

PRATIBHA

Sacred Heart College Women's Hostel

Thevara, Kochi – 682 013

Ph: 0484 - 2663007



CODE OF CONDUCT

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1. History

Sacred Heart College, founded in 1944, in its initial phase as a men's college had a sizeable section of the students being residential. However since late 1970s, the scenario changed and as the local population increased the hostel requirement became minimal. However with demand for admission from women students across the state rose especially with majority of them being women, it was found necessary to introduce hostel system again. As the first step in this direction, the women's hostel of Sacred Heart College was set up under the name Pratibha and it started working from the August of 2011.

2. Management

The hostel is owned and governed by Carmelites of Mary Immaculate (CMI Fathers). Internally the hostel administration is carried out by the Administrator and warden Sisters.

3. Goals and objectives

The overall aim of the hostel is to be a supportive facility for accomplishing the vision of Sacred Heart College, that of 'fashioning an enlightened society' and 'providing an environment that facilitates all round development of individuals'.

With around 100 students, around 9 staffs, excellent service, safe and healthy residential facilities, Pratibha Hostel is indeed a second home for female students of the Sacred Heart College. Apart from just accommodation, we ensure an atmosphere conducive to learning and a proper ambience for the inmates through the holistic and spiritual developmental opportunities. By providing an opening for healthy group living, leadership, team building and befitting recreation, we mould our inmates to bring out the best in them.

4. Rules and Regulations

4.1 Admission:

4.1.1. Applicants must be accompanied by their parents at the time of admission with the filled in application form duly signed. (For new admission)

4.1.2 Application for hostel admission should be renewed every year. Renewal of admission will depend on the conduct of the student concerned.

4.1.3 The allocation of room is the sole discretion of the hostel management. Inmates may be transferred from one room to another, any day during the tenure of their stay in the hostel without assigning any reason.

4.2 Code of conduct

4.2.1 Timing and schedule

- a. On regular days, students should be back to the hostel strictly before 5.30 p.m. Gate will be locked

sharp at 5.30 p.m. Late comers from the college should submit a letter from the Dept. Head mentioning the reason for being late (Telephone messages will not be accepted) or inform the office in advance in other cases.

- b. Students are not allowed to attend any programmes unconnected to the college.
- c. No student is allowed to attend Novena, Holy Mass, special tuition anywhere outside the hostel after 5.30 p.m. Students are advised to attend the morning Holy Mass (5.30 a.m/7 am) on Sundays.
- d. Going for special tuition or any other programmes related to studies should be with special permission from the hostel authorities along with parental concurrence.
- e. No student is allowed to go to college/return alone, but should be accompanied by their hostel mates.
- f. No student is allowed to remain in the hostel during class hours without the permission of the caretaker. In case of illness, the matter should be informed properly and clearly to the office. If students were to return to the hostel or remain here during the college working hours, permission for the same must be secured.
- h. No student is allowed to go to the college or anywhere early in the morning or late in the evening without taking permission from the authority.

- i. No student is allowed to spend the night outside the hostel (friends or relatives) except with the prior permission of their parents and the hostel authority.
- j. Students are not allowed to go home after 6 p.m. in the evening.
- k. Silence should be kept after 8.30 pm in the evening to ensure an environment of serious study.
- l. All lights in the rooms should be switched off at 10.00 p.m.
- m. No entry to the terrace area after 7.00 p.m. for common use.
- n. No combine study/discussion after 8.30 p.m. in the study hall or in varandha.
- o. Strict silence should be maintained in the rooms and verandahs after 8.30 p.m.
- p. No students are allowed to enter into other rooms.
- q. No Degree students are allowed to study in terrace area.

4.2.2 Mess Rules

a. Mess Time table

Break-fast	7.45 a.m. - 8.30 a.m.
Lunch (holidays)	12.30 p.m. - 1.30 p.m.
Snacks	4.00 p.m. - 5.30 p.m.
Supper	7.30 p.m. - 8.15 p.m.

Food should be taken only in the dining hall. Food should not be wasted. Carrying food to the room is not permitted. Hot water for drinking purpose can be collected from the kitchen before 8.15 P.M. only. Students are advised to keep at least 1 flask from each room in case of any emergency at night.

- b. Hot water will not be available before or after the specified time.
- c. No lunch will be provided on Saturdays and Sundays along with break-fast. Students must have their lunch from the hostel at the prescribed time on those days.

d. **Mess Concession**

The students enjoying the hostel facilities are bound to have their meals from the hostel mess during their stay as inmates. However in case of authorised absence, the following reductions are granted.

Rs.400/-for continuous 12-14days absence from the mess fee.

Rs.800/--for continuous 15-20 days absence from the mess fee.

Rs.1300/-for continuous 21 -24 days absence from the mess fee.

Rs.1800/- will be deducted for continuous 25 or more days absence from the mess fee.

Rental charges along with the electricity charge of the current month should be paid by those who are not available in the hostel for a whole month.

No other mess concession will be allowed under any circumstances.

e. Leave of absence

No concession will be given for any inmates who are attending college regularly and not attending hostel. - Accommodation without food will not be permitted- except in April. Hostel will be closed in the month of May for maintenance work. No stay allowed Hostel mess won't function during the months April and May.

Students should submit leave letter duly signed by the concerned department head to avail mess concession. Leave of absence will not be cumulated to next month.

4.2.3 Mobiles & Telephones

- a. Mobile calls is restricted between 6.00 p.m. to 8.30 p.m. Nobody, including parents are not allowed to call the inmates through land line except for emergencies. { Only the message will be conveyed on emergency situation. }
- b. All Mobiles, Laptop and tablets must be switched off at 8.30 p.m. and must be surrendered under lock. TV should be switched off at 5.30 p.m. & 8.30 p.m. on regular days and at 6.00 p.m. & 9 p.m. on holidays. Charging time of laptops and mobiles are limited between 6 p.m and 8.30 p.m. Degree students are not allowed to use lap tops. Mobilephones should be surrendered to the office as and when they step into the hostel / return from home.

- c. Laptop will be allowed only for PG students and they are not allowed to use it inside their rooms but in common areas. No calls are allowed through tablets or laptops after 8.30. If any malpractice is noted, (unnecessary chatting, calls, watching movies) laptop/tablets will be surrendered to the authority till the end of their stay in the hostel and they will not be allowed to use any phone or laptop later.
- d. Students who are found to have possession of more than one mobile instrument/SIM card would be subjected to serious disciplinary action, which may even be expulsion from the hostel.

4.2.4 Possessions

Students are advised not to have possessions other than their study materials while they are in the hostel. They are responsible for the safe keeping of all their valuables. Responsibility will not be taken by the hostel authorities. Damage/misuse of electrical equipment or other properties of the hostel, will be compensated by the particular room members.

4.2.5 Registers

Students are required to fill the home going & out going registers in the presence of the care taker. The registers will be available with the care taker from morning 8.45 am to evening 6 p.m. unrecorded absence shall be seriously treated. No

students are allowed to go out the hostel on Sundays (except church in the morning, before 9 O'clock) and no special permission will be granted for the same.

4.2.6 Visitors & Guests

- a. Only those relatives/local guardians whose names are approved by the parents are permitted to meet the students at the hostel.
- b. Visitors/guests are entertained only before 6 P.M.
- c. Visitors Register should be strictly maintained. (Who ever steps into the hostel other than inmates or staff).
- d. Parents/ Relatives/Friends from the college or outside are not permitted to the rooms.
- e. Visitors will not be allowed to meet the students on Sundays. (No visitors are allowed on Sundays under any circumstances). Classmates/friends are not allowed to enter into the hostel without prior permission. Friends are not allowed to spend time in the hostel in normal case.

4.2.7 Picnic

One day picnic from the hostel on demand from the majority students is allowed with following conditions only.

- a. Minimum 50 students without any compulsion.
- b. Maximum up to 100 km from Thevara.
- c. Management shall avail transportation facilities provided, the students pay for it.

4.2.8 Holidays

Hostel will be closed during Onam, Christmas, Easter and summer holidays as declared by the management. No students are allowed to stay in the hostel during this time for any private reasons unconnected to college.

4.2.9 Problem Resolution

Student problems in the hostel must be first heard by the office. The Administrator can be contacted if no resolution is reached or if the problem continues to persist. Students are not allowed to knock the door of the authorities after 7.30 p.m. except for emergencies.

Meeting Time

Administrator: 8.30 am – 9.00 a.m and 6.30 p.m to 7.30 p.m. on regular days and in emergencies in the absence of warden/ caretaker.

4.2.10 Notice Board

All communication from the authority will be displayed on the notice board. Notices on the board will be posted or removed only by the authorised person

4.2.11 Spiritual Formation

The specific aim of this institution is the formation of the young women of the Christian community according to the ideals of the life and teaching of Jesus Christ as well as in their religious and cultural heritage. Catholic students should compulsorily attend Holy Mass and Rosary at the hostel chapel.

4.2.12 Mandatory Adherence

- a. Students are not allowed to enter inside the kitchen.
- b. Students are not permitted to use office telephone and computer.
- c. Using Iron box/water heater/electrical gadgets is strictly prohibited.
- d. The hostellers are not permitted to use Laptops/tablets/computers inside rooms.
- e. Be punctual in keeping hostel time table.
- f. Any suspicious behaviour of any particular inmates or other complaints regarding any inmates should be reported to the hostel authorities.
- g. Students are not allowed to study in the reading room (Parlour)
- h. Students should not be allowed to enter into other rooms to avoid unnecessary accusation
- i. The inmate should keep their room clean and organised.
- j. Fair and ethical dealings with fellow hostel mates and the staff.
- k. Roaming around alone with boys, loose talk over phone after stipulated time will be treated seriously
- l. Impolite behaviour, disobedience, repeated and wilful violation of rules are punishable with fine and even expulsion from the hostel.
- m. Any discrimination / ragging on grounds of any matter is punishable

4.2.13 Misconduct shall include

- a. Use of offensive or abusive language/making vulgar comments about the staff and others.
- b. Misuse of others properties/theft.
- c. Disorderly or indecent behaviour.
- d. Refusal to obey the hostel authority.
- e. Deliberate deviation from standard rules of the hostel.
- f. Wilful destruction of hostel property/Sabotage.
- g. Giving false information/gossiping which may disturb the smooth functioning of the hostel.

4.2.14 Disciplinary Action

For the sake of discipline inside the hostel, the Administrator can take any punitive action on any student for misconduct.

5. Fee Structure

Hostel Fees : 5950 (Rent : 2700, Mess :3250)

Advance Rent : 5950

Admission Fee : 1000

One Time Wifi Charges : 600

One time fees for mobile, lap and powerbank charging will be included in the first remittance of every year.

Also applicable for those students who vacate hostel before completion of year.

- 5.1 Additional amount will be charged if electricity charge exceeds Rs. 25000/- per month. No exception for those who are on long leave or absent or going for vacation/study holiday on any months etc.

- 5.2 Rs.500/- as maintenance charges, electricity charges of the current month and other dues ^{and} fines will be deducted from the advance rent. Also applicable for those students who vacates even before the course completion. The balance amount will be returned after the course completion. Advance Rent will not be refunded if the student vacate the hostel without completing an academic year. (June – March). Fresh students, who join and leave the hostel under any reasons, (hostel change, admission in other colleges etc.) will also belong to the same category mentioned above.
- 5.3 10 - 20% increase can be expected in the hostel fees every year.
- 5.4 Fees will be collected in the office only during stipulated dates and hours.
- 5.5 Fees must be paid in advance before the 5th of every concerned month between 4.30 and 5.30 p.m. or before going college. A fine of Rs.50/- will be charged afterwards till 20th and Rs.100/- after 20th and Rs.200/ if it is paid in the next month.
- 5.6 Students, those who are leaving for vacation but has plan to continue in the hostel for the next academic year, should pay the establishment charges for the proceeding months in advance with renewal form.
- 5.7 Religious observation (abstinence, fasting etc) is not the responsibility of the Hostel administration as far as the followed food pattern is concerned.
- 5.8 Student shall be accompanied by their parents at the time of vacating the hostel. Code of conduct will be updated every year and students are under the obligation to follow the updated version.

5.9 Once the student has vacated the hostel she will no longer be provided with a guest accomodation unless a mandatory written consent letter is submitted to the hostel authority by the parents and the concerned department. Rs. 400/- per day will be charged as guest fee with food.

5.10 All the inmates who are in their final year should vacate the Hostel on or before. March 31st of that year without fail. Those students who wish to stay further should take up guest accomodation.

6 Hostel Time Table

Waking	:	5.30 a.m.
Holy Mass (every Tue,wed Thur, Fri)	:	6.40 a.m.
Break-fast	:	7.45 – 8.30.am
(nobody is allowed to sit in the mess hall after 8.30 a.m)		
To College	:	8.45 - 9.15 a.m.
Lunch at hostel on holidays	:	12.30 - 1.30 p.m.
To reach hostel before	:	5.30 p.m.
Tea	:	4 – 5.30 p.m.
(not allowed to sit in the dining hall after 5.30 till 9.00 p.m.)		
Prayer (Rosary)	:	7.00 p.m.
Supper	:	7.30- 8.15 p.m
Switch off and surrender phones:		8.30 p.m.
Study time	:	from 8.30 p.m.
Lights off in the rooms	:	10.00 p.m.
Silent study in the study hall	:	9.00 p.m. onwards.

Declaration

I have read and understood the above rules and regulations of the hostel. I shall abide by them during the tenure of my stay in the hostel. I shall accept hostel authority's decision as final in all matters of discipline.

Name of the student

Programme.....

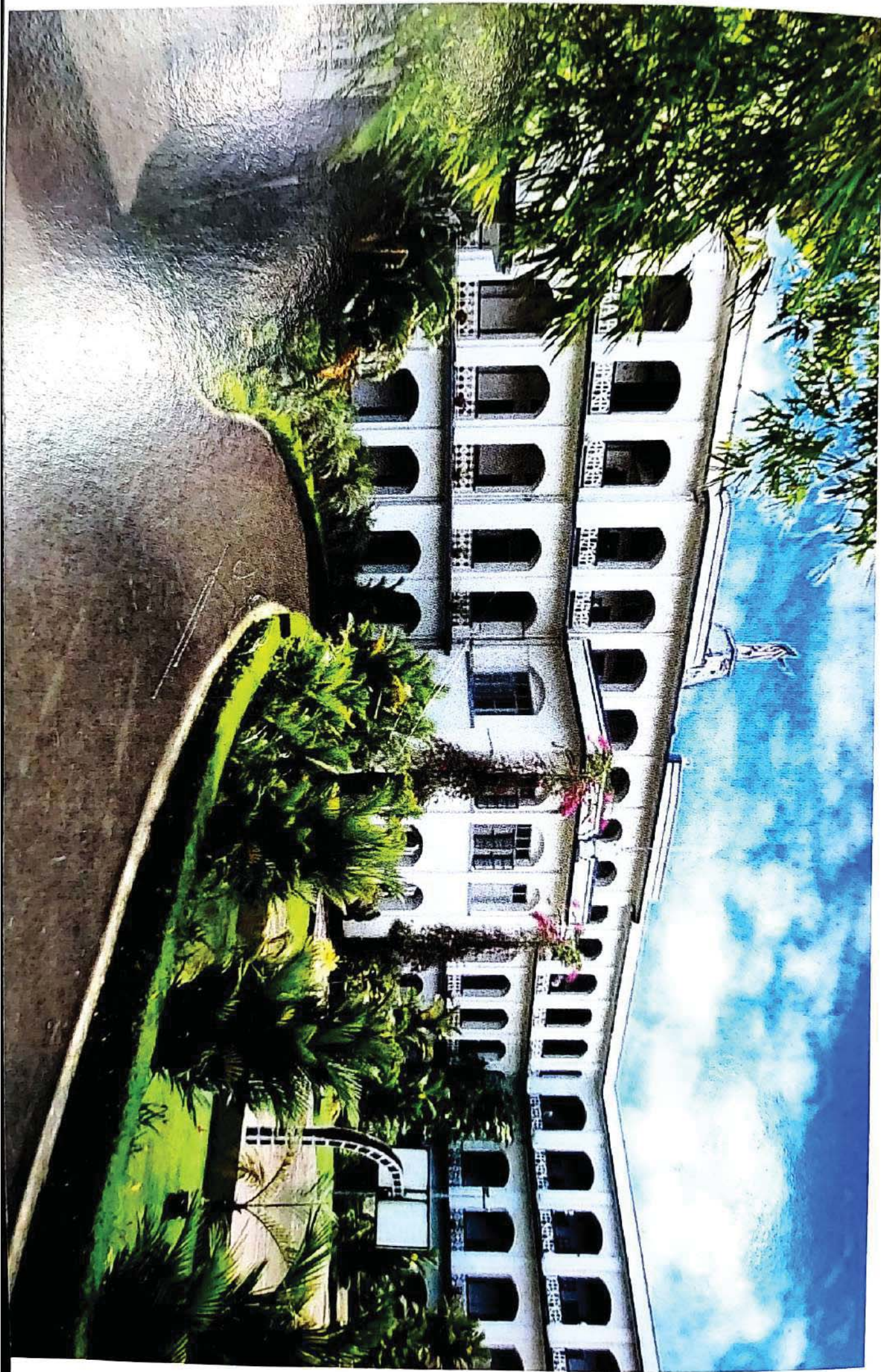
Signature of the Student with date

Signature of the parent with date.....

Address :

Telephone number of the parent :

Personal mobile number of the student :



S.H. HOSTELS

PHOTO OF THE
APPLICANT

APPLICATION FOR ADMISSION

- ## DECLARATION

- Signature of the applicant

Signature of Warden

S.H. Hostel, Thevara, Kochi-682013

നിയമാവലി

1. ഈ ഹോസ്റ്റൽ തേവര സെക്രഡ് ഹാർട്ട് മൊണാസ്റ്റിയുടെ കീഴിലുള്ളതാണ്. മൊണാസ്റ്റിയുടെ പ്രിയോർ ആയിരിക്കും ഹോസ്റ്റലിന്റെ മാനേജർ.
2. മാനേജർ നിയമിക്കുന്ന മൊണാസ്റ്റി അംഗമായിരിക്കും ഹോസ്റ്റലിന്റെ വാർഡൻ.
3. ഹോസ്റ്റലിന്റെ ഭരണകാര്യങ്ങളിൽ വാർഡന്റെ തീരുമാനം അന്തിമമായിരിക്കും.
4. ഹോസ്റ്റലിന്റെ ദൈനംദിന നടത്തിപ്പിന്റെ ചുമതല വാർഡന്റേതാണ്.
5. എസ്.എച്ച്. കോളേജിൽ പഠിക്കുന്ന വിദ്യാർത്ഥികൾക്ക് മാത്രമാണ് ഹോസ്റ്റലിന്റെ പ്രവേശനം. പ്രവേശനം ആഗ്രഹിക്കുന്നവർ എസ്.എച്ച്. ഹോസ്റ്റൽ ഓഫീസിൽനിന്നും ലഭിക്കുന്ന അപേക്ഷാ ഫോറം പൂരിപ്പിച്ച് സമർപ്പിക്കേണ്ടതാണ്.
6. അപേക്ഷകൾ എസ്.എച്ച്. ഹോസ്റ്റലിന്റെ ഓഫീസിൽ സ്വീകരിക്കുകയും മുൻഗണനാക്രമത്തിൽ അപേക്ഷകരെ പ്രവേശിപ്പിക്കുകയും ചെയ്യുന്നു.
7. കാരണം ബോധിപ്പിക്കാതെ അപേക്ഷകൾ നിരസിക്കാൻ വാർഡന് അധികാരമുണ്ടായിരിക്കുന്നതാണ്.
8. സ്ഥാപനത്തിന്റെ സമാധാനപരമായ നടത്തിപ്പിനും അച്ചടക്കത്തിനും തടസമാണെന്ന് ബോധ്യമായാൽ അതിന് ഉത്തരവാദിയായ വിദ്യാർത്ഥിയെ ഒഴിപ്പിക്കുന്നതിനുള്ള അധികാരം വാർഡനുണ്ട്.
9. തുടർച്ചയായി രണ്ടാഴ്ചയോ അതിൽകൂടുതലോ വാർഡന്റെ അറിവോടുകൂടെയല്ലാതെ ഹോസ്റ്റലിൽനിന്നു വിട്ടുനിന്നാൽ ആ വ്യക്തി ഒഴിഞ്ഞുപോയതായി കണക്കാക്കും. വാർഡന് അദ്ദേഹത്തിന്റെ മുറി തുറന്ന്, സാധനങ്ങൾ മാറ്റി മുറി മറ്റൊരാൾക്ക് നൽകാനുള്ള അധികാരമുണ്ടായിരിക്കുന്നതാണ്.
10. മുറിയിൽ നൽകിയിട്ടുള്ള ഫർണിച്ചറിന്റെ പൂർണ്ണ ഉത്തരവാദിത്തം വിദ്യാർത്ഥികളുടേതാണ്. അത് തങ്ങളുടെ ഇടയിൽ കൈമാറ്റം നടത്തുവാൻ പാടുള്ളതല്ല.
11. ഇലക്ട്രിക്കൽ ഉപകരണങ്ങൾ സൂക്ഷ്മതയോടെ കൈകാര്യം ചെയ്യേണ്ടതാണ്. ഇലക്ട്രിക്കൽ ഹീറ്റർ, തേപ്പുപെട്ടി, ഇലക്ട്രിക് സ്റ്റൗവ് എന്നിവയുടെ ഉപയോഗം ഒഴിവാക്കേണ്ടതാണ്.
12. മുറി അനുവദിക്കപ്പെട്ടിരിക്കുന്ന വിദ്യാർത്ഥി മാത്രമേ മുറി ഉപയോഗിക്കാവൂ. പരസ്പരം മുറികൾ മാറുന്നതും അനുവദനീയമല്ല.
13. പണവും മറ്റ് വിലപ്പെട്ട വസ്തുക്കളും വിദ്യാർത്ഥികൾ സ്വന്തം ഉത്തരവാദിത്വത്തിൽ സൂക്ഷിക്കേണ്ടതാണ്. സ്ഥാപനം യാതൊരു വിധത്തിലും ഉത്തരവാദിത്തം ഏറ്റെടുക്കുന്നതല്ല.
14. വാർഡന്റെ അനുവാദത്തോടുകൂടിയല്ലാതെ വിദ്യാർത്ഥികളുടെ ഒത്തുകൂടൽ അനുവദിക്കുന്നതല്ല.
15. ഹോസ്റ്റൽ വിദ്യാർത്ഥികൾ മറ്റു റൂമിലുള്ളവർക്ക് ബുദ്ധിമുട്ടുണ്ടാക്കാതെ അച്ചടക്കത്തോടെ കഴിയേണ്ടതാണ്.
16. രാത്രി 9.00 മുതൽ രാവിലെ 6 വരെ വിദ്യാർത്ഥികൾ മുറിയിൽ ഉണ്ടായിരിക്കേണ്ടതാണ്.
17. മുന്നറിയിപ്പില്ലാതെ എപ്പോൾ വേണമെങ്കിലും വാർഡന് നിങ്ങളുടെ മുറികൾ സന്ദർശിക്കാവുന്നതാണ്.
18. മുറിയുടെ ഫീസ് എല്ലാവരും 10-ാം തീയതിക്കുമുമ്പ് തന്നിരിക്കണം.

ഞാൻ ഈ നിയമങ്ങൾ എല്ലാം അനുസരിച്ചുകൊള്ളുന്നു.

ഒപ്പ് :

വിദ്യാർത്ഥിയുടെ പേര് :

കോഴ്സ് :

മൊബൈൽ നമ്പർ:

സൈൻ :



Dr. Johnson X Palackappillil
Principal
Sacred Heart College (Autonomous)
Thevara, Kochi-682 013