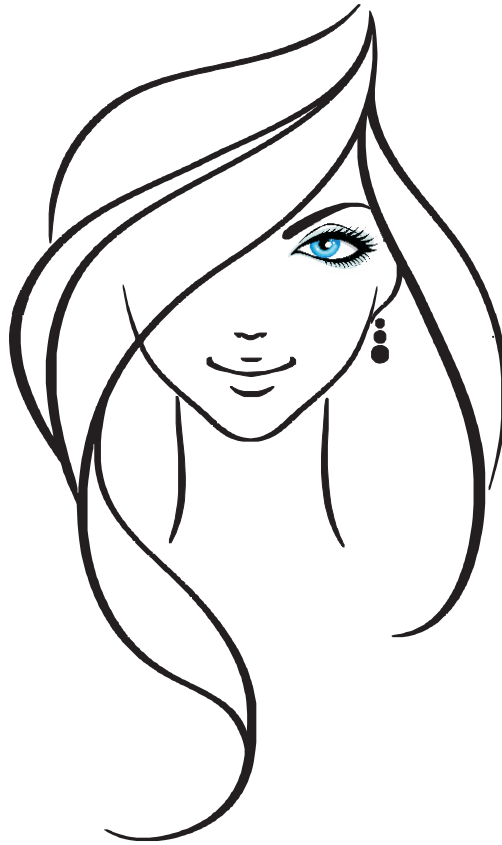


# **ALARMEL MANGAI MAGALIR VIDUTHI**

## **HOSTEL FOR WOMEN**

**Rules and Regulations**  
**Admission Application Form**



No.47, Indira Illam, 3<sup>rd</sup> Croos Street  
2<sup>nd</sup> Main Road, Baby Nagar, Velacherry, Chennai - 42.  
Landline : 044- Emali : [feedbackammv@gmail.com](mailto:feedbackammv@gmail.com)

## **MAIN OBJECT**

To provide accommodation for working women to live in a family atmosphere along with other inmates coming from various parts of the country to the cosmopolitan city of Chennai having no safe place to stay on getting an employment. The hostel is open to the Indian working women. Preference will be given to women from middle and lower income group.

## **TERMS AND CONDITIONS**

### **1. APPLICATION :**

The application for admission must be made in the prescribed form which must be completed in every respect. Each applicant is given a copy of rules and regulations of the institution which includes application for admission in the hostel.

- a. The Superintendent/Warden will scrutinize the application and allot accommodation.
- b. Admission to the hostel will be open to employed women whose consolidated gross monthly salary Income is not more than 30,000/- per month and who have no other suitable place to stay in Chennai. Admission can also be granted to girl students pursuing professional courses.
- c. All admissions are entirely at the discretion of the Superintendent of the hostel subject to the approval of the Administrative Officer.

### **2. ADMISSION RULES :**

- a. Application for admission to the hostel will be in the prescribed form. Documents required to be submitted are :
  1. Address Proof ( Viz., Ration Card, Passport, EB Card, Bank Passbook and etc)
  2. ID Proof ( Viz., Aadhaar ID, Voter ID, Driving License, Pan Card and etc)
  3. Medical Fitness Certificate.
  4. Two character certificates.
  5. Appointment Letter/Employment-cum-salary certificate as applicable, indicating consolidated emoluments.
  6. Declaration from Local Guardian in Chennai or Tamilnadu putting sign in presence of hostel superintendent/Warden.
  7. Passport size photos (3 copies)
- b. Unemployed women in search of employment may be given provisional accommodation for not more than one month on the basis of salary last drawn or salary expected and those already residing may continue to stay in the hostel for a period not exceeding one month when not in employment. The time period can be extended by the authority of the Administrative Officer.
- c. The maximum period anybody can stay is 3 years after which one has to vacate the hostel. Grant of extension will be at the sole discretion of the Administrative Officer.
- d) The hostel is generally intended to women below 50 years of age. An exception to this rule will be made in the case of a woman who was below 50 years of age when she joined the hostel. Women below the age of 20 years will not be admitted to the hostel.
- e) Any inmate not observing the discipline and/or if her presence in the hostel is considered by the management as not in the interest of the hostel, will have to vacate her room when a notice of 15 days is served on her.
- f) Children will not be allowed to stay with the inmate as there is no provision for this

**3. SECURITY DEPOSIT :**

- a) A sum of Rs. 10000/- ( Rupees ten thousand only) is to be paid at the time of joining the hostel as deposit under receipt. The deposit will be refunded at the time of leaving the hostel on surrendering the original deposit receipt duly discharged, after adjusting hostel dues, if any.
- b) Any amount due to the hostel towards damage to hostel property or monthly fee or other dues will be deducted from the deposit.
- c) The Security Deposit will be forfeited if the inmate leaves the hostel without one calendar months' notice in writing.

**4. RATES OF HOSTEL :**

- a) Hostel License fees are charged according to the type of accommodation provided and are subject to revision from time to time.
- b) All above fees are paid in advance for the month by 10th of every month.

**5. NOTICE :**

- a) Any resident desirous of leaving the hostel is required to give one calendar month's notice in writing to the hostel warden.

**6. LEAVE AND RETAINING FEES :**

- a) A notice of absent should be notified in writing at least a fortnight prior to departure and the retaining fees for the period must be paid in advance. Resident will be required to make the room available during their absence. Separate storage facility will be provided but the cupboard etc., must be emptied.
- b) In the event of a resident not returning in the due date without any written notice, she will forfeit the right of accommodation and the management will have the right to give the room to other applicants after waiting for seven day more.

**7. GENERAL RULES :**

- a) If the fees are not paid before 10th of the month, the defaulter will pay Rs 100/- per day as late fee fine or vacate her room.
- b) Cots, Mattresses, Tables and chairs are provided in the room.
- c) Residents are not allowed to bring their own furniture into the rooms or move furniture from one room to the other.
- d) Resident should report any sickness immediately. They are liable to be sent to the hospital at their cost and at the discretion of the superintendent/warden.
- e) Silence should be observed from 10.00 pm to 6.00 am. Lights should be put off at 11.00 pm except those residents having permission to study.
- f) Stove, Irons, Microvan can only allowed in the rooms and other electrical appliances will not be allowed to use in the rooms.
- g) No intoxicating drinks, drugs should be kept in the rooms and or consumed by the residents themselves or their visitor in the hostel premises. Any resident found in an intoxicating conditions will be dismissed forthwith.
- h) The management will not be responsible for any loss of money, jewellery or any other valuable things due to theft.

### **3. SECURITY DEPOSIT :**

- l) The servants of the hostel are not to be used for personal needs.
- j) Rooms are to be kept in tidy condition and residents should help the management in maintaining the premises clean.
- k) All residents are under the obligation to contribute to the general happiness and welfare of the institute by actively cooperating in any community activities that may be organized from time to time.
- l) The management reserves their rights in respect of allotment of rooms. A resident cannot have the option to have any particular room or choice as to her room-mate. Residents shall have to occupy the room, the management allots her with whomsoever the management chooses, and they are expected to maintain cordial relations with each other. The management will try to put the residents in any rooms of their choice or any other residents as their room-mates but the residents cannot claim this as their right.
- m) Any residents absenting herself from hostel without such previous permission or intimation on phone in case of emergency will be liable to leave the hostel and lose their deposit amount.
- n) Residents should not make any kind of friendship with the servants. They should not give any gifts/tips in cash or kind.
- o) Residents should be properly dressed when they are out of their rooms. They should tie their hair when coming to the dining hall and at reception.
- p) Giving false information of salary and /or employment will be liable for immediate dismissal from the hostel.
- q) Lights and fans should be put off when the residents go out of the rooms. Water taps will be closed when they go out of the bathrooms. Nobody should waste foodstuffs. No waste material should be thrown in the bathroom sinks. Violations will be fined and repeated violations will call for dismissal.
- r) Complaints, if any should be made to the warden whose decision will be final.
- s) Residents found guilty of misconduct or breach of any of these rules will be dismissed forthwith.

### **8. LATE LEAVE AND NIGHT OUT :**

- a) Residents are expected to be in by 9.30 pm
- b) Late leave is granted up to 10.30 pm for four nights in a month
- c) Leave for Night outs will be allowed only six nights in a month with special permission of the warden.

### **9. VISITORS AND GUESTS**

- a) Visitors and guests are allowed between 5.00 pm and 8.00 pm on Holidays and Sundays. During week days visitors will be allowed only between 9.00 am to 12.00 Noon and 4.00 pm to 8.00 pm respectively.
- b) No male visitors will be allowed in residents rooms. But female visitors may be permitted during visiting hours with the special permission from warden.
- c) No residents shall talk with any other visitors after the visiting hours inside the compound or in the vicinity of the hostel.

## **10. OTHER RULES :**

- a) Residents are expected to take care of every article of the hostel. Any damage will be charged from residents.
- b) No nail shall be driven into the wall. No picture be hung or stuck onto the wall or furniture. No writing on the walls, doors and windows or anywhere else is permitted.
- c) The warden and other office bearers of the Administrator Officer are entitled to visit and inspect the rooms of the residents at any time.
- d) The residents should refrain from instigating and influencing others to support them on any matter affecting the management. They shall not refuse to accept any communication addressed to them. Such action shall be considered gross indiscipline and they will be dismissed forthwith without notice.
- e) The management reserves their right not to accept any resident's renewal application for continued stay whose presence in the hostel is considered detrimental to the general atmosphere and welfare of the residents.

## **11. MESS :**

- a) Residents should not take any utensils, crockery or cutlery from the dining hall at their rooms.
- b) Residents having to bring their own plates, Tea mugs/tumblers and tea spoons in the Mess in emergency are allowed to take these items to their rooms.

## **12. FOOD TIMING :**

Morning Tea/Coffee	: 6.30 am to 7.00 am
Breakfast	: 7.00 am to 9.00 am
Lunch	: 12 Noon to 1.30 pm
Evening Tea/Coffee	: 5.00 pm to 7.00 pm
Dinner	: 8.00 pm to 9.30 pm

These timings are subject to change.

### **NOTE :**

- 1. All rates and tariffs are subject to change from time to time at the sole discretion of the Administrative officer.

# DECLARATION & UNDERTAKING

Date: \_\_\_\_\_

To,  
The Administrative Officer  
Alarmel Mangai Magalir Viduthi  
No. 47, Indira Illam, 3rd Croos Street, Baby Nagar,  
2nd Main Road, Velacherry, Chennai - 600 042.

Dear Sir / Madam

I, the undersigned hereby declare that the rules and regulations of the Hostel have been read by me and I have gone through the same and understood the contents. I further state that I am given to understand in clear terms that violation of rules and regulations of the Hostel and false information furnished by me, if any, will make me liable to leave the Hostel within 24 Hours. It is also made clear to me that overstay during the period of leave without making advance payment and intimation to Hostel authorities will empower the Hostel authorities to remove my belongings from my room and keep the same in safe custody for a period not exceeding one calendar month, for which I have to pay necessary charges. On expiry of one month, the Hostel authorities will not take any responsibility about my belongings.

The above mentioned conditions are acceptable to me and I shall abide by the rules and regulations of the Hostel.

Declared and signed by

\_\_\_\_\_  
(Signature of the Applicant)

\_\_\_\_\_  
(Signature of Local Guardian)

\_\_\_\_\_  
(Name of the Applicant)

In the presence of \_\_\_\_\_  
(Signature of the Warden)

In the presence of \_\_\_\_\_  
(Name)

Date:

From: \_\_\_\_\_

Residence: \_\_\_\_\_

Tel. No. : \_\_\_\_\_

Office : \_\_\_\_\_

Tel. No. : \_\_\_\_\_

To,

**The Administrative Officer**

Alarmel Mangai Magalir Viduthi  
No. 47, Indira Illam, 3rd Croos Street,  
2nd Main Road, Velacherry, Chennai-42

Dear Sir/Madam,

Miss/Mrs : \_\_\_\_\_

Who is working with \_\_\_\_\_

\_\_\_\_\_

is any \_\_\_\_\_

(State relationship)

She is in need of residential accommodation in your hostel. I am her local guardian and you may contact me in case of any emergency. I confirm that the permanent address of Miss/Mrs. \_\_\_\_\_ is

as under : \_\_\_\_\_

\_\_\_\_\_

Thanking you,

Yours faithfully

Signature of local guardian

Signature of the Warden

# Alarmel Mangai Magalir Viduthi

## APPLICATION FOR ADMISSION IN THE HOSTEL

1. Name Miss/Mrs. Whether belong to Schedule Caste or Schedule tribe, Please Specify	
2. Age	
3. Educational Qualification	
4. Single/Married/Widow/Deserted/Divorced	
5. If married, number of children	
6. Permanent Address	
7. State from which you come or to which you belong	
8. Place of Work (Name of the establishment) with full Postal address and designation	
9. Telephone No. of the Place of Work	
10. Gross Salary per month	
11. All other allowances (Give Details)	
12. Total Emoluments per month (Gross)	
13. Name of Father/Husband and his profession and full residential address with Tel No.	
14. Name of local Guardian, with his/per profession and full residential address and Tel No.	
15. Conduct and character Certificates From two Prominent Citizens of Chennai.	
16. Normal Duty hours at the place of work (N. B. if rotating hours of duty of night duty is in existence, a certificate to that effect giving the duty hours)	
17. Any other information not covered by the above queries, but which the applicant feels to be essential in her own interest	
18. Whether doing any further studies	
19. I will avail of the mess facilities provided in the Hostel	
20. In case of emergency please inform my Address  Father/Mother  Tel. No. (Place, STD Code and Telephone No.)	

I undertake to abide by all the rules of the Hostel and in the event of the hostel Superintendent or Warden wanting me to vacate my room in the hostel, I will do so without any protest immediately.

\_\_\_\_\_  
(Signature of Local Guardian)

\_\_\_\_\_  
(Signature of the Applicant)

Date: \_\_\_\_\_



**Accompaniment :**

N. B.: Every application must be accompanied by (a) Salary certificate showing total emoluments. (b) A Health Certificate from Doctor (c) 2 Character Certificates (d) 3 Passport size photographs with application form

Office use only

Applicant Name : \_\_\_\_\_

D.O.J. : \_\_\_\_\_

Room Name : \_\_\_\_\_

Cot Name : \_\_\_\_\_

For Alarmel Mangai Magalir Viduthi

For Alarmel Mangai Magalir Viduthi

Warden

Proprietor