St. Joseph Hostel
Hostel Manual
Run by Madhya Pradesh Samaj Seva Sanstha, Bhopal
ST. JOSEPH HOSTEL FOR BSSS BOYS
A Home away Home
E-6, Private Sector, Danapani Road, Arera Colony, Near KANHA Towers, Bhopal, MP
Contact: +917552560675, +917489797683, Email: stjosephhostel@mpss.org

INTRODUCTION
St. Joseph’s Hostel for Boys has been established in the year of 2017. It runs under the patronage of Dr Leo Cornelio SVD, the Archbishop of Bhopal and President of councils of Bishops in Madhya Pradesh. St Joseph’s Hostel was initiated by Madhya Pradesh Samaj Seva Sanstha [M.P.S.S.S.] with a Moto to promote Holistic well-being of youth in collaboration with Bhopal School of Social Sciences. The campus commits 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 (M.P.S.S.S) is the social face of the Catholic Church for facilitation, coordination, development, strengthening administrative and programmatic systems of institutions and people engaged in social work with non-profit motive in the region. It was constituted by the Bishops of Madhya Pradesh on September 25th, 1998 and was registered under the Madhya Pradesh Societies Registrskaran Adhiniyam 1973 with the registration no. 6387/98.

Patron
Dr. Leo Cornelio
Archbishop of Bhopal and President - CBMP

Chairman
Dr. Gerald Almeida
Bishop of Jabalpur Diocese
& President MPSSS, Bhopal

Administrator
Fr Kiran Olakkengil
Director MPSSS

Hostel in Charge
Mr. Nasaf Sait

OBJECTIVES
✓ To provide a good ambience for academic growth
✓ To offer facilities for the internal growth
✓ To develop positive values of honesty, sincerity, mutual respect, love and care for one another
✓ To encourage synergetic living through inculcating self discipline, social and religious harmony and patriotism.

RULES AND REGULATIONS
1. Admission
✓ At the time of admission of a student, each resident 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 form, student should attach the Adhaar Cards of himself, parents and the guardian. (Mandatory).
✓ Each Student who seeks admission in the hostel will admitted only for one year and he will be re-admitted for the next year on the basis of his academic performance and good conduct.
✓ Students are not allowed to leave the Hostel during the academic year. If, in case they do so, the fee will not be refunded.
✓ The non-Bhopalities need to have a local guardian authorized by the parent/legal guardian in writing. He/ She shall be responsible in all serious matters including payment of fees and disciplinary matters.
✓ The students are entitled for accommodation in the hostel as long as they are full time registered students. Accommodation will not be provided to any student whose registration is cancelled. Any student who is removed from the Rolls of Institute will automatically cease to be a member of the hostel.
✓ Rooms once allotted to the students for an academic year will not be changed except on special situations.
2. Annual Fees
The annual fees (Food & Accommodation) has to be paid in four installments by the students for the period (July to May)

Payment Schedule will be:
✓ 1<sup>st</sup> quarter- Pay at the time of Admission (July - September)
✓ 2<sup>nd</sup> quarter-Pay before 10<sup>th</sup> of October (October - December)
✓ 3<sup>rd</sup> quarter-Pay before 10<sup>th</sup> of January (January - March)
✓ 4<sup>th</sup> quarter-Pay before 10<sup>th</sup> of April (April - May)

Fees Structure:
- Mess Fees: Rs. 3500/month
- Accommodation Fees: Rs. 3000/month
- Caution Deposit: Rs. 2000/Year (Refundable/If any damage caused by the student inside the room/building/premises will be deducted from the same).

Bank Account details:
- Account Name: M/S ST.JOSEPHS HOSTEL
- Account No: 13500100209851
- MICR Code: 4602049002
- IFSC Code: FDRL0001350
- Federal Bank, Bhopal, Madhya Pradesh

3. Mess
✓ The mess timings are as follows and the students should strictly adhere to these timings:
  - Breakfast: 8:00 a.m. to 9:00 a.m.
  - Lunch: 02.00 noon to 4.00 p.m. (During College Days)
  - Lunch: 01.00 noon to 2.00 p.m. (During Off Days)
  - Tea: 4.30 p.m. to 5.30 p.m.
  - Dinner: 08.00 p.m. to 9.00 p.m.
✓ Non-Vegetarian and Vegetarian meals will be provided as required.
✓ The system of self service will be followed in the mess and the students are advised to clean their plates, bowls and glasses and must keep in the rack.
✓ Students are not allowed to eat food without proper dressing.
✓ Students or guests are not allowed to enter the Mess at any course of stay in the Hostel.
✓ There will not be any mess fees reduction.
✓ Students on medical Leave from the campus should produce the copy of Medical Certificate issued by the Doctor.
✓ Students are not permitted to cook any food neither in the kitchen nor in the rooms.
✓ Students on no account whatsoever will be permitted to take food outside the mess. Nor can they take mess utensils such as plate, spoon, tumblers, etc, to their rooms.
✓ No diner shall waste food. Paying mess bill does not entitle a diner to waste food.
✓ After eating food, diners should not put any waste or food on the dining table, any least food waste must be placed in the designated bins.
✓ Students can order food from outside at their own concern, delivery must be taken at the hostel gate and the delivery boy is not allowed to enter the hostel premises.
✓ Students are required to eat meals only in the mess hall. In case of sickness, food can be taken to one’s room with due permission of the In-charge.
✓ Students going for field work should inform about the requirement for lunch, if needed.
✓ Students are not supposed to make any demands for any special food through the supporting staff.
4. Time Table for the inmates:

a) Rising : 5:00 to 6:00 am
b) Yoga & Meditation : 6:30 am
c) Holy Mass of Christians : 7:15 am
d) Breakfast : 8:00 to 9:00 am
e) Study : 9:00 to 9:30 am
f) To College : 9:30 am
g) Lunch : 2:00 to 4:00 pm
h) Tea : 4:30 to 5:30 pm
i) Dinner : 8:00 to 9:00 pm
j) TV : 8:00 to 9:00 pm
k) Common Prayers & Study : 9:00 to 10:00 pm
l) Good Night Study : 10:30 pm

5. Visitors
Timings: - Saturdays, Sundays and Holidays
- Saturdays, Holidays 2:00 pm to 6:00 pm
- Sundays 10:00 am to 6:00 pm

✓ Visitors are not allowed to enter student’s room
✓ Visitors are not allowed to remain after the visiting hour limit.

6. Resident’s Room
✓ Students are responsible for the cleanliness of their own rooms
✓ No Supportive staff should be used by a resident for his personal needs
✓ Students should safeguard their own belongings. The Hostel authorities are not responsible for any loss of money or other valuable items. However any loss should be reported immediately to the In charge.
✓ Students are not allowed to use any other rooms other than the one allotted to them.
✓ No celebrations are allowed inside the rooms.
✓ No Notices/Wall Posters/Stickers shall be pasted on walls or inside the rooms by the students.

In case of any emergency – if the hostel management feels that any resident need hospitalization – It shall be done without consulting the parents/guardians. In such cases all expenditures including food shall be incurred by the student.

8. Outings
Students should leave the premises only with the prior permission of the Hostel In Charge. They have to strictly adhere to the following timings.

Sunday 9:30 am to 08:00 pm
✓ 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.
✓ Those who are going out must not involve in any sort of unlawful issues outside the hostel premises and if anything happens, guardian/parents has to take care for the same and inform the hostel authorities accordingly.
✓ Students are not allowed to exceed the outing timings as stated; any violation of the same will result in strict action by the hostel authorities.

8. General
✓ Students should not bring any pet animals into the mess halls or encourage such practice in the Hostel room.
✓ All the residents are expected to dress themselves modestly and neatly in and outside the Hostel Premises.
✓ The fees will be revised in the beginning of each year.
✓ All students must interact with the Hostel authorities in a courteous manner.
✓ Students are not allowed to leave the hostel premises after 9pm. In case of Emergency, Hostel authorities will do the needful.
 Notices put up on the notice boards should not be removed by the Students.

 Students must not engage in any kind of verbal/physical abuses inside the hostel premises. If anything, strict actions will be taken by the Hostel authorities.

 Students are not allowed to keep/use cigarettes, liquor or any sort of illegal drugs inside the room/building/hostel premises, violation of the same will result in the meeting with the parents and suspension of the occupants.

 Silence should be maintained after 9pm during the study/rest.

 Students are advised to use mobile phones only without causing any disturbances to the inmates; any complaint raised will result in the cease of mobile for that day.

 Lights of the bedrooms must be switched off by 10:30 pm.

 Residents should make efforts to conserve water/electricity and any sorts of natural resources in the hostel premises.

 The living, dining and study rooms should be kept neat and tidy. The washrooms should be clean for others use.

 Students should make it a habit to have a positive attitude towards life and events.

 9. A list of essentials to be brought along by the residents.

 ✓ Bed sheets
 ✓ Buckets(2) and mug
 ✓ Plates, Cup & Glass
 ✓ Iron Box
 ✓ Passport Size photograph with name
 ✓ Parent’s and guardian’s photograph
 ✓ Clothes Clips and Hangers