



PROSPECTUS 2015-16

**SHRI RAM COLLEGE
OF COMMERCE
BOYS HOSTEL**



CONTENTS

PRINCIPAL'S DESK	1
WARDEN'S DESK	2
ABOUT THE HOSTEL	3
HOSTEL COMMITTEE	4
HOSTEL OFFICE	4
ADMISSION PROCEDURE	
- Admission Schedule	5
- Eligibility Criteria	6
- New Admission	6
- Re-Admission	7
- Admission Foreign Student	8
- Reservation Policy	8
FACILITIES	
- Accommodation	8
- Mess & Dining Hall	8
- Games & Entertainment	9
- Medical	9
- Banking	9
- Hostel Student's Union	9
- Hostel Magazine	10
RULES AND REGULATIONS	
- General Discipline	10
- Cancellation of Admission	15
- Mess Rules	15
- Leave Rules	16
- Fees Structure	17
CHECK LIST	19
ANNEXURE	20
- Ordinance (XV-C) Anti Ragging	20
- Admission Forms	
- Affidavit NCR - Property	





SHRI RAM COLLEGE OF COMMERCE

University of Delhi, Maurice Nagar, Delhi-110 007

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PRINCIPAL'S MESSAGE



Welcome to all the aspirants and those who have got their admission in Shri Ram College of Commerce. SRCC has been the dream destination of students' pursuing Commerce and Economics stream. Having an opportunity of admission in SRCC is a great privilege and feeling of pride.

SRCC has been providing hostel facilities for students since its existence in 1926. At SRCC hostel the college aims to provide a home like feeling to the resident students. Since students move to the hostel far from their home, we strive to make their transition as comfortable home during their college career but also a training ground to mould them into successful and well-rounded human being.

The boys' hostel provides reasonable and homely accommodation for about 145 students. The rooms are double-bed room on sharing basic and well furnished. There is a mess for breakfast, lunch and dinner where residents can take their meals like big family. The hostel building is fully wi-fi enable and has a big common room for recreation and relaxing.

This prospectus aims to provide maximum information about our Boys Hostel. I hope the aspirants will find it useful for all pertinent information required by them.

Dr. Ashok Sehgal
Principal (Acting)

WARDEN'S MESSAGE



SRCC Boy's hostel is epicenter of the dynamics of Campus life. It is not only a residential arrangement for the best brains of the country which has diverse cultural and social existence but it is also center for enhancement of academic and social aspect of student life. SRCC Boy's hostel has been a launching pad from where the students have embarked upon their successful voyages in the world.

The hostel has played a great role in bringing together the students and the teacher and allowing them to interact, innovation and invent new ways of life. The Hostel is a place where the residence learn and practice the art of co-operation, co-existence and commitment.

I am glad to welcome the new entrants to the SRCC family as residents of the Boys Hostel. I wish and believe that the disciplined and well-ordered environment of the SRCC Boys Hostel will prove to be a support system in your endeavor towards excellence in life.

H.N. Tiwari
Warden

ABOUT THE HOSTEL

The Boys Hostel of Shri Ram College of Commerce came up with the college itself in 1926 and was located on Bela road in walled city in Delhi, Later in 1954, The Hostel shifted to the Northern Campus with the college in the heart of the University. It has rich legacy of academic excellence and responsible community life.

Located near the college main building, it is an affordable, homely and safe accommodation for about 145 students. The hostel has spacious and airy building with well-furnished rooms and well organized dining hall, common room and wi-fi facility. The common room is well equipped with recreational facilities like table-tennis, carom board, chessboard, TV set with home treater, newspaper and magazines. Running hot and cold water is available around the clock.

The residents of SRCC Boys hostel have always demonstrated the ethos of dedication, sincerity and care for others. The hostel inculcates the characteristics like co-operation and respect for different cultures in the residents as they come from diverse cultures. As a part of extended family of the college fraternity, SRCC Boys hostel adds a dimension of vigor and commitment to the academic and extracurricular ambience of the institution. While providing an opportunity of campus living, SRCC Boys hostel looks forward residents to shoulder and maintain the best traditions of the college as a whole.



HOSTEL COMMITTEE

The Hostel Committee ensures compliance with the Rules and Regulations of the Hostel. The Committee comprises the following:

Principal	Chairman
Warden	Convener
Bursar	Member
Ex-Warden	Member
Advisor, College Students' Union	Member

Hostel Committee has right to amend/change/make new rules whenever required for the smooth functioning of the hostel.

HOSTEL COMMITTEE (2015-16)

Dr. Ashok Sehgal	: Principal (Acting)
Mr. H. N. Tiwari	: Warden
Dr. R. C. Gupta	: Bursar
Dr. Santosh Kumar	: Ex-Warden
Mr. Rajeev Kumar	: Advisor, Students Union
Mrs. Amanpreet Kaur Mishra	: Member

HOSTEL OFFICE

The daily routine activities are supervised by the Hostel Office Assistant, who is available in the Hostel Office from 9:00 am to 5:00 pm on all working days. Lunch timings are 1.00 pm to 2.00 pm.

HOSTEL OFFICE

SRCC Boys Hostel	: SRCC Boys Hostel
	: Shri Ram College of Commerce
	: University of Delhi North Campus
	: Maurics Nagar
	: New Delhi-110007
Hostel Office Telephone No.	: 011-27667549
College Office Telephone No.	: 011-27667905
Principal Office Telephone No.	: 011-27666519
College Office Fax No.	: 011-27667510
College Website	: www.srcc.edu
Hostel Email	: hosteloffice@srcc.edu



ADMISSION PROCEDURE

Admission Schedule (for 1st year students)

1. Last date for receiving New Admission Form : Friday, 10th July 2015 (by 1.00 p.m.)
2. Publication of List of Selected Applicants along with Waiting list on the Notice Board & on College Website : Wednesday, 15th July 2015 (by 5:00 p.m.)
3. Fee Deposit : Thursday to Friday, 16th - 17th July, 2015 (9:00 a.m. onwards)
4. Allotment of Rooms : Saturday, 18th July 2015
5. Publication of Second List of Selected Applicants along with waiting list on the Notice Board and on College Website (if Required) : Monday, 20th July, 2015 (by 5.00 p.m.)
6. Fee Deposit (Second list) : Tuesday to Thursday, 21st - 23rd July, 2015 (9:00 a.m. onwards)

Note: Admission schedule for 2nd & 3rd year students will be declared within 3 Days of declaration of their results or 25th July, or whichever is later. However, the last date for receiving duly filled application forms from 2nd & 3rd year students is 27th July, 2015.



ELIGIBILITY CRITERIA

ADMISSION (NEW APPLICANTS)

1. Criteria

- Student who has secured admission to the College is eligible for Hostel accommodation. But the allotment of hostel will be based purely on the merit of marks obtained in the qualifying examination(s).
- Either of the parents of applicant must not be residing or having a job assignment in the National Capital Territory of Delhi region at the time of admission. Proof of residence in the form of attested photocopy of Ration Card or some such other document is to be submitted along with application. (Original copy of the document is to be produced at the time of admission.) An affidavit has to be submitted with the application form stating that there is no house in the name of either of parents as well as parents are not residing in National Capital Territory of Delhi and the Specified (in coming sections) regions. However, Hostel Committee is empowered to verify the credentials and may seek additional information in this regard. (Refer to Annexure III-3 for the format of the affidavit)
- Together with admission form two affidavits for anti-ragging to be submitted by the parents and the student both in the format given in annexure III-1&2.
- Admission to the hostel cannot be claimed as a matter of right.
- For Post-Graduate students, the number of seats shall not exceed four in all.
- Applicants from II & III year of the course is required to fill form A1.

2. Non Eligibility Criteria

- Student whose parents reside in the National Capital Territory (NCT) of Delhi, Faridabad, Gautam Buddha Nagar (NOIDA), Gurgaon, Gaziabad, Sonipat, Bahadurgarh, Bagpat & Palwal are not eligible for admission to the hostel.
- The applicants whose parents have job assignment in NCT of Delhi are also not eligible for admission to the hostel.

PROCEDURE FOR ADMISSION

Application Forms A, B and C appended at the end of this prospectus are to be duly filled in all respects. Incomplete forms in any respect will be rejected. Application will be considered only after admission/enrolment in the college. The completed Application Forms along with the Required enclosures should be submitted to the Hostel Office on or before the due date.

The procedure for admission to the hostel will be as follows:

- The applicant has to submit fully filled application form together with the required documents (please refer to the check list) by the due date.
- The hostel will publish the approved list of selected applicants along with the applicants in the waiting list on the notice board and on the college website mentioning the dates by which fee can be deposited.
- The selected applicants have to produce all the original documents (except those which have been submitted in the college at the time of admission) to the hostel office obtaining fees slip. He must accompany with either the parents and/or the local



guardian. (in case either of the parents are unable to accompany the applicant, they must visit the hostel latest by 31st October of the year of Admission to complete the formalities)



- Deposit the fee within the stipulated time period.

One person cannot act as local guardian for more than one student. The local guardian should be a responsible person.

Note:

In case of tie, the following will be the basis of the breaker for admission to hostel in the given order:

- 1) Marks in fifth academic subject
- ii) Marks in English/Hindi
- iii) Overall Marks of Xth Class
- iv) Distance
- v) Date of Birth

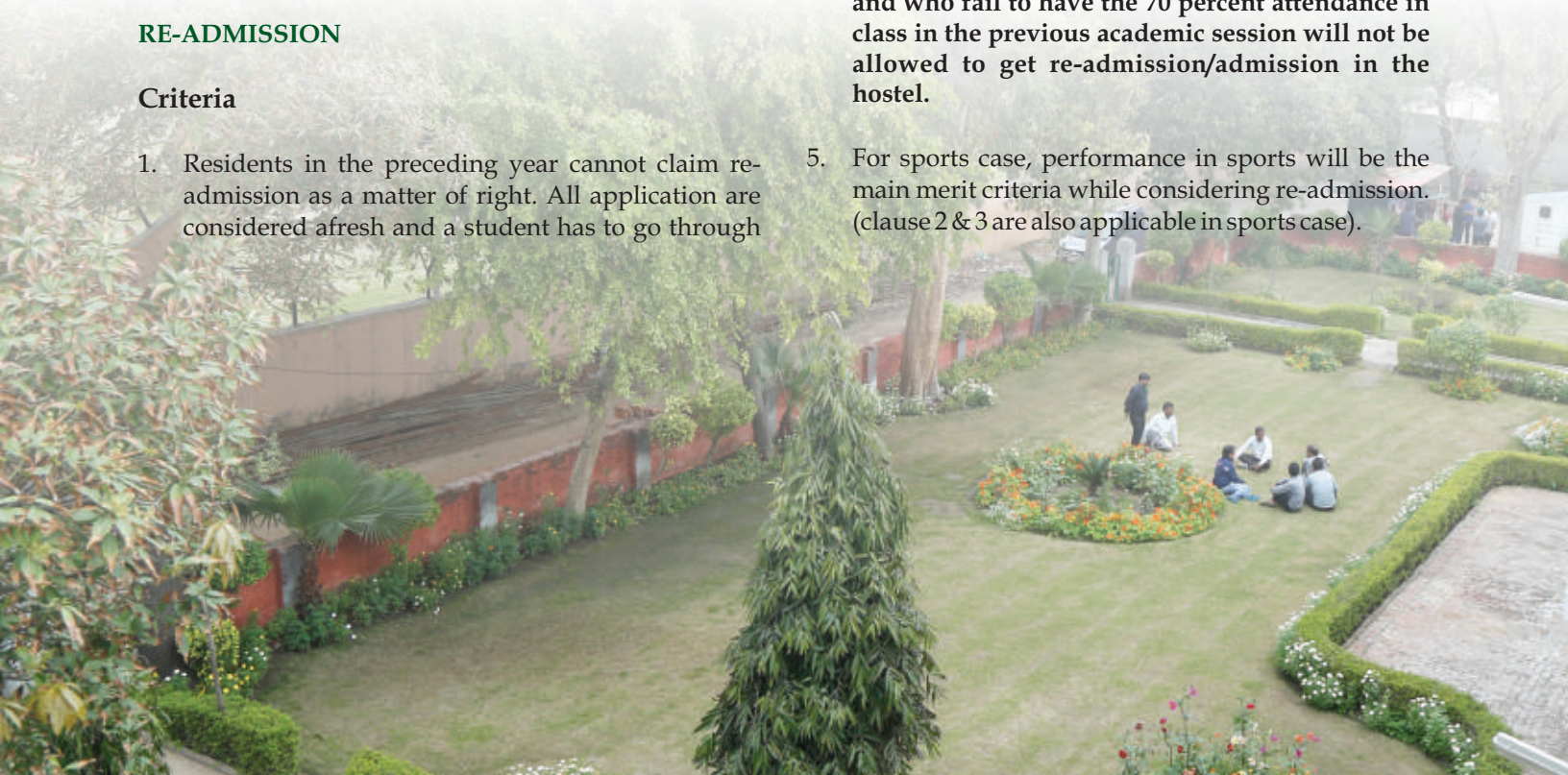
RE-ADMISSION

Criteria

1. Residents in the preceding year cannot claim re-admission as a matter of right. All application are considered afresh and a student has to go through

all the formalities applicable to a new admission.

- (a) Student seeking re-admission must have secured 55% marks (50% in case of reserved categories) in the immediately preceding examination(s).
 - (b) A fresh merit list for re-admission to the hostel shall be prepared for the students of 2nd & 3rd year of B.Com (H), B.A. (Eco) Hons. and 2nd year in case of M.A, M.Com & GBO for different categories i.e., SC, ST, Sports, General Category & others.
2. However, re-admission will be denied as a matter of rule if:
 - (a) The student has failed, got 'Essential Repeat' in the previous examinations, dropped out or has been disallowed from appearing in the annual examinations of the University because of lack of required attendance.
 - (b) The student has violated Hostel Rules or has been guilty of breach of Hostel discipline or committed an act of misconduct i.e., acts of vandalism, deliberate mischief, misdemeanor or non-payments of hostel dues and/or any fine imposed by Warden/Principal/Discipline Committee.
 3. Under no circumstances admission will be given for more than three years for B.A/B.Com (Hons.) students and 2 year for M.A/M.Com/GBO students.
 4. **The applicants who seek admission in 2nd & 3rd year and who fail to have the 70 percent attendance in class in the previous academic session will not be allowed to get re-admission/admission in the hostel.**
 5. For sports case, performance in sports will be the main merit criteria while considering re-admission. (clause 2 & 3 are also applicable in sports case).



PROCEDURE FOR RE-ADMISSION

Student seeking re-admission has to fill in the Application Form A1, B and C appended at the end of this prospectus. The application Forms should be complete in all respects and should be submitted in the Hostel Office on or before the due date. Incomplete forms will be summarily rejected. The applicant must attach the Room Vacation Slip with the Application Form.

The Procedure & eligible criteria for re-admission to the Hostel will remain similar to the procedure for new admission. Contact the Hostel Office within Three working days of the declaration of University examination results.

ADMISSION TO FOREIGN STUDENTS

The students admitted in foreign students category will be admitted to hostel only after the seats reserved for foreign students are completely filled in the college.

The admission process will remain same as mentioned in the previous sections.

RESERVATION POLICY

The accommodation in the hostel will be allocated following the reservation policy of the university. The OBC applicants will be treated as general candidate for the purpose of hostel admission.

FACILITIES

ACCOMMODATION

1. There are 145 seats available across the courses and semesters.
2. Seats are distributed appropriately among different courses and semester.
3. Reservation in accommodation to various reserved categories as approved by the University of Delhi is followed. However, the OBC candidate are seated as general candidate for the purpose of hostel accommodation as per the norms of the university.

ROOMS

The hostel has total number of 75 rooms. The rooms are allotted on sharing basis among two students. A separate furnished bed, study table & chair is provided to each resident partner of a room. In addition, cupboard, ceiling fan, light fittings, curtains, etc are provided in each room. Cleaning is done on the daily basis by the house keeping staff from the rooms within the hostel.



MESS

The hostel has a separate mess where at a time about 70 resident can take their meals. The mess is fully air-conditioned. It is managed by the residents under the supervision of the Warden and operated on cost basis. Wholesome meals are served to the residents in the mess. The menu is decided by the residents' council. The mess is operated thrice a day-at breakfast, lunch and dinner.

Meal timings are as follows:

Breakfast	8:00AM to 9:00AM
Lunch	1:00PM to 2:00PM
Dinner	8.00PM to 9:00PM

The mess timing may change depending upon the situation.

COMMON ROOM

For the recreation of residents the hostel has a fully air-conditioned common room. Residents can sit and enjoy leisure time there. Newspapers and magazines are provided in common room. Carom Board, Chess and Table Tennis facilities are also provided to the residents in the common room. A big wall mounted Television with home theater effect is also in place for the entertainment of the residents.



PARK

There is a small park within the hostel compound where students can enjoy refreshing time, study and exercise. The park in the hostel compound adds vibrancy to the Hostel.

WI-FI

Hostel residents are provided with the wifi-facility which can be used by them on their laptops with help of users id and password issued by the IT Center of the College. Wi-Fi facility allows round-o-clock net connectivity.

LAUNDRY SERVICES

The college has in-campus outsourced laundry services for the residents. The residents at their choice can avail the in-campus laundry services.

GAMES AND ENTERTAINMENT

There is a play ground in front of hostel, where cricket, football and other sports events for the residents are held. Additionally, the college has a swimming pool, indoor badminton court, basketball court, gymnasium etc. Residents play an active role in organization of a variety of college event which include plays, the winter Festival-Crossroads and the Annual Sports Fest. The hostel has a common room equipped with television set, home theater and sports equipments provisioning for table tennis, cartoon and chess.

MEDICAL

Whenever required residents may use the W.U.S. Health Center located nearby in the University Campus. At the time of payment of fees for admission / re-admission, all residents are required to fill up the W.U.S. Health Center form available in the hostel office and pay a membership fee directly in the office of the W.U.S. Health Center. The W.U.S Health center also has Students Counseling Center.

The college has its own medical unit also close to the hostel, in the sports complex, where basic medical support is provided to the residents.



In case of medical emergency, a student is taken to the nearest hospital and the local guardian is duly informed. The local guardian is required to take charge and entire responsibility of treatment and expense will be borne by the parents/local guardian.

BANKING

The State Bank of India , SRCC Branch , is located in the college Campus where resident students are advised to open their accounts. Residents are also advised against keeping much cash or other valuables in their rooms. Authorities will not be responsible for any unfortunate loss that may occur.

HOSTEL STUDENTS UNION

The Hostel Students Union assists in the efficient and smooth functioning of the Hostel. It contributes to the maintenance of harmonious community life. the office-bearers are elected and hold office for the whole academic session. The designations of office-bearers and the minimum eligibility for contesting the elections for designated posts are as follows:

Post	Minimum Eligibility
President	75% aggregate in first four semesters
Mess Secretary	70% aggregate in first four semesters
Organizing Secretary	70% aggregate in first four semesters
Maintenance secretary	70% aggregate in first four semesters
Sports Secretary	70% aggregate in I year(I & II semester)
Cultural secretary	70% aggregate in I year(I &II semester)

In case, the nominations are not received or the candidature goes unopposed for any post , then the post will be decided on merit of admission to the hostel by the warden.

HOSTEL MAGAZINE

The Hostel has its own magazine, Portraits, a directory of each and every resident of the Hostel in a given year.

HOSTEL RULES AND REGULATIONS

Applicant, local guardians and parents are advised to go through the Hostel rules and follow them in letter and spirit.

RULES AND REGULATIONS

GENERAL DISCIPLINE

- Residents must contain proper decorum in the hostel. They must behave properly with the staff and fellow residents.
 - Students must carry the Hostel Identity Card with them and produce the same on demand by College/Hostel officials.
 - since the College class-rooms are in the proximity of the Hostel rooms, care should be taken not to disturb the college atmosphere by playing music, etc.
 - Consumption of liquor, and/or contraband drugs, and/or smoking is strictly prohibited during the resident's stay in the Hostel. Anyone found guilty of contravening this regulation will be expelled from the Hostel immediately and a fine of 10,000/- may be imposed as well.
 - Lady visitors are not allowed to enter the Hostel. However, they may meet the resident concerned only upto 7.00 pm outside the hostel.
- **Ragging in any form, causing mental and physical agony and abetment of ragging , is strictly prohibited under the University Ordinance XV(C) and will invite severe disciplinary action even to the extent of expulsion from the Hostel. (please refer Annexure-1 for the Ordinance)**
 - Ragging for the purpose of this Ordinance ordinarily means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by other students. It includes individual or collective acts or practices which :
 - involve physical assault or threat, and/or use of physical force;
 - violate the status, dignity and honour of women and honour of students belonging to the scheduled castes and tribes;



- expose students to ridicule and contempt and affect their self-esteem;
- entail verbal abuse and aggression, indecent gesture and obscene behaviour.
- In case any student(s), who have obtained degrees of Delhi University, are found under this Ordinance committing an act or practice of ragging, they may be subjected under Ordinance XV to appropriate action for withdrawal of degrees conferred by the University.
- For the Purpose of Ordinance XV, abetment of ragging will also amount to ragging.

NOTE: The recent judgement of Supreme Court in the matter of ragging is also enforced.

- Residents must keep their rooms, bathrooms and surroundings clean and tidy. Walls must not be disfigured. They are accountable for any loss or misuse of Hostel property. There may be recovery of repair cost and/or penalty as well as disciplinary action for causing such acts.
- Hostel dues should be cleared within 7 days of issuance of demand bill/notice or as announced by the Hostel authorities from time to time.
- Only under special circumstances residents may stay out of the Hostel with prior approval of the Warden/Principal.
- Students have to inform in writing to the Hostel administration even if they are leaving the Hostel for a day. Students have to inform rejoining also in writing. In case information in writing is not received by the Hostel Office disciplinary action may be taken against the defaulter.
- Staying away from the Hostel without proper intimation or an approval, valid reason or authorization is as serious breach of Hostel discipline. Resident who stay away for a month or more without permission will be liable to lose the Hostel seat and may not be considered for admission in the Hostel even in the following year(s).
- It will be the responsibility of co-occupant also to inform such absence in writing to Warden, failing which disciplinary action will be taken against him which may include forfeiture of security, cancellation of admission etc.
- **No resident is allowed to keep unauthorized person (anyone who is not admitted to the Hostel) in his room. Any guest/visitor after 10 pm shall be considered as unauthorized person. Keeping an unauthorized person will be deemed as an act of gross indiscipline inviting a minimum fee of 2000/- and may even lead to cancellation of admission in the Hostel.**
- Room duly allotted to a resident cannot be changed without prior approval of the Warden. Change of room will necessitate change in Hostel records and a fee of ₹100/- will be charged from the resident seeking the change.





- **Indiscipline of any kind, irregularity in payment of dues and poor class attendance record will be treated as disqualification for readmission and cessation of stay in the present context.**
 - The Warden can, without assigning any reason, change room allotted to a Hostel inmate. Noncompliance of any order in this regard is to be treated as a serious breach of discipline inviting penal action.
 - The resident must lock the room even if going out for a short duration. The Hostel administration will not be responsible for any loss that occurs due to unlocking of rooms and for any other person.
 - Any attempt or connivance leading to damage or loss of Hostel property or building shall be treated as an act of gross indiscipline inviting penal action including fine as well as cancellation of seat.
 - Any record of indiscipline or conniving with others leading to indiscipline will disqualify a candidate from contesting an election for any post in the Hostel Students Union. The student may be denied admission in the hostel in subsequent years.
 - **Keeping Scooter/motor Cycle/Cars are strictly prohibited within the Hostel Campus. The residents shall not keep any vehicle. Any vehicle found on campus will attract a fine of ₹5000/- for every default.**
 - Residents will have to vacate the Hostel premises within three days of completion of his end-tem examination, failing which he will have to pay a surcharge of ₹300/- per day. However, seeking permission from Hostel authority is mandatory in any case. Residents vacating rooms are required to hand over the rooms to the Office Assistant and collect a Room Vacation Slip. The Slip has to be produced at the time of readmission or its photocopy has to be attached with the form claiming refund of Hostel Security amount.
- Re-admission will not be considered without Room Vacation slip.**
- The resident is responsible for the care and maintenance of the room and furniture provided to him. As and when necessary, the rooms may be inspected by the Hostel authorities. The room may be inspected by the Warden/Principal and Hostel Committee Members even in the absence of the resident.

- Use of electrical appliances, (other than permitted) inside rooms is strictly prohibited. Transistors, music systems may be allowed, provided other residents do not object. Residents are required to switch off the lights and fans when leaving the room.
- Residents are suggested not to paste posters directly on the walls and doors. Graffiti is strictly prohibited. If the room requires repairs beyond normal levels at the end of the session, the cost of repairs will be adjusted against Hostel Security money of the inmate.
- No one will be allowed to surrender the Hostel Seat after 31st August. In case someone leaves/or is expelled he has to pay dues till the end of the academic year i.e. June.
- The gates of the Hostel shall be closed at the specified time. Residents are required to enter the buildings by that time.
- Hostel rules & regulations are subject to change from time to time and a communication in this regard would be made.
- Any false, misleading, and/or fabricated information given in the application form may lead to denial/cancellation of admission.
- The admitted candidates have to occupy the room within three days from date of allotment of the room failing which admission would be cancelled.
- Residents are not allowed to keep belongings of others including that of college Societies, Sabha, etc. A penal action may be initiated against defaulters.
- Inmates have to pay actual expenses incurred on payment of water, house/property tax, and electricity, etc.
- Residents are advised not to make payments in cash for any work done in the hostel. In past, residents have been found taking a cult/commission from vendors for getting hostel work done. If such cases are found, the students would be expelled from the hostel with immediate effect. Financial penalty may be imposed in addition to other disciplinary actions.
- Any act of physical vendors, irrespective of the reason, perpetrated by Hostel residents within Hostel premises, shall automatically and immediately lead to cancellation of bona fide



resident status of the concerned resident, leading to eviction, and registration of F.I.R at the Maurice Nagar Police Station.

- Residents are expected to keep their rooms , bathrooms, and all other Hostel spaces clean. In case of repeated littering, or damage, or loss caused to Hostel property, the concerned resident shall bear the cost.
- Residents must not interfere in the administration of the Hostel or in the routine office affairs, or otherwise cause disturbance in the Hostel.
- Residents should see the Hostel Notice Board regularly for notices and announcement, etc., issued from time to time by the Hostel Office.
- A complaint/suggestion box is available near the dining Hall for all issues pertaining to Hostel and/or mess for any suggestion. The resident may drop a letter in writing regarding their complaint or suggestion. The letter must mention the particulars of the resident.
- Residents should always give their current address and mobile numbers to the Hostel Office. They must inform the Hostel Office of any change in the address and telephone numbers of their parents and local guardians.
- Any case of illness should be reported to the Hostel office/ warden immediately.
- Residents students found forging signatures of parents/L.G./fellow students will be expelled from the hostel.
- Residents students are not allowed to take up any full time/ part time employment or enroll for any course outside the college.
- Residents are expected to dress in an appropriate manner while visiting the dining hall , visitor's room and the other common spaces in the hostel or college.
- Any violation of Hostel rules mentioned above or elsewhere in this prospectus shall lead to disciplinary action, including fines, ranging from ₹250/- to ₹5000/- to be imposed by the Warden. In more serious cases, or in cases of repeated violation , the Hostel shall suspend and/or expel the resident.



CANCELLATION OF ADMISSION BY THE HOSTEL

- I) Involvement in ragging.
- ii) Non-payment of dues for more than 30 consecutive days.
- iii) Keeping Guest in hostel Rooms.
- iv) Cessation of regular studentship.
- v) Violation of rules , and indiscipline.
- vi) Supression of facts and/or providing wrong information.
- vii) Making casteist , communal or racist remarks against other students.
- viii) Involvement in any other act which creates trouble to other residents/hostel authorities.

MESS RULES

- Mess charges must be cleared within 7 days of the issuance of the mess bill failing which a late fine of 20/- per day will be charged upto the end of a month. In the first week of the following month , the parents/local guardians will be informed and the resident(s) concerned will not be allowed to have food in the mess.

- Residents going out of the station should submit the mess rebate application form in the hostel office and sign-off in the mess register before they leave , failing which the mess bill will be charged in full.
- NO crockery or food can be taken out of the Dining Hall except during indisposition of the student for which permission in writing from the Hostel Warden has to be obtained. In such cases , only disposable plates will be used.
- No guests are allowed in the mess.
- Exercise of food option - vegetarian or non-vegetarian - can be allowed once a week only. However charges for non-vegetarian meals will be added to the mess bill.

MESS REBATE

Residents who wish to apply for Mess Rebate should make a written application to the Warden at least two working days in advance. Mess Rebate may be availed on following grounds:

- (a) A student who is away from the Hostel and does not take food in Dinning Hostel for a minimum period of seven consecutively days, will be given mess Rebate at the rate of ₹50/- per day, provided he informs the Hostel office in advance in writting.



Rebate will not be given on a period of less than 7 days of absence. In such case, the resident will have to bear the mess charge in full. Such rebate can be availed to maximum 25 days in an academic year.

- (b) The full mess rebate facility can be availed by the residents who remain absent from the hostel for more than a period of 10 consecutive days due to illness or any unforeseen situation. The facility can be availed for a maximum period of 30 days in an academic year on providing the supporting documents for the same.

The total number of days of rebate in an academic year cannot exceed 30 days, taking together the partial & full mess rebate.

- (c) In the case outstanding Mess bill of a resident exceeds 5000/- the resident shall be served notice by the Hostel Office. If the bills are not cleared within 7 days, the resident shall automatically lose his bona fide resident status, and thereby the withdrawal of mess dining rights. The per day fine of 20/- will still be charged from the resident till he clears all the dues.

LEAVE RULES

- Resident may avail of the following types of leave:
 - a. Leave to visit LG- Weekends (Saturday and Sunday) and/or on Gazetted Holiday (max four days in a month)
 - b. Home Leave- Vacations / Breaks / illness / unexpected reason
- All types of leave have to be applied for at least 24 hours in advance in prescribed performa. Residents can proceed on leave only after ensuring that leave is duly sanctioned by the Warden. Prior letter of request is to be furnished from LG/Parent in case of LG leave/Home Leave / leave of special purposes.
- Residents are required to sign in the appropriate register (LG leave / Home leave) before proceeding on any kind of leave and on their return. Any resident found leaving or entering the hostel without signing the register is liable for disciplinary action.
- The hostel will not be responsible for any incidence with/conduct of the resident outside the hostel premises.



FEES STRUCTURE***ANNUAL FEES**

1. Admission fees	100.00
2. Utensil and furniture	2,500.00
3. Medical & Sanitation	50.00
4. Garden Fees	1,000.00
5. Common Room Fee	100.00
6. Hostel Union Fee	100.00
7. Property / House Taxes	550.00
8. Repairs & Maintenance	2,000.00
9. Geyser and Fan Charges	200.00
10. Hostel Development Fee	4,000.00
11. Room Rent shared (per residents For 10 months @ ₹ 250/- PM)	2,500.00
12. Contingency (@ ₹500/- PM)	6,000.00
13. Campus Security	4,800.00
14. House Keeping Charge	1,000.00
15. Establishment Fee	5,000.00
16. Magazine Fees	100.00
17. Student Activity Fee	1,000.00

In case any deficiency occurs due to student activities or printing of Magazine, the same will be charged to the mess bill.

***ELECTRICITY AND WATER CHARGES**

(a) Electricity charges for 3 months	1,800.00
(b) Water charges for 3 months	600.00

***REFUNDABLE/ADJUSTABLE**

(1) Caution money	1,000.00
(2) Mess advance for April/May of the following year (to be adjusted in the mess of May of the following year)	6,000.00
(3) Mess Security	
(i) For Undergraduates	5,000.00
(ii) For postgraduates	6,000.00

* Subject to revision



MESS CHARGES

Charges per month will be according to the actual mess expenditure incurred.

***Total Amount payable at the time of Admission to the Hostel.**

(i) For undergraduate Students 45,400.00

(ii) For Postgraduate Students 46,400.00

*Amount payable at the time of Readmission to the Hostel for both Undergraduate and Postgraduate students. 39,400.00

Note:

- Hostel Security amount will be refundable only after the room has been vacated. Hostel Mess Security and Caution Money are refundable through cheque only Bank Transfer only in SBI. Application has to be made on a prescribed form along with the photocopy of the Room Vacation slip and submitted to the Hostel Office. Security Money has to be claimed within one year after leaving the Hostel, beyond which the same lapses to the Hostel Amount.
- Hostel Charges are subject to revision from time to time.
- In case a student after being admitted wants to get his admission cancelled, he will be entitled to refund of fees as per following time schedule:

If a admission cancelled by

Latest 31st August of the year of admission

After 31st August of the year of admission

: Amount refunded

: Full amount after deducting 5000+ actual mess expenses + water and electricity charges

: Annual charges will not be refunded. However, monthly room charges and contingency charges will be realised only upto the month in which withdrawal is sought.

- In case of withdrawal the refund is calculated from the date of the written application's submission to the warden for the withdrawal of admission.

Additionally:

physically handicapped students are exempted from payment of hostel fee as per university guidelines. These students will also be given concession in the mess charges as per the guidelines issued by the University.





Note:

- The amount to be collected as basic monthly Mess charges shall be reviewed by the Hostel in the months of January every year, based upon the average of actual mess bills paid by the Residents during the preceding period of 6 month.
- Personal air-conditioners are not allowed. Only the following electrical appliances may be used by the residents in their rooms with prior permission and on payment of the charges mentioned against each.

(i) Air cooler	₹250/-monthly
(ii) Kettle /immersion Rod	₹150/-monthly each item)
(iii) Iron/Room heater	₹200/-monthly (each item)

The above charges are applicable for the entire month, (irrespective of the date on which a student starts the use). Any other equipment without prior information/permission will be subjected to the penalty.

CHECKLIST

Admission New Applicants (I, II and III years)

1. Completed form : A, B & C
2. Passport size photographs - 2

3. Proof of present residence : Attested copy of ration card or equivalent document.
4. Self-attested copy of relevant documents (Marks sheet of qualifying exam, X Certificate and marks sheet, Category Certificate (if applicable), College Admission Fee Slip)
5. Annexure-III

Readmission (II & III year)

1. Completed Form A1,B and Form C
2. Passport size photographs - 2
3. Proof of present residence : Attested copy of ration card or equivalent document
4. Attested copy of relevant documents (Marks Sheet, Category Certificate (if applicable),)
5. Room Vacation slip issued by Hostel Office in the preceding session.
6. Annexure - III

Post admission

Fill up I-card form and I-card.

Annexure-1

Ordinance XV-C Prohibition of and Punishment for Ragging

1. Ragging in any form is strictly prohibited within the premises of hostel/college/any part of University of Delhi system as well as on public transport.
2. Ragging in any form is not permissible on campus, not even for fun. This is an offence that is punishable under ordinance XV (B) & (C) of the university in the wake of the recent supreme court ruling. See website : for further information. The hard copy is available in the library.
3. Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under this Ordinance.
4. Ragging for the purpose of this Ordinance, ordinarily means any act, conduct or practice by which dominant power or status of senior student is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by other students and includes individuals or collective acts or practices which :
 - Involve physicals assault or threat to use of physical force;
 - Violate the status, dignity and honour of women students;
 - Violate the status, dignity and honour of students belonging to the scheduled castes and tribes;
 - Expose students to ridicule and contempt and affect their self esteem; Entail verbal abuse and aggression, indecent gestures and obscene behaviour.

The Principal of a college, the head of the Department or an Institution, the authorities of college, of university hostel, of hail of Residence shall take immediate action on any information of the occurrence of ragging.

5. Not with standing anything in clause(IV) above, the Warden may also sue motto enquire into any incident of ragging and make a report to the Principal / Vice-Chancellor of the identity of those who have engaged in ragging and the nature of the incident.
6. The Warden may also submit an initial report establishing the identity of the perpetration of ragging and the nature of the ragging incident.
7. If the Principal of the College, Head of the Department of institution or the Warden is satisfied that for some reason to be recorded in writing, it is not reasonably practical to hold such an enquire he may so advise the Vice Chancellor accordingly.
8. On the receipt of report under Clause (5) or (6) or a determination by the relevant authority under Clause (7) disclosing the occurrence of ragging incidents described in Clause 3(a),(b) and © the Principal/Vice Chancellor shall direct or order rustication of a student/ students for a specific numbers of years.
9. The Principal / Vice Chancellor may in other case of ragging order or direct that any student or students be expelled or be not for a stated period, admitted to a course of study in a college, departmental examination for or more year on the result of the student concerned in the examination or examinations in which they appeared be cancelled.
10. In case any student who have obtained degrees of Delhi University are found to be guilty under this Ordinance appropriate action under statue 15 for withdrawal of degree conferred by the University shall be initiated.
11. For the purpose of this Ordinance, abetment to ragging whether by way of any act, practice or incitement of ragging will also amount to ragging.
12. All institutions within the Delhi University system shall be obligated to carry out instructions / directions under the Ordinance and to give aid and assistance to the Vice-Chancellor to achieve the effective implementation of the ordinance.