



ADMISSION GUIDELINES – SARITA HOSTEL

Good Shepherd Convent, N Dutta Marg, 4 Bungalows Road, Andheri West, Mumbai 400 053
Contact Numbers. 022-26372422, 9892427577, 9892745115 (Email - saritahostel2026@gmail.com)

ADMISSION CRITERIA

1. Admission is open to working women aged **18 to 35 years**. Students may be considered only in exceptional cases.
2. Preference is given to women who are **from outside Mumbai** and those **from low-income families**.
3. Generally, **only unmarried women** are admitted. **Married women may be considered in exceptional cases**.
4. **Women doing online jobs or working in shift duties are not eligible for admission**

ADMISSION PROCEDURE

1. The applicant must fill out the admission form and submit **two passport-size photographs**.
2. The **parent or local guardian** must be present at the time of admission.
3. **Documents required from the applicant:**
 - o Copy of Aadhaar Card
 - o Copy of PAN Card
 - o Appointment/Offer Letter from the employer
 - o Salary Certificate / bank statement of the salary for the previous 3 months at least,
4. **Documents required from the parent/local guardian:**
 - o Copy of Aadhaar Card
 - o Copy of PAN Card
 - o A consent form duly filled out and signed by the parent/local guardian
5. Admission must be **renewed every year**.
6. The dormitory accommodation is provided exclusively to employees whose monthly salary is ₹ 20,000 or less.
7. Re-admission may be granted for **up to two additional years**. The **maximum duration of stay is three consecutive years**.
8. The applicant must follow **all hostel rules, regulations, and participate in the hostel programs**.
9. The applicant must sign the **Code of Conduct** and the **Policy Against Allegation of Abuse**.
10. If there is a job change, then we need the relieving letter if the earlier company and the appointment letter and other details of salary etc. from the new employer.
11. Before leaving the hostel, the applicant and the parent/local guardian must complete and sign the **hostel exit form**.

HOSTEL FEES AND PAYMENT RULES (The hostel fees will be revised once every three years.)

At the Time of Admission

1. **Admission Fee: ₹ 3000/- Maintenance Fee: ₹ 2000/-** (one-time, non-refundable)
2. **Security Deposit: ₹10,000/-** (refundable, subject to hostel rules)
3. **One month's Residential rent** be paid at the time of admission.

Monthly Payments

1. **Residential rent + Additional electricity charge** must be paid on or before the **10th of every month**. A penalty will be charged for late payment of rent
(Additional electricity charge - Residents using personal electrical appliances (such as a laptop, iron, and other electronic gadgets)
New admissions:
 - o If admission is taken **on or before the 15th** of the month, the **full month's rent** must be paid.
 - o If admission is taken **after the 15th**, **half of the month's rent** will be charged.)
2. Residential rent must be paid at the beginning of each month and not after the month has ended.



Mess Fee + GST must be paid on or before the **10th of every month**. A penalty will be charged for late payment of mess fee

Annual Renewal

1. Hostel admission must be **renewed every year** by paying a **renewal fee of ₹ 2000/-**

FACILITIES AVAILABLE

- o Prayer and meditation room
- o Well-equipped library
- o Recreation facilities for indoor and outdoor games
- o Well-furnished parlour/visitors' lounge
- o Rooms are well-furnished with essential amenities
- o Air-conditioned (AC) rooms are available.
- o Wi-Fi available in the common sitting area.
- o Safe purified (Hot & Cold) drinking water
- o Solar and geyser hot water facility
- o Food and dining facility
- o Multi-purpose hall for hostel programs and recreational activities
- o Washing area with washing stones and drying space
- o Ironing area
- o CCTV surveillance for safety and security
- o Fire safety equipment
- o Lift facility
- o Parking facility
- o Clean, safe, and well-maintained surroundings

POLICIES AND PROGRAMS

- ✓ Regular meetings will be held **once a month**.
- ✓ Counselling and guidance will be provided whenever required.
- ✓ Residents are encouraged to participate in **social, cultural, and spiritual activities** organized by the hostel.
- ✓ Residents are encouraged to celebrate festivals together to promote unity and fellowship.
- ✓ **Hostel Day** will be celebrated every year.
- ✓ The values and Charism of the **Good Shepherd** will be shared, and lay partnership will be promoted.
- ✓ Health, hygiene, and safety awareness programs will be conducted.
- ✓ Feedback and suggestions from residents are welcome to improve hostel life.
- ✓ A spirit of mutual respect, cooperation, responsibility, and community living will be encouraged among all residents.

HOSTEL TIMINGS

- ❖ All residents must return to the hostel **by 9:30 p.m.** The latest permitted entry is **10:00 p.m.**
- ❖ Residents are **not permitted to leave the hostel before 6:00 a.m.**
- ❖ All residents must sign the **Inward/Outward Register** at the reception/ground floor both **when leaving and upon returning** to the hostel.
- ❖ Residents proceeding on leave or staying out overnight must obtain prior permission from the Warden and make an entry in the **Leave/Night Out Register**, providing the following details:
 - ✓ Address of stay
 - ✓ Reason for leave
 - ✓ Date and time of departure
 - ✓ Expected date and time of return
 - ✓ Contact numbers of parents and local guardian



The hostel gate will be closed at 10:00 p.m. No entry will be permitted after this time except in genuine emergencies and with the prior approval of the Warden.

- ❖ Residents are expected to follow strictly to the hostel timings. Repeated violations may result in disciplinary action, including suspension or cancellation of hostel accommodation.

TERMINATION OF STAY

A resident may be required to vacate the hostel immediately under any of the following circumstances:

1. If she violates the hostel rules and regulations or engages in misconduct or inappropriate behaviour.
2. If she consumes alcohol, smokes, or uses drugs on the hostel premises. Appropriate disciplinary and legal action will be taken.
3. If she is found involved in ragging. Ragging is strictly prohibited and may lead to immediate dismissal from the hostel, along with action as per the law.
4. If she disobeys or behaves disrespectfully towards the Warden, Management, or any authorized hostel staff.
5. If she provides false information or submits false documents at the time of admission, her hostel admission may be cancelled immediately.
6. If she fails to vacate the hostel after being directed to do so, the Management reserves the right to remove her belongings from the room in the presence of two witnesses.

WITHDRAWAL FROM THE HOSTEL

- A resident who wishes to leave the hostel must give **one month's prior written notice** to the Warden.
- If the required notice is not given, **one month's hostel fee** will be charged in lieu of the notice period.
- Residents must clear all dues and return any hostel property before leaving.

Hostel Warden
Sarita Working Women's Hostel

Hostel Management
Sarita Working Women's hostel