



An Institution of  
the Society for the Higher Education  
of Women in India

Sophia College for Women  
Empowered Autonomous

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## Hostel Policy

1.	Administrative Policy Number (APN): SCWAPN/22	<b>Functional Area:</b> Reaching out to individual resident students.
2.	Brief Description of the Policy:	<b>Purpose:</b> To foster liberal attitudes and strong values.
3.	Policy Applies to:	Students applying for accommodation in the college hostel
4.	Effective from the Date:	26 <sup>th</sup> November ,2018
5.	Approved by:	College Development Committee
6.	Responsible Authority	IQAC
7.	Superseding Authority	Principal
8.	Last Reviewed/ Updated:	1 <sup>st</sup> November 2018
9.	Reason for the policy	To create an enlightened and educational atmosphere that supports individual potential and stable emotional growth.

### Introduction

Sophia Hostel wants to reach out to each individual resident student by caring for each one and fostering liberal attitudes and strong values. It aims to create an enlightened and educational atmosphere which will allow each student to develop her own individual potential and at the same time provide the support necessary for stable emotional growth.

## **Objective**

- Aim to provide a broad experience beyond academic learning.
- Train students in: Courtesy, Broad-mindedness, Self-control
- Teach values such as: Courage, Truthfulness, Compassion, Justice
- Inspire students to loving service.
- Ensure compatibility with academic excellence.
- Value: Responsibility, Initiative, Cheerfulness
- Promote faith in life and its purpose through: Knowledge, Experience, Thought
- Believe true happiness comes from a full and satisfying life.
- Aim to form young people with: Open minds, Independent thought ,A humanized viewpoint, Strong convictions
- Recognize that perfection is unattainable, but strive for it.
- Value constructive criticism and collaboration.
- Appreciate the trust placed by parents in the institution.
- Emphasize the importance of joint collaboration between parents and college authorities in achieving academic and humanizing goals.

## **Policy procedures:**

### **1. Enriched Curriculum:**

- The curriculum includes opportunities for all-round development through co-curricular activities.

### **2. Dean-Student Contact:**

- It is essential for each hostel student to keep in contact with her Dean.

### **3. Pastoral Care:**

- The pastoral care of students is a vital concern.
- The Dean will:
  - Interview and advise students.
  - Cooperate closely with wardens and teaching staff.
  - Provide special attention when students have problems or difficulties.
  - Contact parents or guardians if necessary for consultation.

### **4. Faith Formation for Catholic Students:**

- Special opportunities for faith formation are available.
- Mass is frequently celebrated on campus.
- Periodic retreats and Bible study groups are conducted.
- These activities help prepare students for life.
- Parents should encourage students to take advantage of these opportunities.



### **Admission to the Hostel**

- Only students of Sophia College, whose families are not residing in Mumbai, are eligible for admission to the Hostel.
- The Principal reserves the right to admit students to the hostel, as she in her discretion sees fit.
- The student seeking admission is advised to read Hostel Prospectus & rules carefully before submitting the application form.  
The application form must have Academic records attached to it.
- Two letters of recommendation from people who have interacted closely with the student, in an official capacity for eg. Teachers should be supplied with for admissions along with Photo Copy of applicant's birth certificate, Certificate issued by a qualified medical practitioner that the applicant is physically and mentally in a sound state of health.
- Incomplete applications or applications not complying with the aforesaid requirements will not be entertained.
- Admission to the Hostel shall be for a period of one year at a time.

### **Hostel charges:**

Initial deposit and term fees must be paid in the form of a demand draft made out to "The Principal, Sophia College". (Cash, cheques and postal orders will not be accepted).

All hostel students must have a local guardian, resident within the limits of Greater Mumbai, appointed by their parents. The local guardian so appointed shall take full responsibility for the student during her stay in the Hostel. No student will be allowed to have as her guardian a student of Sophia College or any other college, a resident of a hostel, or a young unmarried male relative/friend. All the local guardians so appointed will have to meet the Hostel authorities within the first week of term, to complete registration formalities. The local guardian will take responsibility for the care of the hostelite when she is ill, if any problem should arise with her physical or mental well-being, or if she is guilty of any serious breach in discipline. In all such cases, the guardian must take the ward home until the situation is resolved.

Students admitted to the Hostel shall accept the room allocated to them by the Hostel Dean. The Hostel Dean reserves the right to allocate rooms and to the students from one room to another at anytime.

Students are requested not to bring too many personal belongings, Particularly, valuables, expensive jewellery etc. as the space in the cupboards is limited. Large sums of money should be kept in the bank, with students drawing only as much as they need at any given time, rather than keeping the money with them. Money kept in the room should be locked up and key kept with the student herself. The college does not hold itself responsible for the loss of anything from the students' rooms, but any loss should be reported immediately to the Hostel Dean. In event of thefts/accidents, the College and Hostel authorities do not accept responsibility for any legal action thereof.

Each student has to bring with her:

- 2 bedspreads, a pillow, at least 4 sheets, 4 pillowcases, 1 blanket and 4 towels;
- An electric iron, and a table lamp with spare electric 40watt CFL bulbs,
- a plastic bucket and mug; three padlocks.

### **Re-admission to the Hostel**

- Readmission for each academic year will be considered on the basis of the student's record in the previous year. The following will be taken into account:
- Academic achievement, viz. at least an overall percentage of 50%, with no failures or ATK.Ts in any subject
- Adequate attendance at lectures not less than 90% each semester.
- Serious and regular work throughout the year

General order and cleanliness of rooms Participation in the social and co-curricular activities and contribution to Hostel community life Good health

Attendance at the annual functions of the College, e.g. Sports, prize distribution, College Day, etc.

### **Discipline**

- The hostilities shall conduct themselves in a disciplined and respectable manner Subject to the overall control of the principal, hostilities shall be under the control of the Hostel Dean and shall obey her in all respects.
- No conduct is permissible which disturbs or offends other & or opposed to the general good.
- Ragging is banned in the College and in the Hostel. Students found ragging junior or new students will be summarily expelled from the College Hostel.
- Every hostelite shall be bound to keep the rules strictly and conscientiously at all times. The rules have stood the test of experience and are framed in the interest of the Hostel as a whole as well as of the individual residents: Keeping rules should be a matter of honour and should not depend on the vigilance of the Dean or wardens.
- A resident who is found guilty of misconduct or continued breach of these rules or of gross indiscipline or of conducting herself in a manner detrimental to the interest of the other residents or who is otherwise a bad influence on the other resident students is liable to be expelled forthwith. The decision of the Principal in this respect shall be final and binding on the student and her parent/guardian, and shall not be called in question on any grounds whatsoever.
- All disputes and questions whatsoever which may arise touching the rules or the interpretation or application of them or to any other matter or thing in any way related to the rules shall be referred to the Principal whose decision shall



be final and binding on all persons concerned and shall not be called in question on any grounds whatsoever.

- All the rules and regulations have been framed so as to create an atmosphere conducive to serious academic work, to foster sensitivity to each other's needs, and at the same time to provide a simple life-style that will enable the students to grow in maturity and responsibility.

### **Fixed hours of silent study**

From 1.00 p.m. to 3.00 p.m. and from 5.00 p.m. to 7.00 p.m. except on Saturdays, Sundays and holidays, there will be silence in the hostel for study. On all working days, a bell will ring for silence at 9.30 p.m. Students will take responsibility in turns for ensuring silence in the hostel during these hours and from 9.30 p.m. to 7 a.m. the following morning. Music should not be played during these hours. No student should go to the room of another student after 9.30 p.m.; nor should students congregate in common spaces.

### **Roll-call**

Every night at 8.10 p.m., the bell will be rung for roll -call. All the hostelites assemble for roll-call. If any one is absent from roll-call. she must report personally to the Dean and explain her absence. Failure to do this will lead to disciplinary action.

### **Hostel Rules**

- Resident students are expected to arrive on the evening before the term begins , or at least before 8 am on the following morning. Those hostelites not arriving by then , without the express permission of the principal, will be penalized and their readmission will be in a serious question. The same rule applies for re-opening day of each term. TY students who have defaulted in this matter are liable to be denied permission to stay in the hostel in April.
- Any student found to be irregular in attendance at lectures in the first/second term will be requested to leave the Hostel. Hostelites are meant to maintain an attendance record of 90%.
- Hostelites are also meant to study regularly and maintain a good academic record (i.e. at least 60% in the College examinations) and participate in College activities. A student who performs unsatisfactorily, fails, or gets ATK.T, will be asked to leave the Hostel.
- Christian students are urged to become members of the Association of Christian Students (ACS) and avail themselves of the opportunities to deepen their faith.
- Rooms must be tidy, beds made regularly and no pictures should be stuck on the walls and furniture. There will be a regular inspection of rooms by the Hostel wardens
- A bell will be rung at 7a.m. and all students must wake up by that time. Meal timings are as follows: on weekdays, breakfast will be served from

- 7.15 to 7.50 a.m., lunch from 11 a.m. to 1 p.m., tea from 3.30 to 4.30 p.m. and dinner from 7 to 7.50 p.m. On Sundays and holidays, breakfast will be served from 8 to 8.45 a.m., lunch from 12 noon to 1 p.m., tea from 4 to 4.30 p.m. and dinner from 7 to 7.50 p.m. Students are expected to be punctual at mealtimes. No Hostel crockery or cutlery may be taken away from the dining room. Food may not be taken out of the dining room, except in the case of illness and only with special permission from the Wardens.
- Students may opt for either vegetarian or non-vegetarian diets. They are expected to abide by their choice once it has been made and will not be allowed to change in the middle of the term.
- The main lights will be put out at 10.30 p.m. Anyone wishing to study later than that may do so only until 12 midnight, with the help of the table lamp
- Early morning study again may not begin before 5.00 a.m.
- Baths and washing of clothes should also be completed before 10.30 p.m.

### **Hostel silence hours.**

A special late programme may be watched occasionally with permission from the wardens.

Parents and guardians will be of full responsibility for the physical and psychological condition of their wards. Should their wards be ill or report any problem or show signs of undue stress, they will take immediate action to remove them from the Hostel until the ward has recovered and/or the matter has been settled with the Hostel authorities.

No hostelite will be permitted to enter the dining hall/parlour/lodge in shorts, skimpy attire or night clothes. The dress code of the College will be followed by hostelites attending classes.

### **Permissions for outings:**

- students are expected to put in written applications (in a book) for permission each time they go out. On Saturdays, they may leave after lectures and must return by 9p.m. On Sundays and holidays, they may leave in the morning and must return by 8.30 p.m.
- Hostelites are not permitted to visit discos or pubs while in Mumbai, not even with permission from Parents or Guardians
- Letters from Guardians are required for nights out and are to be submitted along with the permission books, before going on the outing. These requests will only be considered if they are complete with address, date, tel. no., details regarding the outing, and Guardian's signature as per the specimen on the enrolment form and night-out card. (Local Guardians must visit the Hostel to sign the enrolment form and nights-out card in the first week of term. Failing this, students will not be leave for the overnight outings).
- If students are leaving Mumbai on the night out, this must be clearly indicated in the Guardian's letter.



- All students must get their nights-out card signed by the receptionist before 8 a.m. when they return from their overnight outings.
- For special leave from College, hostelites must approach the Principal, through the Hostel Dean, for permission.

### **Junior College Hostelites:**

Junior College hostelites are not allowed to go out on weekdays, without special permission. They can, however, go up to the bank on weekdays in case of emergencies, after speaking to the Warden about the matter.

- For overnight permission on weekends/holidays, the procedure is the same as that given above.
- For special leave from College, the Junior College hostelites approach both the Principal and the Vice-principal (Junior college) for permission.
- All visitors should be seen in the parlor. Students may not take visitors to their rooms. Residents entering or leaving the Hostel premises are strictly prohibited from standing around at the gate with their visitors / escorts, as such behavior is not in keeping with the dignity of the ladies' hostel.
- Day students and ex-resident students are not allowed in the Hostel or the dining room.
- Every student is required to leave her room and furniture etc. in good order. Breakages will be made good by all the students occupying the room.
- Students are not allowed to use irons, water heaters or any kind of stove in their rooms. A stove is provided for general use on each of the corridors, as are ironing tables.
- Students dismissed from the Hostel and students leaving the Hostel mid-term are not eligible for any refund of fees.
- Smoking and drinking are strictly prohibited. Students found flouting the rule will be asked to leave forthwith.

*A.P. Paki*  
**IQAC coordinator**

Coordinator  
 IQAC  
 Sophia College



*Sharda Kulkarni*

**Principal**

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