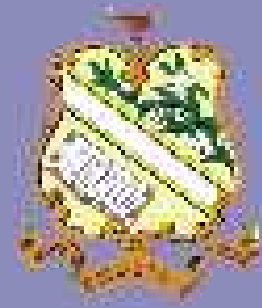


St. Bede's College Shimla

A Post Graduate College Affiliated to the H.P. University
NAAC Re-accredited A+ grade
&
College with Potential for Excellence



**HOSTEL
PROSPECTUS
2022-23**

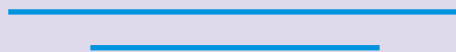
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GENERAL GUIDELINES

- (a) Please read the prospectus carefully before filling in the form.
- (b) Fill in all the entries neatly and do not leave any column blank.
- (c) Only those who secure more than 60 percent marks in their final examination may apply for hostel accommodation.
- (d) The form must be accompanied by four passport-size photographs of the student.
- (e) Incomplete forms will be rejected.



FEES

Hostel Registration Fee (once only) (non-refundable)	1000.00
Mess Registration Fee (once only) (non-refundable)	1000.00
Hostel fee (payable for 12 months) @ Rs. 3100.00 p.m.	37200.00
Mess fee (payable for 10 months) @ Rs. 8200.00 p.m.	90200.00

Annual Charges

1. Maintenance	10000.00
2. Postage	500.00
3. Wi Fi	1100.00
4. Medical Fee	500.00
5. Linen & Drapery	500.00
6. Electricity Charges	5000.00
7. Laundry	3000.00
8. Water	5000.00

Grand Total 1,55,000.00

Online Bill should be paid in full at the time of admission.

Fee to be paid directly at **ICICI Bank, The Mall, Shimla** on the pay -in slip of the hostel. (online)

Students seeking admission in the hostel will be required to pay the Fee in full.

Any hostel student who wishes to discontinue to reside in the hostel during the ongoing session must apply to the Principal in writing signed by the parent. No hostel fees, mess fees or annual charges will be refunded.



Anti-Ragging cum Grievance Redressal Cell

"Ragging is Banned in this Institution"

The college has an Anti-Ragging cum Grievance Redressal Cell with the following rules and regulations of the Supreme Court of India.

Ragging is a criminal conspiracy. Public nuisance is created during ragging, there is violation of decency and morals through ragging. Injury to body, causing hurt or grievous hurt, wrongful restraint, wrongful confinement, use of criminal force, assault as well as sexual offences or even unnatural offences, extortion, criminal trespass, criminal intimidation and attempts to commit any or all of the above mentioned offences against the victim shall not be tolerated by the College.

Penalty for Ragging

The following could be the possible penalty for those who are found guilty of participation in or abetment of ragging. The quantum of punishment shall, naturally, depend upon the nature and gravity of the offence as established by the Disciplinary Committee of the college or the Court of Law.

1. Cancellation of admission.
2. Suspension from attending classes, as decided by the committee.
3. Withholding, withdrawing scholarship/fellowship and any other benefits.
4. Debarring from appearing in any test, examination or any other evaluation process.
5. Withholding results.
6. Debarring from representing the institution in any national or international meet, tournament, youth festival, etc.
7. Suspension or expulsion from the hostel and the college and consequent debarring from admission to any other institution.
8. Fine of up to Rs. 25,000/-
9. Rigorous imprisonment of up to three years.

Undertaking :-

Iam aware of the institution's approach towards ragging and the punishments to which I shall be liable if found guilty of ragging.

Signature

I, Mr./Mrs.....father/mother of my daughter.....am aware of the institution's approach towards ragging and the punishments to which she shall be liable, if found guilty of ragging.

Signature

THE HOSTEL AIMS TO :

1. Provide residential facilities for students who seek admission in the hostel .
2. Include skills in leadership, sociability, group living and team spirit through planned hostel activities.
3. Foster personal growth - intellectual, social, emotional and spiritual not only through the guidance and instruction but also through the atmosphere that prevails on the campus.
4. Lead the students to identify themselves with the weaker sections of the society especially the women and children of the neighbourhood, led by our motto "Not for ourselves alone".



RULES OF ADMISSION :

1. Students seeking admission to the hostel shall submit their application in the prescribed form. They should apply for admission to the hostel along with the college application.
2. Admission to the hostel will be renewed every year subject to the student's academic and personal record in hostel and in the college.
3. Parents would be responsible for their wards' attendance for a minimum of 75 percent. The parents should ensure that their wards attain a minimum of 75% attendance.
4. No leave of absence will be granted during the academic year except under exceptional circumstances.
5. If a student proves troublesome in the hostel, after repeated corrections, she may be asked to leave at a short notice.
6. Only those students desiring to stay in the hostel for the complete session are granted admission to the hostel at the beginning of the year.
7. One room will be occupied by three students.
8. Once admission in the hostel is taken, the student will inform and take permission from the principal before leaving the college premises with her parents/ guardian.
9. Parents and guardians may visit and see the hostel at the time of admission only. During later visits parents/guardian are strictly Not Allowed to enter the hostel rooms.
10. Once the student is admitted in the hostel, she will be allotted a room by the principal/ warden of the hostel.
11. The students are expected to join the hostel a day before the classes begin.
12. All students will vacate the hostel immediately after their last exam.



13. All resident students will adhere to the study hours from 5pm to 6pm and from 8pm to 10pm in the study room.
14. The recreation room is available to students for watching films/documentaries etc.
15. Outings are given to the students on permission of the warden till 5.30 pm.
16. No married student will be admitted to the hostel.
17. Rooms allotted are liable to be changed at the discretion of the allotting authority.
18. Students are expected to bring with them all items listed in the hostel prospectus.
19. **No re-admission** for those students whose behaviour and performance are not found satisfactory during the session.

VISITORS :

1. Visitors and non-resident students are not allowed inside the hostel.
2. Visiting hours are on Saturdays (2.00 p.m. to 5.00 p.m.) and on Sundays (1.00 p.m. to 5.00 p.m.). On week days, visitors are not allowed. Students should take prior permission to meet their visitors and the visitors will meet the Principal/Warden first.
3. Names of the local guardian will be registered with the college office on a given form. The student will be allowed a day pass with these registered guardians. Overnight stay is allowed only with parents.
4. Students will not be allowed to receive visitors and phone calls during class hours.



HOME VISIT AND OUTING :

1. Students will be allowed to go home only on long holidays. If they return late, a letter from the parent/guardian is a must.
2. The student will make the entry at the gate book when going out. On her return, she should note the time of her return at the gate book and report in person to the Sister-in-charge of the Hostel.
4. Students should report to their respective sisters-in-charge (warden) while they enter and exit the hostel. Students are expected to report their return from home visit between 6.00 a.m. to 5.00 p.m.
5. Prior permission of the Sister-in-charge of the block/Warden is to be obtained for leaving the college/hostel premises.
6. Outings are not allowed during working days.
7. Students will not be permitted to go for a night out with anybody except their parents with due permission of the Principal.
8. Hostellers should reach the hostel by 5.00 p.m. after the weekend outing .
9. A record will be kept of those who come back to the hostel later than the appointed time. Three warnings will be given to such students and then serious action will be taken.
10. Students should refrain from taking lifts from strangers to ensure their own safety.

HOSTEL ACTIVITIES :

Student oriented and community oriented programme :-

Hostel plays a significant role in the personality formation of the students. It provides ample opportunities for spiritual, intellectual, emotional and social development and integration of each and every student. They are exposed to a wide variety of activities including :

- Catholic activities for Christian students
- Weekly instructions and meditations
- Book /movie reviews
- Paper presentations
- Quiz competitions

- Sports activities
- Cultural activities
- Class wise weekly recreation
- Celebration of national, state and different religious festivals.

They are encouraged to participate in the community oriented programmes of the college such as N.S.S., N.S.O., Community Outreach, Women's Cell, Nature Club, etc.

GENERAL BEHAVIOUR AND DISCIPLINE :

1. Prompt obedience to bells and daily time table will ensure order and discipline in the hostel.
2. Silence should be observed during the compulsory study hours that is 5.00 p.m. to 6.00 p.m. and 8.00 p.m. to 9.00 p.m. daily.
3. Loud talking in the residential quarters is not allowed and complete silence should be observed from 9.30 p.m. onwards.
4. No student will be allowed to visit other blocks/rooms without permission of the Sister-in-charge/Warden after 9.30 p.m.
5. Beds should be made before breakfast. Counterpanes must be folded before going to bed. Curtains, counterpanes, etc. should be kept clean.
6. Students are not allowed to stick posters on walls and cupboards nor scribble on furniture.
7. When a student is sick, the nurse should be informed. Bed rest will be allowed only if the nurse advises so. No medicine should be retained by the student without the prior permission of the nurse.



8. Boarders should not visit the hostel during college hours, that is, 9.00 a.m. to 12.30 p.m.
9. Ragging in any form which causes physical or mental harm to the students is strictly prohibited inside and outside the campus. Students involved in such disorderly acts are liable for punishment as per the Government order.
10. Damage or destruction done to any hostel property or article shall be paid for by the student.
11. Leave note : Any student who due to ill health or other reasons is unable to attend any class should submit a leave note to the Principal's office signed by the parent and the Sister-in-charge/Warden .
12. Students are advised not to keep expensive jewellery or large amounts of cash in their rooms. Money may be deposited with the Sister-in-charge/Warden .
13. The use of any electrical appliance in the hostel is not permitted.
14. All the blocks in the hostel will be closed at 7.00 p.m.
15. Lights are switched off at 10.30 p.m. on normal days and extra hours will be given on exam days. The charging points for mobiles and other gadgets will be switched off by 9.30 p.m.
16. Members of the Hostel Committee are responsible for silence and the general observance of the hostel rules. Hostellers are expected to co-operate with them in maintaining the discipline, peace and harmony of the hostel.
17. Students are advised not to keep expensive mobiles and are not allowed to hold conversations after 10.30 p.m.
18. A record will be kept of those who go out without permission and those who come back to the hostel later than the appointed time (5.00 p.m.). Three warnings will be given to such students and then serious action will be taken.
19. The students should get their application signed by the Sister-in-charge between 8.00-9.00 a.m. and 4.30-5.30 p.m.
20. Parents should send an email to the college email address (give the email. i.d.) seeking permission to send their ward home.

21. Only those persons authorised by written permission from parents may take the students out during the day.
22. Day scholars are not allowed in the hostel rooms.
23. Students should bathe strictly during the time that is allotted to them.

ST. BEDE'S DINING ROOM

1. Resident students have their meals at fixed times, in the dining room.
2. Students are strictly forbidden to remove any cutlery or crockery or other utensils from the college dining room. Action will be taken if this is disregarded.
3. Good, wholesome food is carefully prepared in a well equipped kitchen. Care is taken to have variety and effort is made to suit the tastes of all.
4. No reduction is made for incidental broken period, or for isolated meals.
5. Complaints regarding the quality in the preparation of the food may be given in writing to the Manager/Superior/Respective Authority.
6. No student should go out of the hostel or into the dining room dressed in night clothes.
7. Hair should be tied neatly before coming for meals.
8. Food should not be carried out of the dining room.
9. The college also has a canteen on its premises. The services will be open from 10.00 a.m. to 4.00 p.m.
10. It is mandatory to be present for all meals.

ESSENTIAL ITEMS

The following are essential for each boarder:-

- 3 Blankets and at least 1 Quilt
- 4 Bedsheets
- 2 Pillow Cases
- 3 Bath Towels
- 1 Pillow
- 3 Warm Vests
- 3 Cotton Vests
- 3 Coloured Sarees (of your choice)
- 4 Pairs of Nylon socks
- 2 Pairs of woollen socks
- 2 Pairs of Tennis Shoes for games
- 1 Track Suit
- 1 Rain Coat
- 1 Umbrella
- 2 Hot Water Bottle
- 1 Two-Celled Torch/Emergency Lamps
- 1 Pair of Rubber Slippers
- 3 Cloth Dusters
- 1 Set of Cutlery for use in the room
- 1 Plate for use in the room
- 1 Glass for use in the room
- 1 Bucket and a mug
- 2 Locks
- 1 Dressing Gown
- 1 Counterpane





RAGGING

IS A CRIMINAL OFFENCE

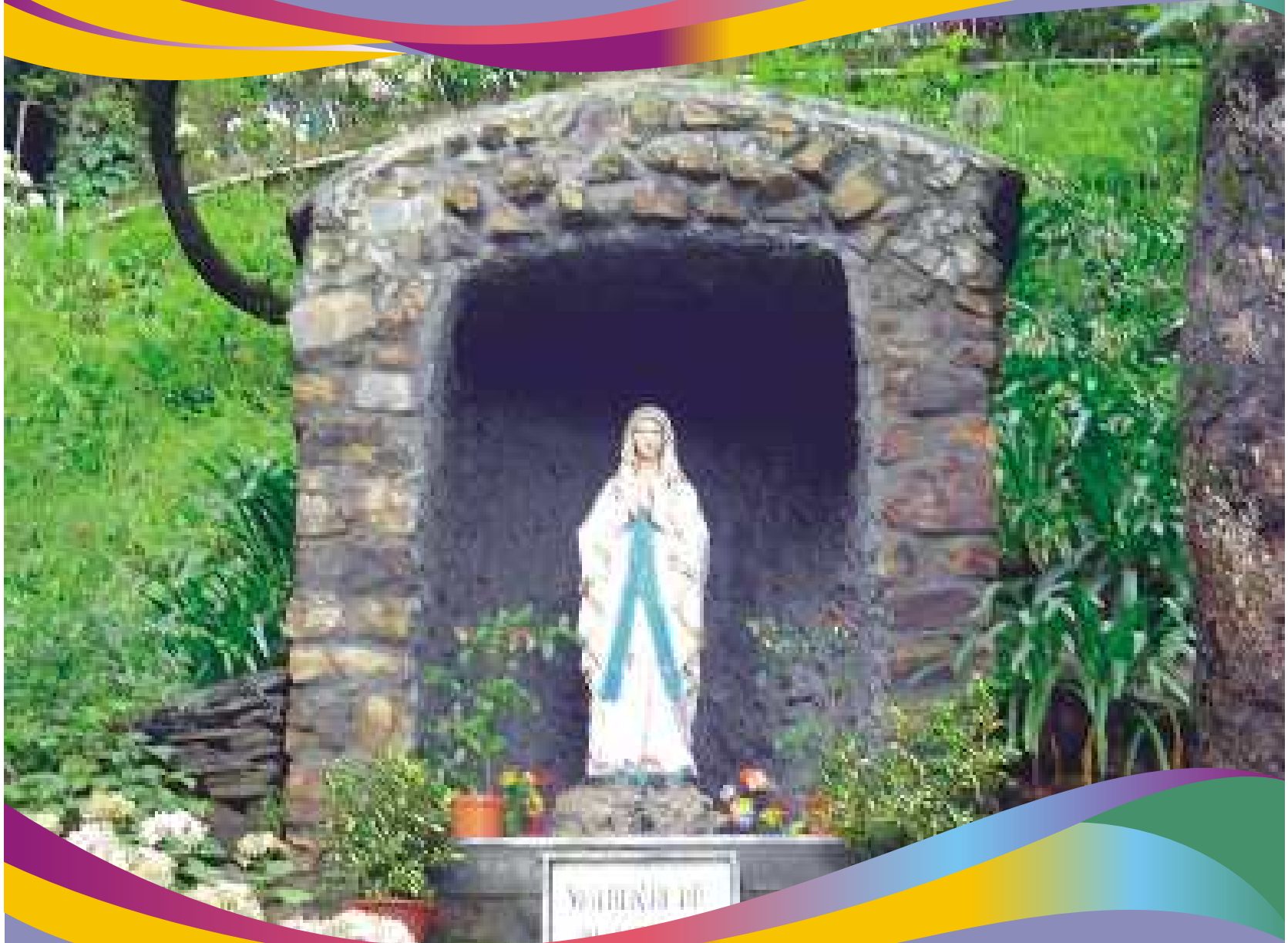
Do not "RAG"

Also don't be a mute witness to

RAGGING



Anti Ragging & Student Safety



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