

SWAMI VIVEKANANDA HOSTEL

RULES & REGULATIONS

ADDRESS:

SWAMI VIVEKANANDA HOSTEL
SARASWATHY VIDYANIKETHAN
CENTRAL SCHOOL CAMPUS
KODAKARA, P.O.PERAMBRA
THRISSUR DIST., KERALA - 680 689
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Email: saraswathycbse179@gmail.com

Hearty welcome to “Swami Vivekananda Hostel” which had become ‘a home away from Home’ to all its inmates since 2006. Aware of the special needs and requirements of the students, who come from far-flung places to this hostel we try to provide them a safe, secure and affordable accommodation. The Hostel is situated in the school campus of Saraswathy Vidyanikethan Central School. The place is 5 km from Kodakara and 7 km from Chalakudy in the Thrissur District of Kerala.

The inmates are encouraged to live in harmony, like one big family, lending each other a helping hand whenever required, mutually cooperating to make the hostel life a rich and fruitful experience.

There is no doubt that during these formative years in the hostel, life-long bonds are created and friendships cemented. This is a time, which will stand out in the one’s memory as a golden period. The Hostel experience is an important milestone in an individual’s life, the stepping-stone to a life of responsibility and duties. The hostel tries to provide an ideal atmosphere for a healthy all round development of one’s personality. Living in a hostel presupposes high degree of integrity, consciousness, cooperation, tolerance and hard work for a bright future and good image of our institution.

RULES & REGULATION

For the smooth functioning of this institution, the administration has set a few rules which every inmate has to abide the following strictly

Admission

1. All rights of admission to the Hostel is reserved with the Principal of the School. No student can claim admission as a right.
2. Students seeking admission to the hostel must apply on the prescribed Application form to the Principal of the school.
3. An incorrect statement/address filled by the student in the hostel admission form would result in cancellation of admission.
4. Hostel admission is subject to the availability of accomodation.
5. Any student who is not promoted to the next class will not be eligible for hostel accommodation
6. Admission of a student in the hostel shall stand automatically cancelled on cancellation of his school admission or in case the student himself discontinues his studies.
7. Only a bonafide student will be permitted to avail hostel facility.
8. Student should read the rules before signing the application form (A copy of rules is attached with the application form).

Attendance and Leave

1. A register for the hostel students will be maintained under the custody of warden and all the students have to sign the attendance register in the morning & evening regularly.
2. Leave to students is sanctioned only by the parents request or by the concenred local guardian.
3. A prescribed application form for leave should be filled by the student/Parent/Guardian for the sanction of leave.
4. Normally students from Kerala is allowed 2 days leave on the Second week end.
5. Students are not allowed to go outside the campus alone without proper prior permission.
6. Mess fee will not be reduced on the basis of leave taken by the students. Everybody must be remitted the full month fee even if they leave the hostel in advance.
7. Any student found absent from the hostel without prior written permission from the warden is liable to be punished.

Guests

1. Entertaining unauthorized guests will lead to severe punishment including expulsion from the hostel.
2. The students should not bring or entertain any outsider to the hostel, nor bring any guest without the prior permission of the Warden concerned. However, in exceptional circumstances, a resident may be allowed to have a guest in the Hostel after obtaining prior permission from the warden or Principal.
3. Women guests are not allowed to go to the rooms of boys hostels. Under no circumstances they can be allowed to stay in the hostel for night. Any violation of the above rules will be severally dealt with, including expulsion from the hostel.
4. Parents/Visitors are advised not to insist on entry beyond the designated area or visiting room as it shall disturb other students.
5. All visitors to the hostel including the parents/guardians will have to make necessary entries in the visitor's book available with the security guard at the entrance.

Furniture and Equipments

1. Students shall keep their rooms neat and clean and shall be responsible jointly or individually for the furniture issued to them.
2. Furniture shall not be moved from one room to another.
3. All fans, lights and electrical appliances must be switched off when not in use.
4. Any damage of collective property like furniture, digital class rooms equipments, vessels, electrical or sanitary items else collectively shall be the liability on all students and the amount for repair/replacement will be deducted from all the student's personal accounts.
5. Mishandling of TV, Sterio, Waterpurifier or other property in common place, Mess Room, Prayer Room may lead to fine upto double the original cost of repair/replacement.
6. Students shall be required to pay twice the charges of repair to items that are found to have been willfully damaged or have been damaged on account of misuse or unfair wear and tear.

General Rules

1. Students are expected to conduct themselves with dignity and decorum at all time in the Hostel
2. Students should not disturb other students in any manner.
3. Use of abusive language, tearing of pages from magazines, periodicals and newspapers, playing of cards or any other act of breach of hostel discipline will be treated as violation of hostel rules and will invoke necessary punishment.
4. Gambling, use of alcoholic drinks and drugs, in any form within or near the campus, are strictly prohibited. Those violating this rule are liable to be expelled from the hostel.
5. The students are not permitted to keep iron rods/weapon/arms of any kind in the hostel.
6. Lights should be switched off and taps should be closed when not required. Any rubbish should not be thrown into corridors, sinks, urnials etc.
7. Students are expected to keep their surroundings neat and clean and make proper use of dustbins. Spitting in hostel compounds and corridors, plucking of flowers, crossing of flower beds and lawns is prohibited and punishable.
8. The Hostel authorities may expel any students at any time if they are not satisfied with their conduct or for violation of the rules.
9. All orders which are notified from time to time will be binding on the students.
10. The rooms, common areas and surroundings should be kept clean and hygienic. Notices, Pictures shall not be pasted on walls and walls shall not be scribbled on.
11. The school authorities, Wardens, Assistant Wardens, Hostel Staff have the right to enter into the room for any surprise inspection.

Mess rules

1. No student is allowed to stay in the hostel mess other than food timings.
2. The mess timings are as follows and the students should strictly adhere to these timings:

| | | |
|-------------|---|--|
| Breakfast | : | 8.00 a.m. to 8.15 a.m. |
| Lunch | : | week days (as per school timings) 11.45 am Holidays 12.30 pm. |
| Evening Tea | : | 3.00 p.m. to 3.15 p.m. |
| Dinner | : | 8.00 p.m. |
2. The system of self service will be followed.
3. Non-vegetarian will not be provided in the hostel.
4. Students are not permitted to enter the kitchen or store room of the mess on any account.
5. Students are not permitted to cook any food on their own accord in the mess or in their rooms.
6. Assist in maintaining the mess and surroundings neat and clean.
7. After eating food, students shall leave the cup, plate, waste food etc. in the designated places.
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- . All students shall interact with the mess staff in the dining hall in a courteous manner.

Fees Remittance

1. By the **5th** of every month (e.g. June month's Fee on or before June 5th), all are expected to remit the mess fee/hostel fee and fine will be charged for the late payment of each month.
2. When the students leave the hostel (during vacation or year end) they are required to complete the clearance form and settle all their dues, if any. The accounts will be settled after the due amount is deducted from the personal A/c.
3. A personal A/c is maintained in the name of each students for meeting their personal needs. Students are not allowed to keep money with them.

Contacting

1. Parents/guardians may call the hostel at any time between **8.30 pm to 9.30 pm** at phone no. **09605275148**.
2. In case Parents/Guardian are not able to contact the concerned authorities at the hostel, please do contact the school office or the Manager at **0480 2621548, 2721189, 2621500**. We assure you full co-operation and assistance.
3. Parents/Guardians should give an undertaking to cooperate with the Hostel authorities and should be available on call as and when required and disclose all contact details.

Other Instructions

1. All the students must bring at least two sets of regular day school uniform and one set of white uniform.
2. Bedding, bed sheets, pillow, pillow, bucket, mug covers need to be brought by every student for their exclusive use.
3. Students are required to bring personal items like civil dress, towels, hand towels, a glass, a spoon etc. with them.
4. Everyone must have a box with lock and chain where they can keep their personal things safely. They will be responsible for the safety of their valuables.
5. Mobile phones, charger, radio/music systems, Sim card, Pendrive, camera, CDs, iron box and any other electronic items are not allowed in the hostel. So do not bring any of these items into the hostel. If any such items found in the student's custody, fine will be levied and the things will not be returned at any cost.
6. Do not forget to bring your medicines, if any, along with the Doctor's prescription. The basic medical care will be provided at the hostel.
7. All the students are expected to abide the time schedule allotted for the various activities in the hostel such as prayer, study, mess and phone, failing which the hostel warden may take disciplinary action against them.
8. The hostel warden who is in charge/responsible for each student will keep in touch with the parents/guardian for all matters and update their child's developments/well being.
9. Hostel authorities will not be responsible for any loss of money, jewelry or personal belongings of any student. Students are advised not to keep any cash/jewelry or any costly items with them.

UNDERTAKING BY THE STUDENT

I.....D/O-S/O,
Mr./Mrs has read
the above Rules and Regulations and I undertake that I agree to abide with the
Hostel rules and regulations. I fully understand and I agree that disciplinary
action can be taken against me if I fail to observe the rules and regulations both
expressed and implied.

Name of the Student:

Signature of the StudentDate

UNDERTAKING BY THE PARENT/GUARDIAN

I _____ F/O - /M/O
Ms. /Mr. _____ who is studying in Saraswathy
Vidyanikethan Central School, Kodakara and residing in Swami Vivekananda
Hostel has read and understood the above Rules and Regulations and I undertake
that I will cooperate with the Hostel Authorities and I will also provide all the
medical information, if any, of my ward to the Hostel Authorities and will be
available on call and promise to visit and take care of my ward, as and when
required.

My Contact Details are:

I hereby undertake that my ward and me are responsible for incidents, whatsoever,
and ensure that my ward shall follow the norms of the Hostel and code of conduct
while he is inside or outside the hostel.

Name of the Parent/Guardian: _____

Signature _____ Date: _____