet clothes in the rooms. Washing and drying of clothes should be done only in the areas specified for it.

xix. Every inmate should wear clean and modest dress.

xx. Everyone should keep the toilets & bathrooms always clean after use. Discard the wastes properly in the areas specified for the same. Fine will be levied from all the inmates of that particular wing, if the toilet & bathrooms are found untidy or blocked.

xxi. Time for indoor games and watching T.V is from 4 PM to 8 PM on working days.

xxii. Ragging of the students admitted in the institution is totally banned. Any violation of this by students will be dealt very severely. As per legal perspective, ragging is a **CRIMINAL AND NON BAILABLE OFFENCE**. Display of noisy, disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear, shame or embarrassment to a student including Teasing, abusing, of playing practical jocks on or causing hurt to such student or asking the students to do any act or perform something which such student will not in ordinary course be willing to do will be treated as ragging.

xxiii. All the students are bond to report to the Warden/Assistant warden, any case of ragging which comes to his/her notice.

xxiv. Smoking and consumption of alcoholic drinks and or narcotic drugs in the Hostel premises is strictly prohibited. Students shall not enter the hostel premises in an intoxicated state and should not possess such materials. If any student found violating this, severe actions like expulsion from Hostel or rustication from the Educational Institution shall be taken.

xxv. Students shall not participate in any anti national, anti social or undesirable activity inside or outside the hostel campus.

xxvi. Students shall not indulge in practices/activities, which may endanger their own personal safety as well as others.

xxvii. Students are duty bound to report to the Assistant Warden in case they notice any unwanted incident or undesirable activity in the Hostel or the presence of any unauthorised person in the Hostel.

xxviii. The room allotted to each student should be locked by the lock and key.

xxix. Students are strictly advised not to leave any money or valuable in the rooms. The hostel authorities do not hold themselves responsible for money or goods lost by students.

xxx. The residents of the hostel are responsible for the safe keeping of their personal belongings. Any case of theft should be reported promptly to the Assistant Warden

xxxi. Use of Powered vehicles except owned by the Institution, by inmates are not generally permitted. Any exemption to this require permission from the Warden.

xxxii. Misconduct or violation of any of these rules will render the offenders liable to fine, suspension or dismissal.

Form-1

## **RECOGNITION OF HOSTELS FOR AFFILIATED INSTITUTIONS**

### **INSPECTION PROFORMA**

#### **I .Institutional information**

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1	Name of the Institution				
2	Address of Institution				
3	Name of the Hostel				
4	Address of the Hostel				
5	Whether Hostel Owned by the institution or on lease. If on lease expiry date of the lease.		If on lease	a. Combined Hostel or only for the Institution	
				b. Transportation	
6	Whether the Hostel is situated inside the campus. If not specify the distance from college		If in the campus		
			Attached to College/Hospital	Separate Building	
			Yes/No	Yes/No	
7	Details of students	Courses under KUHS	Sanctioned students in the college per course	No of students admitted in Hostel /per course	% of /to be accommodated against total strength

## II Area of Hostel

1	Area of Hostel(In Sq Feet)	Building	Yard	Total area including Building and yard

### III. Infra structure –

a	Student rooms	Type	Single	Double	Triple	Others(specify )	
		Number of rooms	1 <sup>st</sup> floor	Required			
				Actual			
			2 <sup>nd</sup> floor	Required			
				Actual			
			3 <sup>rd</sup> floor	Required			
				Actual			
		Total	Required				
			Actual				
		Minimum area per room (Sq feet)					
b	Bath room (Minimum 50 sq feet )						
	Number of bath rooms	1 <sup>st</sup> floor	Required				
			Actual				
		2 <sup>nd</sup> floor	Required				
			Actual				
		3 <sup>rd</sup> floor	Required				
Actual							
c	Toilets (Minimum 50 sq feet)						
	Number of toilets	1 <sup>st</sup> floor	Required				
			Actual				
		2 <sup>nd</sup> floor	Required				
			Actual				
		3 <sup>rd</sup> floor	Required				
Actual							



		Actual							
d	Whether each student provided with the requisite furnitures & Fan (Yes/No)	Student chair	Student s Table	Cup Board with lock & Book rack	Clot h rack	Cot	Fan per 100 sq feet area	Plug socket 1 per room	
e	Number of Reading room /study room ( minimum area per room is 500 sq feet)	Area				Number			
		Yes/No							

#### IV. Infrastructure for Warden/ Assistant Wardens

1	Warden/Assistant Warden's Room	No of Rooms	Whether minimum area per room is 100Sq feet, if not specify area Yes /No
2	Whether Warden's/Assistant Warden's room furnished with attached toilet and bath room facility	YES/No	

#### V. Other Infrastructure Facilities

1	Mess halls (Minimum area per mess hall 3000 sq feet/60 students)	Yes/No	Area
2	Kitchen and Store room (750 sq feet area)		Area
3	Area for cloth washing and drying	Yes/No	
4	Recreation room/TV ( minimum 500 sq feet area)	Yes /No	
5		Yes/No	Number

	Guest rooms (minimum 100 sq feet area)		
6	Sick room with attached toilet facility	Yes/No	Number

## VI Amenities

	Item		Remarks
1	Drinking Water –Whether filtered drinking water facility available round the clock in each floor	Yes/No	
2	Electricity –Whether round the clock uninterrupted Electricity facility available	Yes/No	
3	Reasonable accommodation –Whether ramp facilities & special toilet facilities available in each floor for students with disabilities	Yes/No	
4	Waste Disposal –Whether Bio waste disposal facilities available	Yes/No	
5	Whether cross ventilation provided	Yes/No	
6	Whether mosquito proofing /insect proofing provided	Yes/No	
7	Whether Mess on Contract/ Own mess	OWN/Contract	

## VII-Human resource

	Item		Remarks
1	Assistant wardens minimum two	Yes/No	
2	House Keeper-Whether minimum two house keepers available	Yes/No	
3	Kitchen staff- Number of Kitchen staff –Whether minimum 2 personnel for the 1 <sup>st</sup> 30 inmates and 1 each progressively for each	Yes/No	

	subsequent batch of 200 students subject to a maximum of 5		
4	Sweepers-Whether one cleaning staff/sweeper available per 10000 sq feet carpet area including yard	Yes/No	
5	Security –Number of security personnel and Whether round the clock security provided	Yes/No	
6	Other security Measures- Surveillance Camera installed outside the Hostel Building	Yes/No	

### VIII Hostel Administration

	Item		Remarks
1	Hostel Steering Committee constituted	Yes /No	
2	Hostel Management Committee constituted	Yes /No	
2	Hostel Mess Committee constituted	Yes /No	
4	Minutes book of Hostel Steering Committee maintained	Yes /No	
5	Minutes book of Hostel Management Committee maintained	Yes /No	
6	Minutes book of Mess Committee maintained	Yes /No	
7	Joint Bank Account to operate Hostel Fund opened in Scheduled bank/District Co-operative bank	Yes /No	
8	Financial Accounts maintained	Yes /No	

### IX Others

	Item		Remarks
1	Green Protocol directions implemented	Yes/No	
2	Annual Maintenance of the Infrastructure done	Yes/No	

3	The Hostel and Premises kept Clean	Yes/No	
4	Rain Harvesting system implemented in the Hostel	Yes/No	
5	Facilities for Garden and Parking of vehicles provided	Yes/No	
6	Anti ragging measures/hoardings/posters displayed	Yes/No	
7	Pest control measures implemented	Yes/No	

**X Details of fee remitted by students**

1	Admission Fee/ Caution Deposit	
2	Establishment Fee	
3	Mess deposit	
4	Room rent	

**XI . Remarks of the inspection commission**

**Name &**

**Designation**

**Signature with date**

**KERALA UNIVERSITY OF HEALTH SCIENCES, THRISSUR**

1	Name & Address of Applicant			
2	Name of Institution			
3	Address of Institution			
4	Name of the Hostel			
5	Address of the Hostel			
6	Whether Hostel owned by the institution or on lease. If on lease specify the address of the owner (Attach copy of agreement)		b. If on lease	Combined
				For the Institution alone
7	Whether the Hostel situated	If Yes	a. Whether attached to College/Hospital	Yes/No
			b. Separate Building	Yes/No

	inside the campus	If Not	A Distance from the campus (Km)		
			Transportation provided		Yes/No
8	Details of the courses pursued by students for whom accommodation is provided in the Hostel	Courses under KUHS	Total students in the college per course (Intake)	No of students admitted in Hostel/per course	% of Accommodation against total strength
9	Area of Hostel	Building			Total area including building and yard
10	Whether all infra structure facilities such as students rooms, study room, mess halls, kitchen , etc provided are as per KUHS Regulations for recognition of Hostels(Attach sketch plan & details)				
11	Whether amenities like safe drinking water, Mess & food facilities,				

	electricity ,security facility etc. ensured as per KUHS Regulations for recognition of Hostels(Please attach details)				
12	Whether all the permissions obtained & requirements complied as stipulated by Govt& local bodies for the functioning of Hostels (Please attach details)				
13	Details of fees remitted by Students	Admission Fee	Establishment Fee	Mess Deposit	Room Rent
14	Details of Registration Fee remitted	DD No	Amount	Date	
15	Place & Date				