



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 & WORKING WOMEN
PROSPECTUS

PRELIMINARY

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 revised from time to time.

CONTROL & MANAGEMENT

1. The Supervision, Control and Direction of the Hostel shall be vested with the Board of Management of the Association.
2. 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

1. The Hostel shall provide accommodation for
 - a) Students and
 - b) Full time working women.
2. Once admitted to the hostel for studying a particular course or to work in a particular institution, changes in course 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 the seat in the hostel.
3. Applicants getting stipend will be considered as working women.
4. Attending evening classes after 7.30 pm is not allowed.

ADMISSION

Admission to the Hostel shall be on a cosmopolitan basis. Application for Admission to the hostel shall be in the Applicant's own writing and made in the form, prescribed by the Board of Management. It must be accompanied by

1. Application Fee of Rs.150/-
2. Two Passport Size Photographs
3. A letter from the Principal or Head of the Institution or office to which the Applicant belongs.
4. Applicant should produce a character certificate from a responsible person to whom the applicant is well known.
- 5.a) A letter from a Lady Local Guardian agreeing to take away the Resident from the hostel, in times of emergency, as may be required by the Management.
- b) This should be accompanied by an approval letter from the Parent/Guardian.
- 6.a) In case of working women, a certificate from the employer stating i) Place of work ii) Nature of work and designation iii) Recommendation letter requesting admission to YWCA Hostel.
- b) In the case of students, a letter from a responsible person from the Institution where they are studying.
7. Applicant 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 to pay the Annual membership fee as prescribed at the time of admission.
9. Applicants are requested to submit copies of Aadhar card of
1) Applicant 2) Parent or Guardian 3) Lady Local Guardian.

10. Admission will be given only after the above requisite conditions are fulfilled and submitted to the General Secretary/ Hostel Secretary.
11. The candidate along with a parent and lady local guardian will be interviewed by the Hostel Committee before admission.

RULES TO FOLLOW

1. Admission to the hostel will be made for a period of one year and may be renewed at the commencement of each year in June on receipt of fresh application and payment of application fees and other fees as prescribed at the time of admission. This applies to all applicants, who have joined by December 31st. 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.
2. 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.
3. 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.
4. All fees and charges are payable in advance by Debit/Credit card before or by 10th of every calendar month. A fine of Rs.100/- will be charged if payment is received after the due date till the end of the month. Beyond one-month Rs.200/- will be charged as fine. If the fees are not paid even after a month, they will be asked to vacate the hostel.
5. Fees once paid will not be refunded
6. No reduction is made for temporary absence from the hostel for a period of 10 days. Reduction can be given from the subsequent bill for absence of ten days or more, thrice a year (January to December) only after completion of six months continuous stay. 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 granted.

7. 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.
8. **The caution deposit cheque has to be cashed within its validity period (3 months). No second cheque will be issued.**
9. 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.
10. Extra expenses incurred for special food must be met by the resident at the rates agreed upon by the Hostel Committee.
11. Residents are not allowed to entertain guests in the Hostel rooms.

HOSTEL RULES

1. Meals will be served in the dining room at the following hours only

Breakfast	7.00 am to 8.30 am
Lunch	12.30 pm to 2.00 pm
Tea	4.00 pm to 5.00 pm
Dinner	7.45 pm to 8.30 pm
2. 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.

If the resident needs packed lunch, a clean dry tiffin box must be kept at the dining table on the previous night.
3. No reduction for lunch will be allowed for any reason.
 - a) Residents needing tea after 5.00 pm should leave a small, clean tiffin box and small flask in the dining room, for their snacks and tea.

4. All applicants should bring their own mattress, bucket, mug and plate, glass etc.
5. Residents are advised to use only minimum of ornaments. Hostel authorities will not be responsible for any loss of valuables and ornaments.
6. No sharing of cots is allowed.
7. Washing clothes is allowed only using the washing machine provided. Fine will be charged if found washing clothes in the bathrooms.
8. ALL RESIDENTS ARE EXPECTED TO CO-OPERATE AND TAKE PART IN THE CULTURAL AND EDUCATIONAL ACTIVITIES OF THE YWCA.
9. 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 cleanliness in their rooms, it shall be considered as a cause to terminate their stay in the hostel and they will be fined. Residents should not use their rooms for storing anything other than their personal belongings.
10. Residents are required to maintain the cleanliness of their respective bathrooms and closets. If the closets are blocked due to misuse, all the residents of that block will have to meet the full expenses for removing the block.
11. 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 points are switched 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.
12. Residents shall be punctual for meals. They are expected to dress modestly.

13. NO FOOD IS TO BE TAKEN FROM THE DINING ROOM TO THE RESIDENT'S ROOM.
14. Permission is to be taken from the Board of Management before any gift is being given to the staff or vice versa.
15. Residents when going out, have to enter their full name legibly in the register kept for the purpose with the time of departure and destination recorded and shall on return sign their name entering the time of return also.
- 16.a) Students are not allowed to go out of the Hostel before 6.00 am. If for any urgent reason a student has to go out earlier permission must be obtained from the General Secretary/ Hostel Secretary.
- b) Students shall return to the Hostel before 7.00pm. Working Women shall return by 8.30 pm. If for any reason a resident is unable to return by the prescribed time the General Secretary or Hostel Secretary must be informed in advance.
17. All residents who return after the scheduled time must show their identity card and must sign in the register kept at the gate, entering also the time of return.
18. Shutters of the hostel will be locked by 9.00 pm. Residents should be in their own rooms by 9.00 pm. Lights must be put off in the rooms by 10.30 pm and silence must be strictly observed.
19. All breakages of furniture or other Hostel equipment must be reported immediately. Cost of damage must be paid by the resident.
20. All waste should be segregated and disposed off in the correct containers kept for the purpose.

NIGHT OUT

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.

VISITORS

1. Residents of the Hostel are permitted to receive visitors at the Hostel from 3.30 pm to 6.30 pm on all days.
2. 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, between 3.30pm to 6.30pm.
3. Visitors must enter their names and the name of the resident to be visited in the Visitors Books and obtain the permission of the Hostel Secretary before meeting the resident.
4. Residents are not allowed to take visitors, even women visitors, to their rooms.
5. Residents may visit only those friends and relatives whose names are approved by the parent or guardian and entered in the Application Form.

ILLNESS

1. All cases of illness must be immediately reported to the Hostel Secretary who will inform the General Secretary.
2. Residents needing medical attention may consult the doctor of their choice with the permission of the General Secretary or Hostel Secretary.
3. Residents are required to pay their individual fee for attendance by medical officer.

Expected behavior of the Residents,

1. 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/Hostel Secretary.
2. No club or undertaking may be started in the Hostel without the sanction of the Board of Management and no notice may be posted on the notice board unless countersigned by the General Secretary/Hostel Secretary.
3. 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.

Prospectus to be studied properly so as to be able to answer at the interview. It should be kept with you.

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.

The YWCA endeavors 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.