

## CDS HOSTEL RULES

### I. Introduction

The CDS hostel facilities are primarily intended to meet the residential requirements of the CDS Academic Programmes. In addition to the MPhil & PhD scholars, the facilities may also be made available to visiting research scholars, CDS staff and project personnel.

The quality of community life in the campus, especially in the Hostels, has been a key aspect for the academic excellence of the CDS teaching programmes. Students of over three decades had enviably kept to the expectations of their families as well as CDS, in their conduct in the campus.

### II. CDS Hostels

MH	<b>Men's Hostel</b>	24 Rooms
MHA	<b>Men's Hostel Annexe</b>	18 Rooms
LH	<b>Ladies' Hostel</b>	6 Rooms
LHA	<b>Ladies' Hostel Annexe</b>	12 Rooms

2. The MH and LHA are intended only for MPhil and PhD Scholars of CDS and rooms are allotted on single occupancy basis, as far as possible.
  - Rooms in MHA and LH may be allotted for double occupancy, if necessary.
3. All rooms have attached bath and the furnishings include a bed (with mattress), table, chair and wardrobe. (Bed linen and pillows are to be procured by the allottee).
4. Electrical wiring is designed for lighting and energy loads of about 600 W.

### III. Tenure of Allotment

- 1 The allotment of rooms to students will be for the tenure of their registration/ affiliation.
  - The tenure of allotment for **MPhil Students** shall be till the deadline for submission of dissertation or the date of date of submission, which ever is earlier; students can enjoy a grace period of three days for vacating the room.
- 2 The allotment of rooms to staff members, (*Academic and Non-academic Staff, Project Personnel, & Apprentices*) will be for the tenure of their service and subject to availability.
3. In case of failure to vacate the room on expiry of registration, the CDS will notify the resident and after 15 days take steps to vacate the room.

### IV. Tariff.

1. Rooms are allotted ordinarily on **monthly tariff**, as decided by CDS from time to time. CDS may introduce service charges on electricity and maintenance.

Category	Monthly Tariff ( <i>as on June 01, 2005</i> )
• MPhil	Rs. 100; Rs. 200 for salaried and fellowship with HRA
• PhD	Rs. 150; Rs. 200 for Salaried and fellowship with HRA
• Visiting Scholars from India	Rs. 1,500
• Visiting Scholars from abroad	Rs. 2,500
• CDS Staff	Rs. 200
• Project Personnel, Apprentices	Rs. 100 on double occupancy basis

2. Rent will be charged for the completed months or part thereof;
  - provided that, only half the rate will be charged for any period of ≤15 days after the first completed month.

3. Rent is to be remitted at the end of each month, as advised by the Campus Administration. In the case of those drawing Fellowship/ Salary from CDS, the rent will be deducted from such payments.
4. Two rooms are normally set apart for scholars visiting CDS for library reference and consultations with faculty. These rooms will be allotted on double occupancy basis and on **daily tariff**. The Guest House Attendant will collect rental charges.

Visiting Scholars from India	Rs. 75 per person
Visiting Scholars from abroad	Rs. 100 per person

5. For MPhil/PhD Programme Admission Interviews:  
@ **Rs. 50** per person per day in hostels/Guesthouse; for maximum two nights. (normal rates for extra period).

#### V. Allotment

1. Request for allotment should reach the Registrar seven days in advance.
2. Rooms will be allotted on monthly tariff on remittance of a deposit of Rs. 500, refundable at the time of vacating the premises. Refund in the case of CDS MPhil and PhD scholars will be by DD mailed to them after adjusting any charges on damages/replacement of fittings.
3. Allotted rooms should not be changed without prior permission from the administration
4. The residents are required to hand over the key of their rooms and furniture to the Campus Administration, if to be away from the campus for more than three months.
5. While the CDS will endeavour to facilitate accommodation for visiting scholars, it will be subject to availability and requests should be made at least **20 days in advance**.
6. **Short-term extension of stay after submission of PhD thesis/ MPhil dissertation** for ancillary study preparations may be considered subject to availability and **at student rate, but on double occupancy basis**.
7. **Short-term stay for PhD Scholars who left the Programme for employment after confirmation of registration**, for consultations and library work towards completing the PhD studies, may be considered subject to availability and **at student rate, but on double occupancy basis**.
8. In both the above cases (6 &7), the scholar should shall apply at least **45 days in advance**, specifying the research purpose with endorsement by the supervisor and Coordinator.

#### VI Office of the Warden

1. The warden should be the de facto officer in charge of the hostels.
2. A faculty member staying on Campus, preferably a female, will be assigned the position.
3. The tenure of office shall be for a period of two years.
4. The Warden's residence shall be provided a CDS Exchange extension with direct off-time facility (244 8882).
5. All management decisions, including allotment of accommodation, shall be with the concurrence of the Warden.
6. Warden shall make periodic visits to the hostels as well as review the status with the Campus Administration.
7. Inmates shall route all issues, except those of routine nature, through the Warden.

## VII Dos & Don'ts

### a. Community Life

1. There are separate hostels for men and women.
2. Hostel rooms are private domains to which CDS does not encourage visitors of the opposite sex.
3. Any untoward incidents in the hostel premises that come under the purview of the Committee on sexual harassment will invoke its provisions and penalties. The orientation programme includes a gender sensitisation session designed to acquaint you with the legal provisions against sexual harassment and to discuss its various aspects.
4. CDS recognises that learning is a social activity and encourages students to avail its several common rooms (reading rooms, auditorium, open-air theatre and other vast open spaces) for group exercises, whether academic, social or cultural.
5. In their interactions with each other and especially with persons of the opposite sex, hostel residents are expected maintain a spirit of mutual respect and a sense of responsibility regarding privacy, individual sensibilities and sensitivities.
6. The hostels being an integral part of the CDS campus - with its organisational workstations, outreach venues like the auditoria, guesthouse and family residences - residents should follow the ethos and comity of its community life.

### b. Safety & Security

1. As a matter of policy and to ensure safety and security of the inmates, overnight stay by guests of residents is not encouraged.
2. It is mandatory for residents wishing to have guests stay with them, to inform the Warden and to fill in the required details in a register kept for the purpose. The period such Guests can stay will be limited to five days. However, CDS retains the right to refuse this facility.
3. A night-out book is kept with the Warden. The residents leaving the campus for overnight stay elsewhere are required to give their contact address and period of such stay; this will facilitate timely contact/ enquiries in the event of contingencies.
4. Inmates should exercise proper caution towards personal safety in the night.
5. Warden should be notified immediately in case of illness to facilitate medical attention.

### c. Upkeep

1. Residents are prohibited from using any electrical appliances of power rating of more than 700 W. Further, they are to ensure their appliances/ equipment to conform to appropriate standards. The CDS will not be responsible for any damage/accident arising out of use of personal equipment.
2. Repairs involving electrical, plumbing and carpentry will be attended to on a weekly basis, and residents are to report on such requirements in the prescribed register kept by the Campus Administration.
3. The residents are to ensure the upkeep of the room and will have to bear the cost of repair/ replacement, in the event of damage other than normal wear and tear.
4. While daily cleaning of common facility areas like corridors and premises are arranged by CDS, cleaning and upkeep of their allotted rooms are to be managed by the residents.

The Residents shall abide by the hostel rules; failure/departures shall be treated as misconduct and shall attract disciplinary action.