

# St. Bede's College Shimla

A Post Graduate College Affiliated to H.P. University  
NAAC Re-Accredited A Grade



**HOSTEL  
PROSPECTUS**  
2024-25

## Index

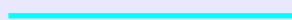
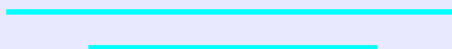
	Page No.
Contents	
General Guidelines	...1
Fees	...2
Anti Ragging cum Grievance	
Redressal Cell	...3
Hostel	...4
Rules of Admission	...5
Visitors	...6
Home Visits and Outings	...6
Hostel Activities	...7
General Behaviour and Discipline	...8-9
St. Bede's Dining Room	...10
Essential Items	...11



## GENERAL GUIDELINES

### GENERAL GUIDELINES

- a) Make sure to read the prospectus thoroughly before completing the form.
- b) Fill in all sections neatly and avoid leaving any column empty.
- c) Hostel accommodation applications are only open to students scoring above 60 percent in their final exams.
- d) Submit the form along with four passport-size photographs of the student.
- e) Incomplete forms will not be accepted.



# HOSTEL FEE 2024-25

For Three students For Two Students For Single

	Occupancy (Fee Per Student)	Occupancy (Fee Per Student)	Student Occupancy
Hostel Registration Fee (Only Once)	1500	1500	1500
Mess Registration Fee (Once Only)	1500	1500	1500
Hostel Fee (3500 P.M. for 11 Months)	38500	77000	115500
Mess Fee (9300 P.M. for 11 Months)	102300	102300	102300
Maintenance Charges	11000	11000	11000
Postage	500	500	500
WiFi	1200	1200	1200
Medical	500	500	500
Linen & Drapery	500	500	500
Electricity Charges	6500	6500	6500
Laundry	3500	3500	3500
Water	7500	7500	7500
<b>Total</b>	<b>175000</b>	<b>213500</b>	<b>225200</b>

1. All online bills must be settled in full at the time of admission.
2. Hostel fees are to be paid directly at ICICI Bank, The Mall, Shimla, using the pay-in slip provided by the hostel.
3. Students seeking admission to the hostel are required to pay the full fee.
4. Any hostel resident wishing to discontinue residency during the ongoing session must submit a written application to the Principal, signed by the parent. No refunds will be issued for hostel fees, mess fees, or annual charges.



## Anti-Ragging cum Grievance Redressal Cell

"Ragging is Banned in this Institution"

### ZERO TOLERANCE POLICY AGAINST RAGGING: HOSTEL RULES AND PENALTIES

The college has an Anti-Ragging Cell with the following the 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 :-

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

Signature

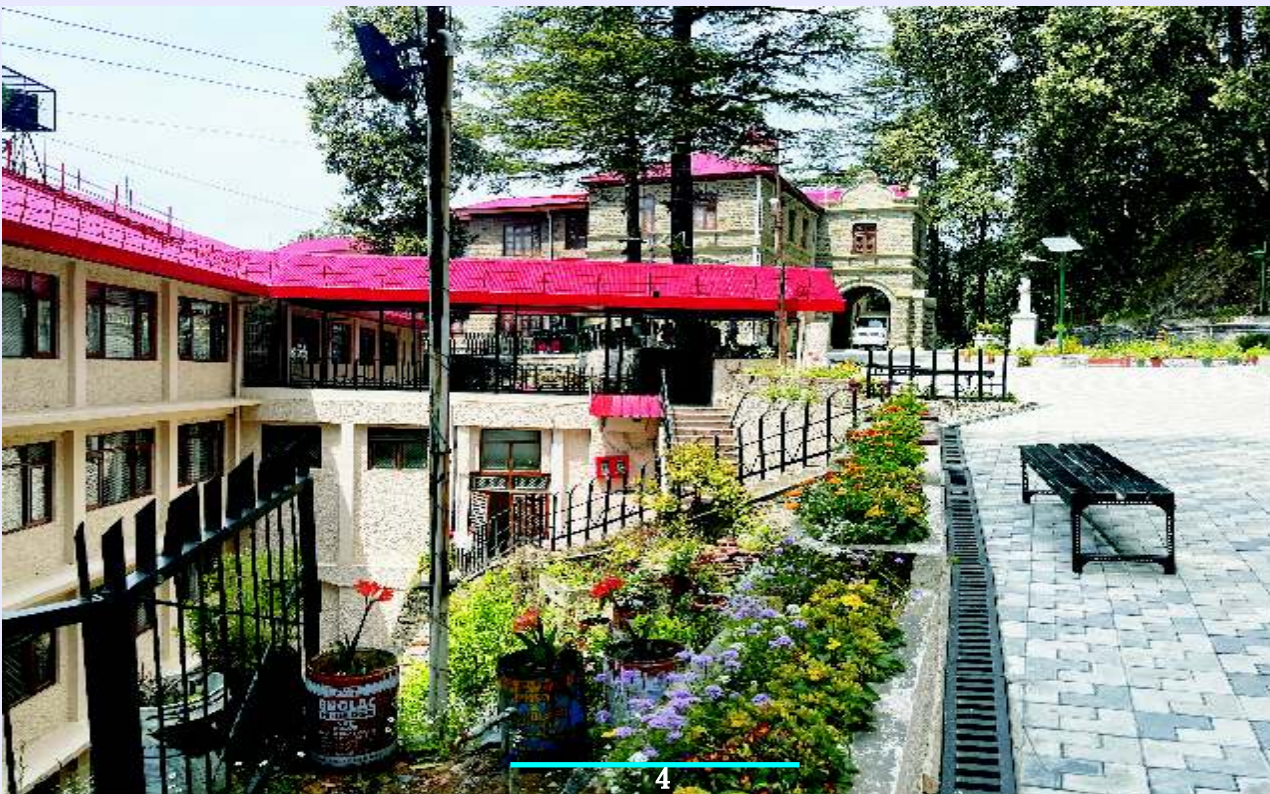
I, Mr./Mrs.....father/mother of my daughter.....am aware of the institution's approach towards ragging and the punishments to which she shall be liable, if found guilty of ragging.

Signature

## HOSTEL

### THE HOSTEL AIMS TO :

- 1 Offer residential accommodations for students seeking admission to the hostel.
2. Cultivate leadership skills, sociability, group living, and team spirit through organized hostel activities.
3. Encourage personal growth encompassing intellectual, social, emotional, and spiritual dimensions, fostered not only through guidance and instruction but also through the campus atmosphere.
4. Encourage students to empathize and engage with the marginalized sections of society, particularly women and children in the neighbourhood, guided by our motto "Not for ourselves alone".



## RULES OF ADMISSION :

- Students seeking admission to the hostel shall submit their application in the prescribed form. Applicants are required to submit a separate form for hostel admission along with their college application.
- Admission to the hostel will be renewed every year subject to the student's academic and personal record in the hostel and in the college.
- Parents would be responsible for their ward's attendance for a minimum of 75 percent.
- No leave of absence will be granted during the academic year except under exceptional circumstances.
- If a student proves troublesome in the hostel, after repeated corrections, she may be asked to leave at a short notice.
- 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.
- No married student will be admitted to the hostel.
- Rooms allotted are liable to be changed at the discretion of the allotting authority.
- Students are expected to bring with them all items listed in the hostel prospectus.
- All resident students must observe study hours from 5:00 p.m. to 6:00 p.m. and from 8:00 p.m. to 10:00 p.m. in the designated study room.
- The recreation room is open to students for watching films, documentaries, etc.
- Outings are permitted for students with the warden's approval until 5:30 p.m.
- Re-admission is not guaranteed for students whose behaviour and performance are deemed unsatisfactory during the session.



## VISITORS :

- § Visitors and non-resident students are not allowed inside the hostel.
- § Visiting hours are as follows: Saturdays from 2:00 p.m. to 5:00 p.m. and Sundays from 1:00 p.m. to 5:00 p.m. Visitors are not permitted on weekdays. Students must obtain prior permission to meet their visitors, and visitors will first meet with the Principal/Warden.
- § The name 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.
- § 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 be sitting in the hostel during college hours.
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. 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.
19. Day scholars are not allowed in the hostel rooms.
20. Students should bathe strictly during the time that is allotted to them.
21. Students may enjoy leisurely walks within the college campus during designated hours.
22. Students are encouraged to participate in periodic movie nights for relaxation and social interaction, with an expectation of courtesy and celebration for other's enjoyment during screening.
23. The hostel promotes student engagement in extra-curricular activities and sports, encouraging participation for personal growth, skill development and community involvement.
24. The college expects every student to actively participate in activities organised to promote the Indian knowledge system, celebrate diversity, uphold constitutional obligations, observe commemorative days, support women empowerment initiatives and engage in lessons such as self-discipline and the Art of Living.
25. The hostel organises optional but recommended recreational picnics, allowing students to unwind, mingle with classmates and participate in supervised outdoor activities, creating enduring experiences and relationships.



## 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





# ST. BEDE'S COLLEGE,

Navbahar, Shimla - 171 002  
(Himachal Pradesh)

Tel No. : 0177-2842304 Fax : 0177-2842498

Email : [bedescollege@gmail.com](mailto:bedescollege@gmail.com), [www.stbedescollege.in](http://www.stbedescollege.in)

Price Rs. 1500/-

