

Pratibha

Sacred Heart College Women's Hostel

Thevara, Kochi – 682 013

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Code of Conduct

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 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 2011.

1. Management

The hostel is owned and governed by Sacred Heart Monastery of CMI (Carmelites of Mary Immaculate) fathers. Internally the hostel administration is carried out by the Administrator under the guidance of the college Principal.

2. 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, 9 staffs, excellent service, safe and healthy residential facilities, Pratibha Hostel is indeed a second home for female students of the 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, team building and befitting recreation, we mould our inmates to bring out the best in them.

3. Rules and Regulations

3.1 Admission:

- a. Applicants must be accompanied by their parents with the filled in application form duly signed.
- b. Application for hostel admission should be renewed every year. Renewal of admission will depend on the conduct of the student concerned.
- c. The allocation of room is the sole discretion of the administration. Inmates may be transferred from one room to another, any day during the tenure of their stay in the hostel without assigning any reason.
- d. Students, those who are leaving for vacation but to continue in the hostel for the next academic year are requested to submit their renewal forms before the due date with advance rents for consecutive months (vacation period).

3.2 Time schedule

- a. On regular days, students should be back to the hostel strictly before 6.30 p.m. In case of any activity in the college that may lead to late coming, prior information should be given with proper acknowledgement from the concerned department head. In case of emergency, late comers/concerned department should WhatsApp the reason for delay to the hostel office before 5.30 p.m. and we will be sending the message to the parents also. No more calls are entertained after the stipulated time (**Whatsapp No.8921399328**).

Hostel authority will not be responsible for any activity of the students outside the hostel post 6.30 p.m., since the hostel is not inside the college campus. The gates will be latched at 6.30 p.m.

- b. Students are not allowed to attend any programmes after 6.30 p.m. without informing in advance.
- c. Going for training programmes or any other classes/ internship related to studies should be with special permission from the hostel authorities along with parental concurrence.

- d. No student is allowed to remain in the hostel during class hours without the permission of the hostel administration. In case of illness, they have to go to the hospital before late in the evening. In case of any emergencies late in the night, hostel shall arrange safe transportation to the hospital and the matter will be intimated to the parents for further actions.
- e. No student is allowed to spend the night outside with anyone except with the prior permission of their parents and the hostel authority.
- f. Students are not allowed to go home after 6.30 p.m. in the evening without prior permission.
- g. Silence should be kept after 9 p.m. to ensure an environment of serious study.
- h. All lights in the rooms should be switched off at 10 p.m. After 9 p.m. students are allowed to enter into study hall. No combined study or loud reading is allowed in the common study hall or in the veranda after 9 p.m.
- i. No birthday celebration is allowed inside the hostel after 9 p.m.
- j. Entry to the terrace area after 7 p.m. is restricted to only PG students and final year degree students for study purpose.
- k. No students are allowed to enter into other rooms after 9 p.m.

3.3 Mess Rules

a. Mess -Time table

Break-fast	7.45 a.m. to 8.30 a.m.
Lunch	12.30 – 2 p.m (Saturdays and Sundays and other holidays)
Snacks	4 – 6.00 p.m.
Supper	7.15 – 8.15 p.m.

Nobody is allowed to sit in the dining hall after 6.15 p.m.

No food supply after 9 O'clock in the morning and 8.15 in the evening.

Food should be taken only in the dining hall. Food should not be wasted. Carrying food to the room is not permitted except snacks and tea.

- b. On Saturday, Sundays and other holidays lunch shall be served at 12.30 p.m in the hostel itself. It will not be served with break-fast. Students must have their lunch from the hostel at the prescribed time on the same days.
- c. Religious observation (abstinence, fasting etc) is not the responsibility of the hostel mess administration as far as the followed menu is concerned. No special food will be made available.
- d. Students must follow the hostel (both mess and general) time table strictly and requested to maintain the table manners.

4. Fees Pattern

a. For new admission at the time of registration.

*Rent Advance - Rs.3000/-

*Mess Advance - Rs.5000/-

*Admission fee - Rs.1000/- (non refundable)

Mess Advance will be adjusted towards the last month of programme completing, after deducting dues, fines, if any.

Rent advance will not be refunded if the student vacates 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.

If GST is introduced with rent by the government authorities, students are bound to pay the same.

b. Normal fee structure

As per the new revision, the minimum hostel fee will be Rs.7500/- per month.(inclusive of mess, rent and other expenses). However the mess expense per month /electricity charges (Rs.25000/-per month) if exceeded, the students have to pay the extra amount which will be equally divided amongst the inmates. Accommodation without food will not be permitted.

Those inmates who opt for A/C room shall remit a total fee of **Rs.9000 per month**. And those who prefer to have two-sharing rooms shall pay a fee of **Rs.8500/- per month**.

The fee concession will be given only to the students leaving for project purposes or internship outside of Thevara. In such cases, they have to pay the rent along with other expenses as instructed in the code of conduct. No other absence is considered for a concession from 1st June 2023.

The hostel fee should be paid in advance before the 5th of every concerned month. A fine of Rs.50/- will be charged afterwards. Fees will be collected in the office only during stipulated time.

c. Mess Fee mainly includes

1. Provisions for foodstuff and groceries
2. Salary, allowance, daily wages and service charges
3. Electricity and water charges of the current month
4. Fuel and firewood
5. Repair and maintenance
6. Domestic articles
7. Stationery, printing, telephone charges
8. Entertainment
9. Waste management
10. Transportation charges
11. Miscellaneous expenses etc..

5 Mobiles & Telephones and TV

- a. Mobile calls are restricted till 9 p.m. Nobody, including parents are not allowed to call the students through mobile phone after 9 p.m. to ensure serious environment of studies. Mobile phones should be switched off or in silent mode after 9 p.m. If any malpractices found on mobiles or laptops after the stipulated time will be treated seriously. Also fine will be charged.
- b. TV should be switched off at 8.30 p.m. on regular days and at 9 p.m. on holidays.

6 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.

7 Registers

Students are required to fill the home going & out going registers in the presence of the office staff. Any unrecorded absence shall be seriously treated and fine will be charged. Visitors Register should be strictly maintained.

8 Shopping or personal programmes

No students are allowed to go out of the hostel on Sundays for any programmes unconnected to the college. Shopping and other personal programmes should be chartered on other days. Administrative staff will be on holiday on Sundays; hence prior permission should be taken on Saturday itself for any emergencies on Sunday.

9. 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. (Whoever 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. Friends are not allowed to spend time inside hostel in normal case.**

10. Holidays

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

11 Problem Resolution

Any problems/suggestions/complaints 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. For routine matters students are to stick to the scheduled time with the Administrator. No more meeting with the Administrator after 7 p.m on regular days.

12 Notice Board

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

13 Spiritual Formation

The specific aim of this institution is the formation of the young women who shall champion the cause of justice, peace, love and harmony as well as in their religious and cultural heritage. **Catholic students should compulsorily attend Holy Mass and Rosary at the hostel chapel.**

14. Mandatory Adherence

- a. Be punctual in keeping hostel time table.
- b. Any suspicious behaviour of any particular inmate or other complaints regarding any inmates should be reported to the hostel authorities.
- c. Students should not be allowed to enter into other rooms to avoid unnecessary accusation
- d. The inmate should keep their room clean and organised.
- e. Fair and ethical dealings with fellow hostel mates and the staff.
- f. Impolite behaviour, disobedience, repeated and wilful violation of rules will be resulting expulsion from the hostel.
- g. Any discrimination on the grounds of seniority, race and religion is not acceptable.
- h. Office telephone and computer are for official use only. Students are not permitted to use the same.

15 Misconduct shall include

- a. Use of offensive or abusive language/making vulgar comments about hostel mates and staff.
- 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.
- h. Use of alcohol, smoking, narcotic drugs or any such substances shall lead to immediate dismissal from the hostel.

16. Disciplinary Action

For the sake of discipline or any matters inside the hostel, Administrator can take any punitive action on any student for wilful violation of the code of conduct.

17. Check out of the hostel

Student should be accompanied by their parents at the time of vacating the hostel. Students should vacate the hostel as soon as their exams and project work gets done. They are not allowed to stay in the hostel post the above mentioned days for any other purpose which is not connected to college. All dues have to be settled before leaving the hostel.

Code of conduct will be updated every year and students are under the obligation to follow the updated version.

18. Hostel Time Table

Holy Mass at hostel chapel	:6.30 a.m. (every Tuesdays, Wednesdays, Thursdays and Fridays)
Break-fast	:7.45 – 8.45.am (nobody is allowed to sit in the mess hall after 8.45 a.m)
To College	:8.45 – 9.15 a.m.
Lunch at hostel on holidays	:12.30 - 2 p.m. (No food supply afterwards)
To reach hostel before	: 6.30 p.m.
Tea	: 4-6 p.m. (not allowed to sit in the dining hall after 6.15 p.m)
Silent Prayer starts	: 6.15 p.m
Prayer (Rosary)	: 6.45 p.m.
Supper	: After prayer till 8.15 p.m (no food supply after 8.15 p.m)
Study time	: starts at 9 p.m.
Lights off in the rooms	:10.00 p.m.
Silent study in the study hall	: 8.30 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.....