



The Gandhigram Rural Institute (Deemed to be University)

(Ministry of Human Resource Development, Govt. of India)

Rules & Regulations

**GRI Hostels
Working Women's Hostel**

Gandhigram – 624 302

Dindigul District

Tamil Nadu

THE GANDHIGRAM RURAL INSTITUTE
(Deemed to be University)
WORKING WOMEN'S HOSTEL
RULES AND REGULATIONS

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Rules & Regulations

1. OVERVIEW

Hostel for Working Women with Day Care Centre was established at Gandhigram Rural Institute (Deemed to be University) (GRI) at a total cost of Rs.73,00,000/- with financial assistance received from the Ministry of Women and Child Development, Govt. of India and UGC. It was started functioning from 2.10.2007. The Warden, Ladies Hostel is also the Warden of Working Women's Hostel (WWH). WWH has one Deputy Warden, one Matron and other supporting staff for its smooth functioning.

It is a two - storied building with 28 living rooms, in addition to one kitchen, one dining hall, 16 toilets and bath rooms and an in-house crèche. The actual intake capacity of the Hostel is 85.

The District Social Welfare Board has given financial assistance for infrastructure while the maintenance and running of the hostel is the responsibility of GRI to provide appropriate level of services in terms of up keeping, cleanliness, housekeeping, security and mess facility. Hostel Management Committee (HMC), GRI shall look after the overall functioning of the Hostel.

2. OBJECTIVES

- To provide boarding and lodging facilities to working women in GRI and nearby Institutions, full time research scholars and other state GRI students on the discretion of the Warden
- To provide in-house crèche facility for working mothers on payment of necessary fees

3. ADMISSION

The application form on payment of Rs.100/- may be obtained from the Matron, WWH. The application form has to be filled and duly submitted with the following documents, to the Warden.

- Admission letter for research scholars
- Office order and a certificate from the employer stating the gross salary including allowances for working women
- Identity Proof (Adhaar/PAN/Driving Licence/ Pass Port / Any other valid documents)

4. FEES AND PAYMENTS

4.1. Establishment Charges

Hostel establishment charges prescribed for the GRI Hostels by the HMC is to be remitted annually at the time of joining in the WWH. Hostel establishment charges may also be collected on quarterly basis. The quarter of the year starts from July of every year whereas, from next July onwards the hostel establishment charges shall be remitted on annual basis. Admission on the last day of the quarter or vacating on the first day of the quarter will be considered as one quarter. When the inmate vacating the hostel in the middle of the academic year, the hostel establishment charges will be refunded for the remaining quarter(s).

4.2. Caution Deposit

Hostel caution deposit prescribed for the GRI Hostels by the HMC is to be remitted at the time of joining in the hostel. This deposit will be refunded while leaving the hostel by deducting the dues if any and the prescribed common breakage charges.

4.3. Room Rent and Mess Charges

The prescribed rent for the room is to be paid every month regularly. The inmates should avail the mess facility and the mess fees are calculated on dividing basis system. Monthly room rent and mess charges have to be paid on or before the 10th day of every month. Failure of payment will result in expulsion from the hostel.

4.4. Guest charges

Guest charge of Rs.175/- per day per person (subject to revision) will be collected for providing food and accommodation. Guest facility is applicable to the ex – inmates, students, scholars of Gandhigram, and others who have come for educational related work at GRI. Parents or guardians shall not be allowed to stay as guest.

5. LIVING NORMS

5.1. Accommodation

- Rooms will be allotted on sharing basis based on availability
- Rooms are furnished with minimum basic requirements
- Residents will be provided with a list of items in the room while taking possession at the time of admission
- Any missing or damaged items must be reported to the Matron immediately. Resident is responsible for any loss or damage thereafter
- Residents must occupy the rooms allotted to them and should not exchange without the approval of the Matron, Dy. Warden and Warden of WWH
- Dy. Warden/ Warden has right to change the room allotted to the residents at any time
- One month notice should be given before vacating the hostel and the key/possessions should be properly handed over

5.2. Vacating

- The residents should to vacate the hostel immediately after submission of Ph.D thesis/ completion of the course duration
- 'No Dues Certificate' should be submitted at the time of vacating the hostel
- Any luggage/ furniture/ personal items left by the residents upon completion of their course duration will be disposed off after one month from the date of vacating

5.3. Visitors

- Visitors are to be entertained only in the visitor's area
- Visitors will have to sign in the register at the security gate upon arrival and departure

- Residents shall not allow their guests or visitors to create any disturbance in hostel premises

6. FOOD SERVICE

- Vegetarian meals will be provided only in the dining area as per the following timings

Morning Tea	:	06.30 am to 07.00 am
Breakfast	:	08.00 am to 09.30 am
Lunch	:	12.00 noon to 02.00 pm
Evening Tea	:	05.00 pm to 06.00 pm
Dinner	:	07.00 pm to 09.00 pm
- Cooking is not allowed in the room/ hostel premises
- Kitchen in the WWH could be used for cooking using induction stove after getting prior permission from the Warden during vacation time / when the regular mess does not function.

7. DISCIPLINARY ACTION

- Any inmate who is found to be indulging in misbehaviour activities such as ragging, physical assault, damaging the property, causing inconvenience to other inmates, violation of rules of WWH etc., will be subjected to disciplinary action
- Defacing of walls, doors and windows with paintings, fixing of posters, writings etc., are strictly prohibited and violation attracts punishments.
- Damages caused by the inmates to the building and the fittings in rooms, bathrooms, toilets, etc., will be recovered doubly at the prevailing cost either from the individual if identified or collectively from the inmates of the hostel

8. GENERAL RULES

- Residents should make entries into the outward register maintained by the Matron while leaving/returning from/to hostel out of working hours
- Inmates should return to hostel before 7.00 pm on all evenings
- Returning after 7.00 pm is permitted only by giving appropriate reasons in writing, in advance and returning time should not exceed 9.00 pm
- Leaving hostel for any academic purpose such as attending seminars/ workshops /Training programmes etc., should be informed in advance through proper channel
- Use of television after 10.00 pm is strictly prohibited
- Residents should inform the matron when they go to home and the same must be entered in the outward register.
- Any health issues or emergencies should be informed to Matron immediately
- Advance intimation may be given to the Matron regarding working late in her office/ undertaking official tours etc., which would require odd hours of leaving and returning to the Hostel
- Lights, fans or and any other electric items are to be switched off when not in use

- No other electric appliances are allowed, except, mobile phone and laptop
- Pets are not allowed inside the premises
- Inmates are responsible for all their personal belongings.
- Inmates are advised not to keep expensive items in their rooms
- Residents shall not indulge in any politics, violence, rioting and instigate communal hatred or deal with outside organisations within hostel premises
- Inmates are not allowed to organise meeting of any type without the permission of the Wardens
- Consuming non – vegetarian food, possession and consumption of alcoholic beverages and drugs are strictly prohibited

THE HOSTEL MANAGEMENT HAS THE RIGHT TO ADD/REMOVE/AMEND THE RULES AND REGULATIONS OF THE WORKING WOMEN'S HOSTEL AS AND WHEN REQUIRED.

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