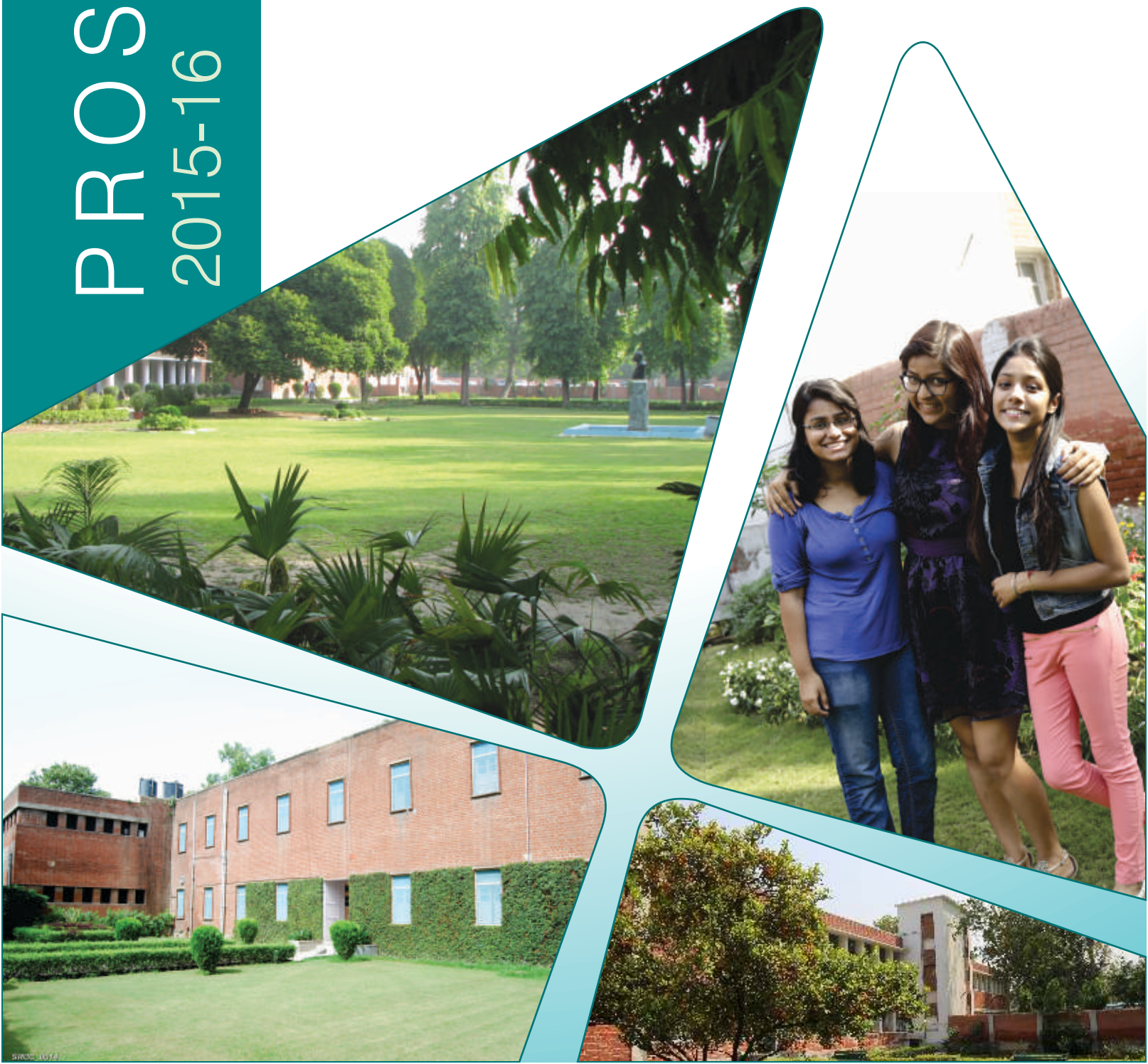


PROSPECTUS

2015-16

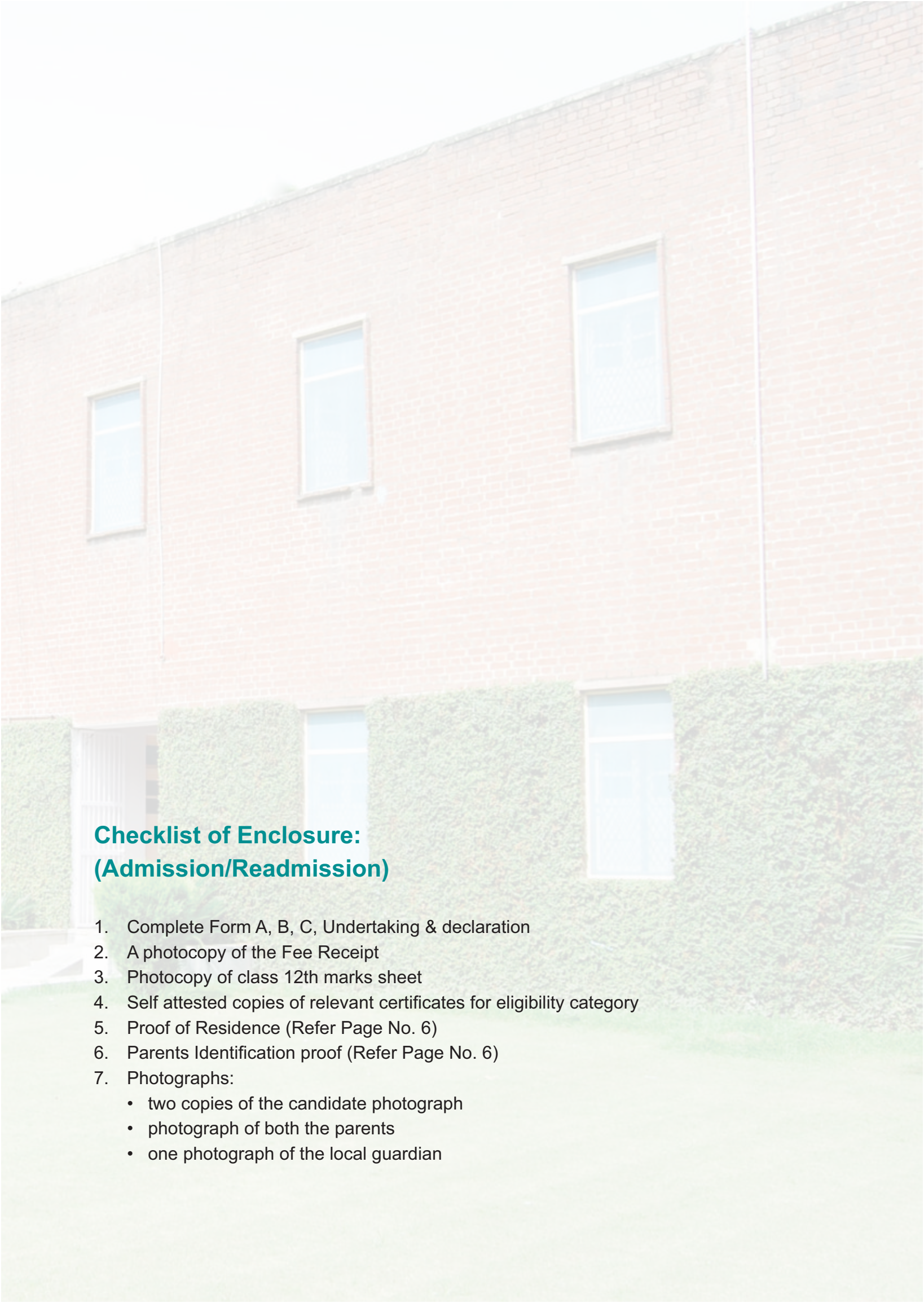


SHRI RAM MEMORIAL GIRLS HOSTEL



CONTENTS

I PRINCIPAL'S NOTE	1
II WARDEN'S WORD	2
III ADMINISTRATION	3
1 ADMISSION PROCEDURE	
- Admission to first year	4
- Admission Schedule	4
- Availability of seats	4
- Criteria for admission	4
- Non-Eligibility Criteria	5
- Admission to the hostel-Procedure	5
- Admission to 2 nd and 3 rd year	6
- Admission to foreign students	7
- Cancellation of admission by the hostel	7
2 RULES AND REGULATIONS	
- General discipline	8
- Leave	9
- Rooms	10
- Mess	11
- Mess bill rebate rules	11
- Common room	12
- Medical	12
- Visitors and guest	13
3 SHRI RAM MEMORIAL GIRLS HOSTEL	
- About the hostel	13
- Mess and Dining Hall	13
- Facilities	13
- Hostel students union	14
- Fees	15
- Mess Charges	15
- Hostel Committee	16
4 ORDINANCES	
- Ordinance XV-B- Maintenance of Discipline	18
- Ordinance XV-C- Anti Ragging	19
5 ANNEXURES	
- Forms A, B, C	
- Declaration and Undertaking	
- Medical Certificate	



Checklist of Enclosure: (Admission/Readmission)

1. Complete Form A, B, C, Undertaking & declaration
2. A photocopy of the Fee Receipt
3. Photocopy of class 12th marks sheet
4. Self attested copies of relevant certificates for eligibility category
5. Proof of Residence (Refer Page No. 6)
6. Parents Identification proof (Refer Page No. 6)
7. Photographs:
 - two copies of the candidate photograph
 - photograph of both the parents
 - one photograph of the local guardian

S.R.M. GIRLS HOSTEL

University of Delhi,
Maurice Nagar, Delhi - 110 007
Phone: 011-27662971 • Fax: +91-11-27666510
Website: www.srcc.edu

PRINCIPAL'S NOTE



In keeping with the vision of Sir Shri Ram, the founder of our college, towards the facilitation of education for girls, The Shri Ram College Of Commerce has been a regular co – educational college since 1957. The Shri Ram Memorial Girls Hostel was established in 1995 and since then it has been a sort after accommodation for the girls students pursuing commerce and economics here.

Enjoined with the legacy of the college, the girl's hostel promotes academic excellence and responsible community life. A home away from home, the hostel provides a secure environment enabling self-reliance, confidence and sense of social responsibility among the residents. The hostel ethos is one of dedication and sincerity of purpose for oneself and concern and care for others. It is these twin goals of achievement and co-operation that sustain the tradition of the hostel and make the period of residence by the students a meaningful exercise. The hostel is a part of the extended family of the college fraternity and adds a dimension of vigor and dynamism to the academic and extra- curricular ambience of the institution. However, if on-campus residence facility is considered to be a privilege by the student, it is not without the responsibilities that each resident must shoulder, to maintain and carry forward the best tradition of the college as a whole.

Dr. Ashok Sehgal
Principal (Acting)

WARDEN'S MESSAGE



It gives me enormous pleasure to welcome all the aspirants to Shri Ram Memorial Girls Hostel of Shri Ram College of Commerce. It will be a complete expedition of unearthing new boundaries for you. The hostel life of the students is an integral part of their life where they live away from their parents, experience a new independent life, make new friends, expand their horizon of activities and learn to make their own decisions. Here at S.R.M.G.H, embraced by its natural environment, raised by the principles of women emancipation and empowerment, you will find space where you explore, express and realize yourself.

It is customary on my part to apprise you all that the dedicated team of hostel supported by adequate staff members are committed to provide you utmost care for a comfortable stay coupled with desirable ambience for academic, cultural, extracurricular and overall personality development during your stay over here.

The Hostel Union at S.R.M.G.H functions democratically where student residents play key role in the governance process as the secretaries for various activities (e.g. mess, maintenance, cultural, etc.). For day to day activities related to hostel matter, adequate supporting staff (care taker, maintenance staff) is readily available. The hostel has complete internet connectivity, a comfortable dining area, a refreshing Common room, washing facility and other utilities available at your doorstep.

I am sure, you all would enjoy your stay and would be able to come out as a responsible and enlightened citizens of India with capability to face and sort out all types of challenges in the greater interest of society and the country as a whole.

Wishing you all the best for your pleasant, comfortable and productive stay at S.R.M.G.H.

Amanpreet Kaur Mishra
Warden

ADMINISTRATION

Principal : Dr. Ashok Sehgal

Bursar : Dr. R C Gupta

HOSTEL ADMINISTRATION

WARDEN : Mrs. Amanpreet Kaur Mishra

HOSTEL COMMITTEE

Dr. Ashok Sehgal : Principal (Acting)

Mrs. Amanpreet Kaur Mishra : Convener

Dr. R C Gupta : Bursar

Mr. Rajeev Kumar : Advisor, Students Union

Mr. H. N. Tiwari : Member



CONTACT

SRCC Girls Hostel : Shri Ram College of Commerce
University of Delhi North Campus
Maurice Nagar, Delhi – 110 007

Email ID : wardengh@srcc.edu

Hostel Office Telephone No. : 011-27662971

College Office Telephone No. : 011-27667905

Principal Office Telephone No. : 011-27666519

College Office Fax No. : 011-27667510

College Website : www.srcc.edu

ADMISSION PROCEDURE

Admission Schedule (for 1st year student)

1. ADMISSION SCHEDULE

1. Last date for receiving Hostel Admission Form : Tuesday, 7th July 2015 (by 1:00 PM)
2. Display of hostel merit list of selected applicants along with waiting list on college Notice Board & on College Website : Wednesday, 15th July 2015 (by 5:00 PM)
3. Interview for admission (both parents and local guardian) and Fee Deposit : Friday to Saturday, 17th - 18th July, 2015 (9:00 AM to 3:00 PM)
4. Allotment of Rooms : Saturday, 18th July 2015
5. College orientation for students : Sunday, 19th July 2015
6. Academic session begins : Monday, 20th July, 2015

Note: Admission schedule for 2nd & 3rd years students will be declared with in 3 Days of declaration of their Results or 25th July, or whichever is later.

2. AVAILABILITY OF SEATS

- Seats are distributed among the students of all three years.
- Allocations/Reservations of seats for various categories, as approved by the University of Delhi, shall be strictly followed. However, the OBC candidates will be treated as general candidates for the purpose of hostel admission.

3. CRITERIA FOR ADMISSION

- Admission is strictly on the basis of merit. It cannot be claimed as a matter of right.
- Students who have secured admission to the college are eligible to apply for hostel accommodation. However, 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.
- Availability of a local Guardian in Delhi NCR
- The hostel remains non-functional during summer vacations/breaks and students will be required to make their own arrangements for the stay.
- Admission under the sports category will be monitored periodically. If any of them are found to be failing in their active participation in the sports category will be monitored periodically if any of them are found to be failing in their active participation in the events concerned, they are liable to lose their hostel seats.

NOTE: - The hostel merit list will be displayed on the college website/notice board. It is the responsibility of the applicant to track the application. The seat will be held for a period of 3 days after being notified and will be released to next candidate, in case there is no response.

In case of tie between the two candidates meeting the eligibility/merit the decision regarding the admission will be based on the following criteria (in the order given)

- Marks in fifth subject
- Marks in English/Hindi
- Marks scored in class Xth
- Distance
- Date of birth

4. NON ELIGIBILITY CRITERIA

- Students whose parents reside in the National Capital Territory (NCT) of Delhi, Faridabad, Noida (Gautam Budh Nagar), Gurgaon, Ghaziabad, Sonata, Bahadurgarh, Bagpat and 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.

5. ADMISSION TO THE HOSTEL - Procedure

Candidates selected for admission to hostel must produce the following documents at the time of admission:

Application forms A, B, C, undertaking form and medical form are appended at the end of this prospectus are to be duly filled in by all candidates seeking admission. Incomplete forms will be rejected.

- The application forms should be submitted to the hostel office and must be completed in all respects.
- A photocopy of the receipt of fees deposited in the college must be attached to the forms.
- Photocopy of class 12th marks sheet must be attached to the forms,
- Every applicant will be called for a personal interview. Parents and local guardian must accompany their daughter/ward at the time of admission/re-admission failing which the candidate will not be admitted.
- Proof of Residence by way of attested photocopy of (any one of the following) ration card, election card, passport or equivalent document must be attached.
- Both Parents Identification proof is a mandate, by way of attested photocopy of (any one of the following) Driving License, Passport copy, Voter ID or ration card
- When admitted, hostel fees have to be paid within the stipulated days failing which admission will automatically stand cancelled.
- Parents of students admitted are requested to appoint a responsible person as **local guardian** to the satisfaction of the authorities. The local guardian will represent the parents and take charge of the ward in case of prolonged illness or unforeseen emergencies university holiday and vacation. **One Person cannot act as Local guardian for more than one student.**
- Photographs:
 - Two copies of the candidates photograph
 - Photographs of both the parents
 - One photograph of the local guardian

1. ADMISSION TO 2nd AND 3rd YEAR

Note: The admission schedule for third year students will be declared within 3 days of the declaration of their results.

Note: Students seeking re-admission have to go through all the formalities as applicable to new admission.



2. RE-ADMISSION CRITERIA

Residents in the preceding year cannot claim re-admission as a matter of right. All applications are considered afresh and a student has to go through all the formalities applicable to a new admission.

- Students seeking readmission must have secured 60% marks (55% in case of reserved category) in the preceding examination and cleared all papers of previous examination.
- In case of tie among the applicants the criteria in following order will be the basis for breaking the tie for allotment of accommodation:
 - Distance of the native place of applicant from Delhi by road.
 - Date of birth
- A fresh merit list for readmission to the hostel shall be prepared year wise/ category wise.

HOWEVER, re-admission will be denied as a matter of rule if:

- The student has failed, dropped out, or has been disallowed from appearing in the university semester examination because of lack of attendance
- The student has violated hostel rules or has been found guilty of violating of hostel discipline or committed an act of misdemeanor or non-payment of hostel dues and any fine imposed by discipline committee / warden / principal
- Those who are admitted on the basis of sports but have not participated in sports consistently for their performance has not been satisfactory.
- Those who have less than 75% of attendance in the class in the preceding year.

3. ADMISSION TO FOREIGN STUDENTS

The students admitted in foreign student 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.

4. CANCELLATION OF ADMISSION BY THE HOSTEL

Admission of a student may be cancelled for any of the following reasons:

- Involvement in ragging.
- Non-payment of dues for more than 30 consecutive days.
- Keeping guests in the room
- Cessation of regular studentship
- Violation of rules, and indiscipline.
- Suppression of facts and/or providing wrong information.
- Making casteist, communal or racist remarks against other students.
- Involvement in any other act which creates trouble to other residents/hostel authorities



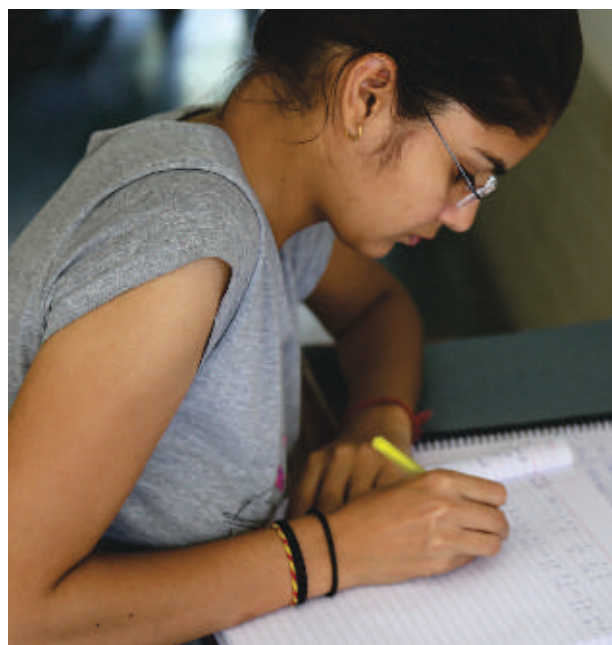
RULES AND REGULATIONS



1. GENERAL RULES

- Since it is a privilege to gain admission to the SRCC hostel, residents are expected to maintain excellence in academics. Further, they are expected to attend all lectures, tutorials, tests and seminars. Shortage in attendance, poor academic performance and lack of participation in co-curricular and extracurricular activities will be viewed seriously.
- It is mandatory for students to maintain the minimum required attendance (75%); failing which, admission to the hostel in the subsequent semesters will be denied. Attendance in all assessment related tasks is compulsory.
- Staying away from hostel without prior intimation or approval, valid reason or authorization is a serious breach of Hostel Discipline. Resident who stays 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).
- Students are expected to appreciate the time and money spent in the maintenance of the lawns and garden. Misuse of the lawns such as causing damage to plants and trees and littering will invite disciplinary action
- Residents must maintain proper decorum in the hostel. They should behave properly with the staff and their fellow residents. Residents are expected to dress in an appropriate manner while visiting the dining hall, visitors' room and other common spaces in the hostel or college.
- Severe disciplinary action will be taken against students who break rules or abet other students in breaking the rules or in breaking the rules or in undermining the discipline of the hostel.
- Defacing walls, doors, corridors and cupboards by writing, painting or pasting posters, notes etc. with glue/tape/nails etc. is not allowed. Any violation, whatever the extent, will lead severe disciplinary action.
- Residents are advised not to bring jewelry/valuables or keep large sums of money in their rooms. The hostel authorities will not be responsible for any loss.
- No resident can engage any person for service of any kind.
- Residents must be present on the first and last day of every term.
- As a zero tolerance policy, Smoking, consuming liquor and drugs are strictly prohibited. The boarders are not allowed to gamble, to consume intoxicants (narcotics, alcoholic beverages, smoking etc.), nor are they allowed to have possession of them in the hostel premises and violation of this rule shall lead to immediate expulsion.

- Roll call will be taken at 7.00 p.m. daily and all residents should be present unless prior leave has been taken. No resident must leave the hostel after the roll call. Violation of this rule could lead to expulsion.
- The permission of the principal/warden must be obtained for taking part in any cultural/sports events outside college, resident students are not to take any type of work or course without specific prior permission of the warden.
- Residents can bring their own laptops, Wi – Fi available. They will be responsible for its safety.
- Every boarder should report back in the hostel before hostel timings, as notified by the hostel authority. While going out of campus, proper entries have to be made in OUT-CAMPUS register.
- Residents going out of the hostel but within the campus like classes, computer labs and library after the specified hostel times have to make proper entries in IN-CAMPUS register, after seeking permission from the Warden. The entries should be made with proper details including the contact number of the lab/department.
- The students must vacate the hostel within two days of the last day of the semester examination
- Performance of residents admitted on the basis of sports will be monitored periodically. They are liable to lose their hostel seat if their performance is not satisfactory.
- Hostel security guards posted at the two gates of the Hostel have the right to ask for the identity proof of visitors, guests and residents of the Hostel. Security guards have moreover the right to search bags and belongings being taken in or out of the Hostel by residents, staff, guests and all other visitors, or to refuse entry to visitors and guests. Any intimidation of the guards shall be treated as a serious offence.



2. LEAVE

Residents may avail of the following types of leave:

- Late Night Leave** – Weekends (Saturdays and Sundays); (Upto 10 pm) Gazetted Holidays and 2 times a month during week days.
 - Home Leave** – Vacations/ Breaks/ illness/ unexpected
1. All types of leaves sought for weekdays have to be applied for at least 24 hours in advance, leave for weekends (Sat-Sun) must be applied on Friday (hostel office timings) 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 Late Night Leave/Home leave/leave for Special purposes/University vacations.

2. 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.
3. Each student will be issued a leave booklet for sanction of all kinds of leave. A sum of Rs.100/- will be charged for the loss of the leave booklet.
4. Every leave applied for and sanctioned has to be entered in the leave booklet signed by Parent LG and counter signed by the Warden.
5. Resident students found forging signatures of parents/L.G./fellow students will be expelled from the hostel.

3. ROOMS

- Each resident is responsible for the care of the room allotted to her and the furniture provided to her. No furniture can be removed from the room and moved without prior permission of the warden. Residents will have to pay damages for any loss caused to the hostel.
- The hostel office, in consultation with the warden allocates the rooms. Residents are required to bring their own water buckets, jug, mug, plate, thermos flask, torch light, hot water bottle, thermometer, lock and key, and duster. These items will not be provided by the hostel.
- Rooms are subject to check by warden/discipline in-charge at any time.
- Residents are expected to maintain silence in the room and the corridors. After 11:00 PM, every student is expected to be in her room and maintain silence.
- Students are expected to keep their rooms, bathroom and surroundings clean and tidy. They are not suppose to disfigure the walls.
- Battery operated transistors, music systems may be played at a low volume but as a rule, systems may be played at a low volume but as a rule, students shall not do anything which causes disturbance to other students.
- Lights and fans should be switched off when leaving the rooms.
- Residents must handover to the warden all the furniture and equipment of their rooms before vacating their rooms and obtain a clearance certificate from the warden.
- No luggage can be left in the room or the hostel premises at the year end.



4. MESS

- Mess charges must be cleared within 7 days of the issuance of the mess bill failing which a late fine of Rs 100/- will be charged upto the end of a month.
- Students are not allowed to remove the kitchen utensils, crockery and cutlery from the dining hall under any circumstance.
- Residents are required to be punctual for dinner. Catering staff will not be expected to provide meals before or after the fixed timings.
- Wastage of food is strictly prohibited.
- Residents must eat in the dining room. Sick students may be allowed to have their meal (khichdi) in their rooms only with prior permission



5. MESS OFF/REBATE RULES

- Attendance record of each resident would be maintained on attendance register by SRMGH.
- Minimum of 5 days and maximum of 10 days mess off would be allowed at a time. However, Rs. 15 is charged for each leave day for operating expenses.
- Residents would not be allowed to avail mess off for more than 25 days in a semester.
- To avail mess off facility, a resident is required to seek permission of Warden and should inform the SRMGH in writing two days in advance before leaving the hostel.
- The rebate in mess bill may be given to individual students on request. The wardens and the mess committee of the hostel, keeping in view the income of family and living standard of the concerned student, shall take decision in this regard.



6. COMMON ROOM

- The common room is for exclusive use of the residents.
- The common room and public call booth will close at 11.00 pm after 11.00 pm the residents should be in their own rooms and maintain silence thereafter in the hostel.
- Viewing television is allowed in the common room till 11.00 pm on all days. On Saturday it is allowed till midnight.
- All common areas including corridors should be kept clean and litter free. Any violation of this will invite penalty.

7. MEDICAL

- At the time of payment of fees for admission, re- admission, all resident students are required

to fill in the W.U.S. health nearby in the university campus. With a W.H.S. membership residents may avail the facilities from this centre. The W.U.S. health service also has a student counseling centre.

- In case of a medical emergency, a resident is taken to the nearest hospital and the local guardian is duly informed. The local guardian is required to take charge thereafter and the entire responsibility for treatment and expenses are to be borne by parents/local guardians.
- Residents must have the required immunization.
- All residents must report major and minor illness.



8. VISITORS AND GUESTS

- Residents are allowed to meet their visitors only in the visitors hall. Only those visitors who have been approved by the parents and whose names and address are registered with the hostel office, at the time of admission/readmission will be allowed to meet the resident. No visitors (including girl day-scholars) are allowed to enter the hostel except with the warden's permission.
- Residents may receive visitors between 4:00 pm and 6:45 pm on all days and additionally between 11.00 am and 1 pm on Sundays and holidays.
- Visitors must sign the visitor's book on their arrival in the hostel and fill the necessary details.
- Women guests (mother and sister of the resident only) are permitted to stay in the hostel with prior permission of the warden for a maximum period of 2 days only. All guests are required to follow the rules of the hostel.
- The principal/warden reserves the right to refuse admission or to terminate the stay of any guest in the hostel.

SHRI RAM MEMORIAL GIRLS HOSTEL

1. ABOUT THE HOSTEL

The Shri Ram Memorial Girls Hostel is located within the college campus and is an integral part of the Shri Ram College Of Commerce. Hostel affairs are co-ordinated under the guidance and supervision of the resident warden. The warden is assisted by hostel students union. The hostel committee under the chairmanship of the Principal frames the rules and regulations of the hostel and is the final authority in matters concerning the hostel.

2. MESS AND DINING HALL

The mess is managed by the residents themselves. Wholesome meals are served. A resident is expected to come for meals in the dining hall properly attired. Meals are not served outside the dining hall except in case of indisposition. Mess remains non-functional during autumn and winter breaks and the summer vacation. The meal timing are as follows.

- | | |
|-------------|--------------------|
| • Breakfast | 8.15 AM to 9.00 AM |
| • Lunch | 1.00 PM to 1.45 PM |
| • Tea | 4.45 PM to 5.00 PM |
| • Dinner | 8.00 PM to 8.30 PM |

3. FACILITIES

Library

The college library remains open between 8.30 am and 5.00 pm from Monday to Saturday. Library timings may be extended if there is a request from an adequate number of resident students. However, resident will have to present themselves for daily roll call in the hostel at 7.00 pm after which they cannot leave the hostel for the



Wi-Fi

Hostel residents are provided with the wi-fi facility which can be used by them on their laptops with the help of user-id and passwords issued by the IT centre of the college. Wi-fi facility allows round-the-clock net connectivity.

Games

The hostel common room is furnished with a variety of indoor games for recreation. In addition, the college has a swimming pool, a tennis court, indoor badminton court, basket ball court and a gymnasium.

Laundry services

The college has in-campus outsourced laundry

services for the residents. The residents at their choice can avail the in-campus laundry service.

Hostel Lawns

There are small lawns within the hostel compound where students can enjoy refreshing time, study and exercise. The lawns in the hostel compound add vibrancy to the hostel.

Banking

The state bank of India, SRCC branch is available in the college campus where resident students are advised to open their accounts. Residents are also advised against keeping too much cash or other valuable items in their rooms. Authorities will not be responsible for any unfortunate loss.

4. HOSTEL STUDENTS UNION

The hostel students union assists in the efficient and smooth functioning of the hostel. It contributes to the maintenance of a harmonious community life. The office bearers and the minimum eligibility conditions are:

Post

President
Mess secretary
Organizing secretary
Maintenance secretary
Sports secretary
Cultural secretary

Minimum Eligibility

75% aggregate in first four semesters
70% aggregate in first four semesters
70% aggregate in first four semesters
70% aggregate in first four semesters
70% aggregate in first year
70% aggregate in first year

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



5. HOSTEL FEES

I. Annual fees

Admission	₹ 100.00
Utensils and furniture	₹ 2500.00
Medical and sanitation	₹ 50.00
Hostel Union	₹ 100.00
Common room	₹ 100.00
Property/ house tax	₹ 560.00
Repair and Maintenance	₹ 2000.00
Geyser charges	₹ 140.00
Fan charges	₹ 70.00
Garden fee	₹ 1500.00
Hostel development fee	₹ 4000.00
Room rent shared (per resident) (for 10 months @ Rs. 250/- per month)	₹ 2500.00
Contingency(@Rs 540/- per month)	₹ 6480.00
Campus security charges	₹ 4800.00
House keeping charge	₹ 1500.00
Establishment charges	₹ 4000.00
* For 4 months @ Rs 1000/- per month	
* At the time of admission, rest of the amount due on Nov' 14 & March	
Magazine Fee	₹ 100.00
Students Activity	₹ 1000.00

II. Other Charges

Electricity Charges(for 3 months @ Rs 600/- month)	₹ 1800.00
Water Charges (for 3 months @ Rs 200/- month)	₹ 600.00

3. Security (refundable / adjustable)

Caution money	₹ 1000.00
Mess security	
• For undergraduate students	₹ 3000.00
• For post-graduate students	₹ 3500.00
• Mess advance for 3 months @ Rs. 2000/month	
(To be adjusted in the mess bill of April/May of the following year)	₹ 6000.00

Total amount payable at the time of admission ₹ 43, 900.00
(For Undergraduate)

Total amount payable at the time of admission ₹ 44, 400.00
(For Post-graduate)

For Re-admission (Under graduate and Post Graduate) ₹ 39, 900.00

Mess Charges

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

6. HOSTEL & DISCIPLINE COMMITTEE

A hostel committee ensures compliance with rules and regulations of the hostel. The committee comprises of the following:

- | | | |
|-------------------------------------|---|----------|
| 1. Principal | : | Chairman |
| 2. Warden | : | Convener |
| 3. Bursar | : | Member |
| 4. Advisor, college student's union | : | Member |
| 5. Member | | |





NOTE:

- At the time of admission a candidate has to pay I + II + III + 3 months of mess advance at the rate of Rs. 1,000/- per month. By the end of every third month the resident has to pay another 3 months of mess advance at the same rate along with the excess on actual mess bills of the previous 3 months, otherwise the mess facility of the resident student will be withdrawn.
- Hostel security amount will be refunded only after the room has been vacated. Hostel mess Security and caution money is refundable through cheque only. Application has to be made on a prescribed form submitted to the hostel office. Security money has to be claimed within One year after leaving the hostel account.
- In case of withdrawal annual charges will not be refunded. However, monthly room charges will be realized only up to the month in which withdrawal is sought. It is calculated from the date of the written application's submission to the warden for the withdrawal of admission.
- Hostel charges are subject to revision from time to time.
- In case a student after being admitted wants to get her admission cancelled, she will be entitled to refund of fees as per university/college rules.
- Failed students of any category will not be admitted to the college hostel.

ORDINANCES

1. ORDINANCE XV-B — Maintenance of Discipline

Maintenance of Discipline among Students of the University

1. All powers relating to discipline and disciplinary action are vested in the Vice-Chancellor.
2. The Vice-Chancellor may delegate all or such powers as he/she deems proper to the Proctor and to such other persons as he/she may specify in this behalf.
3. Without prejudice to the generality of power to enforce discipline under the Ordinance, the following shall amount to acts of gross indiscipline:
 - (a) Physical assault, or threat to use physical force, against any member of the teaching and non-teaching staff of any Institution /Department and against any student within the University of Delhi;
 - (b) Carrying of, use of, or threat to use of any weapons;
 - (c) Any violation of the provisions of the Civil Rights Protection Act, 1976;
 - (d) Violation of the status, dignity and honour of students belonging to the scheduled castes and tribes;
 - (e) Any practice-whether verbal or otherwise-derogatory of women;
 - (f) Any attempt at bribing or corruption in any manner;
 - (g) Willful destruction of institutional property;
 - (h) Creating ill-will or intolerance on religious or communal grounds;
 - (i) Causing disruption in any manner of the academic functioning of the University system;
 - (j) Ragging as per Ordinance XV-C.
4. Without prejudice to the generality of his/her powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him/her appropriate, the Vice-Chancellor, may in the exercise of his/her powers aforesaid order or direct that any student or students-
 - (a) Be expelled; or
 - (b) Be, for a stated period rusticated; or
 - (c) Be not for a stated period, admitted to a course or courses of study in a College, Department or Institution of the University; or
 - (d) Be fined with a sum of rupees that may be specified; or
 - (e) Be debarred from taking a University or College or Departmental Examination or Examinations for one or more years; or
 - (f) That the result of the student or students concerned in the Examination or Examinations in which he she or they have appeared be cancelled.



5. Concerned Departments. They may exercise their authority through, or delegate authority to, such of the teachers in their Colleges, Institutions or Departments as they may specify for these purposes.
 6. Without prejudice to the powers of the Vice-Chancellor and the Proctor as aforesaid, detailed rules of discipline and proper conduct shall be framed. These rules may be supplemented, where necessary, by the Principals of Colleges, Heads of Halls, Deans of Faculties and Heads of Teaching Departments in this University. Each student shall be expected to provide himself/herself with a copy of these rules,
 7. At the time of admission, every student shall be required to sign a declaration that on admission he/she submits himself/herself to the disciplinary jurisdiction of the Vice-Chancellor and the several authorities of the University who may be vested with the authority to exercise discipline under the Acts, the Statutes, the Ordinances and the Rules that have been framed there under by the University.
- (a) Involve physical assault or threat to use of physical force;
 - (b) Violate the status, dignity and honour of women students;
 - (c) Violate the status, dignity and honour of students belonging to the scheduled castes and tribes;
 - (d) Expose students to ridicule and contempt and affect their self esteem;
 - (e) entail verbal abuse and aggression, indecent gestures and obscene behaviour.
4. The Principal of a College, the Head of the Department or an Institution, the authorities of College, of University Hostel or Halls of Residence shall take immediate action on any information of the occurrence of ragging.
 5. Notwithstanding anything in Clause (4) above, the Proctor may also suo moto enquire into any incident of ragging and make a report to the Vice-Chancellor of the identity of those who have engaged in ragging and the nature of the incident.
 6. The Proctor may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of the ragging incident.

2. ORDINANCE XV-C — Anti Ragging Prohibition of and Punishment for Ragging

1. Ragging in any form is strictly prohibited, within the premises of College/ Department or Institution and an' part of Delhi University system as well as on public transport.
2. Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under this Ordinance.
3. Ragging for the purposes 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 and includes individual or collective acts or practices which-



7. If the Principal of a College or Head of the Department or Institution or the Proctor is satisfied that for some reason, to be recorded in writing, it is not reasonably practical to hold such an enquiry, he/she may so advise the Vice-Chancellor accordingly.
8. When the Vice-Chancellor is satisfied that it is not expedient to hold such an enquiry, his/her decision shall be final.
9. On the receipt of a 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 (c) the Vice-Chancellor shall direct or order rustication of a student or students for a specific number of years.
10. The Vice-Chancellor may in other cases 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 one or more years or that the results of the student or students concerned in the examination or examinations in which they appeared be cancelled.

11. In case any students who have obtained degrees of Delhi University are found guilty under this Ordinance appropriate action under Statute 15 for withdrawal of degrees conferred by the University shall be initiated.
12. 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.

All institutions within the Delhi University system shall be obligated to carry out instructions/directions issued under this Ordinance, and to give aid and assistance to the Vice-Chancellor to achieve the effective implementation of the Ordinance.

