



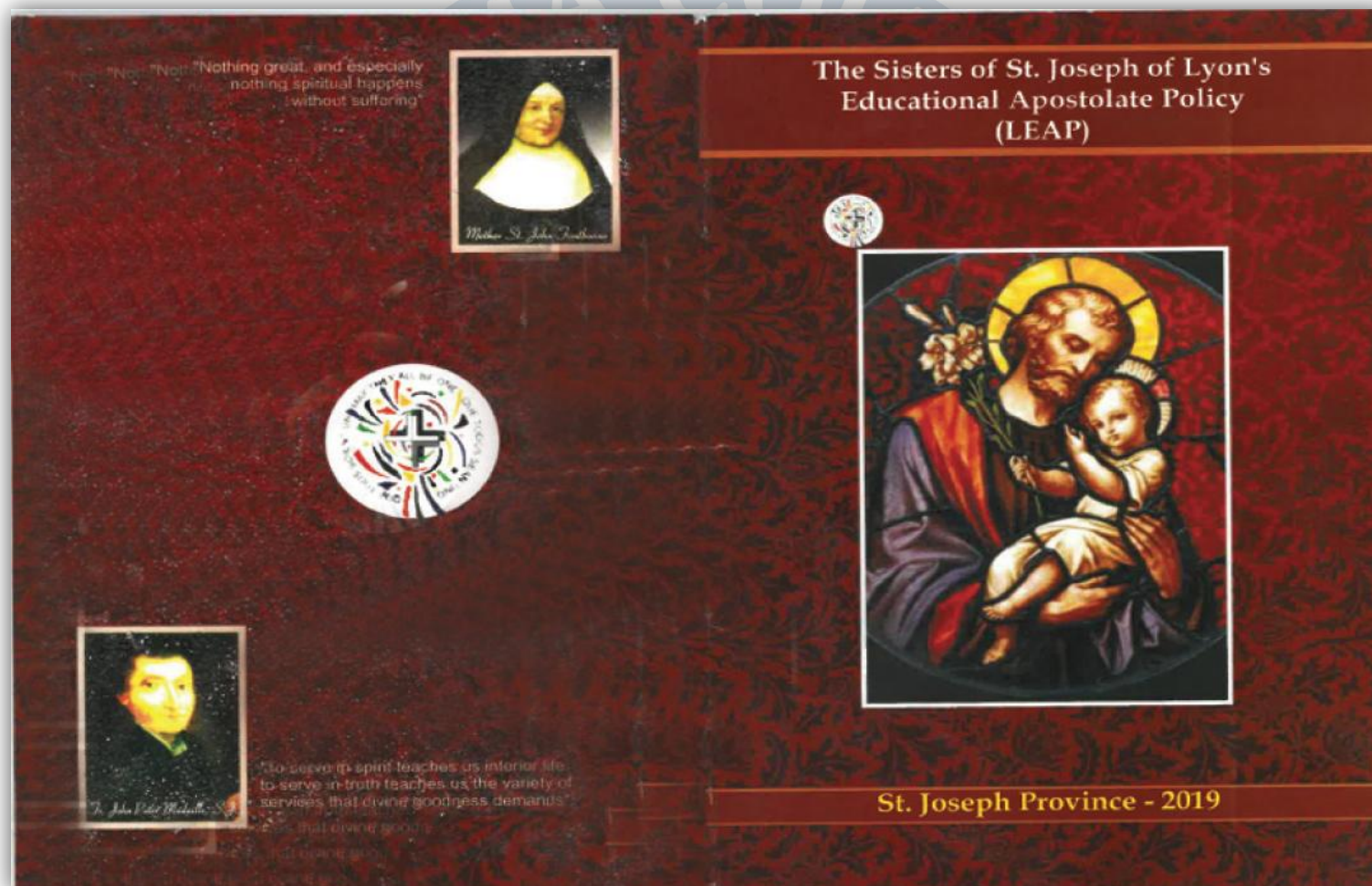
Criterion : VI - Governance, Leadership and Management

Metric : 6.1.2 – Hostel Administration

Year : 2015 - 2020



HOSTEL ADMINISTRATION AS DETAILED IN THE HANDBOOK OF THE SISTERS OF ST. JOSEPH OF LYON'S EDUCATIONAL APOSTOLATE POLICY





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The Sisters of St. Joseph of Lyon's Educational Apostolate Policy

(LEAP)

St. Joseph Province - 2019

INDEX

PART-I

1. Dimensions of Our Educational Policy	1
2. Spiritual and Value Formation	3
3. Integrity of the Human Person through Quality Education	6
4. Education for Social Transformation	10
5. The Ongoing Formation of Staff	15
6. Parent - Teacher and Management Relationship	17
7. Lay Partnership	18
8. Our Educational Institutions as Centers of Goodnews	19

PART – II

9. Roles and Functions of the Office Bearers	19
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PART – III

10. Educational and Admission Norms	30
11. Hostel Administration	32
12. Working Women's Hostel / Crèche Attached	39
13. Appointment of Staff	40
14. Epilogue	48

A POLICY IS A PRESENT DECISION FOR FUTURE ACTION

PART-I

1. Dimensions of Our Educational Policy

1.1. Faith Perspective

Rooted in the mission of Christ, the True Light and continuously inspired by the spirit of Fr. Medaille and Mother St. John Fontbonne, we, the Sisters of St. Joseph of Lyon perceive/deem our educational ministry to foster the well-being of the whole creation and ensure an ongoing commitment towards the transformation of the unjust and fragmented world with the sole aim that "All may have life and have in abundance" (Jn.10:10) "May they all be one, Father! May they be in us just as you are in me and I am in you". (Jn.17:21)

1.2 Vision Statement

Being women of communion, contemplative and prophetic for the life of the world. We empower women and children through faith formation and value-based education for societal equality, harmony and to care for our common home.

1.3 Mission Statement

- ❖ To energize Women and Children towards academic excellence through Quality Education.
- ❖ To endow them with character, competence, creativity and commitment.



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maintained properly for collecting fees, distinction between establishment fees and fees needed for development must be clearly mentioned.

- m. School improvement fund, building fund or any other private collection requires the prior permission of the provincial Council and audited accounts must be maintained for such collections.

Note:

Grievance Cell:

Every Institution must set up a grievance cell at the time of admissions. The aggrieved could use this platform to air their grievances.

11. HOSTEL ADMINISTRATION

The hostels are places that foster an environment for the care of their inmates so as to grow as responsible persons. It is to enable the young to discover the uniqueness and richness in an atmosphere where the family spirit is fostered. Hostels are intended to encourage leadership and social consciousness of the student community. They meant to provide a home away from their homes to experience the universal love of God.

11.1 Admission

- a. All Catholic and Dalit catholic students, economically poor, differently able, the target group of the province and at the periphery are admitted.
- b. Priority is given to students whose parents live in places where there are no schools and colleges.
- c. Students who find it difficult to pursue their studies due to various problems at home are given preference in the hostel admissions.

- d. Children below the age of ten are not generally admitted but the children without the parental support be admitted in the hostel if need arises.
- e. The medical certificate to be submitted during admission.

Fatima College Hostel:

- a. The autonomy is given to the Chief warden to work in close collaboration with the Coordinator and the hostel team for the effective animation and administration of the hostel.
- b. The hostel admission policy and norms are framed before the start of the academic year in consultation with the principal.
- c. The overall maintenance of the discipline rests on the Chief warden and the hostel team.
- d. The major disciplinary actions should be carried out in consultation with the principal.
- e. Chief warden need to maintain a healthy and sufficient communication with the principal.

Admission norms specific for college:

- a. Admission is given to II and III year of degree courses, provided they fulfill the requirements of autonomous college.
- b. Religious sisters of candidates in formation may be given the course / subject they ask for in U.G.
- c. Catholics are given preference in the management quota.



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- d. Closing of admission in P.G. and Professional Courses is done in reference to the provincial.

11.2 Fees

- Hostel fees must be nominal.
- Concessions in fees are given to deserving students who are economically poor and socially disadvantaged, in consultations with the hostel committee. But the total freeing of the payment of the fees must be discouraged/avoided, as this practice will damage the self-respect of the individual.
- Hostel fees need to be differently fixed in accordance to different regions / areas.

11.3 Facilities

- Our hostel rooms and dormitories should be clean, airy and maintained properly.
- They should not be over crowded.
- Food must be simple, reasonably palatable, nutritious and sufficient. The money allotted for food must be solely spent for this purpose only.
- Avenues must be provided for personal study and for both outdoor and indoor games.
- Proper medical service, recreation, sanitary facilities, clean bathrooms and adequate water supply are to be provided.

11.4 Formation programmes at our hostels

- All formation programme must be impregnated with our vision, mission and province orientation of Srs. of St. Joseph of Lyon.
- Healthy atmosphere is to be maintained for the spiritual and psychological upbringing of the inmates.
- Opportunities are to be extended to explore and develop their inner caliber and to identify their originality.
- The spirit of teamwork and leadership is to be created by allotting responsibilities to student groups.
- Different modes of prayer service that could foster a spiritual atmosphere are to be encouraged.
- Catholic students need to be encouraged for daily mass and rosary.
- Group counseling is encouraged. Need to appoint a counselor for personal counseling.
- Province target group could be focused for all outreach programmes

11.5 Hostel committee

- The Hostel committee comprises of the Superior, Principal / Headmistress, Correspondent /Secretary and the Wardens.
- The lay wardens could be part of the committee in programming day to day administration, animation and evaluation.
- The Hostel Committee meets once in a month to discuss the issues regarding the effective and healthy animation and administration of the hostels.



Criterion : VI - Governance, Leadership and Management

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- d. Periodically reviews the admission matters, hostels' accounts, mess fees and other establishments.
- e. Improves hostel facilities if found inadequate.
- f. Reflects and implements programmes for quality formation of the inmates.
- g. Decides fee concessions for the deserving candidates.
- h. Takes up corrective / disciplinary measures in cases of discrepancies.

Note: It is recommended to organize Committee Meeting twice a year with lay wardens.

11.6 Role of the Coordinator

- a. The Coordinator is the part of hostel committee.
- b. The Coordinator and the Wardens work in collaboration for hostel administration.
- c. She is directly responsible for the hostel staff.
- d. She is to be consulted in all disciplinary matters of Lay - Wardens and hostel helpers.
- e. In collaboration with the hostel committee appropriate decisions can be made regarding the concession.
- f. She ensures that the warden provides timely communication of the functioning of the hostel to the community.

11.7 Role of the Principal/Headmistress

- a. Officially the Principal / headmistress is responsible for the hostels.
- b. She is a member of the hostel committee.

- c. She is responsible for hostel admission and any other terminations if necessary.
- d. She is directly involved in the disciplinary actions on the students.
- e. She has the authority to grant long leave for hostel students.
- f. She meets the students occasionally.

11.8 Role of the Wardens

- a. According to the norms of the province, the care – taking power of the hostels is delegated to the Wardens who in turn work in collaboration with the Principal / Headmistress / Correspondent /Secretary and Coordinator, on matters such as admission, concessions, discipline and dismissals.
- b. Wardens have to work as a team among themselves and with the Coordinator and the Principal / Headmistress.
- c. Wardens have to make conscious efforts to be kind and firm and impartial in their dealings with inmates.
- d. Wardens are guided by Christian values in all their dealings with the students, understanding the psychology of the youth of today. They make efforts to discover the potential of each student and provide opportunities to grow. They foster in the students a sense of belonging of being loved and instill family spirit.
- e. Wardens are directly responsible for daily verification of the attendance of the hostel inmates.
- f. Wardens are accountable to the local Coordinator for financial administrations and functioning of the hostel.



Criterion : VI - Governance, Leadership and Management

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- g. Wardens have to discuss with the community in the beginning of the academic year regarding the involvement of the community sisters in the formation programmes of the inmates.
 - h. Wardens take responsibility for repairs, improvements, and hostel celebrations with proper planning and executions in consultation with the committee.
 - i. In case of serious health problems of the inmates, wardens need to inform the co-ordinator.
 - j. Wardens make timely communications to the Principal and Coordinator about illness of students, death of their relatives and other serious matters.
 - k. The Warden must play the role of both a caretaker and a guide to the inmates.
 - l. Chief warden should work in collaboration with the assistant lay wardens.
 - m. The Chief Warden should not be given other heavy responsibility. Sisters in the community may help her in the different areas: supervision in the dining hall, study, recreation, prayer and teaching moral values and counseling.
 - n. Wardens have a special role in relating with the parents of the hostel inmates, establish relationship, organize parents ' meet and motivate them to co-operate in maintaining discipline.
 - o. Wardens organize sessions and guest lectures on province orientation and relevant topics.
 - p. Wardens attend courses and seminars to update themselves to be effective in their ministry.
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