

SHRI RAM COLLEGE OF COMMERCE-GIRLS HOSTEL
UNIVERSITY OF DELHI
MAURICE NAGAR
NEW DELHI - 110007

SRCC/GH/2021/51

DATE: 14.02.2022

Guidelines for Hostel Admission for the session of 2021-22

1. Accommodation in Girls Hostel is subject to COVID guideline issued by appropriate authority and all the residents are expected to follow COVID guideline.

2. Availability of Accommodation

1. There are approximately 53 seats available for accommodation of across the courses & semesters.
2. All the rooms are double seated and some are tripling seated which may be single seated depending on Covid Guideline issued by appropriate authority.
3. Seats are distributed appropriately among different courses & semesters.
4. Allocations/Reservations of seats for various categories, as approved by the University of Delhi, shall be strictly followed. However, the OBC candidates are treated as general candidates for the purpose of hostel admission as per norms of the University.
5. For Post-Graduate students the number of seats shall not exceed two in all.

3. Eligibility Criteria for New admission of Undergraduate and Postgraduate Course

1. Student who has taken admission to the College is eligible for Hostel Accommodation will be based purely on the merit of marks obtained in the qualifying examination(s).
2. Either of the parents of applicant must not be residing nor having a job assignment in the National Capital Territory of Delhi region at the time of admission.
3. Students whose parents reside in the National Capital Territory (NCT) of Delhi, Faridabad, Gautambudha Nagar (NOIDA), Gurugram, Ghaziabad, Sonipat, Bahadurgargh and Bagpat are **not eligible for admission to the Hostel**.
4. The applicants whose parents have job assignment in the NCT of Delhi are also **not eligible for admission to the Hostel**.

4. Rules and Conditions

1. The applicants are required to submit fully filled application form together with the required documents (please refer to check list) by the due date.
2. Admission will be granted in order of merit of candidate under respective category.
3. In case of tie the following will be basis of tie breaker for admission to hostel in the given order:
 - a) Marks in fifth academic subject.
 - b) Marks in English/Hindi.
 - c) Overall Marks of 10th Class.

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- d) Distance.
- e) Date of Birth.
4. Deposit the fee within the stipulated time period.
5. Admission to the Hostel cannot be claimed as a matter of right.
6. All applicants are considered afresh and a student has to go through all the formalities applicable to a new admission.
7. Incomplete forms will be rejected.

5. Admission Formalities

1. The selected applicants have to produce all the original documents (excepts those which have been submitted in the college at the time of admission) to the Hostel office for obtaining fees slip.
She must accompany with either of the parents and the local guardian at the time of admission.


6. Documents Required

1. Completed form: A, B and C.
2. Proof of present residence: Attested copy of ration card or equivalent document.
3. Self-attested copy of relevant documents:-
 - a) Marks Sheet of qualifying exam.
 - b) X Certificate and mark sheet.
 - c) Category Certificate (if applicable).
 - d) College Admission Fee Slip.
4. Address proof of Local Guardian.
5. Annexure-III on stamp paper/affidavit.

7. Admission Schedule

- Last date for receiving New Admission form : 19.02.2022 (Saturday by 1 p.m.)
- Publication of List of Selected Applicants along with waiting List on the Notice Board & on College Website. : 23.02.2022 (Wednesday by 5 p.m.)
- Fee deposit & personal interaction for 3rd Year Student (both parent and local guardian) : 24.02.2022 & 25.02.2022 (Thursday & Friday by 9 am to 3pm)
- Allotment of Rooms for 3rd Year students : 26.02.2022(Saturday by 9am to 3pm)
- Fee deposit, Personal Interaction & Room Allotment for 2nd Year students (both parent and local guardian) : 28.02.2022 & 2.03.2022 (Monday & Wednesday by 9 to 3pm)
- Fee deposit, Personal Interaction & Room Allotment for 1st Year students (Both Parent and Local Guardian) : 3.03.2022 to 4.03.2022 (Thursday & Friday by 9 to 3 pm)




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- Publication of Second List for 1st, 2nd and 3rd Year on the Notice Board and on College Website (if Required) : 7.03.2022 (Monday by 5 pm)
- Fee deposit, Personal Interaction & Room Allotment for P.G. and students of 2nd list of Undergraduate students : 8.03.2022 (Tuesday by 9am to 3 pm)

8. Check List

1. Completed form.
2. Proof of present residence: Attested copy of ration card or equivalent document.
3. Self-attested copy of relevant documents:-
 - a. Marks Sheet of qualifying exam.
 - b. 10th and 12th Certificate and mark sheet.
 - c. Category Certificate (if applicable).
 - d. Fee Slip of College.
 - e. Address proof of Local Guardian.
 - f. Annexure-III on stamp paper/affidavit.

9. Fees Structure


I. Annual Fees:

1. Admission fees	Rs. 100.00
2. Utensils and Furniture fee	Rs. 2,500.00
3. Medical and Sanitation fee	Rs. 50.00
4. Garden Fees	Rs. 1,500.00
5. Common Room Fees	Rs. 100.00
6. Hostel Union Fees	Rs. 100.00
7. Property/House Taxes fee	Rs. 560.00
8. Repairs & maintenance fee	Rs. 2,000.00
9. Geyser and Fan fees	Rs. 210.00
10. Development Fee	Rs. 4,000.00
11. Room rent (for ten month @Rs.250/- p.m.)	Rs. 2,500.00
12. Contingency fee	Rs. 6480.00
13. Campus Security	Rs. 4,800.00
14. House Keeping Charges	Rs. 1,500.00
15. Establishment Fees *for 4 month @ 1000/-per Month	Rs. 4,000.00
16. Electricity Fees	Rs. 1,800.00
17. Water Fees	Rs. 600.00
18. Magazine Fees	Rs. 100.00
19. Student Activity Fee	Rs. 1,000.00

Note: In addition to these fixed charges Electricity bill to be paid on actual basis.

II. Refundable/Adjustable:





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1. Caution Money	Rs. 1,000.00
2. Mess Security	
i. For Undergraduates	Rs. 3,000.00
ii. For Post Graduates	Rs. 3,500.00
3. Mess Advance	Rs. 6,000.00
(To be adjusted in mess bill of the following year)	

Annual Fees: Subject to revision.

Total Fees payable at the time of Admission:

i. For Undergraduate Students	Rs. 43,900.00
ii. For Postgraduate Students	Rs. 44,400.00

Additionally: Physically handicapped students are exempted from payment of Hostel fees as per University Guideline.

10. Mess Charges

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

11. Admission Withdrawal/Cancel Charges:

- If admission is withdrawal/Cancelled by resident within 10 days:
 1. Full amount refunded after deducting Rs.3, 000.00.
 2. Actual Mess expenses of resident.
 3. Actual water and electricity charges.

- If admission is withdrawal/Cancelled by resident after 10 days:

Annual charges will not be refunded. However, Monthly Room charges and Contingency charges will be released only up to 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.

12. Students are advised to refer to Hostel Prospectus (2019-20) uploaded on College website for detailed information.






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