

RULES AND REGULATIONS GOVERNING THE SACON HOSTELS



Sálim Ali Centre for Ornithology and Natural History

A Centre of Excellence under the Ministry of Environment, Forest and Climate Change,
Government of India

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1. OBJECTIVES OF SACON HOSTEL

- 1.1. Hostels of the Sálim Ali Centre for Ornithology and Natural History (SACON) aim to provide occupants a comfortable and suitable space where they can put in their best in research and learning. SACON's hostel atmosphere aims to provide self-confidence, instill discipline, self-motivation and provide ample scope for developing a harmonious communal living to share the joys of fellowship and professional society. Self-help and a spirit of accommodation for the common good are some of the virtues expected from all inmates.
- 1.2. The guiding principle towards the formulation of rules and regulations for hostels is to ensure a safe, secure, comfortable and pleasant stay and to create an environment, which is conducive to learning. The functioning of SACON hostels is geared towards the development and progress of hostellers. We expect our hostellers to develop a sense of belonging towards SACON property.

2. THE RULES AND REGULATIONS

- 2.1. The Hostel rules and regulations are designed to achieve the above objectives and must be taken in that spirit.
- 2.2. Violation of/ noncompliance with any of these rules and regulations stipulated herein would result in punitive action and serious violations would be referred to SACON's "Disciplinary Committee". The decision of the committee would however be final and binding.
- 2.3. SACON reserves the right to amend the rules and regulations as and when it deems fit. The hostel rules are subject to review/alterations/modifications/additions/deletions, either in part or as a whole at any time hereafter, at the exclusive discretion of the Competent Authority.

3. OVERALL FUNCTIONING OF THE HOSTEL

- 3.1. Students/Research Scholars/Interns seeking accommodation at SACON Hostel should read and follow the rules and regulations before seeking accommodation at SACON Hostel. The occupants of SACON Hostel are hereafter referred to as "SACON Hostellers".
- 3.2. The Hostel Warden and Deputy Hostel Warden (henceforth referred to as "Wardens") shall facilitate the smooth functioning of all hostel related matters.
- 3.3. A Hostel Committee has been formulated at SACON to look into various administrative matters, related to hostel. The Hostel Committee consists of the Director of SACON, two faculty members who are Hostel Wardens, Finance Officer, Administrative Officer and a Hostel Representative nominated by Hostel Wardens.
- 3.4. The Hostel rules will be displayed on the notice board in the Canteen and will be available at SACON website.

- 3.5. SACON Hostellers come from different backgrounds and regions across the country. At times we also accommodate international students. Therefore, all SACON Hostellers are expected to stay together in harmony and peace. Hostellers are expected to give full respect and equal rights to their roommates, irrespective of their varying backgrounds.
- 3.6. SACON Hostellers are responsible for their own actions and their impact on the experience of others with whom they are accommodated.
- 3.7. There are many resources available for the SACON hostellers, such as recreational facilities and other electrical appliances for daily use. It is the responsibility of every hosteller to make use of all the resources provided and handle them with care, consideration and assuming full responsibility.
- 3.8. Additional requirements from hostellers: Demand of items of common use other than those mentioned in the rules and regulations will be discussed in the Hostel Committee Meetings on a case-to-case basis. If the committee feels that the item(s) demanded are of common use, those items will be provided.
- 3.9. SACON Hostellers will be notified via group email id (sacon-boarders@googlegroups.com) about Hostel meetings and other important information regarding the Hostel affairs. Contact Hostel representative to join this group.
- 3.10. Any inconvenience regarding the stay, food or any other relevant issue should be intimated to the Hostel wardens immediately for necessary action.
- 3.11. Hostel rules and regulations will equally apply to authorized guests from outside. Authorized guests and other visitors are requested to sign the Visitor's register at the reception in the main building of SACON.

4. ROOM ALLOTMENT

- 4.1. Hostel facility currently comprises of two separate buildings (block I and II) that can accommodate a total of 16 inmates. The Post-Graduate Students Hostel (block III) is currently under construction and shall accommodate 12 inmates after the completion of its construction.
- 4.2. Each Hostel room can accommodate two persons and shall be allotted on twin sharing basis. More than two persons shall not be allowed in a room.
- 4.3. Available hostel rooms are allotted to eligible applicants irrespective of gender. There are no separate hostels for men and women. Normally all beds in a hostel room shall be allotted to applicants of same gender.

- 4.4. Applicants seeking accommodation at SACON hostel will need to complete the application form (see Appendix 1) and must give an undertaking that she/he will abide by the rules of the hostel and that she/he will submit to the discipline imposed on her/him by the authorities. Upon submission of completed application form and the signing of the undertaking after due approval from the Warden, the accommodation will be provided to the applicant. Mere submission of the application form will not guarantee the accommodation at Hostel. Bonafide Research personnel of SACON must attach their appointment/ offer letter along with the Hostel application form.
- 4.5. Any misleading or false statement or incomplete information in the application form shall render the admission for termination and on such termination the hosteller shall not be entitled to stay and/or enter the hostel premises.
- 4.6. Room allotment will be made on first come first served basis as per availability.
- 4.7. Keys to the Hostel rooms will be provided only after the application form is received and approved by the Hostel Warden. Proper records such as a Key register for issuing, retrieval and temporary deposition of room keys shall be maintained by the Administrative Officer. Each hostel room will have a lock with a set of five keys with the room number mentioned. Hostel rooms shall be locked only using the locks and keys provided by SACON. Further, when any hosteller vacates/leaves the room they need to make an entry in the key register and return the room key to the Administrative Officer/ security officer.
- 4.8. Lockers and other necessary arrangements such as store rooms are available for Hostellers to store their luggage whenever needed. Hostellers shall surrender their room key(s) and stash away their luggage in the locker/trunk boxes whenever they are going to be away from the hostel for more than one week.
- 4.9. Bonafide Research Personnel will get the first priority for hostel accommodation. [*Personnel engaged in ongoing SACON research projects and programmes (such as Research Fellows, Research Associates, Programme Fellows, Project Biologists, Project Scientists, Research Assistant etc. are referred to as “Bonafide Research Personnel”*].
- 4.10. External Students who are affiliated with SACON shall be allotted hostel accommodation only on temporary basis and for a maximum duration of one month at a time, depending on the availability of rooms. [*Students / individuals from universities, other institutions and SACON’s own alumni affiliated with the Institute for Ph.D. and M.Phil. Programmes, Masters dissertations or internships and researchers (Post Doctoral Fellow / Young Scientist / Research Affiliate/ DST-INSPIRE Fellows/Young Scientists etc) sponsored by DST, UGC, CSIR, ICAR and other similar institutions are referred to as “External Students”*].

- 4.11. After the room has been occupied all SACON hostellers are requested to join the following mail group id; sacon-boarders@googlegroups.com for smooth communication. Hostellers may ensure that all are members of this group during their stay at the hostel for effective communication between hostellers and concerned authorities.
- 4.12. SACON Hosteller must occupy only the room allotted to her/him. Once allotted, the room will generally not be changed except for maintenance purpose or other such exigencies, at the discretion of Hostel Warden.
- 4.13. For students participating in SACON events (workshops, short-term training programs), or interning in on-going projects, the concerned Principal Investigator (PI) in charge of the project or the Scientist in charge of the event/programme should send a prior intimation regarding the room requirements at least a week in advance to the Hostel Warden and Administrative Officer preferably via email, (with the details of the programme/ event/ internship etc) and confirm the availability of rooms. Upon confirmation, a detailed list of persons seeking accommodation with their names and gender should be submitted to the Warden. The students from this list will be allotted rooms on duly submitting the application form and making applicable payments.
- 4.14. Admission and continued stay in the hostel depends upon the academic program, project duration, behaviour and conduct of the hosteller.
- 4.15. Hostellers shall not shift/move to another room to stay without the permission of the Warden. If they feel that a room change is necessary, such requests explaining the reason can be made to the Warden in writing with the hosteller's signature. Approval of room changes is the sole discretion of the Warden.
- 4.16. The Warden reserves the right to change or cancel room assignments of SACON Hostellers in the interest of health, safety, security, discipline, improvement of the educational and research environment, and the general welfare of hostellers as needed.

5. DURATION OF ACCOMMODATION

- 5.1. A Post-Graduate Student of SACON may be allowed to stay in the hostel for a maximum of two years (from the date of admission to the end of the Master's programme).
- 5.2. Bonafide Research personnel will be granted hostel accommodation for the duration of her/his project or fellowship. Beyond this period, depending on the availability of rooms, a maximum of three months extension may be given to the hosteller to stay in the hostel room in order to complete their report, data analysis, and other formalities subject to specific recommendation in this regard from the concerned PI/ Faculty in charge.

- 5.3. Students registered for a Doctoral program through SACON will be provided accommodation, if available, till submission of their theses. After the thesis submission, a maximum of three months extension (grace period) for their stay in the hostel can be allowed for valid reasons, only after due recommendation by the concerned Supervisor and approval from the Competent Authority.

6. VACATION OF HOSTEL ROOMS

- 6.1. Hostel inmates should communicate details of their leave of absence from the hostel room at least a week in advance to the Wardens by e-mail.
- 6.2. All hostellers must vacate their rooms on the completion of the tenure of concerned project/ programme/course tenure.
- 6.3. Before vacating the hostel room each hosteller must ensure that she/he has cleared all hostel and mess dues.
- 6.4. Before vacating the hostel each resident must handover the complete charge of his/her room with all furnishings intact, and clear all hostel and mess dues. Failing which the Competent Authority reserves the right to forfeit the caution money.
- 6.5. Failure to vacate the hostel room by the due date will render the hosteller liable to disciplinary action and/or fine of Rs. 300/- per night for the additional days of room occupancy by the individual. After the end of one month period, the inmate will be evicted and room locked by the SACON authority.

7. GENERAL DISCIPLINE

- 7.1. Mutual sharing or exchange of hostel rooms is strictly prohibited.
- 7.2. Hostellers must be respectful, courteous and shall use appropriate language and etiquette at all times.
- 7.3. Hostellers should regularly enter their signature on a daily basis in the Hostel Attendance Register maintained by our Administrative Officer. The register will be made available in the Canteen during the dinner time for your convenience. Failure to do so will lead to necessary action.
- 7.4. Hostellers should carry their identity cards with them during SACON working hours in the office.
- 7.5. Hostellers who wish to utilize SACON office/laboratory facilities outside working hours and holidays should obtain due permission from the respective Scientist in charge for the concerned laboratory/division.

- 7.6. Hostellers leaving the hostel temporarily for field work/ leave etc. should duly intimate the same to the Wardens by email/ in writing. At times when the concerned hosteller is on leave or away in the field, her/his room may be provided to other students/interns or workshop participants for a short-term period. All hostellers are requested to be prepared for such adjustments.
- 7.7. Hostellers shall inform the Wardens via email regarding any extension of leave/field visit.
- 7.8. When the hosteller vacates the room permanently or when they are proceeding on leave or to the field, they are requested to hand over the concerned hostel room key to the security guard at the main office building and make entries in the relevant register.
- 7.9. Prior to the arrival of hosteller at SACON, after leave or from the field the concerned hosteller must send both the Wardens a prior notice of her/his arrival/return from leave/field via email. After arrival, report in person to the Wardens during office hours.
- 7.10. Hostellers will not be allowed to accommodate unauthorized guests.
- 7.11. Hostellers shall refrain from playing loud music, smoking, and drinking alcohol in the hostel since you are located close to a protected wildlife area. This is to further avoid any inconvenience caused to inmates or other hostellers. Smoking and drinking alcohol is prohibited in the hostel buildings. Gambling in any form, such as playing cards (with money at stake), use of drugs and narcotics and even possession of such things are prohibited. Neither the hosteller nor authorized visitors are allowed to bring or consume liquor, drugs, or any other intoxicants in the hostel premises. Severe action will be taken against those in possession of drugs or found under its influence. Anyone found indulging in the use of such things will not only be asked to vacate the hostel but also be rusticated from SACON, in addition to other disciplinary action taken by the Disciplinary Committee.
- 7.12. Hostellers are not permitted to keep in their possession and in their room items such as crackers, dangerous weapons, firearms, or instruments that can cause serious injury to others.
- 7.13. If any hosteller is found guilty of indulging in any form of instigation/intimidation/threat to any other hosteller she/he will be asked to vacate the hostel forthwith.
- 7.14. Harassment in any form (indecent conduct or act committed by an individual who causes or is likely to cause intimidation, fear, shame or embarrassment, including abusing or causing hurt or nuisance or assault or use of force on women) is strictly prohibited. Any complaint of harassment shall be referred to SACON's Internal complaints committee (constituted under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013)

- 7.15. Ragging in any form (making unpleasant noise, disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear of shame or an embarrassment to another hosteller, which includes teasing, abusing, playing practical jokes on or causing hurt or asking any hosteller to do any act or to perform an act which the hosteller will not in the ordinary course willingly do) is strictly forbidden. If anyone is found guilty of ragging she/he will be expelled and also liable for prosecution under relevant laws.
- 7.16. Wardens/ Hostel committee members may inspect hostel roomsto maintain functional efficiency and to ensure enforcement of rules and regulations.
- 7.17. Hostellers should not indulge in any illegal and/or unethical activity on SACON hostel premises.
- 7.18. Students should refrain from any activity that is likely to infringe on the privacy of others or interfere with their education or research.
- 7.19. If a hosteller is facing any difficulty adjusting with a roommate and unable to resolve the issue, the matter must be reported to the Warden immediately. However, hostellers are expectedto act with maturity and independently without involving their parents or guardians, in trivial issues.
- 7.20. The Hostel Committee reserves the right to terminate the occupancy of the hosteller for any willful disobedience or defiance of authority, non-observance or frequent violation of hostel rules, causing damage to person or property or indulging in anti-national or undesirable activities.
- 7.21. Misconduct or infringements of rules and regulations and activities which are not in the interest of the institution and harmful to the reputation of the institution will make a hostellerliable for severe disciplinary action and even expulsion from the hostel and SACON.
- 7.22. If it is established that overnight stay by a visitor/guest has taken place without the approval of the Warden, strict action will be taken against the host.
- 7.23. Hostellers are duty bound to report immediately to the Warden in case they notice any unwanted incident or undesirable activity going on in the hostel or on SACON campus.
- 7.24. SACON Hostellers must leave the room in proper condition when they vacate the hostel. Hostellers will be allowed to vacate their rooms only after the “No Dues Certificate” has been approved by Wardens.

8. CODE OF CONDUCT

- 8.1. All residents are required to maintain standards of behavior expected from students of a prestigious Institution such as ours. They are expected to behave courteously and fairly with everyone both inside and outside the campus.

- 8.2. All hostellers are required to carry their identity cards issued to them by SACON.
- 8.3. The rooms, common areas and surroundings should be kept clean and hygienic. Notices shall not be pasted on walls and walls shall not be scribbled on.
- 8.4. Rooms are allotted to each hosteller on her/his personal responsibility. She/he should see to the upkeep of her/his room, hostel and its environment. Students should bring to the notice of the Warden, for all routine maintenance works (civil, carpentry and electrical), if any, to be carried out in their rooms.
- 8.5. Any violation of rules will be seriously dealt with.

9. GRIEVANCE REDRESSAL

- 9.1. A suggestion box placed in the canteen can be used by hostellers to make any suggestion/recommendation/feedback regarding the hostel facility and their experience. You may flag any issue relevant to the Hostel matters for further improvement of the hostel. You can choose not to disclose your name in your suggestions/complaints if you wish to do so. The suggestion box will be checked every week by the Hostel Committee or Administration. The suggestion format is attached in Appendix 3.
- 9.2. Hostellers shall report any damage/problems/malfunctioning regarding the physical infrastructures in the maintenance register kept at the Reception for necessary follow-up action.
- 9.3. Any sort of complaints or issues related to rooms, facilities, resources or individuals need to be brought to the notice of the Warden as a complaint/grievance letter preferably in the format provided (Appendix 3 & 4). Based on the gravity of the complaint the Hostel Committee will take necessary steps to resolve the issues as soon as possible. Verbal complaints by SACON Hostellers may not be acted upon.
- 9.4. Any complaints, suggestions, feedbacks or enquiries are always welcome. The hostellers may approach any of the Wardens in this regard for help, guidance and grievance redressal.

10. ROOMS AND FURNISHINGS

- 10.1. The Hostel rooms of SACON generally provide basic furniture and fittings for each room consisting of bed, table, chair, cupboard, fan, tube/bulb light, and attached lavatory.
- 10.2. Items such as furniture should not be removed from the room or shifted to another room without the permission of Wardens. Removal of furniture or furnishings or any other suspected theft or missing items in the room may invite disciplinary action. SACON's furniture and other electrical appliances such as incinerator, washing machine, geyser, fridge, coffee machine, and water filter, and waste bin must be used with care.

- 10.3. If hostellers choose to personalize their room, they may do so without damaging the physical structure or walls in the room. If they wish to hang items in the room, they may do so safely without damaging wall surfaces. No structural changes may be made in the room (i.e. nailing directly to the wall or removing existing built-in structure/furniture) without the permission of Wardens.
- 10.4. Safety and security of furnishings for individual rooms, for common areas or any other items(s) provided for entertainment or comfort is the responsibility of the hosteller(s).
- 10.5. Any damage to hostel property including driving of nails and defacing the walls, fixtures or furniture, damage to furniture by certain individuals upon identification, will be made good by recovering the cost of repair of damage from the individual concerned. In cases where the responsibility for such acts cannot be defined, a common fine will be imposed on all SACON Hostellers.
- 10.6. The Hostel Warden will assist you if you need repairs in your room. Maintenance staff can be called for immediate attention. Please report all necessary repairs immediately to the Warden in the form of email, so that potential problems do not become worse.

11. CLEANLINESS

- 11.1. Hostellers are requested to keep their room clean and tidy for health and safety reasons. Hostellers may buy and use their own cleaning equipment for room cleanliness.
- 11.2. Deposit all waste/rubbish only in the waste bins provided. Our hospitality/maintenance staff will clear the waste bins, every morning.
- 11.3. Refrain from going close to and/or feeding of any domestic/wild animal/bird in the hostel and canteen premises for your own safety and hygiene. You are not allowed to keep any animal as a pet in the hostel.
- 11.4. Washing clothes: Hostellers can do their own laundry or wash their clothes in the common washing machine placed in the Canteen block.

12. SAFETY MEASURES

- 12.1. Hostellers are advised to take adequate measures to keep their personal belongings safely during their stay. SACON cannot be held responsible for the safety of personal property of the hostellers. SACON will not be held liable, directly or indirectly, for the loss of any personal property due to theft, damage by fire or water, or any other cause.
- 12.2. Protect your valuable items from theft/ loss by keeping your room locked. You are advised not to keep money and other valuables in the open. Money and other valuables may be safely kept locked inside the cupboard/ locker to prevent the loss/theft.

- 12.3. SACON is located close to the forests and has open campus boundaries. There can be wildlife movements through the campus including Hostel premises, especially during night hours. You are expected not to disturb wildlife and to behave appropriately whenever you encounter any wildlife. Also keep safe distance from any wild species.
- 12.4. Do not keep fruits like Bananas and Jack fruits or any other items which are known to attract wild elephants, inside the rooms. This is for your own safety and based on past incidences of elephant raids in the campus.

13. TRANSPORT

- 13.1. For local transport you are requested to make your own arrangements.
By road: Frequent local bus service is available outside SACON campus to travel to Coimbatore town or Anaikatty. Local buses are available to Anaikatty from Coimbatore Central Bus Stand at Gandhipuram. The distance is 30 kms, and the running time is around one and a half hours.
By train: The nearest railway station is Coimbatore Junction (CBE). Taxis from the railway station to SACON, will cost around Rs. 500-900.
By air: Air connectivity to Coimbatore is good with daily flights from cities such as Mumbai, Chennai, Delhi, Bangalore, Hyderabad, Kochi, Dubai, Colombo and Singapore. Taxis from Coimbatore International Airport to SACON, Anaikatty will cost around Rs. 900 and the road travel time will be around one and a half hours.
- 13.2. You are permitted to use your own vehicle if needed. The safety and storage of the vehicle will be your own responsibility.
- 13.3. There is no fixed time for entry and exit of SACON Hostel premises therefore hostellers are permitted to enter and exit SACON's Hostel premises at all times. Since the hostel is located in a remote area with wildlife presence (such as Wild Elephants and Gaur), you are requested not to move about after dusk or early mornings in the interest of your safety. Moving about at these hours will be at your own risk.
- 13.4. In case of any emergency, when SACON drivers are unavailable, SACON vehicle may be taken by any hosteller with a valid driving license, after intimating the Administrative Officer and Warden. Do not travel by two wheelers at odd hours since it can be very risky.

14. RECREATIONAL FACILITIES

- 14.1. SACON has made basic arrangements adjacent to the hostel and guest house which can be used for outdoor sports like volley ball, badminton, and basketball. SACON has also provided indoor sports facilities such as carom board and table tennis.
- 14.2. Common TV is provided in the Canteen and it can be accessed by viewers any time.

- 14.3. The SACON campus including Hostel premises and Canteen is 100% Wi-Fi enabled. Hostellers and visiting dignitaries can access the free Wi-Fi connectivity.

15. MESS/CANTEEN & DINING

- 15.1. The Canteen provides Vegetarian food. The food will be set out on the buffet counter at scheduled times and all users have to help themselves adhering strictly to the following timings;

| | |
|-----------|---------------------|
| Breakfast | 08.00 - 09.30 Hrs, |
| Lunch | 13.00 - 14.30 Hrs & |
| Dinner | 20.00 - 21.00 Hrs. |

- 15.2. The menu and price list will be displayed on the Canteen notice board. Changes in menu items and prices may be made as required by the Hostel Committee.
- 15.3. Avoid wastage of food and keep the discipline in the dining hall.
- 15.4. All SACON hostellers using the canteen facility must purchase food coupons in advance from the Administration and the coupons must be handed over to the Mess cook before each meal (breakfast, lunch and dinner).
- 15.5. On a daily basis all SACON hostellers are requested to make entries in the register placed at the reception of the main office building/ canteen, to book their meals (breakfast, lunch and dinner) in advance. In this regard hostellers should make the entry in the advance booking register everyday before 11 am for lunch and before 06 pm for dinner. The entry should be made by previous day evening for next day's breakfast. Food will be prepared only based on respective entries in the advance booking register. This is to avoid wastage of food.
- 15.6. Coffee machine at Canteen may be used at all times. Coin tokens for operating the coffee machine should be purchased from Administration in advance for availing this facility.
- 15.7. Please follow the coupon system also to avail alternative food provisions (packaged items) placed in the Canteen cupboard.
- 15.8. You shall have your food in the dining hall only and are advised not to take food or kitchen items, and other utensils meant for use at the dining hall anywhere outside the dining hall or to the Hostel rooms.
- 15.9. In the absence of our mess cook, necessary alternate arrangements for food will be made by the Administrative Officer with prior notification to Hostellers via email/notice. In the absence of alternate food arrangements, hostellers and mess users will be notified well in advance so that you can make necessary arrangements to prepare your own food or buy food internally (packaged food displayed in the Canteen cupboard) or from outside.
- 15.10. Only in such exigencies when food is not available in the canteen, hostellers are allowed to prepare their own food using only an induction cooker in their rooms. When food is available in the canteen do refrain from cooking in your rooms.

16. HOSTEL REPRESENTATIVE

- 16.1. A regular SACON hosteller, generally a bonafide research personnel will be allotted the duty of a hostel representative generally for a period of one year by the Hostel committee/Warden.
- 16.2. The Hostel representative may at times assist other members of the Hostel Committee in administrative duties for the smooth functioning of the Hostel and Canteen. He/She shall also manage and upkeep the e-group (sacon-boarders@googlegroups.com) up-to-date.
- 16.3. The Hostel Representative will be responsible for reporting any matter of concern relevant to Hostel or problems faced by hostellers collectively to the notice of the Wardens. The Hostel Representative will represent problems regarding maintenance, mess and other facilities. Any untoward incident at the hostel or any non-compliance of rules should be reported by the Hostel representative to the Wardens immediately.
- 16.4. The Hostel representative shall ensure that all inmates are signing the Hostel attendance register and shall bring any non-compliance to the notice of the Wardens.

17. MEDICAL ASSISTANCE AND EMERGENCY

- 17.1. Please use the first aid kit placed at the right side corner at the entrance of the Canteen in case of illness, snake bites or any other animal bites/external injury. Anti-venom vials are placed in the refrigerator in case of potent venomous bites.
- 17.2. However, in case of any medical emergency that may require hospitalization, the hosteller may seek help from any SACON staff to access the nearest local hospital.
- 17.3. Emergency Contact Numbers:

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| SACON Administrative Officer: +91-422-2203103 / 9442069453 | |
| SACON Security Officer: +91-422-2203147 | |
| Bethany Medical Centre Anaikatty (P.O), Coimbatore District, Tamil Nadu 641108. Email: info@bethanymedicalcentre.org drmurali@bethanymedicalcentre.org Phone: +91-422-2657023 Web: http://www.bethanymedicalcenter.org | Fire and Rescue Service Joint Director, Fire and Rescue Services, Western Region Coimbatore Contact: 0422-2301450; 9445086304 |
| Sri Rama Krishna Rural Hospital Address: No:395, Sarojini Naidu Road, Sidhapudur, Coimbatore, Tamil Nadu Email: sriramakrishnahospital@snrsonstrust.org Contact: +914224500000 / +9198422 85100 Web: http://www.sriramakrishnahospital.com | ADO Coimbatore Coimbatore Division, State Bank Road, Coimbatore-691 018 Contact: 0422-23300211; 9445086306 Coimbatore North division: 0422-2450101; 9445086312 Coimbatore – South division: 0422-2300101; 9445086311 |

18. HOSTEL FEE& CAUTION DEPOSIT

- 18.1. Hostel rent and a one-time payment of refundable Caution deposit as per the following table will be chargeable from the Hostellers. The rent will be payable at a monthly basis. These rates are subject to periodic revisions. Please refer to the SACON website or contact the office for the current rates.

| No | Category | Rent Per Day (Rs) | Caution Deposit (Rs) |
|---|--|----------------------------|----------------------|
| 1 | Bonafide Research personnel of SACON | 50/- (or one day's HRA) | 2000/- |
| 2 | SACON PhD Scholars | 50/- | 2000/- |
| 3 | Other Institution Students & PhD Scholars | 100/- | 2000/- |
| 4 | Participants of Short term (Less than one month) Programmes/Training etc | 200/-* | |
| 5 | Guests | 250/-* | |
| *Full rent for the proposed duration of stay to be paid in advance | | | |

- 18.2. In the case of those who receive HRA, the hostel rent amount will be deducted proportionately based on the number of days stayed in the hostel.
- 18.3. For any extended stay in the Hostel beyond the allowed grace period (See Section 5, at Page 4) after the normal Duration of Project/Programme/Course etc., guest charges and/or penal charges shall be charged from the Hosteller.
- 18.4. On the approval of Hostel Warden, the external students are to pay the room rent for the entire period of stay in advance.
- 18.5. In exceptional cases, on recommendation of the hostel committee, for highly deserving candidates, the competent authority can allow appropriate concession in hostel fee.

Anaikatty, Coimbatore

October 2017



**Sálím Ali Centre for Ornithology and Natural History
Anaikatty, Coimbatore -641108**

APPLICATION FOR HOSTEL ACCOMMODATION

Affix your
Passport Size
Photo

1. Full Name :
 2. Aadhaar No :
 3. Date of Birth : 4. Sex: ☐ Male ☐ Female
 5. Mobile No. : 6. Email id :
 7. Category ☐ SACON Student ☐ Other Institution(specify)
 8. Designation : RA/ SRF/ JRF/ TA/ Intern/ Others (specify)
 9. Permanent address with pin code : 10. Address for Communication with pin code:

11. Name of the Parent/ Local Guardian :
 & Contact Number (s):
 11. Name of the PI/ Supervisor/ :
 Recommending faculty at SACON
 12. Name of the Project/Programme* :
 * If working in SACON's Projects/Programmes please attach copy of your appointment/ engagement letter
 13. Proposed Duration of stay- dates From: To :
 14. Purpose of Stay :

I hereby declare that the information furnished above is true to the best of my knowledge and solemnly undertake that, I shall abide by the rules and regulations of SACON during my stay at Hostel and clear all the dues if any, before vacating the rooms.

- Date: Signature of Applicant
 15. Recommendation/ Remarks by PI/Supervisor/ Faculty in-charge:
 Date: Signature of PI/ Supervisor
 16. Remarks by Hostel Warden/Asst. Warden:

☐ Approved ☐ Not Approved

Date: Signature of Hostel warden

- ☐ Forwarded to the Finance Officer and requested to receive Advance rent/Caution money payment
☐ To Administrative Officer for information & necessary actions

FOR OFFICE USE

Rent/ Advance payment Rs..... Receipt No:
 Caution Deposit paid Rs..... Receipt No:

Signature of Finance Officer

Appendix 2 Payment Slip format



**Sálim Ali Centre for Ornithology and Natural History
Anaikatty, Coimbatore -641108**

PAYMENT SLIP (HOSTEL)

Name :
 Designation :
 Project :
 Email Id :
 Phone No (Mob) :
 Duration of Stay From : To :
 No. of days :
 Rent per day :
 Total Rent :
 Caution Deposit :
 Any other Payment(towards Damages etc.) :
 Specify.
 Date: Signature of Hostel warden
 Received payment of Rs.....
 vide Receipt No:.....
 Date: Signature of Finance Officer

Appendix 3 Suggestions format

**Sálim Ali Centre for Ornithology and Natural History
Anaikatty, Coimbatore -641108**

SUGGESTION FORM

Name of SACONHosteller:
 Contact No:
 Room No:.....

Problem Identified:

Suggestion/ Solution if any:

Sincerely,

Date: Signature ofHosteller



Sálim Ali Centre for Ornithology and Natural History
Anaikatty, Coimbatore -641108

GRIEVANCE LETTER

From

Name of SACON Hosteller:

Hostel Room No:.....

Contact No:

To

The Hostel Warden

Sálim Ali Centre for Ornithology and Natural History, Anaikatty, Coimbatore.

Subject:.....

Dear Sir/Madam

This is to bring to your notice that

.....
.....

Kindly look into the matter.

Sincerely,

Date:

Signature of Hosteller

DO'S AND DON'TS

- Do sign the hostel **attendance register** daily.
- **Don't smoke**, consume alcohol/ narcotics.
- **Don't keep jackfruits and bananas** in your rooms as this would attract wild elephants.
- **Do buy your food coupons** in advance from Administration for availing food at Canteen and pre- book your food in the canteen register.
- Don't damage/ deface any Hostel property or assets.
- Do switch off all electrical appliances before you leave the room.
- Do keep your room hostel premises neat and clean.
- Do check the notice board (in the Canteen block) regularly.
- Do keep candles and torch in the room. This will help at times of power outages.
- Do lock the rooms when you leave your room.
- Don't allow any unauthorized persons/ guests in the hostel rooms.
- Don't change or mutually exchange rooms without the consent of Warden.
- Don't cook inside the rooms when mess food is available.
- Don't disturb other hostellers by playing loud music/ noise etc.
- Don't litter the room and premises and refrain from using plastics since this is an ecofriendly campus.
- Don't use additional electrical appliances or fittings without the consent of Warden.

For any assistance contact:

SACON Security Officer: +91-422-2203147 or

Administrative Officer: +91-422-2203103 / 9442069453

Please refer to the SACON website for detailed SACON Hostel Rules and Regulations