

Shri Ram College of Commerce

Prospectus 2012-2013

Boys Hostel



1. Please download the form from the website. Form would be available from June 4, 2012.
2. Filled application form along with a demand draft of Rs. 150 (In favor of Principal, Shri Ram College of Commerce, payable at Delhi) can be deposited in the Hostel Office.
3. In case one is not able to deposit form physically can send it to the Hostel Office through post at following address:

Shri Krushna Patil,
Office Assistant, Boys Hostel,
Shri Ram College of Commerce,
University of Delhi
Maurice Nagar
Delhi-110007

4. Admission schedule (for First year students)
 - a. Last date for receiving admission form Thursday, July 12, 2012
 - b. Display of list of eligible candidates Saturday July 14, 2012
 - c. Interview Wednesday & Thursday, July 18-19, 2012 (0900 hours onwards)
 - d. Display of list of admitted candidates Wednesday & Thursday, July 18-19, 2012(1700 hours)
 - e. Allotment of rooms Saturday & Sunday July 21-22, 2012 onwards
5. Admission Schedule (For Second Year and third years students)
 - a. Last Date for receiving admission form Monday, July 30, 2012
 - b. Display of list of eligible candidates Tuesday, July 31, 2012
 - c. Interview (Second Year –III semester) Monday, August 6, 2012 (0900 hours onwards)
 - d. Interview (Third Year) Tuesday, August 7, 2012 (0900 hours onwards)
 - e. Display of list of admitted candidates after declaration of results of University examinations

The Shri Ram College of Commerce Hostel has a rich legacy of academic excellence and responsible community life. To outstation students, it is an affordable refuge, a home away from home and a launching pad from where quite a few have embarked on their successful voyages in the world.

The Hostel ethos is one of dedication and sincerity of purpose for oneself and concern and care for others. It is the twin goals of achievement and co-operation that sustain the tradition of our Hostel and make the stay period of residents a meaningful experience.

The Hostel is a part of the extended family of the College fraternity and adds a dimension of vigour and commitment to the academic and extracurricular ambience of the institution. If on-campus residence is construed to be a privilege by students, it is not without the responsibilities that each resident must shoulder to maintain and carry forward the best traditions of the college as a whole.

D. V. SINGH

Warden

P. C. JAIN

Principal

THE HOSTEL

The Boys Hostel of Shri Ram College of Commerce is located within the College Campus. Hostel affairs are co-ordinated under the guidance and supervision of the Warden and Assistant Warden. They are assisted by a Hostel Students' Union of elected representatives. A Hostel Committee frames the rules and regulations and is the final authority in matters concerning the Hostel. Day to day working of the Hostel is supervised by the Hostel Assistant.

FACILITIES

1. ACCOMMODATION

All the rooms are double-seated and some are triple seated. There are approximately 50 seats available for the first year students. All rooms are furnished with a ceiling fan, wardrobe, desk and chair for each student. Bathrooms are fitted with geysers. Laundry facilities, through the services of a washerman, are available on payment.

2. MESS & DINING HALL

The Mess is managed by the residents of the hostel under supervision of the Warden. Wholesome meals are provided. The mess is closed during the vacation. Meals are served only in the Dining hall except in the case of illness. Meal timings are as follows:

Breakfast	7.45 am at to 8.45 am
Lunch	1.00 pm to 2.00 pm
Dinner	8.00 pm to 9.00 pm

3. GAMES & ENTERTAINMENT

There is a playground in front of the hostel, where cricket, football and other sports events may be held. Additionally, the College has a swimming pool, a tennis court, indoor badminton court, basketball court and a gymnasium. Residents play an active role in organisation of a variety of college events which include plays, the Winter Festival-Crossroads and the Annual Sports. The Hostel has a television set and provisions for table tennis, carom and chess in its common Room.

4. MEDICAL

Whenever required residents may use the W.U.S. Health Centre located nearby in the University Campus. During the payment of fees for Admission/re-Admission, all residents are required to fill up the W.U.S. Health Centre forms available in the Hostel Office and pay a membership fee of Rs. 95.00 directly in the office of the W.U.S. Health Centre. The W.U.S. Health Centre also has Student Counseling Centre.

In case of a 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 the entire responsibility of treatment and expenses will be borne by the parents/local guardian.

5. 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.

6. YEAR BOOK

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

7. OLD BOYS ASSOCIATION

The Old Boys Association has proved to be a useful forum for exchange between past and present residents. However, keeping some incidents of past, Old Boys' Meet has been clubbed with College Alumni meet, therefore, no separate meet is organized in the hostel in the name of Old Boys Meet.

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 full

academic session beginning from July. The office bearers and the minimum eligibility conditions are as follows:

- | | |
|--------------------------|--|
| 1. President | 60% aggregate in I & II year |
| 2. Mess Secretary | 60% aggregate in I & II year |
| 3. Organising Secretary | 60% aggregate in I & II year |
| 4. Maintenance Secretary | 60% aggregate in I & II year |
| 5. Sports Secretary | 60% aggregate in I year(I & II semester) |
| 6. Cultural Secretary | 60% aggregate in I year(I & II semester) |

HOSTEL COMMITTEE

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

- | | |
|---|-------------|
| 1. Principal | Chairman |
| 2. Warden | Convener |
| 3. Assistant Warden | Co-Convener |
| 4. Bursar | Member |
| 5. Advisor, College Students' Union | Member |
| 6. Director of Physical Education | Member |
| 7. Ex-Warden | Member |
| 8. President/Organizing Secretary Hostel Students Union | Member |

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

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 RULES AND REGULATIONS

Applicants local guardians and parents should go through the Hostel Rules and take note of them to facilitate the process of abiding by them.

I. GENERAL RULES OF CONDUCT

1. Residents must maintain proper decorum in the Hostel. They must behave properly with the staff and fellow residents.
2. Students must carry the Hostel Identity Card with them and produce the same on demand by College/Hostel officials.
3. 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.
4. 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 in addition to fine.
5. Lady visitors are not allowed to enter into the Hostel. However, they may meet the resident concerned only upto 7.00 p.m. outside the hostel.
6. **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.**
 - (a) 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:

- (i) involve physical assault or threat, and/or use of physical force;
 - (ii) violate the status, dignity and honour of women and honour of students belonging to the scheduled castes and tribes;
 - (iii) expose students to ridicule and contempt and affect their self-esteem;
 - (iv) entail verbal abuse and aggression, indecent gestures and obscene behaviour.
- (b) 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.
- (c) For the Purpose of Ordinance XV, abetment of ragging will also amount to ragging.

Note : The recent judgment of Supreme Court in the matter of ragging is also enforced.

7. 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.
8. 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..
9. Only under special circumstances residents may stay out of the Hostel with prior approval of the Warden/Principal.
- 10. 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.**
11. Staying away from the Hostel without proper intimation or approval, valid reason or authorization is a serious breach of Hostel discipline. Residents who stay away for a month or more without permission will be liable to lose his Hostel seat and may not be even given a seat in the following year(s).
12. 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.
- 13. 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 fine of Rs. 2000/- and may even lead to cancellation of admission in the hostel.**
14. 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 Rs. 100 will be charged from the resident seeking the change.
- 15. 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 present context.**
16. The Warden can, without assigning any reason, change room allotted to a Hostel inmate. Non-compliance of any order in this regard is to be treated as a serious breach of discipline inviting penal action.
17. The resident must lock the room even if going out for a short duration. The hostel will not be responsible for any loss that occurs due to unlocking of rooms and for any other reason.

18. 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.
19. 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.

20. 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 Rs. 5000 for every default.

21. Residents will have to vacate the Hostel premises within two days of the last day of his examination, failing which he will have to pay a surcharge of Rs. 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.**

22. 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 jointly by the Warden/Principal and Hostel Committee Members even in the absence of the resident.
23. Use of electrical appliances, immersion rod etc., 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. During summers in case a resident wants to use Desert Cooler has to pay additional electricity charge of Rs 500 per month. Permission in this regard has also to be sought from hostel authorities.
24. 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.

25. No one will be allowed to surrender the Hostel Seat after 21st September. In case someone leaves/expelled has to pay dues till the end of the academic year i.e. June.

26. The gates of the Hostel shall be closed at specified time. Residents are required to enter the buildings by that time.
27. Hostel rules & regulations are subject to change from time to time and a communication in this regard would be made.
28. Any false, misleading, and/or fabricated information given in the application form may lead to denial/cancellation of admission.
29. The admitted candidates have to occupy the room within three days from date of allotment of the room failing which admission would be cancelled.
30. Inmates are not allowed to keep belongings of others including that of college Societies, Sabha, etc. A penal action may be initiated against defaulters.
31. Inmates have to pay actual expenses incurred on payment of water, house/property tax, and electricity, etc.
32. The minimum attendance requirement in the classes for next years' admission in the hostel is 80 percent.

33. Residents are advised not to make payments in cash for any work done in the hostel. In past, residents have been found taking a cut/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 action.

II. MESS RULES

1. 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. 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.
2. Residents going out of 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. The mess-rebate facility will be available **on a pro-rata basis once a month of one off day for every three days of presence. It cannot exceed 10 days of absence in a month and it will be of minimum for five days. The total rebate shall not exceed 30 days in an academic year. The amount of rebate will be Rs 15 per day.**
3. 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.
4. No guests are allowed in the Mess.
5. Exercise of food option - vegetarian or non-vegetarian - can be allowed between 1 - 3 of every month and not thereafter. However charges for vegetarian and non-vegetarian meals will be same.

ADMISSION (NEW APPLICANTS)

Admission would be made by the end of July 2012/beginning August 2012. The fee for the 10 months has to be deposited except the variable mess charges.

I. CRITERIA

1. Students who have secured admission to the College are eligible for Hostel accommodation. But the allotment of hostel will be based on the merit of marks obtained in the qualifying examination.
2. Either of the parents of applicant must not be residing in or around the National Capital Territory of Delhi. 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 interview). **An affidavit has to be submitted stating that there is no house in the name of either of parents as well as parent are not residing in National Capital Territory region. However, Hostel Committee is empowered to verify the credentials and may seek additional information in this regard.**
3. Admission to the Hostel cannot be claimed as a matter of right.
4. For Post-Graduate students, the number of seats shall not exceed four.
5. Applicants from II & III year are required to fill form A.

II. PROCEDURE FOR ADMISSION

Application Forms A and B appended at the end of this prospectus are to be duly filled in all respects. Incomplete forms in any respect will be summarily rejected. Application will be considered only after admission/enrolment in 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 is as follows:

- (i) The candidate has to appear personally for an interview. He is required to present the College Fee Receipt as proof of admission to the college.
- (ii) **Either of Parents and local guardians of the candidate must accompany the applicant at the time of the interview. Parents are requested to appoint a responsible person as the local guardian.**
- (iii) Once admitted, the candidate should deposit hostel fees within two working days, failing which the admission to the Hostel will automatically cancelled.

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

RE-ADMISSION

I. CRITERIA

1. 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.
 - (a) Student seeking re-admission must have secured 55% marks (50% in case of reserved categories) in the immediately preceding examination.
 - (b) A fresh merit list for re-admission to the hostel shall be prepared i.e., IInd & IIIrd year of B.Com (H), B.A. (Eco) Hons. and IInd 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, 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-payment of hostel dues and/or any fine imposed by Discipline Committee/Warden/Principal.
3. Under no circumstances will admission be given for more than three years for B.A./B.Com (Hons.) students, and two years for M.A./M.Com students.
4. **Residents who fail to have the 80 per cent attendance in class in the previous academic session will not be allowed to get re-admission in the Hostel. However, for this year only residents are given a grace of 15 per cent.**
5. For new applicants (other than first year students) the minimum attendance criterion is 65 percent.
5. For sports cases, performance in sports will be the main criteria while considering re-admission.

II. PROCEDURE FOR RE-ADMISSION

Students seeking re-admission have to fill in the Application Forms 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. Incomplete forms will be summarily rejected. They must attach the Room Vacation Slip with their application.

The procedure for re-admission to the Hostel is as follows:

- (i) Students have to appear for an interview before the hostel Admission Committee.
- (ii) Students seeking re-admission must contact the Hostel Office within three working days of the declaration of University examination results.
- (iii) They are required to pay the current year's Fees, dues of previous year (if any), before they can be allotted rooms.

- (iv) Either of parents and local guardians of the candidate must accompany the applicant at the time of the interview.
- (v) **Either of the parents of applicant must not be residing in or around the National Capital Territory of Delhi. Proof of residence in the form of attested photocopy of Ration Card or some such other document is to be submitted along with application. An affidavit has to be submitted stating that there is no house in the name of either of parents as well as parent are not residing in National Capital Territory region. However, Hostel Committee is empowered to verify the credentials and may seek additional information in this regard.**

FEES

***I. ANNUAL FEES**

1. Admission Fee	Rs. 60.00
2. Utensils and Furniture	Rs. 1500.00
3. Medical & Sanitation	Rs. 30.00
4. Garden Fee	Rs. 70.00
5. Common Room Fee	Rs. 35.00
6. Hostel Union Fee	Rs. 100.00
7. Property/House Taxes	Rs. 550.00
8. Repairs & Maintenance	Rs. 1000.00
9. Geyser Charges	Rs. 140.00
10. Fan charges	Rs. 70.00
11. Development Fee	Rs. 4000.00
12. Room Rent (For 10 months @ Rs. 250/- P.M.)	Rs. 2500.00
13. Contingency (@ Rs. 40/- P.M.)	Rs. 480.00
14. Campus Security	Rs. 3600.00
15. House Keeping Charge	Rs. 1000.00
15. Establishment Fees	Rs. 6000.00

***II. ELECTRICITY AND WATER CHARGES**

(a) **Electricity charges for 3 Months	Rs. 1250.00
(b) **Water charges for 3 Months	Rs. 625.00

*** (In Addition to these fixed charges. Bill in to be paid on actual basis.)*

***III. REFUNDABLE/ADJUSTABLE**

1. Caution Money	Rs. 1000.00
2. Mess Advance for April/May of the following year	Rs. 3000.00
3. Mess Security	
(i) For Undergraduates	Rs. 5000.00
(ii) For Postgraduates	Rs. 6000.00

* Subject to revision

V. 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 Rs. 21,705.00

(iii) For Postgraduate Students Rs. 22,705.00

* Amount payable at the time of
Readmission to the Hostel for both
Undergraduate and Postgraduate
students Rs. 16,205.00

(iii) Note:

1. *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 alongwith the excess on actual Mess Bills of the previous 3 months, otherwise the mess facility of the resident student will be withdrawn.*
2. *Hostel Security amount will be refundable 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 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 Account.*
3. *In case of withdrawal, annual charges will not be refunded. However, monthly room charges will be realised only upto 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.*
4. *Hostel Charges are subject to revision from time to time.*
5. *In case a student after being admitted wants to get his admission cancelled, he will be entitled to refund of fees as per University/College rules.*
6. *Failed students of any category will not be admitted to the Hostel.*

Check list

Admission New Applicants (I, II, and III years)

1. Completed form
2. Passport size photographs -4
3. Proof of present residence: Attested copy of ration card or equivalent document
4. Attested copy of relevant document
5. Fee Receipt of college Admission at the time of personal interview.
6. A demand draft of Rs 150 in favor of Principal, Shri Ram College of Commerce payable at Delhi (In case download is filled). If one is purchasing the prospectus and form from Hostel Office, demand draft is not necessary.

Readmission (II & III year)

1. Completed for B and Form C
2. Room vacation slip issued after vacating room at the end of the preceding session to be closed.

Post admission

Fill up I-card form and I-card