



SOPHIA COLLEGE, MUMBAI

HOSTEL PROSPECTUS and RULES

Sophia Hostel wants to reach out to each individual resident student by caring for each one and fostering liberal attitudes and strong values. Our aim is 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 so necessary for stable emotional growth.

How is this put into operation?

Hostel life is part of the larger life of the campus: a preparation for their future life in the world. Each student will thus learn to view hostel life as a whole, and to realise that the learning process does not confine them in a narrow way to academic life alone, but leads them out into life in many directions. In planning their own order of day with the help and guidance of experienced teachers, they will themselves discover the value of discipline and focussed action in life. The curriculum is therefore enriched with opportunities for all-round development in the form of co-curricular activities.

It is essential that each hostel student keeps in contact with her Dean so that, through such frequent dialogue, she will be encouraged in her academic work, co-curricular activities and personal and social endeavours.

No college reports will be sent to the parents but each student is expected to keep her parents informed of her progress; if she fails to do so, the parents should take the initiative to find out how she is faring. Parents are always welcome to meet the Hostel Dean in this connection.

The pastoral care of our students is a matter of vital concern to us, and so the Dean will interview and advise the students; co-operate closely with the wardens and teaching staff, especially when the student has problems or difficulties; and contact parents or guardians if consultation is thought necessary. A college hostel can never supply the love and security of a good home, but it can offer a different kind of affection and afford an opportunity to experience life in a caring community. The two should dovetail, so that a student does not experience a clash of loyalties or get wrong notions of freedom.

There are special opportunities for faith formation available to the Catholic students. Mass is frequently celebrated on the campus; periodic retreats and Bible study groups are conducted for them: all of these help to prepare them for life. Parents should encourage students to avail themselves of these opportunities.

What type of student does the hostel aim to produce?



A full answer would take considerable space. But assuming our aim is to give as broad an experience as possible and that the most important lessons in life are not necessarily learnt from books, we try to :

- ❖ Train students in courtesy, broad-mindedness, self-control ;
- ❖ Teach them to be courageous, truthful, compassionate and just ;
- ❖ Inspire them to loving service.

All this is compatible with academic excellence.

We set a high value on responsibility, initiative and cheerfulness. Furthermore, we believe that faith in life and its purpose can be gained only by adventuring into knowledge, experience and thought, and that true happiness is a consequence of a full and satisfying life. Our aim could perhaps be summarised as the formation of

young people with open minds, capable of independent thought, a humanised viewpoint, strong convictions.

Naturally, the perfection for which we strive can never be completely achieved. We value constructive criticism and collaboration. We thank you for confiding your children to our care. However, even while appreciating the trust you place in us, we want you to realise that you can never entirely abandon the responsibility for your child's education, and that it is only joint collaboration between parents and college authorities that can help us attain the academic and humanising goals before us.

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.

Please read the Hostel Prospectus & rules carefully before submitting the application. The application form must have the following attached:

- ❖ Academic records;
- ❖ Two letters of recommendation from people who have interacted closely with the student, in an official capacity for eg. Teachers.
- ❖ Photo Copy of applicants 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 change students from one room to another at any time.

Students are requested not to bring too many personal belongings, particularly not 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 the 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 the 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 bed spreads, 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 ATKTs 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
- ❖ Attendance at the annual functions of the College, e.g. Sports, Prize Distribution, College Day, etc.
- ❖ Good health

Discipline

The hostelites shall conduct themselves in a disciplined and respectable manner. Subject to the overall control of the Principal, hostelites shall be under the direct control of the Hostel Dean and shall obey her in all respects.

No conduct is permissible which disturbs or offends others or is in any way opposed to the general good. A student who does not obey the rules is liable to be asked to find accommodation elsewhere.

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

1. Resident students are expected to arrive on the evening before the term

begins, or, at the latest, before 8 a.m. on the following morning. Those hostelites not arriving by then, without the express permission of the Principal, will be penalised and their readmission will be in serious question. The same rule applies for the 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.

2. 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%.
3. 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 ATKT, will be asked to leave the Hostel.
4. Christian students are urged to become members of the Association of Christian Students (ACS) and avail themselves of the opportunities to deepen their faith.
5. Rooms must be tidy, beds made regularly and no pictures should be stuck on the walls and furniture. There will be regular inspection of rooms by the Hostel wardens.
6. A bell will be rung at 7 a.m. and all students must wake up by that time.
7. 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.
8. 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.
9. 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.
10. Two T.V. sets are available in the Hostel. They will be switched off at 10.30 p.m. Television may not be watched during College hours or during the

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

11. Parents and guardians will take 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.
12. 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.
13. 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 9 p.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 granted 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 upto 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.
14. All visitors should be seen in the parlour. 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 behaviour is not in keeping with the dignity of the ladies' hostel.
 15. Day students and ex-resident students are not allowed in the Hostel or the dining room.
 16. 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.
 17. 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.
 18. Students dismissed from the Hostel and students leaving the Hostel mid-term are not eligible for any refund of fees.
 19. Smoking and drinking are strictly prohibited. Students found flouting the rule will be asked to leave forthwith.