



MARIAN COLLEGE
KUTTIKANAM
(AUTONOMOUS)

MAKING COMPLETE

HOSTEL GUIDELINES: 2024-25

A. Rationale

Marian considers hostels to be an essential component of the learning environment. They are envisioned as a family with a strong sense of fellowship and friendliness. Hostel life teaches students responsibility and the importance of discipline. It is more than just a place to live. Instead, it is a place to set the groundwork for future accomplishments. The hostel directors here assist you in becoming victors rather than losers in your dreams with which you have joined Marian. So, here are some guidelines for every hosteller's better life and goal fulfilment.

B. Admittance/Readmission

- B.1. To be admitted to the Marian hostels (both Gents and Ladies), students must book rooms online at www.mcka.in. Once the booking is confirmed, students, together with their parents/guardians, must see the director with the **room admit card** and the **declaration of adherence to the hostel guidelines duly signed both by the student and the parent/ guardian**.
- B.2. Admission to the hostel is for one academic year only and must be renewed yearly.
- B.3. For readmission, all hostellers must book rooms online before the deadline each year.
- B.4. To complete the readmission, the applicant and parent(s)/guardian must meet with the Hostel Director at the predetermined time.
- B.5. If a hosteller does not complete the readmission process, their right to remain a hosteller is automatically forfeited unless additional permission is sought from the authorities.
- B.6. A nominal amount will be collected as an admission fee and maintenance fee every year.
- B.7. Once students have taken the accommodation in one hostel and classes have commenced, transferring to another hostel is prohibited. However, based on valid grounds, hostels can be changed after the particular academic year if the student's request and the parent's recommendation are endorsed by the department to the both hostel directors concerned. In such instances, students must adhere to all the procedures for the admission process of the new hostel.
- B.8. The hostel rent will remain unchanged notwithstanding the early end of classroom sessions on campus.

C. Facilities provided

C.1. We provide a cot, study table, chair, cupboard, Wi-Fi, plug points, and generator service until 11 p.m.

D. Study time

D.1. During all study times, complete silence should be maintained. Students must be in their rooms/libraries/laboratories during study time. Those who wish to visit the library/lab during the evening study period (6.00 p.m.-8.00 p.m.) must do so before 6.00 p.m. and may only return to the hostel after 8.00 p.m. They can, however, use the library until 8 p.m. Those who break the silence during study time will be subjected to disciplinary action.

D.2. Entering or sleeping in other rooms is strongly forbidden because it can lead to theft and further indiscipline.

D.3. During the study time, the combined study is permitted only in the common area (Mess Hall) and is limited until 11.30 p.m.

D.4. Loud discussions, including study consultations, are not authorized in one's or others' rooms. Study consultations in small groups (a maximum of four people) may be permitted in the mess hall.

D.5. During study hours, the hostel gates will be closed, and no one shall be found loitering.

D.6. Using entertainment equipment during study time is a severe violation. The equipment will be confiscated in such circumstances. On the other hand, students who listen to music for enhanced learning may utilize headphones during study time to prevent distracting others.

D.7. Group music played loudly is not permitted during study time.

D.8. Exam days and study leaves are working days. Therefore, the timetable on those days will be the same as the timetable for regular working days.

E. Permission to go out

E.1. Hostellers are permitted to go out after 1:30 p.m. by strolling and within walking distance. They are required to return to the hostel after games or outings not later than 5.30 pm, in order to commence studying by 6.00 pm. A warning bell will be given at 5.25 pm in the common playground vicinity. Students are required to bathe and commence their studies by 6.00 pm. They are strictly prohibited from taking bath during study hours as it disrupts other students study time.

- E.2. If anyone wants to leave the hostel on holiday before 12.30 p.m., they need to get permission from the director concerned with parents' approval.
- E.3. Unless otherwise specified, all entry and exit timings in the hostel shall be from 6.00 a.m. to 5.30 p.m.
- E.4. Students who work part-time may be granted an exception if they present a letter of appointment from the organization, recommended officially by the department and parents.
- E.5. A software is used to ensure the security and safety of the students. The software tracks daily attendance, various permissions, and so on.
- E.6. Every day, all hostellers' attendance will be recorded. Each hosteller is accountable for accurately recording attendance. Absences from the hostel will be communicated to parents.
- E.7. During weekends and holidays, hostellers may leave for home after making a suitable entry in the register at the hostel gate.
- E.8. Students using vehicles must use them only for commuting from home to college and back. They are not permitted to roam around the campus or outside.
- E.9. The Campus will have only two entry and exit gates, the central and MBA gates.

F. Formal attire

- F.1. Students are not permitted to wear night wears in common areas of the hostel or outside the hostel building.
- F.2. They are free to wear modest clothing inside the confines of the hostels. However, wearing a lunki to the Mess Hall is not permitted.

G. Hostel Mess & Fees.

- G.1. Please keep the food timings in the mess. Food will not be served after the mess timings as per the instruction from the District Medical Officer (DMO).
- G.2. Mess fees must be paid online every month. Rs 500 is to be remitted towards fixed cost expenses of the hostel even if they are absent for a specified period of time like internships, fieldtrips, study leave, semester break etc. during the program.
- G.3. A monthly mess committee meeting will be held to improve the mess. Mess quality assurance committee is responsible for ensuring the quality of food.
- G.4. Mess cut will be granted if a hosteller is absent for personal or academic reasons for at least seven days and the student (s) applies in advance. In the case of public holidays, no letter is required, and for programs such as fieldtrips/ study tours/internships, information from the department will suffice. Students must, however, ensure that such

information is relayed to the hostel authorities from the department.

G.5. Students observing *nompū* for personal, cultural, and religious reasons are not given any reductions in mess fees. Nevertheless, they can be provided with the same menu offered to all students at specific timing of the religious practice.

G.6. Food from outside will not be permitted in the hostels.

H. Infirmary

H.1. Infirmary (first aid) facility in the College shall be made use of in case of health issues. Hostellers shall report to the director concerned in case of any health issues, and they shall be referred to the hospitals if required.

H.2. Hostellers will have a common facility to go to the hospital in case of an emergency situation after 5.30 pm.

I. Rule of Language

I.1. The medium of language in the hostel is English. This is to improve Students' proficiency in English.

J. Use of Mobile Phone

J.1. Students are not permitted to use mobile phones for communication purposes such as phoning, chatting, texting, and so on during study time. Violations of this regulation will result in disciplinary actions.

K. General guidelines

K.1. Hostellers are not permitted to enter other rooms for any purpose. Students who enter another room will be fined Rs.100 each.

K.2. All residents of the hostel are required to attend the briefing meeting at 9.00 pm. This meeting is an integral aspect of the Marian training, which is designed to emulate the briefing meetings commonly held in industries.

K.3. Any violation of hostel discipline, including ragging, sexual harassment, drug use, alcohol consumption, smoking, and manhandling, will be taken seriously. It will be referred to the appropriate Committee within the College for action and dealt with according to the severity of the offence and the applicable state laws. If a student is found intoxicated, he or she will be suspended from the College and the hostel for two weeks. During the period of suspension, they will be required to perform community service in an NGO for at least five days or participate in a spiritual revival Programme for at least five days, and pay a fine as decided by the principal. If a student is implicated in a case of ragging, sexual harassment, drug use, physical assault, etc., the incident must be reported directly to the nearest police station. Following the state law, a fine of Rs. 200 will be imposed on any Marianite found smoking on or around the Campus being a public place. If students are found to have committed the same errors again, strict

disciplinary action will be taken.

K.4. Students must inspect the room/articles and their condition upon hostel acceptance. Any damage/alteration (doodles, scribbling, damage, etc.) shall be reimbursed individually or collectively by the students.

K.5. Students are expected to arrive at their respective college classes at least 10 minutes before classes start.

K.6. They are expressly barred from lingering in the hostel on any day during regular class time without prior authorization from the hostel director responsible.

K.7. Students who require special permission(s) must contact the director well in advance.

K.8. Students must maintain their rooms neat.

K.9. Students are not allowed to take food or mess utensils (tumblers, plates, etc.) from the mess hall to their rooms.

K.10. Students must have specific authorization to enter the Kitchen.

K.11. Any money collection among the hostellers must be done with the express consent of the Hostel Director (Principal).

K.12. No outsiders are allowed to enter the hostel rooms.

K.13. Students are not permitted to entertain guests and provide them with food from the hostel mess.

K.14. Students must keep their money and other valuables safe under lock and key. College and the hostel authorities will not be responsible for the loss of values due to students' carelessness, such as entertaining other students in the room, leaving personal bags and room without locking etc.

K.15. It is not permissible for students to cover the upper half of the windows leading to the veranda.

K.16. No heating equipment (stove, heater, immerse, induction cooker etc.) will be permitted to be used in the rooms as it damages the wiring system due to overload. Students using a fan/ kettle shall obtain permission from the hostel director, and appropriate charges are to be paid.

K.17. Students are strongly advised not to iron in their rooms.

K.18. In a severe breach of hostel norms, the hostel director concerned will have every right to replace students' rooms during the academic year.

L. Spiritual Activities

L.1. All hostellers are advised to follow their spiritual practices.

L.2. All Catholic students are encouraged to attend daily holy mass.

L.3. All Christian students are encouraged to attend HOLY MASS at the College Chapel on Sundays at 7.00 a.m. Students from other Christian denominations may be allowed to participate in the liturgical services of their rites, provided they seek permission.

L.4. We welcome altar boys and the church choir.

L.5. Confession and Holy Hour- every first Thursday from 6 p.m. to 8 p.m.

M. Time table (working days)

6.00 a.m.: Rising

6.30 a.m.: Study

8.15 a.m.: To College

5.30 p.m.: Bath

6 p.m.: Study time

9 p.m.: Common assembly and prayer followed by study

Time table (holidays)

6 a.m.: Rising

6.30 a.m.: Holy Mass/Study

9.30 a.m.: Study

11.30 a.m. Free time /Indoor sports

12.30 p.m. Lunch/ outing

5.30p.m.: Return to the hostel, bath.

N. Mess timing

Meals	Working days	Holidays
Breakfast	7.30 to 8.20 a.m.	7.30 to 9.00 a.m.
Lunch	1.30 – 2.30 p.m.	12.30 p.m. – 2.00 p.m.
Tiffin	3.30 p.m.- 4.30 p.m.	3.30 p.m.- 5.00 p.m.
Supper	7.30 p.m. – 8.30 p.m.	7.30 p.m. – 8.30 p.m.



Declaration of the student

I,

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.....of..... (class), certify that I have attentively read the hostel guidelines in Marian College Kuttikkanam given for the academic year 20.....20.....and understand their significance. I swear that I will abide by them.

Name

Signature

Date

1 Declaration of the Parent/Guardian

I thus agree to hold my son/daughter accountable for adhering to the hostel norms.

Name

Signature

Date:

Relationship with the student

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- 2 **N.B.The director of the hostels in Marian College is the Principal of the College, and all other people in charge of the different hostels are called Asst. Directors.**

Hostel Director: Dr Ajimon George (Principal)

Contact:

Sl No	Name of the hostel	Hostel director with phone number
1	Hostel help desk (Common for all hostels)	Mobile: 9497892982
2	Online booking helpline	Mobile: 7594971021
3	Paul Iby Men's Hostel:	Fr. Ajo Pezhumkattil: 9567552719
4	Maryknoll Men's Hostel	Fr Binny Kaiyaniyil: 9744046919
5	Carlo Men's Hostel (MBA block)	Fr Jose Chittadiyil: 8547180180
6	Madonna Ladies' Hostel	Warden:7594971014
7	Pratheeksha (MBA Ladies only) Hostel	Warden:7594971027
8	SH Ladies hostel	Front office: 8281917730
9	Amala Ladies hostel	Front office: 8289938773