

# SAINT CLARET COLLEGE, ZIRO-791 120

## ADMISSION TO SCCZ HOSTELS: 2016-2017

### APPLICATION NORMS

1. Only limited seat are available in the Hostel (for I B. A./B.Com students: 90).
2. Application Forms are available along with the College Prospectus & Application Folder, on payment of Rs. 50/-
3. Submit the filled-in application for Hostel Admission **along with** the Application for College Admission on or before **June 10, 2016**, for being considered for the First Cycle of Admissions.
4. On scrutiny of applications, the list of eligible candidates will be published over the College Bulletin Board and Website (www.sccz.edu.in) on **June 12, 2016**. An eligible student must take admission to both the College and the Hostel on the date specified on the Merit List failing which, the seat will be offered to the next eligible person.
5. For Admission to Hostel, the student **MUST** be accompanied by at least one of the parents. For students outside Ziro, there **must** be a responsible local Guardian present at admission.
6. All rooms in the Hostel are meant for double occupancy. No single room facility is available.
7. **The Admission is only for one academic year**, from the beginning of the course, till the end of University Examinations. No hostel admission will be given to students who have had disciplinary issues or less than satisfactory attendance record in the previous year(s). Hostel admission is not offered to students who are repeaters or candidates who have had break in years after the last examination. Admission to successive years will solely depend on the behavior/performance record of the student, as demanded by the Hostel Handbook.
8. **Documents During Admission:**
  - a) Ten passport size & three stamp-size photographs.
  - b) Two passport size photographs each of maximum two persons authorized by parents to visit and/or accompany a hosteller home (i.e., siblings or authorized local guardians).
  - c) Copy of Baptismal Certificate (applicable only to Catholic students) or Endorsement Letter from the pastor (applicable only to non-Catholic Christians)

### 9. **Fee Structure:**

Total Hostel Fees	Installment Options	Refund Policy
<b>Rs. 35,000 + 3,000 (security - refundable)</b>	I installment (payable at admission): Rs.15,000 + 3,000 security II installment (before 15 <sup>th</sup> November): Rs.10,000/- III installment (before 31 <sup>st</sup> January): Rs.10,000/-	See details on the Hostel Application Instructions Sheet.
<b>Refund Policy:</b> Cancellation & Refund requests will be admissible until <b>July 31, 2016</b> only. Admission fees and a prorated expense for the month from the total fees will be deducted on cancellation before July 31. After July 31, there will be no refund of any kind of fees or security deposit. SD will be refunded at the end of the year, after deduction for dues and disciplinary sanctions, if any.		

### HOSTEL LIFE NORMS

(Only a few major ones are listed below, to help parents and wards to make a reasonably informed decision about applying for hostel admission. On admission, the student will be given a copy of the Handbook and briefed in detail. It is the responsibility of the Parents/guardian to be familiar with its contents. Any serious violation of the Rules will result in dismissal from the Hostel or ineligibility to apply for admission in future.)

10. Saint Claret College Hostels are established in order to help Claretines dedicate their time for academic pursuits and for learning to live as a community. Every hosteller shall be treated equally, with dignity and respect. Ragging of any sort is strictly prohibited in the hostel, on campus, and outside. Engaging in ragging will result in immediate dismissal from the Hostel.
11. The Sister Warden, together with the Asst. Warden, is the immediate authority in the Hostel. Father Principal – Rector – will be the Final Authority. Hostellers must approach the Wardens for matters regarding daily life in hostel.
12. English is the medium of language in the hostel and on Campus.
13. Hostellers are discouraged to have mobile phones with them. However, they may own mobile phone (one only) with the express permission of their parents, and shall be used/charged at specifically permitted

times only. At 9:00 PM, they shall deposit the phone with the Warden(s). Violation of mobile phone rules, especially charging rules, will result in immediate expulsion.

14. Hostellers must maintain a minimum attendance of 85% in the College. No hosteller shall take leave from class without the express permission of the Warden.
15. As a cautionary policy, no medication meant for internal use will be provided by the Management. Only first aid will be made available. Students with chronic health issues are discouraged from taking admission in the Hostel, as medical facilities are not available nearby. In case someone is in need of medication, she may procure them by herself or through her local guardian. In case of any illness, one must inform the Warden at the earliest so that medical care can be made available. For every travel to hospital, arranged by the Hostel authorities, Rs. 200/- will be charged. If the student is regularly sick, she may have to leave the hostel for her own good, to be under the care of her parents/local guardian.
16. Solemn Silence is to be maintained after 9:00 PM. Hostellers must be in their rooms after 9:00 PM, studying without disturbing other inmates.
17. Students are **strictly forbidden** from: Taking any type of food/drink given in the Refectory (Mess) to any room; Smoking/chewing of pan/alcoholic drinks; any cooking/ironing, etc., in their personal rooms; Graffiti on walls/furniture; unauthorized entry into and/or borrowing of any material from the kitchen.
18. Every hosteller must treat the staff serving in the hostel with respect and dignity.
19. The daily Routine of the Hostel shall be strictly followed. Punctuality shall be observed for every common activity. Meals times are to be strictly followed. No food will be served outside the Meals times, as specified in the Routine.
20. Students may go out on the Second Saturday and the Fourth Sunday of every month for shopping needs. On these days they may leave after Breakfast and must be back in the Hostel before 5:00 PM. Hostellers hailing from Ziro, if they choose, are allowed to stay overnight in their homes on Second Saturdays. Those who have relatives/local guardians in Ziro may also avail of this permission, provided they have submitted explicit written permission from their Parent at the time of Admission and has submitted the exact address and contact number of the person/family where the student will stay overnight.
21. Hostellers are not allowed to go out of the campus without permission, for party /practice/ shopping, etc., arranged by students or others, whether the event is connected with college or not.
22. Morning and Evening Prayers are compulsory. Generally, the prayers have been selected in such a way that they are nonspecific to any religion and hence, students from any religious background can participate in them. However, a few prayers are specifically Christian. A non-Christian hosteller has the option and freedom to remain silent during those prayers. However, no one is exempted from being present at common prayer times, except for the Holy Mass on Sundays which is mandatory only for Christian students.
23. Visitors: Ordinarily, visitors other than the Parent/Guardian/Immediate family members are not allowed. However, any visitor approved by the parent/guardian is allowed to visit. The visiting time is from **3:30 – 5:30 PM only**. Overnight stay and Mess Service are strictly forbidden for the visitors. Every visitor must sign in the Visitors' Register at the Warden's Office, stating the purpose of visit in it. Only those persons (maximum two) authorized by the parents during admission shall be allowed to take a hosteller home on hostel holidays. They shall produce the **Visitor's Pass** issued by the hostel authority, with parental approval.
24. Any damage caused to Hostel belongings will incur a fine, besides the cost of repair/substitution.
25. The Management reserves the right to security-check the rooms in case of any genuine complaint.
26. Absence from Hostel for more than two consecutive days, without prior intimation and due permission, will result in the immediate dismissal of the student.
27. In case of a serious violation of the norms, one would be summarily dismissed, and the vacancy offered to the waitlisted Claretines.
28. The Management is in no way responsible for a hosteller's irresponsible behavior which may cause serious consequences (behavior such as self-medication, self-injurious behavior, etc.). Such behavior may invite immediate dismissal from the hostel.

**Hosteller must join the Hostel on July 18, 2016, before 4 PM.**

- She should bring along with her (among other things): a bucket, mug, bed, pillow, bed sheets, quilt, mosquito net, table cloth, window curtain, flask (for hot water), a flashlight, and a diary.
- Every hosteller is to procure a lock and key for the room, and hand over a spare key to the Warden.