

# ST. JOSEPH ENGINEERING COLLEGE HOSTELS



## *Prospectus Rules And Regulations*

Vamanjoor Post, Mangalore - 575 028  
Karnataka, South India

Tel: (College Office) 2263753 (4 lines) Fax: 91-824-2263751

Wardens : Gents Hostel - 2263755 - 130

Ladies Hostel - 2263753 - 160

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## TO THE CANDIDATES

This **Hostel** is a **Sacred Centre** of **living & learning**;  
**Come** in here with **gladness** and **good will**;  
**Stay** over here for **hard work** and **growth**;  
**Go** out of here with **fulfilment** and **joy**.

## TO THE PARENTS

A carefully conducted study of the dropouts among the hostelites shows that almost all of them were compelled to leave the hostel because of their misbehaviour, bad habits or failure in the College exams or attendance requirement and utter disregard to the rules and regulations. **Such students invariably had too much of pocket money!**

So, dear parents, please remember that the surest way of ruining your child or his/her future is to encourage him/her to spend your earnings lavishly and indiscreetly without guidance or control.



# **RULES AND REGULATIONS**

## **PREFACE**

The College has created the facility of hostels for Boys and Girls separately in order to provide a good environment for them to continue their studies in a healthy and caring atmosphere. The following rules and regulations are meant to help them do this in such a way that the rights of all students are respected. General rules and discipline are not restrictions but promoters of gentlemanliness, Studiousness and fulfilment of the dreams of parents who send students to the hostels.

## **I. INTRODUCTORY**

1. The supervision and care of students residing in SJEC Hostel rests with the Management of the Diocese of Mangalore.
2. The Principal of the SJEC is the Chief Warden of the Hostels and in consultation with him the Management appoints Resident Wardens who are Supervisors for Hostels from time to time and all students are under the care of such Resident Wardens. The Wardens will be responsible for the day-to-day management of the hostels and maintenance of discipline. The Wardens will report to the Director / Asst. Director / Principal.

## **II. ADMISSION**

1. Students who seek admission to the College Hostel shall give their details in an application form which must be filled in the Asst. Director's Office and submitted to him.
2. Every student admitted to the hostel shall pay the Hostel service charges as notified by the College.

3. Every student staying in the hostel should provide for his/her own bedding, linen, washing vessels and other personal effects as required during his/her stay in the hostel.
4. Students will be allotted rooms by the Warden. One room shall be shared by two students. The students are not permitted to shift to rooms other than the one assigned to them. The Warden may reallocate rooms if found necessary at any time during the semester.
5. Should any student withdraw from the hostel during the academic year, he/she will forfeit the admission fees, mess establishment charges and hostel establishment charges paid for the year. The caution deposit will be returned only at the end of the academic year subject to 'No Due Certificate' from the hostel authorities.
6. Admission will be done only after an undertaking is signed by the Parent/Guardian and the student in the prescribed format. Submission of application form does not entitle students to be admitted to the hostel.
7. Hostel facility is **annual/semester** wise and it requires to be renewed **annually/semester** wise in the prescribed form available in the Asst. Director's office, before the students proceed for vacation.
8. Failed students automatically forfeit the facility of the hostel.
9. The Management expects that the Parent should meet the Warden/Asst. Director in person at least once a year to know the progress of the student. If the parent fails to do so, the student will forfeit the facility of the hostel.
10. **Ragging:** Ragging is strictly prohibited in any place, including college campus, hostels and buses. Ragging is a cognizable offence under IPC and those indulging in ragging will be dismissed from the College and will be handed over to police and are liable to imprisonment and payment of heavy fine.

The photos and names of those indulging in ragging will be displayed in the notice board and published in the newspapers.

Those indulging in ragging will not be eligible for any benefits such branch change, campus recruitment, railway and air travel concessions, bus pass, passport and visa, conduct and any other certificates and their parents will be asked to meet the college authorities.

Those indulging in ragging will not be allowed to appear for the test and assignments and the University will be informed to record the matter in their mark sheets.

In any case, offenders will be asked to vacate the hostel.

All hostelers and their Parents are required to produce an affidavit at the time of admission that they will not engage in ragging.

### III. DISCIPLINE

1. Hostelers are responsible for the rooms, including the furniture, allotted to them. They are not permitted to allow their rooms to be used by other students of the college or outsiders.
2. **Attendance:** There is an attendance register in the hostel. All the hostelites have to sign in the register daily between 7.00 p.m. to 9.00 p.m. Failure to sign the register will be viewed as misconduct, which may lead to disciplinary action at the discretion of the management.
3. **Hostel Gate:** The Hostel gate will be closed by 9.00 p.m. daily. Before 7.30 p.m. all the hostelites should be present in the campus. Once the gate is closed, it will not be opened without genuine reason. If the hostelites come after 7.30 p.m. due to some urgency of work, they have to deposit the Hostel ID with the security at the gate and it should be collected from the Asst. Director on the following day by noon.

4. **Silent Hours:** Perfect silence will be maintained from 9.00 p.m. to 7.00 a.m. everyday. Singing aloud, shouting, howling, making noise etc. that is likely to distract the attention of others from studies, should be strictly avoided. After 9.00 p.m. students are not permitted to enter the rooms of other students.
5. **Overnight stay outside the hostels:** No students should leave the hostel or stay away from the room during the night unless there is a genuine reason. Invariably the student must give in writing to the Warden the address and phone number (if any) of the place of stay, stating the reason for the same. Prior permission from the Warden/Parents should be taken in this regard.
6. **Staying back in Hostels:** No student shall stay back in the hostel during the college hours except on sick leave. Those who have fallen sick may however stay back in the hostel for not more than 2 days with the written consent of the warden. Leave application should be signed by the Warden before it is forwarded to the Principal.
7. **Hospitalisation:** Students who fall sick will be hospitalized if advised by the medical officer. All admissions will be done at Fr Muller Hospital, Kankanady, Mangalore. The student is required to bear the cost of the treatment.
8. Students staying in the hostel are prohibited from smoking, consumption of alcohol, chewing pan masala and taking drugs in the hostel, on pain of dismissal from the hostel.
9. Sticking papers or writing on walls and doors is strictly prohibited. The inmates of the respective rooms shall be held responsible for any such activity in and around their rooms.
10. a) Every student should respect his religion and that of the fellow inmate. Catholic students must attend to their religious obligations and attend Sunday service regularly in the college chapel.

b) All the Catholic students are exhorted to attend daily mass and join the evening prayers.

**11. Management or their representatives/Principal/Warden may enter any room for verification at any time of the day or night.**

**12. Lights and Electric Fittings:**

a) Any private electric heating appliance is not permitted in the rooms of the hostels.

b) Students must bring to the notice of the Supervisor/Warden any breakdown in electric supply.

c) When leaving the room, the occupants must take care to see that the fans and lights are switched off. Every effort must be made to economise the use of electricity.

d) Repair work of any nature is done only by the Hostel authorities and not by the hostelers.

**13. Cleanliness in the Hostel:** Residents are responsible for the cleanliness of their rooms etc. They should see that they are properly swept everyday. All the waste articles should be deposited in the dustbins provided in the rooms and they should not be thrown out through the windows or flung around the room.

**IV. GENERAL**

Students going on vacation are required to pack their books and other personal belongings and keep in the room safely. The room-key will be handed over to the Warden before leaving the hostel.

**Farm Products:**

The hostel campus is surrounded by rubber trees, coconut trees, banana plants and other greenery. All the farm products belong to the management. Under no circumstance the students are permitted to use the farm products.

### **Damage to Hostel Property and Fine:**

Any damage to the hostel property including driving of nails and defacing the walls, damage to furniture, doors and windows etc., will be made good from the occupants of the room individually. The liability not only covers the room items, but also the other hostel properties like mirror, wash basin, bathroom fittings, electrical gadgets etc.

### **Responsibility:**

The Management does not hold itself responsible for any loss of private property of students residing in the hostel. Students are also advised not to keep large sums of money and other valuables in their rooms. Students are permitted to use suitable locks for their rooms, by sharing among themselves. However, one key of the lock of every room shall be always deposited with the Warden. Breaking of the locks by hammering is strictly prohibited.

### **Furniture:**

Each student is issued one cot, one table, one chair and a wardrobe. Each of the supplied items is numbered. Students are responsible for their items and should not exchange the same. If any damage occurs to the item, a fine will be collected.

Washed garments are to be dried in the place allotted for the purpose. Students are not permitted to dry the clothes in the verandah/rooms.

### **Visitors:**

There is a parlour in the hostel for visitors. Visitors are not permitted to enter the hostel rooms. The hostelites are required to inform in writing to the Warden about the visits of their parents who wish to stay overnight in the campus. They will be accommodated in the guest room against a nominal rent. Hostel or canteen food facility may be availed against payment.



### **Visit of Day-scholars:**

Day Scholars are not allowed to enter any room of the hostel building other than the parlour. If any day-scholar is found in any room, action will be taken against the occupants of room.

### **Adherence to Rules:**

Any untoward incidents/breach of regulations/indiscipline will be promptly reported to the Principal by the Warden. If any of hostel rules are violated by the hostel inmates, the Parents/Guardians will be informed and further action will be taken at the discretion of the Management.

Any matter not expressly provided for, in these rules will rest at the absolute discretion of the Management which also reserves the right to modify any of these rules and issue fresh directions as and when necessary.

### **Hostel Mess:**

Mess for the students staying in the hostel shall be provided under the overall supervision of the Management. All the hostelites will take their regular food from the hostel mess only.

Students are expected to maintain perfect discipline and order in the mess and in the dining hall at the hours when food is served. They are forbidden to enter the kitchen.

Taking away any plate, cup or any other item from dining hall is not allowed. If found, hostelites will be fined.

Dinning time is to be followed strictly as per the hostel rules.

### **Payment of Mess bills:**

Bills should be paid by 15th of every month failing which Rs. 10/- per day will be levied as fine.

The amount should be deposited in the name of SJEC HOSTEL MESS ACCOUNT, A/c No. 09661131000706

**General Timings:**

Inside the Campus	- 7.30 P.M	
Hostel Gate Closes	- 9.00 P.M	
Study Hours	- 9.00 P.M to 7.00 A.M.	
Sunday Holy Mass	- 9.00 A.M	} FOR THE CATHOLIC STUDENTS
Week Day Holy Mass	- 7.00 P.M	
Night Prayer	- 9.00 P.M	
Friday Adoration	- 8.30 P.M	
Breakfast	- 7.30 A.M. to 8.30 A.M	
Lunch	- 1.00 P.M to 2.00 P.M	
Snacks & Tea	- 5.00 P.M to 6.00 P.M	
Dinner	- 7.30 P.M to 8.30 P.M	

**T. V. Timings:**

Week Days	- 5.00 P.M to 9.00 P.M	
Saturdays	} 2.00 P.M. to 9.00 P.M	
Sundays		
Holidays		

**Dr. Joseph Gonsalves** Rev. Fr Rohith D'Costa Rev. Fr Joseph Lobo  
Principal Asst. Director Director

<b>IMPORTANT TELEPHONE NUMBERS:</b>	
College Office	: 0824-2263753, 54, 55, 56, 2263951, 52, 53
Fax No.	: 0824-2263751
Boys Hostel Warden	: 0824-2263755, 2263919, 2868130
Ladies Hostel Warden	: 0824-2263753, 953, 2263919, 2868160
Director	: 0824-2263758 (O), 2263752 (R)
Asst. Director	: 0824-2263960 (O) & (R) 9611098342
Principal	: 0824-2263732 (O), 9448705595
Campus Counsellor	: 0824-2263970

