



NIRMAL JYOTI BOARDING HOUSE

(For Girls of Classes XI, XII & College)

ESTABLISHED
2013

MOTTO
**A Safe
Heaven**

MANAGED BY
**CMI
Fathers**



759 407 2430

njgirlshostel@gmail.com



We attend for all your needs



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Calm & peaceful intellectual spaces



Safe, secure & comfortable infrastructure



Keeping it clean & tidy always



Healthy nutrition in a perfect atmosphere



Wholehearted Welcome to the Abode of Kristu Jyoti Group of Institutions Nirmal Jyoti / Vidya Jyoti Hostels

These hostels operated upon by the Kristu Jyoti Group of CMI Educational Institutions do concentrate upon promoting harmonious living conditions with the holistic development of the inmates in every step of the way. The main focus of these hostels is to create an environment which is conducive to the academic and multidimensional career upward mobility of the students. These hostels do function under certain well defined rules and regulations. All the inmates of these hostels are bound to follow these regulations in a resolute manner. We welcome all of you to these hostels with open arms and we assure you a culture of community living, timebound modulation of activities and common welfare of each and everyone of you.

Fr. Rector



CONTACT DETAILS



Fr. Thomas Kallukalam CMI

Manager | Kristu Jyoti Group

Fr. Tomy Elavunkal CMI

Director | Kristu Jyoti Group

Principal | Kristu Jyoti HSS

Mob : 8921729152

Fr. Scaria Ethirett CMI

Principal | Placid Vidya Vihar

Sr. Sec. School

Mob. 8281868484

Fr. Akhil Karikkathara CMI

Rector | Vidya Jyoti & Nirmal Jyoti Boarding

Bursar | Kristu Jyoti Group

Mob. 9538867864

Fr. Wilson Chavarakudilil CMI

Assistant Rector

Vidya Jyoti & Nirmal Jyoti Boarding

Mob . 7902275749

Jancy Thomas

Warden | Nirmal Jyoti

Mob. 7594072430

Shyny Xavier

Warden | Nirmal Jyoti

Mob. 7736005864





Rules and Regulations & Their Strict Adherence

An overview of the Rules and Regulations

This book contains a set of rules and regulations in the subsequent pages which should be adhered to in letter and spirit by the inmates of the hostels and their parents concerned. These guidelines are aimed at the smooth and transparent functioning of the hotels so as to ensure the overall educational endeavour of the Kristu Jyoti Group. The thrust areas of these rules and regulations are the class and study time and their apt observance, the dress code to be followed, the usage of the facilities and amenities provided in the hostels, the maintenance of the rooms and furniture in the hostels, the entry and exit procedures from the hostels, the patterns of lifestyle to be pursued in the hostels and an array of modalities that the hostellers do have to do while residing over there. We are of the firm belief that these instructions do pave the way for the formation of a generation of students who would be meticulous in their functioning, humane in their deeds, disciplined in their studies and behavioural patterns and well-contrived in community living.



Hostel Packing List

Students shall bring the following:

COMMON

Dictionary
Instrument Box
Stationery
Calculator
Toiletries, Bucket & Mug
Uniform (Minimum 5 Pairs)
Uniform shoe
School Socks (3 Pairs)
Umbrella
Night Dress (2 Pairs)
Colour Dress (3 Pairs)
Mattress (2½ feet) & Bed Sheets (4)
Pillow & Pillow Covers (2)
Sports Dress (Optional)
Sports Canvas Shoe (Optional)
Under Garments (7)
Bath Towel (3)
Dress Hangers (10)
Cell Phone
Cloth Clip
Small Size Mirror
Water Bottle
Flask

FOR GIRLS ONLY

Bucket (2)
Flask
Plate
Cup/Glass
Tiffin Box

Boarders are requested to bring essential items other than the items mentioned above.





OFFICE

Vidya Jyoti Boarding House

The Vidya Jyoti Boarding office and the Administrative Office of the Kristu Jyoti Group will handle all the admission procedures of the boarding and the financial transactions related to them. Application form and guidelines for the boarding are available at the office of Vidya Jyoti Boarding House and the Administrative Office of the KJ Group.

Nirmal Jyoti Boarding House

The Administrative Office of the KJ Group handles all the admission procedures to the boarding and the financial transactions related to it. Application forms and guidelines for the boarders are available at the Administrative Office.

The main highlights of these hostels are eco friendly nature, destressing and homely ambience, well-ventilated spacious hostel building, seperate study halls for different batches, constant supervision in all the study halls, a strict study timetable, reading room, hostel library, laundry and ironing facility, tasty, hygienic and nutritious food, well-equipped, hi-tech, neat and clean kitchen, ample space for students to play and walk around during leisure time, 24 hours security and daily holy mass.





Class and Study Time Specifications

The students do have to attend the classes at the college and schools all the working days. They can stay back in the hostels only, if there is a valid reason to do so. Their absence from the classes should be promptly notified to their respective class tutors by them and the parents.

They should return from their college and schools half an hour after the classes are over. If they want to stay put more than the stipulated time, permission from the Rector and Principal is a prerequisite thing. The students do have to do the following things when they stay in the hostels such as no scope for combined studies, strict observance of silence during study hours, going to bed at 11.30 unless and until the permission is taken for beyond that timeline and the use of mobile phones in a restricted manner during the study time.

Every student is expected to remain in class during school / college hours and no one may stay back in hostel without prior permission from the Rector/ Warden. Students are expected to leave the hostel by 8. 30 am on all working days. In case the student has to stay back, valid reason must be given to Class Teacher as well.

College students must enter the hostel within half an hour after their class has ended. Written letter from the Principal to the Warden is compulsory for any other stay back.

Combined study is not encouraged in hostel.

Strict silence must be observed during study time.

Students are expected to switch off the lights and sleep at 11.30 pm every day. College students who need more time for study at night may do it in common study room.

Complete silence must be observed in hostel from 9.30 pm - 7.30 am. This is essential for maintaining a peaceful and quiet atmosphere conducive to study. Breach of this rule will be seriously dealt with.

The use of the internet is widely recognized as an important resource and a necessary tool for studies. Its use for academic purpose is encouraged subject to strict monitoring to ensure that the facility is not misused for watching movies or to indulge in highly objectionable and illegal purposes such as viewing obscene content or stalking and the like which are punishable under criminal law. Any misuse of the internet for such illegal purposes will be reported to the police and the offending laptop and mobile phone will be instantly confiscated.





Hostel Attendance & Out Pass System

- ❖ Hostel attendance entry is made compulsory for all inmates.
- ❖ Students who are abstaining from supper shall register their attendance in reception before 8.15 pm.
- ❖ At the time of return from home, students must make sure that it is informed to the reception and attendance is marked.
- ❖ Every departure and arrival in the campus should be supported by Permission Slip duly signed by the Warden/Rector.
- ❖ Entry in the Movement Register will be made on the basis of Permission Slips. Students going out with permission must retain the Permission Slip when they return. Those who apply for permission must clearly state the date and time of intended departure and return along with the destination and purpose of the journey in the Movement Register maintained in the hostel.
- ❖ Based on school/college rules, visit to home is restricted to Second Saturdays and Term breaks.
- ❖ No permission will be granted to the residents to leave the hostel for miscellaneous purposes / attending functions. In such cases students must proceed from their homes with the permission of their parents.

In-Time & Out Time

Generally students will not be permitted to leave the hostel/return to hostel before 6.00 am. Similarly no students will be permitted to enter the hostel after 5.30 pm on any day. However, concerned hostel Rector/Wardens may make exceptions in genuine cases.

Language

Spoken English is insisted upon in the campus for the purpose of improving self-confidence and employability of students.





Dress Code

- ❖ Modesty in dress and dignity in relations with all inmates in the hostel as well as others in the campus are primary requirements of community life
- ❖ Formal dress code has been prescribed and should be strictly followed within the campus and hostel. All students are expected to maintain their dignity and proper decorum in dress within the campus or outside
- ❖ Shabby appearance has to be scrupulously avoided. Hostlers must look well groomed and presentable at all times.
- ❖ Boy students must cut their beard periodically and comb it properly while they are in the hostel.
- ❖ Girl students are not allowed to wear shorts in the hostel.
- ❖ Five to six pairs of uniforms are mandatory for each student.
- ❖ Boys should maintain a hair pattern of orderly nature.
- ❖ Girl students should be moderate in terms of their dress patterns while in the hostel.

Food Service & Hygiene

- ❖ Highly nutritious food is prepared in the mechanized kitchen of the hostel and is served in the mess hall.
- ❖ Students must observe proper decorum in the common mess hall and handle crockery and cutlery with care.
- ❖ Students must pick up the right habits at the mess table.
- ❖ Students must also take utmost care not to waste food and most invariably give prior notice in case they decide to forgo any meal for any valid reason so that food is not wasted.
- ❖ Inmates are not allowed to bring food from restaurants / bakeries into their rooms.
- ❖ Food is served only during the time allotted at the Mess Hall and the residents are not permitted to take food to their rooms.
- ❖ Care must be taken not to spill food on the tables or outside.





Rooms and Furniture

- ❖ Residents are not permitted to change rooms.
- ❖ No extra fittings are allowed inside hostel rooms.
- ❖ Everyone should take utmost care to keep the hostel rooms, toilets, furniture and surroundings clean and tidy in conformity with the high standards of hygiene and cleanliness maintained in the whole campus.
- ❖ There should be absolutely no litter within or outside rooms. Dustbins are placed in each floor and it must be used.
- ❖ Serious action will be taken if outsiders are found inside hostel rooms.
- ❖ Water and electricity should be used with utmost economy. Everyone must ensure that not even a single unit of energy is wasted. Lights and fans must be switched off while leaving rooms. Water taps must be closed immediately after use.
- ❖ Residents are not permitted to carry out alteration of any nature without the written permission of the Warden.
- ❖ Loss or damage to any hostel facility should be reported immediately to the authorities.

Ornaments and Other Valuables May Be Avoided as far as Possible.

- ❖ Each student is responsible for the safety of his/her belongings inside the room
- ❖ Residents are not permitted to keep cash with them. Only college students can keep a reasonable amount of cash and ATM cards with them.
- ❖ If the students change the rooms, it should be done with the complete consent of the Rector & Warden.





Sick Room & Hospital Facility

- ❖ Sick room facility is available in hostels.
- ❖ Conveyance to hospital is made available on request. Parents should make necessary arrangements in case their ward is admitted in hospital.
- ❖ Parents may ensure all medical reports or copies that are available with their ward concerning their medical history if any, and the same must be communicated to the Rector/Wardens at the time of admission to the hostel.

Fire Hazards & Safety

- ❖ Candles and incenses are a fire hazard and are not permitted in the hostels
- ❖ Combustible materials such as gasoline, paint thinner and oil lamps are not permitted in the hostels.
- ❖ Burning/Bursting of crackers, carrying of crackers to the rooms and lighting of lamps /candles are banned strictly in and around the hostel premises.
- ❖ Residents must switch off all lights and fans, and electrical appliances including mosquito repelling machines if any before leaving their rooms. This is necessary to avoid an accidental fire.

Hygiene in Hostel

- ❖ Hygiene in campus is important for maintaining good health of residents and prevent contamination of environment as well. There is a strong and fastidious tradition of cleanliness and order in Kristu Jyoti hostels which residents are duty bound to maintain with utmost care.
- ❖ Separate litter boxes have been provided in adequate numbers for recyclable and non-recyclable waste materials wherever necessary and these boxes must be properly used.





- ❖ Toilets, wash rooms and wash basins need to be used with great care to ensure absolute cleanliness and hygiene. Please do remember that these are common facilities and due consideration must be given for the convenience of others. Particular care must be taken to ensure that toilets and wash basins do not get clogged on any account.
- ❖ To maintain the standards of hygiene, washing of clothes inside the toilets is not permitted.
- ❖ Laundry facility is available in the hostel.

Mobile Phone, Laptop & Newspaper Service

- ❖ Since mobile phones and laptops have become inevitable parts of education, they should be used by the students for that purpose alone while in the hostels.
- ❖ Students are allowed to use the mobiles and Laptops only with the consent of the Rector/Warden. Violation of the same will lead to confiscation by the Rector/teachers or Wardens
- ❖ English newspaper is available on each floor. Students are encouraged to make use of this facility to further their growth

Recreation

- ❖ Students can watch TV in the Recreation Hall/Mess Hall. Nobody is allowed to use TV/Music System in their rooms,
- ❖ Pre selected movies will be shown on weekends.

Religious Life

- ❖ Christian students must compulsorily attend Holy Mass on Sundays and Days of Obligation
- ❖ Christian students must attend Rosary daily.

Hostel Fee

- ❖ Hostel Fee and Mess Fee can be remitted along with School Fees via the Fee Collection Centre near Administrative Block or Online through the School Mate Nuvo App.
- ❖ Hostel Fee cannot be paid through Staff Accounts.





- ❖ Hostel Fee must be paid on every 1st day of the month.
- ❖ No refund will be issued if the resident chooses not to occupy the room under any circumstances.

Misconduct

- ❖ The following types of serious misconduct may result in suspension/ dismissal from Hostels/School/ College.
- ❖ Use/possession of alcohol, cigarettes, and intoxicating drugs
- ❖ Viewing/possession of video materials with obscene content and similar digital or print material.
- ❖ Indecent or immoral behaviour
- ❖ Indulging in ragging, violence, and gang activities.
- ❖ Physical violence against any person which may involve registration of a criminal case
- ❖ Unauthorized absence from hostel, serious act of dishonesty etc.
- ❖ Improper use of study time like playing cards etc. inside the hostel.
- ❖ Use of mobile phones/gadgets in violation of hostel rules.
- ❖ Disrespect towards Rector/Wardens or misbehaviour with staff of hostel or mess
- ❖ Violation of dress code and rules governing personal appearance.
- ❖ Causing disturbance to the hostel's peaceful ambience and exhibiting disorderly behaviour.

Visitors

- ❖ Visitors are allowed only on Sundays from 12:30 pm to 6:00 pm.
- ❖ Residents are not expected to entertain visitors in their rooms.





Ragging

Ragging is prohibited as per the verdict of the Supreme Court of India in Writ Petition No. 656/1998. Ragging involves any act resulting in mental/ physical/ sexual abuse, indecent behaviour, criminal intimidation/ wrongful restraint undermining human dignity, financial exploitation/ extortion, or the use of force. Depending upon the nature and gravity of the offence as established by the Anti Ragging Committee of the hostel, the possible punishments for those found guilty of ragging at the institutional level shall be any or any combination of the following.

Cancellation of admission	Suspension	Withholding/withdrawing scholarship and other benefits
Debarring from appearing in any test or other evaluation process	Withholding results	Debarring from representing the school/ college in any regional, national meet youth festival etc.
Suspension/expulsion from hostel		



HOSTEL ONLINE FEE PAYMENT

Step by Step Instructions



STEP I-DOWNLOAD SCHOOL APP (for Android Operating System)

For online fee payment and student related reports download the School App. For downloading the App login to the respective school's website or scan the QR Code.

➤ <https://placidschool.com/>



➤ <https://www.kristujyotihss.com/>



➤ <https://www.kristujyotivn.com/>



➤ <https://www.kristujyoticollege.com/>



STEP I-Download School App (for IOS Operating System)

For registering into the School App, enter the school code in the space provided. School name and school code are as listed below.



School Code

- Kristu Jyoti Vidya Niketan CISCE KIVNI
- Kristu Jyoti Vidya Niketan (KI) KIVNK
- Kristu Jyoti HSS. KJHSS
- Placid Vidya Vihar Senior Secondary School CBSE PVSCB
- Kristu Jyoti Kinder Garten and Play School KJKGS

STEP 2 - Registration

- Provide mobile number registered in school records for SMS
- (**Make sure you have your latest mobile number updated in school**)
- Enter your one-time password (OTP)
- On successful registration you will be redirected to App Home Page

STEP 3-FEE PAYMENT

- Click on Fee icon to view Fees paid and Fees Payable details
- You can click on Pay Now to proceed to pay the fees
- On Successful payment, you can download the fee receipt from the View History option in Fee Page.

Parent Customer Support (Timing 9 am - 5 pm IST)

Feel free to contact our customer support team

@04714010025, 9567299650

Write to helpdesk@hst@gmail.com





HOSTEL REGISTRATION FORM

Name:

Institution:

Class or Course:

Branch or Stream:

Date of Birth:

Nationality

Father:	Occupation:	Mob : Email :
Mother:	Occupation:	Mob : Email:
Local Guardian:	Mobile:	
Religion:	Caste:	
If Catholic Diocese:	Parish:	
Medical History if any:		

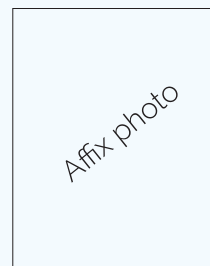
Present Address:



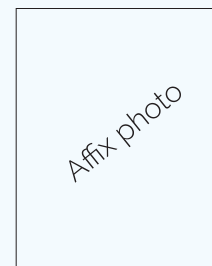
Resident



Father



Mother



Local Guardian



DECLARATION OF THE STUDENT

I.....do hereby declare that I have carefully gone through and understood the provisions of Rules and Regulations of Kristu Jyoti Hostel and that I will faithfully and conscientiously abide by them. I further declare that I realize any violation of the Rules and Regulations will be liable for disciplinary action and that I will accept the decision of the management in this regard.

Student's Signature

DECLARATION OF THE PARENT

Ithe parent/guardian of hereby declare that I have carefully gone through the rules and regulations of the Kristu Jyoti Hostel and understood all the provisions correctly. I hereby undertake to guarantee my ward's strict adherence to the Rules and Regulations of the Hostel and that I will have no hesitation to accept any disciplinary action that may be taken against my ward, including suspensions/dismissal from College / Hostel in the event of his/her involvement in acts of indiscipline.

Date:

Place:

Parent's / Guardian's Signature

Remarks (For office purpose)

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Exclusive sport & game spaces for Girls



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Stay healthy using the Sports & Gym Corner

VIDYA JYOTI BOARDING HOUSE

(For Boys of Classes V - XII)



ESTABLISHED
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**A Home Away
from Home**



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