

# MUNICIPAL CORPORATION OF SHIMLA

## WORKING WOMEN HOSTEL

Engine Char, Sanjauli, Shimla-171006

### GUIDELINES

#### Introduction:-

1. The Working Women's Hostel has been started with a view to facilitate residential accommodation for working women in Shimla. The Working Women's Hostel is under the over-all management of Municipal Corporation of Shimla. The management of the hostel would vest in the management committee duly approved by the Municipal Corporation. The Chairman of the Managing Committee and its members will look after the day to day needs of the Working Women's Hostel. This Managing committee would work under the supervision, control and direction of the Municipal Corporation.

#### Definitions:-

2. In these rules:
- 'Hostel, means the M.C. Shimla Working Women's Hostel, Shimla-171006.
  - 'Managing Committee means the Managing Committee of the Working women's Hostel, Shimla 171006 appointed by the Corporation.

Radha Chauhan  
5/12/95

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**Objectives:-**

The Municipal Corporation of Shimla seeks to serve working women by providing them with comfortable lodging and other facilities in a healthy moral atmosphere. It lays emphasis on good relationship and a happy community life.

**Control and Administration:-**

3. Subject to over all control, supervision and direction of the Municipal Corporation the day to day functioning control of the Hostel shall vest with the Managing Committee.

4. There shall be a warden and assistant warden (if necessary) assisted by such number of staff, as may be needed. The warden, assistant warden and other members of the staff shall be appointed by the Managing Committee.

5. The warden and asstt. warden shall be incharge of the discipline, management, finance and accounts and the day to day administration of the Hostel. She would also work to develop such services as library, games room, sick room and other facilities for the residents of the Hostel. The warden and asstt. warden will work under overall directions of the Managing Committee.

**Admission:-**

6. Ordinarily accommodation for about 46 working women would be provided in the hostel. Admission to the Hostel shall be given to the working women receiving a basic pay not more than Rs. 5000 per month. Women under training for jobs will be provided accommodation on merit, and as per availability of the accommodation.

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**Application Norms:-**

7. Application for the admission shall be made in the prescribed form which can be obtained from the office of Municipal Corporation, Shimla or from the warden on payment of Rs.5/-
8. The application shall be accompanied by the following documents:-
  - a). Two character certificates. One character Certificate to be produced shall be from the Head of the Office or Institution in which she is employed. The other certificate shall be from a respectable person from Shimla to whom the applicant is well known.
  - b). A certificate of health from a Govt. Doctor.
  - c). A letter from the applicant's employer giving details basic salary and all allowances (dearness, house, transport compensatory and officiating etc.).
  - d). At the time of admission, the applicant will submit two recent passport size photographs and will be issued an Identity Card.
  - e). Visitors list with their names and address signed by father/guardian.
  - f). Financial guarantee by father/guardian.
  - g). A stamp paper for Rs. 3.00 for the bond to be executed by the applicant.

**Note:-**

- i). The submission of the applicant does not guarantee admission in the hostel.
- ii) An incomplete application will not be considered.

**Selection of Candidate:-**

- 9. Selection for admission to the Hostel will be made by the Managing Committee. A candidate may be called for interview at her own expenses and can be asked to produce additional documents if the committee considers it necessary. The Hostel Committee reserves to itself the right of admission and its decision shall be final.
- 10. Applicants will be informed of their selection in writing and if they fail to occupy the accommodation within the specified time, then it will be treated as cancelled automatically.

**Accommodation:-**

- 11. The Hostel is open to all working women without discrimination on grounds of religion, caste or creed.
- 12. Some basic furniture is provided in the room and residents are not allowed to bring their own furniture without permission.
- 13. A resident is not allowed to change her room or bed unless prior written permission from the Hostel Warden is obtained.
- 14. Residents are not permitted ordinarily to keep any guests in their rooms except with prior permission of the warden for a period not exceeding 7 days in any case.
- 15. On admission, the boarder will be allotted the accommodation which she should occupy in the Hostel, and no change of room will be allowed without the permission of the Warden. Generally two boarders would be accommodated in a room. The Managing Committee in its discretion may allot a room to one person.
- 16. All boarders shall keep their room tidy and clean. They can cook their food in the kitchen which is provided on each floor. The Managing committee may, however, permit or organize a common

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mess if found feasible. All residents will have to become members of this mess, if so decided by the Management committee.

17. The boarder would be required to pay electricity bill and water charges fixed by Managing Committee for each resident. No cooking on heaters will be allowed in the rooms.

✓ 18. When going out except on duty, the boarder shall inform the warden and enter their names in the register kept for the purpose. The time of leaving and of returning shall be noted in this register. The boarder should report in person to the warden, when they return to the Hostel after being away from the Hostel. The boarder cannot stay out in the night without prior permission of the warden.

19. The boarders will adhere to visiting time so fixed by the managing committee and they are not permitted to see men visitors at the Hostel in their rooms. Common room has been provided where they can receive men visitors in the evenings according to the timing laid down by the Managing Committee.

20. The Boarder shall be responsible for looking after their belongings, and the Hostel authorities shall not be responsible for any damage or loss of the same.

#### **Medical Attendance:-**

21. All cases of illness must be immediately reported to the Warden.

22. Boarders needing medical attention will be under the care of the Medical Practitioner with the permission of the Warden. On the advice of the Medical Practitioner boarder (s) will be sent to the hospital if necessary.

23. Boarders shall pay the fees for attendance by the Medical Practitioner Shimla.

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**Admission Fees, Security Department, Hostel Charges Etc:-**

24. On admission, every boarder shall pay an admission fee of Rs.50/-(non-refundable) and a security deposit of Rs. 500/-. The security money will be adjusted in account at the time of leaving the Hostel. The security deposit will not carry any interest.

25. Every Working Woman shall pay a monthly room rent at the rate of 15% of her total emoluments per month (not less than Rs. 250/- in any case) according to accommodation provided, electricity water charges, and Rs. 10/- per month for Sweeper.

26. A boarder with the previous sanction of the Warden and at her own expenses may entertain any women guest at a time for a period not exceeding seven days. The lodging fee for a guest will be Rs.25/- per day.

27. The rent and other charges shall be paid in advance every month before the 10th of the month. In case of default, a fine of Rs. 5/- per day will be charged till the date of payment. Default of payment of Hostel dues for more than a month shall be sufficient reason to terminate the stay of the boarder in the Hostel.

28. All admissions to the Hostel shall be for a period of one year from the date of admission, and can be renewed from year to year upto 3 years, on receipt of fresh application 30 days before the date of expiry of the period. In case, where renewal is not granted, the boarder shall leave the Hostel on the expiry of the period. Stay can be extended in exceptional cases maximum upto 5 years only.

**Maintenance of Hostel Premises, Bathroom and Furniture:-**

29. The residents will be personally responsible for the proper upkeep of rooms, furniture, fittings, fixtures and bathrooms. Any

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damage to these and to the glass panes, mirrors and electrical fittings is liable to be made good by the residents concerned. The bulbs and tubes if damaged by an inmate will be replaced by her at her own cost. No residents shall move furniture or other fittings from her allotted place.

#### **Hostel Gate:-**

30. Residents are expected to be in the hostel premises by 8.00 P.M. in summer & 7.30 P.M. in winter. The hostel gate will be closed every night at 8.30 P.M.

31. No resident will be allowed to go out of the hostel after given time and without the permission of the hostel warden.

32. Residents and their visitors are not allowed to stand outside the hostel gate.

#### **Absence from Hostel During Holidays or on Leave:-**

33. Residents proposing to spend a night or some days out will inform the Hostel Warden in writing a day before, giving the addresses and telephone number if any, where they could be contacted in case of emergency. They should also report on return to the warden.

34. The Hostel management will in no way be responsible for their belongings in the Hostel during their absence from the Hostel or in any other case.

#### **Telephone:-**

35. No resident will be allowed to make or receive calls on the office telephone except in emergency or with prior approval of warden.

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**Valuables & Cash:-**

36. No responsibility will be taken by the Hostel Management for loss of cash or valuables or of any articles belonging to any resident.

**Visitors:-**

37. Visitors can only be received in the reception room, No visitors are allowed inside the rooms or upstairs. Only women visitors will be allowed to visit the room with prior approval of the warden.

**Visiting Timings:-**

38. Visiting time will be on:-

Weekdays	5.00 P.M.	To	7.30 P.M.
Sundays Holidays	11.00 A.M.	To	7.30 P.M.

39. No visitors will be allowed on the Hostel premises before or after the visiting hours.

**Unemployed Residents:**

40. Any resident who becomes unemployed will intimate the Hostel Warden in writing immediately. Failure to give such intimation will be viewed with seriousness. On becoming unemployed, the individual case will be reviewed and considered by the Managing Committee, for further stay for a maximum period of two months.

**Termination of Stay:-**

1. A resident does not have exclusive possession of the room or the bed which may be assigned to her. The arrangement and control of the hostel premises are with Hostel Committee. The resident uses the premises with its express and tacit permission. A



resident is bound to move to another room when called upon to do so by the Warden.

2. If a resident commits a breach of any of the Hostel Rules or for any other reason, she will immediately forfeit her right to occupy the Hostel. On a dispute between the hostel warden and a resident, the decision thereon of the Management Committee, shall be final, and the resident will at once vacate the Hostel premises on being asked to do so without notice.

**Rules of Conduct:-**

- a). Drinking, Smoking, Gambling and use of Narcotics is strictly prohibited.
- b). No outsider is allowed to enter the residential area of the hostel except with the approval of warden.
- c). Unseemly behaviour on the part of the resident will render her liable for expulsion from the hostel.
- d). Conduct on the part of a resident aimed at creating dissention and groupism among the resident will entail her expulsion from the hostel.
- e). No resident will keep pets in the hostel.
- f). No resident will engage servants to work for her in the hostel.
- g). No hawkers or vendors will be allowed in the hostel premises.
- h). No resident will be allowed to create nuisance.

Commissioner  
Municipal Corporation  
Shimla