

# YWCA OF INDIA WOMEN'S HOSTEL NORMS AND REGULATIONS

## **WHY HOSTELS FOR WOMEN**

Empowering women is a top priority of the YWCA. Over a century ago, the YWCA had realized that jobs or study opportunities alone made no sense without places to stay for the women who left their homes in search of these opportunities. That's when it started residences for students and working women. If you are a young woman in need of accommodation, this is where you come in.

## **WHAT DOES 'EMPOWERMENT' REALLY MEAN**

To be empowered is to be invested with whatever it takes to make free choices for a better life. The YWCA creates an environment in which a young woman equips herself with the personal and professional skills to make informed choices.

## **WHO ARE THE PEOPLE BEHIND THE HOSTELS**

Volunteers- they come from background of all kinds, different faiths and different communities. Some ordinary, some extra-ordinary, but all driven by the need to be a part of a movement that makes things better for women.

## **WHO CAN APPLY FOR ACCOMMODATION IN THE HOSTELS**

Women who are 18 years to 50 years- students or working without a familial home in the city can apply for residence in YWCA Women's Hostels. Priority is given to those who best fit into the target profile.

## **HOW CAN RESIDENTS BE PART OF THE YWCA WORK**

The YWCA is continuously looking out for volunteers to support its various projects and programmes and is open to new inputs and new ideas. The YWCA expects and welcomes the Residents to share their expertise to be part of the team as change makers. The YWCA therefore also looks forward to have the participation of the residents at its awareness and sensitization programmes.

## APPLYING FOR ADMISSION

### Type of Accommodation

The YWCA Hostel offers accommodation with attached/common baths (Single/ Double rooms/ and Dormitories). All rooms are furnished so residents will not require to bring any of their own furniture.

### Eligibility

Women between the ages of 18 and 50 may apply for admission.

### Application Process

The Application Form and Prescribed Living Norms booklet is to be purchased from the YWCA office. The Application Form (Appendix I) has to be filled and submitted along with the following:

- a) College Admission Receipts (For Students)
- b) Employer Certificate (appointment letter, salary slip with allowances (Working Women).
- c) Age Proof (Self)
- d) Address Proof. (Parents and Guardian)
- e) Health Certificate from a registered practitioner approved by the YWCA.
- f) Two passport-size photographs (Self and Guardian).
- g) Letter by Parent appointing a Local Guardian and Consent of the Guardian.
- h) Reference Letters from two responsible persons

### Selection

The YWCA Committee will organize an interview as and when a vacancy arises. The Committee may accept or reject the application at its discretion and its decision shall be final. The Committee will convey its decision within two days of the interview. The allotted room has to be occupied within 7 days after being made available or else the allotment will be automatically cancelled.

### Tenure of Stay

- a) The Length of stay shall not exceed 1 year at a time.
- b) Re-admission has to be sought in the hostel for the next year one month before the time expires.
- c) The maximum period of stay is three years from the date of joining year (including the year of joining). The Management is within its right to decline re-admission.

At the time of re-admission, a new room may be allotted as per decision of the Committee.

### On joining the Hostel

- 1) An affidavit renouncing any and all claims on the premises at the end of your term/ or when asked to leave has to be furnished. Please ask the Hostel Secretary for draft of the affidavit.
- 2) A refundable Security Deposit Fee (Two months advance) will be taken once application for residence is accepted by the Committee
- 3) Deposit of following will be required to be paid before taking possession of the accommodation:
  - a) Admission Fee
  - b) Security Deposit (refundable ~~after adjustments~~ when you leave)
  - c) Identity Card Charges
  - d) Prospectus
  - e) Establishment Charges
  - f) Monthly Accommodation Fees
  - ~~g) Mess Charges~~

**IMPORTANT** A resident is a mere licensee and has no right to a particular room, the bed or any properties therein. The arrangements and control of the hostel premises will remain with the Management. The hostel premises may not be used for any commercial purpose. A resident is bound to leave the hostel if asked to, by the Management at any time, without any notice, regardless of the term granted during admission/ re-admission. Residents are also bound to move to another room or bed when called upon to do so by the Hostel Secretary *co-ordinator/manager*

- A Resident joining the hostel on or before the 15th of the month, will have to pay full month's establishment fees. Those joining on 16th or afterwards shall pay half-month's fee for the month of joining.
- Monthly Establishment Fees and Mess charges have to be paid by the 10th of each month. A Late Fee of Rs. 10/- per day will be charged from 11th onwards.
- Failure to make payments by the 16th of the month will compel the Management to notify parents/guardian.
- If fees remain unpaid until the end of the month, the Resident will be asked to leave the Hostel.

The Management reserves the right to make exceptions.

#### **On Leaving the Hostel**

- Residents leaving on any day of the month shall pay the full month's fees.
- One month advance notice is to be given in writing. Alternately full month's fees in lieu of notice period can be paid.
- On the expiry of the term, initial or extended, the room will have to be vacated automatically and without any notice from the hostel management.
- If in between jobs the Hostel room can be retained for a period of one month while looking out for another job. The Hostel Secretary is to be kept informed of the efforts, progress and problems. On joining a new job, a fresh salary certificate from the new employer is to be submitted.

#### **Refund of Security Deposit**

The Security deposit will be refunded at the time of termination of stay at the Hostel on production of original receipt and after adjustment of all dues payable towards the YWCA. Security Deposit will be refunded only after completing one year of stay and not before or in between. The Management reserves the right to make exceptions.

#### **Meals**

Residents are provided Breakfast, Lunch and Dinner. Meals which will be vegetarian or non vegetarian will be provided in an open-plan dining area as per fixed daily menu. The ambience will be informal where residents can share food and experiences with other residents. A few points must be kept in mind:

- Residents have to be dressed appropriately when coming down to eat in the dining area.
  - Meal timings will be displayed on the notice board. Meals will be served at specified hours and residents are required to maintain timings.
  - Only in case of illness meals may be taken up to the room. In case of illness or doctor's orders, the mess in-charge is to be informed directly of the same.
  - No crockery, glassware or utensils from the mess can be taken up to the rooms.
  - Food purchased from outside is to be eaten in the dining room and cannot be taken to the room.
  - Wastage of food is not permitted.
  - Garbage is to be disposed in Bins and no food should be disposed in the dining area.
  - There shall be no cooking in the room.
- Cooperation with mess norms and mess management is strictly required

#### **Hostel Timings**

- Working Women can leave the hostel any time after 06:00 am and return any time before 9:30 pm. In case of late shifts written permission is required.
- College Students can leave the hostel any time after 06:00 am and return any time before 08:30 pm. In case of late classes, excursions or college related activities, written permission is required.
- Hostel Lights must be switched off at 11 pm but the common room can be used for study or work. Lights and fans shall be switched off when leaving the common room.
- Television in the Common Room is to be switched off by 12:00 pm.

Rest hours, between 10:00 pm and 06:00 am and between 02:00 pm and 04:00 pm are to be respected and silence maintained.

#### **Staying Out**

- Ten late nights in the month can be availed after entering late leave in the Register kept for the purpose. On these evenings Residents may return by 12:00 am (Working women) and by 10 pm (Students).

- Residents can stay out of the hostel on weekends with authorized representatives or local guardian after filing in the required details in the Register kept for the purpose. In case of students a letter with signatures from such relatives/guardian has to be submitted at least 24 hours before the time of departure and is open for enquiry. The date and time of return with the address and contact number of the place where the Resident will be staying has to be provided. On return the Register has to be signed.
- If the Resident fails to report back within 24 hours of the permitted night out without any reasonable excuse, the Resident will be liable for expulsion and necessary information will be shared with the respective authorities

### Visitors

Visitors and parents are welcome and can be received in the lobby. No male visitors will be allowed beyond the lobby. Visitors/Parents shall not visit or stay in the resident's room. Parents can however stay in the Transit room if available.

### Visiting hours:

- Weekdays - 05:00 pm to 08:00 pm.
- Sundays - 10:00 am to 10:00 pm.
- Public Holidays - 10:00 am to 10:00 pm.

### Use of Electricity and Water

- Care is expected in use of water, lights, fans and furniture. Fans and lights, geysers are expected to be turned off when not in use.
- Taps should not be leaking and if any faults are noticed the same should be informed to the Hostel Secretary.
- No equipment excepting mobile phones and laptops can be used in the Hostel rooms.
- For ironing a separate Ironing Board is provided in the Common room.

### Telephone Calls

Telephone calls can be made from the YWCA Hostel telephone or received in case of emergencies.