

Working Women's Hostel Policy

SIBGA Institute of Advanced Studies (SIAS), Kannur University

1. Introduction

SIBGA Institute of Advanced Studies (SIAS), an Arts and Science College affiliated with Kannur University, extends free accommodation facilities to its lady teachers in a rented house situated close to the campus. The hostel has been set up with the aim of providing a safe, supportive, and comfortable living environment for women faculty members. All residents are required to abide by the rules and regulations prescribed for the hostel.

2. Purpose

The purpose of this policy is to:

- Provide clarity on the management, use, and responsibilities associated with the hostel.
- Ensure safety, discipline, and mutual respect among the residents.
- Outline the rights and duties of the hostel matron and the residents.

3. Administration

- The hostel shall be under the overall supervision of the College Principal and the Manager.
- A **senior lady teacher** will be designated as the **Hostel Matron**, responsible for the day-to-day management, discipline, and welfare of residents.
- The Matron will function as the primary point of contact for all hostel-related matters.
- **In the absence of the Matron, another teacher will be assigned the role by the management.**

4. Eligibility for Accommodation

- Free hostel accommodation is available exclusively to lady teachers employed at SIAS.
- In exceptional or unforeseen circumstances, the management reserves the right to extend accommodation to other lady staff members or girl students.
- Room allocation shall be made by the Principal, in consultation with the Hostel Matron, subject to availability.

5. Accommodation & Facilities

- The hostel provides shared/individual rooms (depending on availability).
- Common facilities include kitchen, bathrooms, and a common area.
- Basic amenities such as electricity, water, and furniture are provided by the institution.

6. General Rules and Regulations

1. Residents must maintain cleanliness and hygiene in their rooms and common areas.
2. Discipline, mutual respect, and cooperation are expected from all residents.
3. Visitors are not permitted to stay overnight. Daytime visitors may be allowed with prior approval of the Matron.
4. Residents should ensure the responsible use of electricity, water, and common facilities.
5. The expenditure towards the general maintenance and usage of electricity and LPG should be met by the inmates.
6. Alcohol, smoking, or any unlawful activity is strictly prohibited in the hostel.
7. Noise levels must be kept low to respect the comfort of all residents and neighbours.
8. Any damage to property must be reported immediately and will be recovered from the responsible individual.

7. Safety & Security

- Residents are expected to return to the hostel within 7pm.
- In case an inmate is unable to return to the hostel within the stipulated time, prior permission may be obtained.
- The hostel premises should remain locked when residents are away.
- Any safety concerns must be promptly reported to the Matron.

8. Duties of the Hostel Matron:

- Keep an updated record of all residents.
- Maintain a movement register for residents.
- Ensure that hostel rules and regulations are strictly followed.
- Report any concerns or irregularities to the Principal.
- Provide guidance, mentorship, and support to residents.
- Submit individual feedback reports on residents to the Principal every month.

9. Grievance Redressal mechanism:

- All grievances related to hostel matters should first be reported to the Matron.
- If the issue remains unresolved, it may be referred to the management, in consultation with the Principal, for a final decision.

10. Amendments

The College management reserves the right to amend or modify this policy as and when required in the interest of the institution and residents.

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