

# **St Joseph's Hostel**

## **Hostel Manual**

**Madhya Pradesh Samaj Seva Sastha, Bhopal**

Vikas Bhavan, Danapani Road, Near Kanha Towers, E/6 Pvt.  
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## **Introduction:-**

St. Joseph's Hostel for Boys was established in the year of 2017. It runs under the patronage of Dr. Alangaram Arokia Sebastian Durairaj, the Archbishop of Bhopal and President of Councils of Bishops in Madhya Pradesh - CBMP. St Joseph's Hostel was initiated by Madhya Pradesh Samaj Seva Sanstha (MPSSS) with a Moto to promote Holistic well-being of youth in collaboration with Bhopal School of Social Sciences. The campus is committed to provide all the possible quality facilities to its inmates. A home away home of knowledge, well-being and security is our vision. Students are given special training on life skills which prepares them to face life challenges by promoting friendship and geniality, mutual love and self-confidence.

Madhya Pradesh Samaj Seva Sanstha (MPSSS) came into existence on September 25<sup>th</sup> 1998. It was instituted by the Bishops of the State of Madhya Pradesh for the facilitation and coordination of the development activities of the Catholic Church in the region. Fourteen Diocesan Social Service Societies (DSSS) of the present day States of Madhya Pradesh and Chhattisgarh were the constituent members of this organization.

### **Patron**

**Most Rev. Dr. Alangaram Arokia Sebastian Durairaj**  
Archbishop of Bhopal and Chairman of the College  
President CBMP, Bhopal.

### **Chairman**

**Rev. Dr. Gerald Almeida**  
Chairman, MPSSS Bhopal  
Bishop of Jabalpur Diocese

**Fr. Shinto Abraham**  
Administrator / Executive Director  
MPSSS, Bhopal

**Mr. Christopher Kumar**  
Hostel in Charge/ Warden  
St Joseph's Hostel, Bhopal

## OBJECTIVES

- A. To provide a good ambience for academic growth
- B. To facilitate the holistic development of each student
- C. To develop positive values of honesty, sincerity, mutual respect, love and care for one another
- D. To encourage fraternity through inculcating self-discipline, sense of social responsibility and religious harmony and patriotism.

## RULES AND REGULATIONS

### I. Admission

1. At the time of admission, each student is required to submit a duly completed Personal Data Form. Any changes in the phone numbers at any point of time, has to be intimated immediately to the hostel office in writing. Along with the admission form, student should attach the copy of Adhaar Cards of himself, Parent and Local guardian(if any) along with anti-ragging affidavit.
2. Upon successful admission, a student would be allowed to stay in the hostel for only one academic year and every next year, readmission of the candidate would be solely based on his conduct and academic performance (minimum 5% of improvement in academic score is essential).
3. Once admitted into the hostel, students are not allowed to leave the Hostel during the academic year. In case, if any student wants to leave the hostel, he should approach the hostel authorities with respective parent/guardian however, **the fee deposited shall not be refunded.**
4. Every non-Bhopalite student must have a local guardian who can provide the letter of guardianship at the time of admission stating that he/she shall take the complete responsibility of decision making in the important affairs of the student such as fee payment and disciplinary issues.
5. The admitted students are entitled for accommodation in the hostel as long as they are registered with academic institution (BSSS). Any student who is removed from the Rolls of Institute for any reason will automatically cease to be a member of the hostel.
6. Rooms allotted will be shuffled periodically by the hostel authorities.
7. Students shall not do any change of rooms or beds on their own.

### II. Annual Fees

1. The annual fee for Accommodation and Security deposit along with first quarter's mess fee (with 12% GST) has to be paid in full at the time of admission.
2. The Mess fee has to be paid in advance for each quarter on or before 10<sup>th</sup> of last month of the quarter.
3. Fees Structure for a single student is:

<b>Mess Fees</b>	:	<b>Rs. 4000/month + 12% GST</b>
<b>Accommodation Fees</b>	:	<b>Rs. 3000/month + 12% GST (4 occupancy room sharing)</b> <b>Rs. 6000/month + 12% GST (2 occupancy room sharing)</b>
<b>Security Deposit</b>	:	<b>Rs. 2000/Year</b> (Paid towards any damage caused by the student to the hostel property/resources during his stay and refundable otherwise at the end of the academic year.)

**Bank Account details:**

Account Name	:	M/S ST.JOSEPHS HOSTEL
Account No	:	13500100209851
IFSC Code	:	FDRL0001350
Branch Name	:	Federal Bank, Bhopal, Madhya Pradesh

**III. Time Table for the inmates:-**

1. The students should strictly adhere to the broad timings of the Hostel
2. All the students must return to the hostel on or before 8 PM in the evenings and only on Sundays the outing time could be extended up to 9 PM.
3. All students should prepare their own personal timetable in line with hostel timings
  - a) Breakfast : 8:00 to 9:00 am
  - b) Lunch : 2:00 to 4:00 pm
  - c) Tea : 5:00 to 5:30 pm
  - d) Dinner : 8:00 to 9:00 pm
  - e) Good Night & Lights Off : 10:30 pm

**IV. Dining Room Etiquettes:-**

1. Students are not allowed to remain in the mess hall beyond the scheduled timings.
2. The use of mobile phones is strictly prohibited in the mess hall and if any student is found violating the same would be subjected to disciplinary action.
3. Both Non-Vegetarian and Vegetarian (seasonally revised) meals shall be provided in the mess-hall as per the menu.
4. The food will be served in the mess and the students must clean their plates, bowls, spoon and glasses and keep them in the respective places.
- 5. Mess shall be closed from 2 PM after the lunch on every Sunday and the students can arrange their supper from outside.**
6. Students are not allowed to enter Mess hall without proper dressing.
7. Students or any visitors are not allowed to enter the kitchen at any course of stay in the Hostel.
8. There can be no waiver on mess-fee for any student.
9. Students are not permitted to request for any menu change directly to chef and support staffs.

10. Students are not allowed to waste food. Paying mess fee does not entitle a diner to waste food.
11. After the consumption of food, diners must collect the left-over food particles from the dining table and deposit the same in the designated bins.
12. Students can order food from outside at their own concern; delivery must be collected at the hostel gate as the delivery boy is not allowed to enter the hostel premises.
13. Students are required to eat meals only in the mess hall. In case of any medical emergency, food can be taken to one's room with due permission of the hostel In-charge/ Warden.
14. Students going for field work should inform beforehand about the requirement for lunch, if needed.
15. Students are not supposed to demand for any special food through the supporting staff. If any special dietary needs (Milk / Egg) students should get permission from warden, which will incur additional charges.
16. Any complaints and suggestions concerning the food and mess services must be informed to hostel in-charge/ Warden.

#### **V. Visitors**

1. Visitors are allowed only on Saturdays, Sundays and holidays
2. Visitors are not allowed to enter student's room and not allowed to remain in the campus beyond the visiting hours.

#### **Timings: -**

Saturdays, Holidays	-	2:00 pm to 6:00 pm
Sundays	-	10:00 am to 6:00 pm

#### **VI. Room Etiquettes**

1. Students are responsible for the daily cleanliness of their own rooms and toilets
2. Students should not take any eatables such as dry fruits, snacks etc. to the rooms
3. Hostel authorities will clean the hostel space once a week
4. Students are not allowed to take the help of supportive staff of the campus for their personal needs
5. Students should safeguard their own belongings. The Hostel authorities are not responsible for any loss of money or other valuable items.
6. Any loss of belongings and other articles should be reported immediately to the In-charge.
7. No police complaint will be lodged by the student before taking consulting the hostel management.
8. Students are not allowed to use any other rooms other than the one allotted to them.
9. Any loud celebrations or private parties are not allowed inside the campus or in the hostel rooms.

10. Playing music loudly, Loud Phone calls etc. causing disturbance to the neighbor is prohibited.
11. Students are not allowed to paste any Notices/Wall Posters/Stickers on walls or inside their rooms.

## **VII. Health.**

1. In case of any medical emergency – if the hostel management feels that any resident needs immediate hospitalization – It shall be done without consulting the parents/guardians. In such cases all expenses incurred including food shall be paid by parents/guardians.
2. Any students who is unable to attend the classes due to ill health must inform hostel authorities and consult the doctor before initiating home remedies.
3. Any student who is undergoing any kind of treatment must submit a copy of medical reports and prescriptions to hostel authorities. Consumption of medicines without valid prescription is considered as substance abuse and violation of norms.

## **VIII. Outings**

1. Students should leave the premises only with the prior permission of the Hostel In-Charge. They have to strictly adhere to the following timings.  
Outings permitted only on Sundays / Holidays - 8:30 am to 09:00 pm
2. Each time the resident goes out or comes in, the details regarding time, place etc. should be recorded in the given register and also should punch in and punch out in the biometric machine.
3. During week days students should return to the hostel before 8:00 PM. In case of Emergency, Hostel authorities will do the needful.
4. Night-outs are not allowed and exemptions if any, need to be sought by parents directly in advance.
5. Students are not allowed to remain in the hostel rooms during college hours.
6. Students those who go for outing must not involve in any sort of unlawful issues or anti-social activities outside the hostel premises and in such cases, guardian/parents shall be held responsible for the same and inform the hostel authorities accordingly.
7. Students are not allowed to exceed the outing timings as stated and violation of the same shall invite strict disciplinary action by the hostel authorities.

## **IX. General**

1. Students are not allowed to bring any pet animals with them to the Hostel or to their respective rooms.
2. Students who request medical Leave from the campus must produce the copy of relevant Medical Certificate issued by a registered Doctor.
3. All the residents are expected to dress modestly and neatly in and outside the Hostel Premises.
4. The fee structure will be revised (if any) in the beginning of each academic year.
5. All students must interact with the Hostel authorities in a polite manner.

6. Students indulging in use of abusive and threatening language, physical fights, use of force to get unfair act Accomplished, etc. will be punished. Further, they are liable to be expelled from the hostel/ College.
7. Notices put up on the notice boards should not be removed/ tampered by the Students.
8. Students must not engage in any kind of anti-social, political activities and verbal/physical altercations inside or outside the campus premises. Strict disciplinary action shall be taken by the Hostel authorities against those who involve in such activities.
9. All the students along with their parents/Guardians must sign and submit anti-ragging affidavit along with admission form.
10. Students are not allowed to keep/use cigarettes, liquor or any form of illegal drugs and intoxicants inside the Hostel campus, violation of the same shall lead to the termination of such students from Hostel.
11. Silence should be maintained after 09:00 pm during the study/rest.
12. Students are advised to use mobile phones without disturbing the other inmates; if any complaint raised by the inmates with regard to this will result in the cease of mobile phone for that day.
13. Students must switch off all the lights in their respective rooms before 10:30 PM
14. Students who want to go out for vacation or holidays must submit the written application to the hostel in-charge and also the respective parents should inform the warden over phone (24 hours prior to the departure from campus)
15. Residents should make efforts to conserve water/electricity and any other natural resources of the campus.
16. Garbage and wastage only be put at garbage box available nearby hostel premises.
17. The living, dining and study rooms should be kept neat and tidy. The washrooms should be cleaned regularly for hygienic reasons.
18. Allotment and shuffling of rooms furniture etc. will be entirely at the discretion of the In-charge and no complaint in this regard will be entertained
19. Students should make it a habit to have a positive attitude towards life and events.
20. Students are not allowed to use MPSSS lobby area in the hostel building.
21. Any student who violates the above rules would be issued warning letter. Upon receiving two warning letters, if student still does not comply with the rules, he would be terminated from the hostel without any further notice.

**X. List of essentials to be brought along by the residents.**

Bed sheets & Pillow Covers  
 Buckets(2) and mug  
 Plates, Cup, Spoon & Glass  
 Iron Box  
 Passport Size photograph with name  
 Parent's and guardian's photograph  
 Cloth Clips and Hangers  
 Mosquito nets

**Note: The decision of the hostel authorities shall be final in the interpretation of rules and regulations in all matters connected with the hostel.**