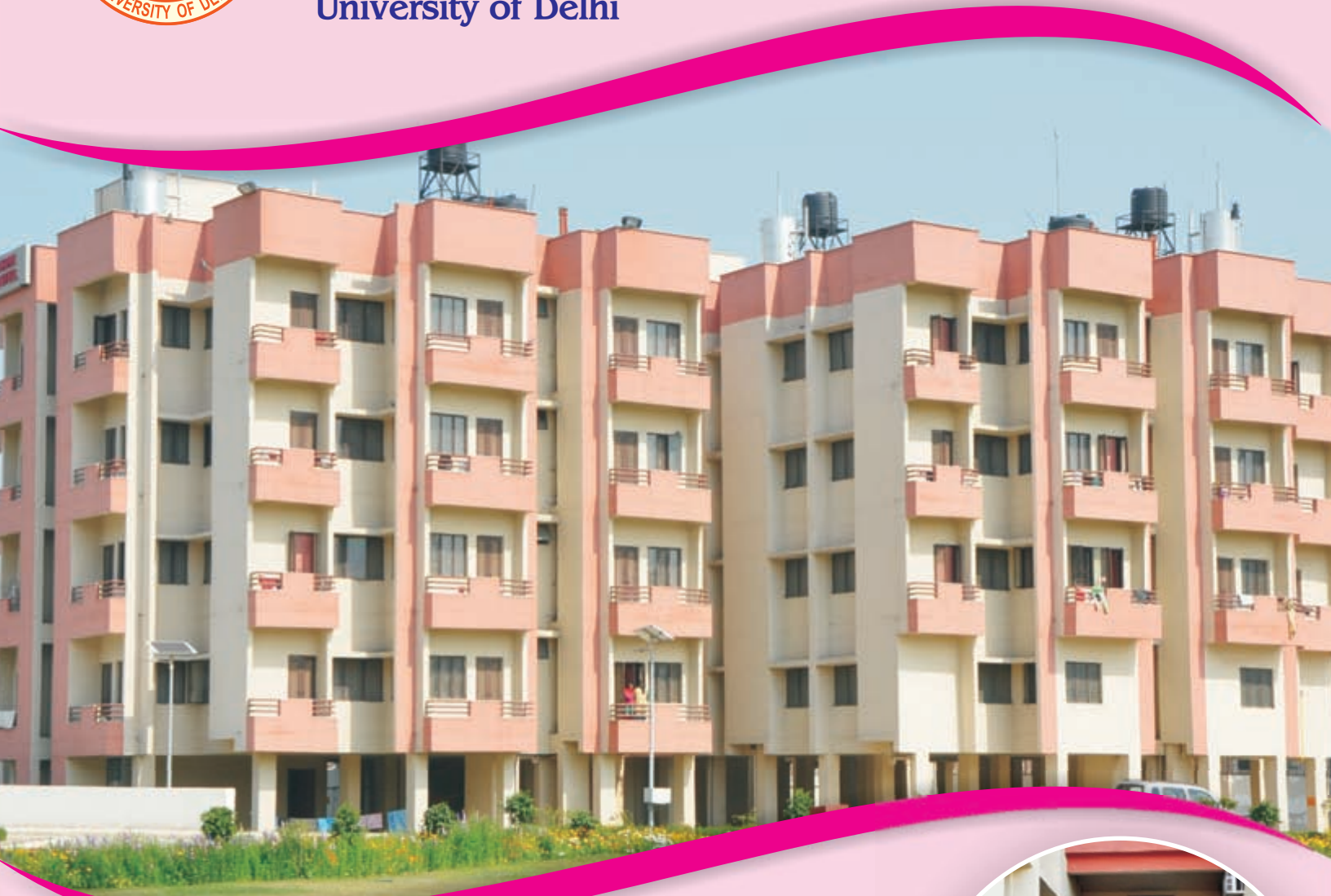




Shaheed Rajguru College of Applied Sciences for Women

(NAAC 'A' Grade Accredited)
University of Delhi



HOSTEL PROSPECTUS 2020-21



Shaheed Rajguru College of Applied Sciences for Women

Principal : Dr. Payal Mago

Bursar : Ms. Deepali Bajaj

Warden : Ms. Para Dholakia

Hostel Committee

Dr. Projes Roy (Convenor)

Dr. Rekha Mehrotra (Co-convenor)

Dr. Jasjeet Kaur

Ms. Para Dholakia

Ms. Urmil Bharti

Dr. Lakshmi Pasricha Sarin

Mr. Saaket Kumar

Hostel No. : 96254 55891

Hostel Prospectus 2020-21

Contents

Hostel Office-bearers & Committee	Inside Front Cover
Foreword from the Principal	3
Admission Norms	4
Infrastructure	6
Facilities	7
Rules & Regulations.....	7
Leave Rules	11
General Discipline.....	13
Hostel Fee Structure.....	16
Enclosures Checklist	Inside Back Cover

Students' Activities



Foreword from Principal



Shaheed Rajguru College of Applied Sciences for Women, Vasundhara Enclave, Delhi has a hostel for girls which can accommodate 52 students as per new UGC guidelines for the Covid-19 pandemic. The sprawling campus of the college has been built on 9.5 acres of land with beautiful gardens and quiet surroundings. The students who join the college from outside Delhi can avail of the hostel facilities. Staying in the hostel gives ample opportunities for students to take part in various activities of the college. The hostel is a home for those who are away from home. The rooms are allotted normally on twin/triple sharing basis. The college hostel promotes the integral development of body, mind and spirit. The hostel life encourages several desirable traits in students like sharing,

caring and adjusting to community living and provides more time and scope for moulding the personality and character of the students. It also aids the students to achieve the highest standards of excellence aimed by the value based integral education. The college hostel takes pains to give students a neat, clean and comfortable place to live in. It is for the students of the hostel to maintain it. There is a warden, a matron and an office staff to attend to the needs of the students from time to time. The hostel has a mess, water coolers, visitor's room, common facility and a medical room. The hostel is Wi-Fi enabled and equipped with fridge, microwave ovens, automatic washing machines, ironing boxes and induction cook tops to make life convenient and enjoyable for the students. Washrooms are equipped with sanitary napkin incinerators. The mess provides balanced and wholesome food to the students. The common Room has a TV with DTH and a music system. The Hostel is aesthetically laid out with plenty of space and greenery. The rooms are comfortable and basic furniture like bed with boxes and book shelves are fitted for the occupants.

We encourage the resident students to participate in cultural and social activities of the college as various activities such as music, dance dramas and nukkad natak are organized on the campus from time to time. The hostel students are advised to live in harmony like one big family lending a helping hand to each other whenever required, thus mutually cooperating to make the hostel life a rich and fruitful experience. There is no doubt that these are the formative years in the hostel, life-long bonds are created and friendship cemented. This is a time which will stand out in the memory as a golden period. College experience is an important milestone in an individual's life. The college hostel tries to provide an ideal atmosphere for a healthy, all round development of the personality of an individual and a launching pad for a glorious career ahead.

Living in a hostel presupposes a high degree of integrity, consciousness, cooperation, tolerance and hard work for a bright future and in creating a good image of the institution.

I wish a fruitful stay for all the students who will join our hostel.

Dr. Payal Mago
Principal

Admission Norms

Eligibility Criteria

1. Only outstation students who have secured admission into regular courses of the college are eligible for admission to the Hostel.
2. Students whose parents reside in or around the NCR of Delhi are not eligible for a Hostel seat. Proof of residence, such as Aadhar card is to be submitted along with application.

Allocation of Seats

1. Hostel seats will be allocated as per University norms and UGC guidelines.
2. The number of seats in a course depends on the sanctioned seats in that course.
3. The college reserves the right for allocation/cancellation of any seat at any time without assigning any reasons there off.

Admission Procedure

1. First year students admitted to the College will have to apply separately for the Hostel.
2. Hostel form and other forms are included in the last pages of this prospectus.
3. Candidates must submit the duly filled hostel application form/s in the Hostel Office immediately after securing admission in the college.
4. A self-attested photocopy of the following documents must be submitted along with the Hostel Application Form/s (Form I-IV) :
 - The College Admission Fee Receipt
 - Class XII Marks Sheet
 - Residence Certificate issued by a competent local authority
 - Medical Certificate Form
 - EWS, Caste Certificate or Certificate of Physical Disability for candidates seeking admission under reserved categories
5. Depending on the available seats, for each course, a list will be displayed on website of the college. A candidate whose name appears on the list will have to appear personally/virtually along with her parents and local guardian for an interaction.
6. Admission to the hostel will be confirmed only after interaction with the candidate along with her parents and the local guardian.
7. Once admission is confirmed, candidate must deposit the fee with in time mentioned on the website, failing which admission to the hostel is automatically cancelled.

Note:

- i. The parents of the student selected for admission are required 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 holidays and vacations. At all times, the local guardian must be prepared to take charge of her ward and be available on the given telephone / mobile numbers. The college reserves the right to ask for a change of local guardian. Any change in local guardian requires prior approval of the college.
- ii. Seats in hostel are allocated course wise so incase a student changes her course of study then she will lose her allocated hostel seat and will have to apply again.
- iii. If a student does not avail the hostel seat when it is offered, she loses her priority in the admission list. Late applicants and those students who are not present during the hostel admission interview will have no claim on the priority list.
- iv. Students on the waiting list are advised to regularly check the college website for relevant updates.
- v. All hostel admission related information will be available on college web site. No individual intimation will be sent in this regard.

All certificates are subject to verification by a competent authority. As per University of Delhi rules, the college will accept self-attested copies of documents / papers provided by the applicant. However, if any false attestation / falsified records are detected, the student will be debarred from attending any course in the University or its college(s) for the next five years and in addition, a criminal case under relevant section(s) of IPC (viz. 470, 471, 474, etc.) will be instituted against her.

Fee Refund Policy

The refund policy for hostel admission cancellation/ withdrawal is as follows. For students applying for the cancellation :

- (I) *Within 30 days from the date of Hostel Admission* : 50% of hostel fee and mess charges of remaining months would be refunded with security deposit.
- (ii) *After 30 days from the date of Hostel Admission* : Only mess charges of remaining months and security deposit would be refunded.

Important Note

Online admission form will be received up to 15th November 2020, 11.59 p.m. at hosteladmission20-21@rajguru.du.ac.in.

Scanned copy of the duly filled Hostel form/s and relevant documents should be sent through e-mail only.

Infrastructure

Rooms

- Number of students to be accommodated in the hostel will be as per the rules and guidelines prevalent at the time of admission. The rooms in the hostel are built to accommodate 2-3 students in each room. Each resident is provided with a bed, one built-in wardrobe/ almirah, one study table, a chair and a bookshelf.
- Residents are required to bring their own mattress, pillow cover, quilt, blanket, bed linen, towel, bucket, coffee mug, glass, spoon, thermos flask, torch, hot water bottle, thermometer, lock and key, duster and utensils etc.

Floor-wise Amenities

- *Laundry Room* : The hostel has one laundry room with a fully automatic washing machine on each floor.
- *Pantry* : The hostel has one pantry on each floor with induction plate and microwave oven. A refrigerator is kept in common room .
- *Wi-Fi Connection* : Every floor is Wi-Fi enabled.
- *Security* : CCTVs are installed in and around the hostel.
- *Mosquito/Insect Control* : Insect Killer Machines are installed on each floor to safeguard the students from mosquitoes and insects.
- *Sanitary Napkin vending Machine* : A sanitary napkin vending machine is installed in the common room. Hostel is also equipped with sanitary napkin incinerators.

Mess

- The mess is run by a caterer on contract basis. The hostel ensures nutritious and wholesome meals. The hostel committee along with student representatives of mess committee will oversee the quality and nutritional content of the food served in the mess.

Visitor's Room

Resident may receive her relatives and friends in the visitor's room.

The timings for visitors are :

- 4.30 p.m. to 7.00 p.m. : On all working days
- 10.00 a.m. to 7.00 p.m. : On Sundays and other Gazetted holidays
- Visitors must sign and fill up pertinent columns of the visitor's book each time they are visiting.

Hostel Evacuation Guidelines

In a special situation, the evacuation of the hostel room and out of the belongings of the students (who are not residing in the hostel) from the hostel room, the following procedure will be followed :

1. An official communication will be sent to each concerned student about the situation and will be given three weeks as a stipulated period (from the date of official letter) to collect their belongings in person.

2. In case a student is not able to collect the belonging in person, it is her responsibility to contact local guardian to collect her belongings by furnishing the authentic identity.
3. In case the local guardian is unable to come in person, they can authorise someone else who can collect the belongings.
4. If no one can collect the belongings in person, the student needs to give her consent through mail to warden so that hostel committee can achieve the same through following course of action:
 - a. All the belongings of the student(s) from the hostel room(s) will be taken out and put in boxes by female guards in presence of hostel matron and hostel warden/hostel committee member. Boxes will be sealed properly with room numbers marked.
 - b. Students can collect their belongings after submitting an application for the same from the hostel office.
 - c. After receiving the belongings, the student needs to give a receiving letter for the same.
 - d. All belongings of students will be boxed room wise not student wise so the students sharing a room are advised to come together to collect their belongings.
 - e. Hostel committee shall not be responsible for any loss or damage that is not foreseeable.

Common Room

- There is a student's common room equipped with recreational facilities such as television, refrigerator, carom board, chess etc.
- It is the venue for residents to carry out activities like recitals, debates and discussions.

Medical Facilities

- A lady doctor is available for consultation in the hostel twice a week and is also available on call.
- All cases of illness must be immediately reported to the warden/matron.
- Hostel has a Medical Room with all basic medicines, BP machine, weighing machine and nebulizer.
- All cases of serious illness shall be referred to the nearest hospital. The local guardian will be duly informed and will have to take charge of the resident within twelve hours of intimation.

Sports Facilities

- Hostel residents interested in sports may avail the sports facilities of the college during the timings as permitted by the warden.

Rules and Regulations

Residents are expected to follow the hostel/college rules both in letter and spirit. Any violations of rules will be strictly punished with fines and/or expulsion from the hostel and college. Re-admission into the hostel will be denied to those found guilty of previous violations and disciplinary action will be initiated against offenders.

The college reserves the right to revise, modify or change any of these regulations. Residents are required to abide by all instructions announced/displayed from time to time.

In case, parents of students change their residence, she should immediately inform the hostel office in writing so that her eligibility can be verified afresh. Suppression of information will invite disciplinary action.

Rooms

1. Residents of the hostel shall be provided rooms on minimum twin-sharing basis. **Rooms once allotted cannot be changed without prior approval of the Warden.**
2. Residents are expected to keep their rooms and surroundings neat and tidy. They are responsible for the care and maintenance of their rooms and furniture provided to them.
3. Residents are not supposed to disfigure the walls. No additional nails are to be fixed on the walls or furniture. Any violation will invite a penalty of 1000/-.
4. No furniture can be removed from the room. Residents will have to return the allotted furniture in good condition.
5. No additional furniture can be brought into the hostel without prior permission of the Warden. Residents will be charged for all damages/losses caused individually or collectively.
6. Lights and fans should be switched off while leaving the rooms.
7. Electric kettles/hot plates are not allowed in the rooms. Anyone found using such appliances will be liable for disciplinary action, including a fine & cancellation of her seat in the hostel.
8. Residents can bring their own laptops. They will be responsible for their safety.
9. The electricity bill, if found more than the regular amount collected, shall be borne equally by all the residents.
10. No cooking or ironing is allowed in the rooms.
11. Residents are not allowed to remove the kitchen utensils, crockery and cutlery from the dining hall under any circumstances.
12. Residents are advised not to bring jewellery items or keep large sums of money in their rooms. The hostel authorities will not be responsible for any loss.
13. No loud music is allowed inside the hostel and college campus.
14. Residents must maintain proper decorum in the hostel. As a rule, residents should not carry on any activity in the room including long duration calls on mobile phone which would cause disturbance to roommates or other residents.
15. Residents are required to behave properly with members of the hostel and college staff and their fellow residents.
16. Residents must maintain silence in the corridors.
17. Consumption of tobacco related products, alcoholic drinks, drugs, etc. is strictly prohibited in the hostel. Any one indulging in the above activities will be liable for disciplinary action, including expulsion from the hostel.
18. Detection of others' property in the room may result in disciplinary action.
19. Any vandalism will attract strict punitive action.

20. Residents 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.
21. No resident can engage any outsider for service of any kind.
22. The Warden/Principal/Hostel Supervisor can, without prior notification, change/open/check the room allotted to a resident. Non-compliance of order in this regard is to be treated as a serious breach of the discipline inviting penal action. Any attempt leading to any damage to hostel property/building or image of the institution shall be treated as an act of gross indiscipline inviting penal action, including fine as well as cancellation of seat.
23. Since it is a privilege to gain admission to the girls' hostel, residents are expected to maintain excellence in academics. Further, **they are expected to attend all lectures tutorials, tests, seminars and examinations. Shortage in attendance and poor academic performance will be viewed seriously.**
24. **It should be noted that residents will be allowed to leave hostel within the permissible timing only. So while leaving for vacations tickets should be booked accordingly.**
25. The residence should not indulge in any activities that causes any kind of disturbance to the roommate or other members of the hostel.

Every resident who is present in the hostel premises should get herself marked present in the attendance register. Daily attendance has to be signed in during evening i.e. from 7.00 p.m. to 7.20 p.m. All residents must be present unless prior leave has been granted. The attendance should be marked sharp as per direction by the Warden. Failure to do so can lead to expulsion from the hostel.

No resident is allowed to go out of the hostel after 7.00 p.m. without prior permission. Violation of this rule could lead to strict disciplinary action, including suspension from the hostel :

Local Outing Timings : Winter Timings (October-March) : 7.00 a.m. to 6.30 p.m.
 Summer Timings (April-September) : 6.30 a.m. to 7.00 p.m.

After attendance, residents are permitted to move around inside the college campus till 10.00 p.m.

Common Room

1. Common Room is for use by the residents only.
2. Residents should not move out the furniture of the common room to any other place in the hostel. A fine will be imposed for violations.
3. An atmosphere of dignity, decorum, cordiality and friendliness is to be maintained while using common spaces.

Mess

1. Resident creating too much noise in dining hall will be fined.
2. Residents are required to be punctual for meals.
3. Residents are expected to come properly attired to the dining hall.
4. Residents must eat in the dining room. Residents may be allowed to have their meal in their rooms only with the prior permission of the Warden.
5. Residents planning to have meals outside should inform this in advance in the register kept for this purpose.

6. Utensils will not be allowed to be taken out of the kitchen/dining hall.
7. Late breakfast and dinner are not allowed. Late lunch will be kept only for those residents who are delayed due to their classes. This facility is possible only after prior approval of the Warden.
8. Residents may entertain a guest for meals in the mess after buying a guest coupon from the office, which will be available during meals in the dining hall :
 - a. Only women guests may be entertained in the women's dining room.
 - b. This can be done only after a 12 hours prior notice and for authorized guests only.
 - c. The warden reserves the final say.
9. Residents are not permitted to enter the kitchen.
10. College shall not be responsible for any problem arising out of eatery from outside.
11. Meals will be served in the dining hall at the following timings :

	<i>Summer (March-October)</i>	<i>Winter (November-February)</i>
Breakfast	7.30 a.m. – 8.50 a.m.	7:30 a.m. – 8:50 a.m.
Lunch	12.40 p.m. – 3.00 p.m.	12:40 p.m. – 3:00 p.m.
Tea	5.15 p.m. – 6.15p.m.	5:15 p.m. – 6:15 p.m.
Dinner	7.30 p.m. – 9:30 p.m.	7:00 p.m. – 9:00 p.m.
12. Meal timings will be strictly adhered to. Catering staff will not be expected to provide meals after the fixed timings.
13. **Wastage of food is strictly forbidden and will be punished with a minimum fine of Rs. 100/- per meal.**

Guests / Visitors

1. The College has guest rooms which provide accommodation to the parents of the residents for a day at a nominal charge of Rs. 1000/- (November to March) and Rs. 1500/- (April to October) without meals..
2. The hostel administration reserves the right to deny entry into the hostel visitors' room to any visitor who fails to prove his/her identity or provide valid reasons for visiting the hostel.
3. No visitors (even parents) will be allowed to use any type of camera or filming equipments in the hostel.
4. Visitors should sign the register (maintained for this purpose) while arriving and departing from the hostel.
5. The resident is not permitted to meet visitors inside the hostel premises during college hours. Any student violating this rule will be liable to disciplinary action.
6. Students are not permitted to meet their visitors at the college gate.
7. Registered residents may receive visitors between 4.30 p.m. and 7.00 p.m. on all days and additionally between 10.00 a.m. and 7.00 p.m. on Sundays and other holidays in visitor's room only.
8. All visitors are required to follow the rules of the hostel. The Warden reserves the right to refuse admission to any visitor at any time without prior notice.

Medical

Students suffering from chronic illness requiring special dietary and other care are advised not to apply for the hostel.

1. All cases of illnesses including physical & mental health issues as well as major medical emergencies must be immediately reported to the Warden.
2. Residents must have the required immunization.
3. Residents must have their complete medical files with them during their stay in the hostel.
4. Medical Fitness Certificate should be produced at the beginning of each semester.
5. In case of medical emergency, resident shall be taken to the nearest hospital and the local guardian shall be duly informed. The local guardian will have to take charge thereafter and the entire responsibility for treatment and related expenses will be borne by the parents/local guardian. The hostel/college authorities shall not be held responsible for any mishap or negligence.
6. To seek absence from classes due to some medical problem, a medical certificate from a recognized hospital, has to be submitted on the day of re-joining the hostel.
7. It is required to attend Yoga / Meditation/ Sports Activities for physical fitness as and when organized by the college especially for the hostellers. 20% leaves are allowed in the above activities with the prior sanction on urgent grounds like medical condition.

Vacations

1. Residents will not be permitted to leave for home before the announced dates of vacations. No travel reservations should be made before the commencement of the vacations.
2. Residents must be present on the first and last day of every term. Travel arrangement should be made accordingly. Failure to comply will lead to disciplinary action.
3. The hostel authorities will not take any responsibility for any belongings left behind.
4. The hostel seat will be allotted to another student if a resident fails to return to the Hostel at the end of the vacation and no information is furnished to the office within one week.
5. The hostel room must be vacated by the resident within 3 days of her appearing in the even semester's last examination (Theory/Practical).

Leave Rules

1. The leaves that a resident can avail are the following :
 - a. Local Guardian Leave – Weekend (Saturday/Sunday) & Gazetted holidays
 - b. Home Leave – Vacations
 - c. Late Night Leave (up to 09:00 p.m.) – 2 times a month
 - d. Overnight Leave (to LG/s) – 2 times a month
2. All types of leave have to be made in advance in dated application letters to the Warden. Undated letters will not be entertained. No leave can be taken until the application has been sanctioned by Warden/ Principal/Hostel Supervisor.
3. Residents may please note that they will be granted only those leaves for which their parents have given approval. Parents must specify whether late night/night out leave is to be granted

to their daughter and note that the college shall not be responsible for the resident when she is outside the College Campus.

4. Students should be back in the hostel by 7.00 p.m. and attend the roll call everyday except when they are granted late leave or overnight leave. Unaccounted for absence during 7.00 p.m. attendance will be punished with fines and expulsion from hostel.
5. Local Outing and Night Leave Book should be duly signed by the Local Guardian and Parents.
6. Students should not leave the hostel after 7.00 p.m. roll call. Violation of this rule will be severely punished. Repeated violations can lead to expulsion from the hostel.

Grant of Leave

1. Residents may be permitted to stay out late i.e. 9:00 p.m. or overnight on Saturdays, Sundays and University holidays.
2. Applications for such leave must be made before 6:00 p.m. on the previous day to the Warden.
3. Only two late night leaves and two overnight stay (at LG's place) on week days per month will be permitted. Permission to stay overnight in any place other than the LG's place/own residence will not be granted unless the request for such leave comes from parents.
4. Late leave on week days will be granted only under exceptional circumstances by the warden at her discretion.
5. Outstation leave will be given only on confirmation from the parents and with the permission of the Principal. The same applies to leave for the vacation periods. If a resident goes on leave, she has to return to the hostel on the expiry of the leave. Any extension of leave (only due to medical emergency) has to be countersigned by the parents. Under no circumstances can the resident leave station without prior sanction from the warden.
6. If a resident leaves station without prior sanction of the Warden, no subsequent letter from parent will be accepted and the resident will be expelled from the hostel.
7. Every leave applied for and sanctioned has to be entered in the appropriate leave application book.
8. Students are required to sign in a register (daily leave register) every time they leave the hostel premises (except for attending classes) and to fill in the required details and sign again in the same register when they come back. Any resident found leaving or entering the hostel without having signed the register is liable to be fined or expelled.
9. Before leaving the hostel complex residents will ensure the following :
 - a. Proper entries have been made in the concerned register.
 - b. Proper permission has been obtained from the Hostel Warden.
 - c. Leave Record Application form duly signed by the Warden/Matron/Hostel Supervisor has to be obtained while proceeding for leave.
10. After availing LG Leave / Home Leave, the resident must report back to the hostel between 6.00 a.m. to 7.00 p.m. only. No one is allowed to enter the Hostel at times outside this span.
11. Definition of “emergency” is something urgent, unforeseen and unavoidable. The warden of the hostel may be contacted immediately in case of emergency.

Annexure I

- I. Ragging in any form causing mental and physical agony and abetment of ragging is strictly prohibited under University Ordinance XV-C and will invite police action under IPC. For instance, entering into junior's room without his / her consent by the senior would tantamount to trespassing and ragging (refer to Annexure 1).

Ordinance XV-C: Prohibition of and Punishment for Ragging

1. Ragging in any form is strictly prohibited, within the premises of College/Department or Institution and any part of Delhi University system as well as 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 student who are in anyway considered junior or inferior by other students and includes individual or collective act or practices which :
 - a. Involve physical assault or threat, 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 College, the Head of the Department of 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 motu enquire into 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.
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) 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 not be for a stated period, admitted to a course of study in a college, departmental examination for one or more years, or that the result of the student or students concerned in the examination or examinations in which they appeared be cancelled.
11. In case any student who has 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.
13. 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.

Note : "Order of the Vice-Chancellor in pursuance of Ordinance XV-C :

Where incident(s) of ragging are reported to the Vice-Chancellor by any authority under this ordinance, the students(s) involved in ragging shall be expelled for a specified term designated in the order, no students involved in reports of ragging will be proceeded with under the Criminal Law India; they will also be rendered intelligible for a period of 5 years from seeking enrolment in any of the institutions of the University of Delhi. Students against whom necessary action is taken under this note will be given post decisional hearing, with strict adherence to the rules of natural justice."

- II. Smoking, drinking, use of narcotics and drugs is strictly prohibited. Violation of this rule will lead to severe disciplinary action and can result in expulsion from the Hostel.
 - III. Resident student will be issued hostel photo identity card. This card has to be shown to the hostel gatekeeper during entry to the hostel. Residents are required to retain and carry this card with them at all times. A fine will be imposed for the loss of the hostel identity card.
 - IV. Attendance rules of the college / hostel are to be followed strictly by the resident students.
 - V. All hostel students would be issued a departure booklet which they need to carry while going to home/LG home. The same has to be countersigned by parents/LG when the student comes back to the hostel. A fine will be imposed for the loss of Departure booklet and issue of the new departure booklet.
- **Please note that the hostel will be closed during Summer Vacations for the annual upkeep, whitewash, cleaning and repairs. So residents must vacate the hostel premises within 3 days of her appearing in the even semester's last examination (Theory/Practical).**
 - **If it is found at any point of time that a student has secured admission to the Hostel by furnishing wrong information (forged mark-sheet/documents) or by concealment of any vital information regarding Hostel/College admission rules, her admission will be cancelled forthwith. If any resident is found to be forging parents'/ local guardian's signatures, she shall be expelled from the Hostel.**
 - **Notwithstanding any provisions in this Prospectus, the Principal is the final authority in the matters of discipline, admission and overall functioning of the Hostel.**

Students' Activities



Hostel Fee Structure

Hostel Fee Structure (Annual)			
<i>Particulars</i>	<i>General</i>	<i>SC/ST Amount (Rs.)</i>	<i>PwD Amount (Rs.)</i>
Caution Money (Refundable)	10,000.00	10,000.00	Exempted
Admission Fee	1,000.00	1,000.00	Exempted
Development Fee	15,000.00	15,000.00	Exempted
Room Charges	5,000.00	Exempted	Exempted
Electricity Charges*	6,000.00	6,000.00	Exempted
Other Amenities	8,000.00	8,000.00	Exempted
Maintenance	8,000.00	8,000.00	Exempted
Activities	2,000.00	2,000.00	Exempted
Total	55,000.00	50,000.00	Exempted

Mess Charges# : To be notified later.

- * Additional Annual Charges for using Cooler Rs. 3,000/- per room. Maintenance will be borne by the resident who is availing this facility.

Annual Electricity Charges for using Room Convactor Rs. 3,000/-.

The college authorities reserve the right to increase electricity charges without prior notice if the rates are revised.

- # Mess charges are liable to change and are to be paid by all category of students.



Shaheed Rajguru College of Applied Sciences for Women

Enclosures Checklist

(To be submitted at the time of Admission)

1. Photographs
 - a) Student
 - b) Parents
 - c) Local Guardian
2. For fresh admission, self-attested copy of Class XII Marks Sheet / Last Examination Passed Marks Sheet.
3. For re-admission, self-attested copies of preceding year Examination passed Marks Sheet (both semesters).
4. Self-attested copy of Certificate of Reserved Category, if any (EWS/SC/ST/OBC/PwD).
5. Self-attested copy of Fee Receipt.
6. Self-attested copy of Proof of Residence.
7. Form I to IV duly completed. (*Attached*)



Shaheed Rajguru College of Applied Sciences for Women (University of Delhi)

Vasundhara Enclave (Adjoining Chilla Sports Complex), Delhi - 110 096

Phone(s) : 011-22623503, 22623505 • Telefax : 011-22623504

Website : www.rajgurucollege.com

College Admisssion No. :



Shaheed Rajguru College of Applied Sciences for Women

ACCREDITED BY NAAC WITH 'A' GRADE

(University of Delhi)

Vasundhara Enclave (Adjoining Chilla Sports Complex), Delhi - 110 096

FORM-I – HOSTEL ADMISSION FORM

Name of the Student :

Course :

Date of Admission : Cut-off List :

Percentage at which admitted in the Course :

(PCM | PCB/BT | PCM/B/BT | MCB/PCB | Lang + Best 3 |
Lang + Maths + Best 2 | Entrance Examination Rank)

Paste
Recent
Passport Size
Photograph

Category : General EWS SC ST OBC OBC Sub Caste

Mobile No. of Student :

Permanent Address :

..... District :

State : PIN :

Present Address (where the student ordinarily stays) :

..... District :

State : PIN : Distance (Kms.) :

Academic Year :

Local Guardian Leave – Weekend (Saturday / Sunday) Gazetted Holidays : Yes / No

Home Leave – Vacations : Yes/No

Late Night Leave (up to 9.00 p.m.) – 2 times a month : Yes / No

Night-Out Leave (to Local Guardian's House) – 2 times a month : Yes / No

Signature of Parent

Signature of Student

Allotted Room No. (to be filled by the Officer-in-Charge) :

Note : ❖ Telephone / Mobile Numbers must be operative at all times. The College/Hostel should be informed of any or all updates and changes in telephone / mobile numbers or address.

❖ Self-attested xerox copies of XIIth Marksheet, Fee Receipt and Address Proof to be submitted along with this Form.

College Admisssion No. :



Shaheed Rajguru College of Applied Sciences for Women

ACCREDITED BY NAAC WITH 'A' GRADE

(University of Delhi)

Vasundhara Enclave (Adjoining Chilla Sports Complex), Delhi - 110 096

FORM-II – PERSONAL DETAILS OF PARENTS AND LOCAL GUARDIAN

Name of Father :

Residential Address :

District : State : PIN :

Res. Tel. No. (with STD Code) : Mobile No. :

Father's Occupation : Designation :

Office Address :

District : State : PIN :

Office Tel. No. (with STD Code) : Mobile No. :

E-mail ID :

Paste
Recent
Passport Size
Photograph

Name of Mother :

Residential Address :

District : State : PIN :

Res. Tel. No. (with STD Code) : Mobile No. :

Mother's Occupation : Designation :

Office Address :

District : State : PIN :

Office Tel. No. (with STD Code) : Mobile No. :

E-mail ID :

Paste
Recent
Passport Size
Photograph

Name of Local Guardian :

Residential Address :

District : State : PIN :

Res. Tel. No. (with STD Code) : Mobile No. :

Local Guardian's Occupation : : Designation :

Office Address :

District : State : PIN :

Office Tel. No. (with STD Code) : Mobile No. :

E-mail ID :

Paste
Recent
Passport Size
Photograph

Note : (i) Telephone / Mobile Numbers and Addresses must be operative at all times. The College/Hostel should be informed of any or all updates and changes.

(ii) It is mandatory to have a Local Guardian for a hostel resident. The presence of Local Guardian is must at the time of admission of the student in the hostel.

College Admisssion No. :



Shaheed Rajguru College of Applied Sciences for Women

ACCREDITED BY NAAC WITH 'A' GRADE

(University of Delhi)

Vasundhara Enclave (Adjoining Chilla Sports Complex), Delhi - 110 096

FORM-III – MEDICAL RECORD OF THE RESIDENT

Name :

Course :

Year :

College Roll No. :

Blood Group :

Known Allergies :

Do you suffer from any of the following ailments :

Thyroid

Asthma

AIDS

Any other, specify

Epilepsy

None

Thalassemia

Do you suffer from any chronic ailment? Yes / No

If yes, give details :

Any specific medication required :

Certified that the candidate is medically fit to stay in the hostel : Yes / No

(Signature of Doctor / University of Delhi Panel Doctor with Official Seal)

(Name of the Doctor & Registration Number :))

(Signature of the Candidate)

(Signature of the Parent)

Note : Residents are required to keep their complete medical records with them during their stay in the Hostel.

College Admisssion No. :



Shaheed Rajguru College of Applied Sciences for Women

ACCREDITED BY NAAC WITH 'A' GRADE

(University of Delhi)

Vasundhara Enclave (Adjoining Chilla Sports Complex), Delhi - 110 096

FORM-IV – DECLARATION FORM

Declaration by the Student

1. I declare that I have read the hostel e-prospectus and am familiar with the rules therein.
2. I declare that I will maintain a minimum of 66.67% attendance in all classes failing which disciplinary action can be taken against me.
3. I undertake to abide by the rules and regulations of the hostel, the violation of which will subject to payment of fine or suspension from hostel as decided by the authorities.
4. I have been informed by the college authorities and the hostel warden that in accordance with the Supreme Court of India judgement dated 3rd July, 2001 ragging is completely banned in universities and colleges. Punishment may include expulsion from the college. If the individuals committing or abetting ragging are not identified, collective punishment could be resorted to.
5. I shall not plead for ignorance of any rules that may be notified from time to time.
6. I undertake not to stay away from hostel without prior permission or adequate information. Such an action can lead to disciplinary action against me including expulsion from the hostel.

Name : Course : Year :

Category : General EWS SC ST OBC OBC Sub Caste

Place : Delhi

Signature of the Student

Declaration by the Parents and Local Guardian

1. We declare that we have read the rules in the Hostel e-Prospectus and undertake that our ward will abide by the same.
2. We undertake to take charge of our ward in case of any illness or misbehaviour or any other emergency and shall not hold the college/hostel authorities responsible for any act of negligence.
3. We hereby undertake that our child shall not indulge in ragging or any act of misbehaviour and in case she is found guilty of the said act she may be punished as per University of Delhi rules.
4. I've declared all ailments / illness of my ward.

Details of the Person to be contacted in case of an emergency :

Name :

Address :

Contact Tel. No. : Mobile :

Any other detail you would like to furnish :

(Name & Signature of Father)

(Name & Signature of Mother)

Name : Name :

(Name & Signature of Local Guardian)

Place : Delhi

Name :