

Bishop Heber College - Infrastructure Details

A hostel is a home away from home where students live in harmony and in togetherness above caste colour or creed. Through these hostels the administration tries to provide an atmosphere for a healthy growth of personality to the students. Students are requested to make optimum use of these facilities adhering to the rules and regulations of the hostel. Every inmate should have a copy of this handbook and be familiar with the content to make the stay of every student pleasant and purposeful. Wish you a happy stay in the hostel.

Objective

To provide the students a holistic environment that would help them shape their spiritual, intellectual and physical aspects of life.

1. Admission

- Students are admitted to the hostels only after they secure admission to the college.
- A student admitted to a hostel enjoys the privilege only for the particular semester of his / her admission, subject to his / her observing the rules and regulations of the hostel or other rules and regulations that maybe prescribed from time to time. His / Her admission to the hostel in subsequent semesters will depend on his / her good conduct and behaviour in the Hostel, regular attendance at College classes, practicals, tests / exams, etc., regular payment of hostel and mess fees, availability of seats in the hostel in subsequent years and other considerations bearing on the larger interests of the College.

2. Rooms

- The residents must take the rooms assigned to them and shall not change rooms without the permission of the Sub-Warden. It is the responsibility of the residents to keep their rooms and toilets clean and tidy. Residents are expected to switch off the lights and the fans when not needed or when they go out of their rooms. The waste basket should be kept outside the rooms for disposal.
- Students admitted to the College Hostels can occupy the rooms only during the normal term of the College or during the End Semester Examinations. All the rooms occupied by the students shall be at the disposal of the College Management during all holidays except weekends. Students are expected to leave their rooms open during all such holidays to carry out necessary repairs and white washing. However, inmates may keep their belongings in a separate room in each hostel or in their own cupboards in their respective rooms, except during the summer vacation. The Management reserves the right to open any room that is found locked during holidays and vacations other than weekends.

3. Prayer

- Christian worship will be conducted daily in the College Chapel prior to the commencement of the Shift I & Shift II classes at 8.05 a.m. and 1.05 p.m. All Christian students are expected to attend the worship. Others are also welcome.
- Every hostel is provided with a prayer room for the inmates to arrange Christian worship.
- No Corporate worship or religious ceremony / celebration or procession other than Christian worship or Christian religious celebration or ceremony shall be organised or conducted by the residents in the College Campus or in the Hostels.

4. Study Hours

8.15 p.m. to 10.15 p.m. will be observed as study hours on all days except Saturdays. During study hours, the doors and windows of the rooms must be kept open. During study hours all the residents must be in their respective rooms. Lights in the rooms must be switched off by 11.30 p.m.

5. Silence Hours

The hours between 10.15 p.m. and 8.00 a.m. must be observed as hours of silence. During these hours all activities likely to disturb the other inmates will not be permitted. Silence hours must be maintained on holidays also.

6. Library Hours

The Library is opened till 9.30 p.m. during all the week days mainly to facilitate the inmates to spend their study hours usefully in the College library, where they can refer to the books in the reference section and enrich their knowledge.

Dining

- Residents are not allowed to enter the kitchen premises. Any complaint or suggestion about food or service must be made directly to the Mess warden / Sub - Warden in-charge of the mess.
- Students should adhere to the following mess timings
BREAKFAST - 7.15 a.m. to 9.00 a.m.
LUNCH - Shift II 12.15 p.m. to 1.15 p.m. Shift I 1.30 p.m. to 2.30 p.m.
DINNER - 7.00 p.m. to 8.15 p.m.
- Food will be served only in the Dining Hall of the respective hostels during the specified timings. Taking the meals to the rooms is strictly prohibited.
- Residents are not allowed to have any guests for normal meals.

Payment Of Fees

A. Establishment Fees

Each student admitted into the hostel should pay the following fees at the beginning of every semester.

B. Mess Fees

The mess will be run on a dividing system and hence the mess fees may vary every month. Inmates should pay the mess bill of the previous month on or before 10th of the next month (or) on or before 15th of the next month with a fine of Rs.100/- and get tokens for the next month. If an inmate fails to get tokens on or before 15th of the month, he/she will not be allowed to enter the mess hall from 16th onwards and ultimately, he/she will be sent out of the hostel.

C. Remittance Of Hostel Fees

Parents are requested to send hostel fees directly to the Principal by Money Order / Demand Draft drawn in favour of the Principal, Bishop Heber College, Tiruchirappalli - 620 017 and not to send them to their sons /daughters / wards, in order to prevent delay and default in payment. While sending the fees by Money Order to the Principal, parents are requested to mention the name of the student, his / her Roll Number, Class and Name of the Hostel, in the Money Order form clearly. In case of Demand Drafts, a covering letter carrying the above information must be in closed.

Discipline

- 01. Residents are expected to maintain strict discipline during their stay in the Hostels. Disorderly behaviour or anti - social activities on the part of the residents either under the influence of any intoxicant or otherwise, and disrupting the routine life in the hostels in any way, will be seriously viewed. Any student found guilty of such misconduct will be expelled from the hostel summarily.
- 02. Residents should not engage in unnecessary conversation with the mess workers and attenders.
- 03. Residents of hostels should not smoke, drink alcohol or indulge in gambling of any kind.
- 04. Students who are guilty of (a) rude language towards the staff of the College or of the Hostels, (b) assaulting or attempting to assault fellow students or employees or other Staff of the College / Hostel, (c) caught in ragging, eve teasing, etc., or (d) using cellphone in the hostel / college are liable to be expelled from the College and / or the Hostels.
- 05. Students are expected to be modestly and neatly dressed at all times.
- 06. Newspaper / magazines from the common lounge should not be taken to the rooms.
- 07. Students are expected to keep themselves, their rooms and the hostel premises neat & clean. They should prevent any damage or destruction of the hostel property due to either negligent or ill full activities.
- 08. There shall be no sports activity within the hostel premises, especially in the quadrangles and the corridors, at any time.
- 09. No private collection of funds shall be made from students or staff without prior permission of the warden.
- 10. There shall be no noisy midnight birthday parties or celebrations.
- 11. Ragging is banned; students are prohibited from engaging in acts of intimidation, violence or abuse directed towards any student, staff or hostel worker.

- 12. Use of Electric and Electronic gadgets are not allowed. For the use of lap tops prior permission from the warden is required.
- 13. Attendance during study hour is compulsory. The first shift students should leave the hostel to the College at 8.15 a.m. and be back before 2.35 p.m. The second shift students should leave the hostel at 1.15 p.m. and be back before 6.30 p.m. In case the student has work after the College hours prior permission should be got from the sub - warden concerned.
- 14. Students who wish to go to their local guardian's house should produce a letter from their parents authorizing the local guardian. Students should not take the other students to their local guardian's house
- 15. Students who would like to do additional course/part time job outside the College should get prior written permission from the Principal and Warden and maintain a note book about their attendance.
- 16. Women Students going home for weekends / holidays can leave the hostel and also come back to the hostel only between 5.00 a.m. and 8.30 p.m. In case of students from faraway places, the sub-warden should be informed about their late arrivals and departures.
- 17. Women students who need special permission to go out for an hour or two during day time can avail the same by submitting a permission chit stating the time, place and reason for the outing.
- 18. Leave forms & permission slips should be submitted to the respective floor Sub-warden before 8.30 p.m. the previous day.
- 19. Students who come late from College, outings and weekend holidays should sign the late register kept at the gate and meet the sub-warden.
- 20. Students can receive phone calls, from parents alone, between 6.00 a.m. and 8.30 a.m. in the morning and between 6.00 p.m. and 8.15 p.m. in the evenings during working days. During holidays, students can receive calls between 6.00 a.m. and 8.15 p.m. Phone calls can be made through the "Coin Phones" provided inside the hostel between 6.00 p.m. and 8.15 p.m. Residents should not talk for more than 5.00 minutes so that the other residents may also avail themselves of the phone facility.
- 21. Visitors are allowed between 6.00 a.m. and 6.00 p.m. Visitors are not allowed inside the hostel premises. No male student of the College is allowed to visit the students in women hostels. Visitors should sign in the Visitor's Note Book at the gate.
- 22. Mess rebate is given only when the student is on leave for a minimum of 5 consecutive days. A letter seeking mess rebate should be submitted to the Mess Manager or sub- warden in-charge of mess at least 24 hours in advance.
- 23. Newspapers and magazines should be folded and kept neat after reading in the reading room. They should not be taken to the rooms.
- 24. Certain sports equipments are available in the hostel office room. Students can make use of them after signing in the log book provided.
- 25. Any dispute with the students / workers should be brought to the sub-warden's notice immediately.
- 26. Water and Electricity should be conserved.
- 27. Students should put their clothes for drying only on the clothes line provided and should not dry them inside their rooms.
- 28. Students should flush the toilets & keep them clean after use.

- 29. Sanitary napkins should be wrapped in a paper before disposing them in the bins provided. Do not flush them in the toilets

Absence From The Hostel And College Classes

- a) Residents should not be absent overnight from the hostel. Overnight absence without leave will be viewed as a serious breach of discipline.
- b) Illness should be reported to the Sub-Wardens without delay and self - medication is not allowed.
- c) Residents who require leave from College classes on account of illness or on other valid grounds must apply through the Sub-Warden.
- d) Leave of absence from the College and the Hostel must be applied for separately.
- e) If an inmate applies for leave from the hostel and needs mess reduction (leave period should be more than five days) he / she must apply separately to the Sub- Warden in charge of the mess before leaving the hostel.
- f) Residents must attend classes on all working days unless they are sick and have applied for leave of absence through the Sub-Warden. They must write all the tests / exams conducted by the Department / College. Absenting from classes, exams and remaining in hostel or spending time in places other than classes during working hours is a serious breach of discipline which will attract fine or expulsion from hostel.
- g) Residents who wish to go home during weekends / holidays must apply for leave to the hostel Sub- Wardens the previous day itself. If it is a working day, the permission of the HOD/Class teacher concerned should also be obtained.
- h) Women students must sign the appropriate registers kept at the gate while leaving the hostel and while returning to the hostel (except when attending the regular College classes). Action will be taken against students who sign for one place and go elsewhere.

Internet Lab & Campus Wi-Fi

The College Campus is equipped with well-maintained computer laboratories. The Students can access the internet through LAN and Wi-Fi Facility (24 x 7) and enhance their Learning Process..

Student Counsellor

The Centre offers a variety of services to the students such as Counselling Assessment, Crisis Intervention, One-to-one Mental Health Counselling, Referrals, Nutritional Counselling, Group Counselling and Workshops on various psychological issues. Students are encouraged to meet the counsellor for redressing their psychological, emotional, academic and adjustment problems.

Student Service Center

The Student Services Centre of the College offers the following services to students:

- Provides information about opportunities for Higher Studies and employment in India and abroad.
- Makes available Books, Journals and Audio Cassettes to help students prepare for competitive examinations, entrance examinations and interviews.
- Guidance and Counseling services.
- Placement Services
- Rock City Book Bank Scheme
- Bus & Training Timings
- Local Climate Information

These services are provided through computer, personnel, bulletins, hand-outs and press-cuttings. The Centre organizes the following courses for the benefit of students depending on sufficient number of students joining them.

- Personality Development and Effective Communication.
- Spoken English
- Computer Awareness and Basic Programming.
- Group Dynamics
- Leadership
- IAS coaching Programme for Preliminary Examination.
- The Centre also provides consultancy to other institutions to start similar services.

College Hospital

To provide medical care, the College has a Health Care Centre in the ground floor of the Administrative Block with a Doctor and Nurse on duty. The Doctor is available from 5.00 p.m. to 7.00 p.m. on 3 working days and the nurse is available on the campus between 9.00 a.m. and 7.00 p.m. on all working days.

Bank/ATM Centre

The Vayalur branch of the Punjab National Bank operates an Extension Counter inside the College Campus on all working days. The banking services on these days are available between 10 a.m. and 4.00 p.m.

One extension of Punjab National Bank ATM Facility works for the students to help them in financial affairs. ATM facility is available for 24 hours in the campus.

Bus

Bus facilities are available for both Shift I & II students, at affordable rate in the following routes: K.K Nagar, BHEL, Srirangam and other places.

