



YOUNG WOMEN'S CHRISTIAN ASSOCIATION

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ERNAKULAM

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HOSTEL FOR STUDENTS AND WORKING WOMEN

PROSPECTUS

Basis

Faith in God the Father Almighty and in
Jesus Christ His only Son, our Lord and Saviour
and in the Holy Spirit

Aim

The Young Women's Christian Association of Ernakulam
rooted in the Christian faith and subscribing to the
basis as stated above endeavours to promote
the full development of women
and girls irrespective of race, culture and creed.
It seeks to develop a membership that is
responsive through service to the changing needs
of the whole community in a changing world.

YWCA OF ERNAKULAM
HOSTEL FOR STUDENTS
AND
WORKING WOMEN
PROSPECTUS
PRELIMINARY

1. This prospectus contains the Rules and Regulations of the Hostel owned by the Young Women's Christian Association, Ernakulam issued by and under the authority of the Board of Management of the Association and shall be effective from time to time.

CONTROL & MANAGEMENT

2. The Supervision, Control and Direction of the Hostel shall be vested with the Board of Management of the Association.
3. The Management and Conduct of the affairs of the Hostel shall be carried on, in consultation with Hostel Committee by the General Secretary and Hostel Secretary who are appointed by the Board of Management.

ACCOMMODATION

4.
 - 1) The Hostel shall provide accommodation for a) Students and b) Full time working women. No evening classes are allowed to be attended after 7.30 pm
 - 2) Once admitted to the hostel for studying a particular course or to work in a particular institution, changes in courses or institution during the year must be immediately reported in writing to the General Secretary. Failure to give timely report of such change may lead to imposing a fine of Rs. 1000/- per month from the day of the change and will lead to cancellation of seat in the hostel.
 - 3) Applicants getting stipend will be considered as working women.

ADMISSION

- 5) Admission to the Hostel shall be on a cosmopolitan basis. Application for Admission to the hostel shall be in Applicant's own writing and made in the form prescribed by the Board of management from time to time and must be accompanied by

1. Application Fee of Rs. 100/-
2. Two Passport size photographs.
3. A letter from the Principal or Head of the Institution or office to which the Applicant belongs.
4. In case of Christians, a character certificate from the Vicar or pastor of the Church of which she is a member.
5. In case of others a character certificate from a responsible person to whom the applicant is well known.
 - a) A character certificate from the Head of the Institution or office which the applicant last attended. This rule applies also to students and working women who come for short periods for the purpose of writing Examination or on short transfer or deputation.
 - b) A letter from a Lady Local Guardian agreeing to take away the Resident from the hostel in times of illness and distress or as may be required by the Management.
 - c) In case of working women a certificate from the employer stating.
 - i) place of work, ii) Address and telephone number, iii) nature of work and designation, iv) working hours, v) days of work and days of working in a week, vi) date of first employment, vii) salary certificate stating all details of pay and allowance etc., viii) A recommendation letter requesting admission in YWCA Hostel.
6. Application duly filled in and accompanied by the requisite Fee and Photograph and Certificates must be registered with the General Secretary. Admission will be given only after all requisite conditions are fulfilled and interviewed by the Hostel committee.
7. Applicants will have to give an undertaking in writing that she is governed by the regulation of the hostel.
8. All residents are expected to become supporter members of the YWCA and pay the annual membership fee as prescribed at the time of admission.

9.	Student's Block	
	Caution deposit	- Rs. 7000/-
	Non refundable Caution deposit	- Rs. 250/-
	Working Women's	
	Caution deposit	- Rs. 7000/-
	Non refundable Caution deposit	- Rs. 500/-
	Salom Block - Single Room	
	Caution deposit	- Rs. 10000/-
	Non refundable Caution deposit	- Rs. 500/-
THE CAUTION DEPOSIT WILL BE REFUNDED ONLY THROUGH CHEQUES. IN THE NAME OF THE RESIDENTS.		

At the time of admission fees as mentioned below are to be paid.

1. Admission fee : Rs. 60/-
2. Membership fee : Rs. 200/-
3. Cost of ID Card : Rs. 30/-

Monthly Charges are as follows :

1. Hostel Fees : as applicable
 2. Mobile : Rs. 100/-
 3. Laptop : Rs. 100/-
 4. Car Park : Rs. 300/-
 5. Two Wheeler : Rs. 100/-
 6. Hair Dryer : Rs. 100/-
 7. Hair Straightener : Rs. 100/-
10. Admission to the hostel will be made for a period of one year and may be renewed at the commencement of each year (Preferably in June) on receipt of fresh application and Payment of Application fees and other fees as prescribed at the time of admission. Request for re-admission should be made in the prescribed form by 1st May, every year. All residents who have completed five years stay in the hostel will be given re-admission only after a gap of 3 months break from the Hostel.
 11. Re-admission should be sought in the month of June irrespective of the date and time of joining. On re-admission, rooms and blocks will be changed at the discretion of the management.
 12. The Hostel Committee and the Board of Management reserve the right to accept or reject applications for admission and to terminate the accommodation once given.
 13. All fees and charges are payable in advance before the 8th of every calendar month. A fine of Rs. 10/- will be charged up to 12th, Rs. 30 from 13th - 15th and Rs. 100/- from 16th onwards.
 14. Fees once paid will not be refunded till the end of the month. Beyond one month Rs.250/- will be charged as fine. If the fees are not paid even after a month, they will be asked to vacate the hostel.
 15. No reduction is made for temporary absence from the hostel for a period of less than 10 days. Reduction can be given from the subsequent bill for absence of ten days or more, thrice a year preferably during Onam, Christmas and Easter holidays. The General Secretary or Hostel Secretary must be informed in writing before a resident goes on leave for ten or more days. Otherwise no reduction will be made.
 16. If absent for a full month, after notification in writing full reduction in mess fee will be given, but full establishment charges, furniture charges and rent must be paid before leaving.

17. A resident who is vacating the hostel must give two weeks written notice to the General Secretary or Hostel Secretary and all accounts including Caution Deposit must be cleared before departure.
18. The caution deposit cheque has to be cashed within its validity period (3 months). **No second cheque will be issued.**
19. The mess rate and establishment charges are subject to alteration from time to time according to fluctuations in prices for food articles and other expenses.
20. Extra expenses incurred for special food must be met by the resident at the rates agreed upon by the Hostel Committee.
21. Residents are not allowed to entertain guests in the Hostel.

MEALS

22. Meals will be served in the dining room at the following hours only.
Breakfast - 6.30 - 8.30 a.m.
Lunch - 12.30 - 2.00 p.m.
Tea - 4.00 - 5.30 p.m.
Dinner - 7.45 - 8.30 p.m.
23. Meals will not be served in the Hostel at any other time except with special permission of the General Secretary or Hostel Secretary and when such permission is obtained the resident herself shall clear the table.
24. No reduction for lunch will be allowed for any reason.
25. Each resident should provide herself with a box with lock and key, a bedding, pillow, minimum of two sheets, two counterpanes and three pillow covers. Sharing of cots will not be allowed. Also a steel plate, tumbler, should be provided by the resident bucket and mug and Tiffin carrier if needed. The key will have to be deposited at the counter before leaving the hostel. Those who do not leave their keys will be fined Rs. 10/
26. Residents are advised to use only minimum of ornaments. Hostel authorities will not be responsible for any loss of valuables and ornaments.
27. Residents are not allowed to use their own furniture.
28. Residents are not allowed to use stove or electric gadgets specially Iron box in their rooms. If resident brings such things she shall immediately hand them over to the Hostel Secretary. A resident caught using any of the above articles will have to pay fine.

29. Washing clothes is allowed only using the washing machine provided. Fine will be charged if found washing clothes in the bathrooms.

DISCIPLINARY REGULATIONS

31. All Christian Residents must participate in the evening worship in the Hostel Chapel and are expected to attend their respective churches on Sundays.
32. ALL RESIDENTS ARE EXPECTED TO CO-OPERATE AND TAKE PART IN THE CULTURAL AND EDUCATIONAL ACTIVITIES OF THE YWCA.
33. There will be an 'IN' Night every month. All residents are expected to be in the Hostel that evening and night attendance will be taken soon after dinner in the Auditorium. General Secretary and other secretaries will meet the residents for sometime. Residents can have cultural programmes till 10.00 pm.
34. All residents shall keep their rooms tidy and clean. All their belongings shall be well arranged and kept neatly instead of being scattered here and there. If residents fail to maintain the required standard of neatness in their rooms, it shall be considered as a cause to terminate their stay in the hostel and will be fined. Residents should not use their rooms for storing purpose other than their personal belongings. Residents are required to maintain the cleanliness of their respective bathrooms and closets. If the closets are blocked due to misuse, the residents of that block will have to meet the full expenses for removing the block.
35. Residents shall lock their rooms and leave the key on the key board before they go out. They shall see that all lights and electric switches are put off and all water taps are tightly closed before they leave the room. If anyone is not following the above instructions, fine will be charged
36. Residents shall be punctual for meals. They are expected to dress modestly. Residents are not allowed to come in their night dresses or maxies or kafthans to any public part of the hostel and its grounds.
37. NO FOOD IS TO BE TAKEN FROM THE DINING ROOM TO THE RESIDENT'S ROOM.
38. Residents are not allowed to give orders or tips to the Hostel servants except through the General Secretary and the Hostel Secretary. Rs.30 will be collected from each resident on September for Onam & December for Christmas and will be distributed to the servants.

39. Permission is to be taken from the Board of Management before any gift is being given to the staff or Vice Versa .
40. Students when going out have to enter their full names legibly in the register kept for the purpose with the time of departure and destination recorded and shall on return sign their names entering also the time of return.
41. a) Students are not allowed to go out of the Hostel before 6.00 a.m. If for any urgent reason a student has to go out earlier permission must be obtained from the General Secretary.
b) Students shall return to the Hostel before 6.30 p.m. Working Women shall return by 7.30 p.m. If for any reason a resident is unable to return in time the General Secretary or Hostel Secretary must be informed in advance.
42. All students who return after 6.30 p.m. and Working Women who return after 7.30 p.m. must show identity card and must sign in the register kept at the gate entering also the time of return.
43. Residents should be in their own rooms by 9.00 p.m. Light must be put off in the rooms by 10.30 p.m. and silence must be strictly observed.
44. All breakages of furniture or other Hostel equipment must be reported immediately. Cost of damage must be paid by the resident.
45. **Girls are expected to dress modestly.** Dresses that run up to the knee should be worn. YWCA will have all the rights to cancel the admission in case rules are violated.

NIGHT OUT

46. No resident is allowed to spend a night away from the Hostel without the approval of the General Secretary or Hostel Secretary. Residents are allowed to go home or to their local guardians with the permission of the General Secretary or Hostel Secretary. Residents shall enter their full names, destination, date and time of departure and expected date of return. On return they shall sign their names entering also the date and time of return.
47. No resident will be allowed to take part in any agitation or demonstration of any nature and no resident is allowed to hold or join meetings of any kind without the sanction of the General Secretary.

48. No club or undertaking may be started in the Hostel without the sanction of the General Secretary and no notice may be posted on the notice board unless countersigned by the General Secretary.
49. Any matter requiring consideration must be referred to the General Secretary whose decision shall be final subject to the approval of the Board of Management.

VISITORS

50. Residents of the Hostel are permitted to receive men visitors at the Hostel only on Saturdays and that from 3.30 to 6.30 p.m. Special permission is necessary to see them at any other time. Women visitors may see the residents from 3.30 to 6.30 p.m. on all days.
51. Only immediate relatives of residents whose names have been given to the Hostel Secretary in writing by the parents or guardians are allowed to visit them.
52. Visitors must enter their names and the name of the resident to be visited in the Visitors Book and obtain the permission of the Hostel Secretary before meeting the resident.
53. Residents are not allowed to take visitors, even women visitors, to their rooms.
54. Residents may visit only those friends and relatives whose names are approved by the parent or guardian and entered in the Application Form.

ILLNESS

55. All cases of illness must be immediately reported to the Hostel Secretary who will inform the General Secretary.
56. Residents needing medical attention may consult the doctor of their choice with the permission of the General Secretary or Hostel Secretary.
57. Residents are required to pay their individual fee for attendance by medical officer.
58. Disciplinary action will be taken against those who violate the above Rules and Regulations. If the conduct of a resident does not seem satisfactory to the Hostel Committee and the Board, they reserve the right to dismiss the resident from the hostel

59. The YWCA endeavours to make the Hostel a 'Home away from home'. Every resident is required to try and help to keep up a happy and peaceful atmosphere.

60. **AN ORDINARY DAY AT THE HOSTEL**

Rising Bell	6.00 a.m.
Prayer	7.30 a.m.
Breakfast	6.30 - 8.30 a.m.
Study/Work	9.00 a.m. - 12.30 p.m.
Lunch	12.30 - 2.00 p.m.
Study/Work	2.30 - 4.00 p.m.
Tea	4.00 - 5.30 p.m.
Prayer	7.30 p.m.
Supper	7.45 - 8.30 p.m.
Silent Study	9.00 - 10.30 p.m.
Lights out & perfect silence	10.30 p.m.

61. Working women may watch the T.V. in the evening from 6.00 p.m to 10.00 p.m. on all working days. Must get permission from the General Secretary for seeing special programmes. Students can watch TV till 8.30 p.m. on weekdays and till 7.30 p.m.. on Sundays.
62. Prospectus to be studied properly to answer at interview and brought back and kept with you.
63. **SMOKING, GAMBLING, BORROWING MONEY AND USE OF ALCOHOL ARE STRICTLY PROHIBITED IN THE HOSTEL PREMISES.**