



# Shaheed Rajguru College of Applied Sciences for Women

(NAAC 'A' Grade Accredited)  
University of Delhi



**HOSTEL PROSPECTUS 2016-17**



## Shaheed Rajguru College of Applied Sciences for Women

### Important Dates for Hostel Admission

Activity	Date(s)
Sale of Prospectus & Application Form	June 30th, 2016
Notification of Hostel Admission 1st List on the College Website (After 5.00 p.m.)	14th July, 2016
Interaction with Students, Parents & Local Guardian and Fee submission by 1.00 p.m.	15th July, 2016 and 16th July, 2016
Notification of Hostel Admission IIInd List on the College Website (After 5.00 p.m.)	16th July, 2016
Interaction with Students, Parents & Local Guardian and Fee submission by 1.00 p.m.	17th July, 2016 and 18th July, 2016

Principal : Dr. Payal Mago  
Bursar : Dr. Shruti Banswal  
Warden : Dr. Aakanksha

### Hostel Committee

Members : Dr. Deepa Joshi (Convener)  
Dr. Sadhna Jain  
Ms. Preeti Singhal  
Dr. Aakanksha  
Dr. Indu Arora  
Ms. Deepali Bajaj  
Mr. T. N. Ravi

Hostel Office Contact No. : 9599057679

Hostel Matron Contact No. : 9560981054

(During admission period and in case of exigency only between 9.00 a.m. to 5.00 p.m.)

# Contents

<i>Important Dates for Hostel Admission .....</i>	<b>Inside Front Cover</b>
<i>Foreword from the Principal .....</i>	<b>3</b>
<i>Admission Norms .....</i>	<b>4</b>
<i>Infrastructure .....</i>	<b>6</b>
<i>Facilities .....</i>	<b>7</b>
<i>Rules &amp; Regulations.....</i>	<b>7</b>
<i>Leave Rules.....</i>	<b>11</b>
<i>General Discipline .....</i>	<b>13</b>
<i>Hostel Fee Structure .....</i>	<b>16</b>
<i>Enclosures Checklist.....</i>	<b>Inside Back Cover</b>
<i>Forms / Formats.....</i>	<b>Enclosed</b>
<i>i) Form I: Leave Sanctioning</i>	
<i>ii) Form II: Personal Details of Parents / Local Guardian</i>	
<i>iii) Form III: Medical Record of the Student</i>	
<i>iv) Form IV: Hostel Identity Card</i>	
<i>v) Formats: Undertaking for Student         and for Parents &amp; Local Guardian</i>	

# Students' Activities



# Foreword from the Principal

**S**haheed Rajguru College of Applied Sciences for Women, Vasundhara Enclave, Delhi has a hostel for girls which can accommodate 119 students. 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

Bonafide students of Shaheed Rajguru College of Applied Sciences for Women (SRCASW).

## Availability of Seats

There are 119 seats on twin / triple sharing basis.

## Reservation of Seats

Admission to Hostel will be according to University of Delhi norms.

Seats are distributed among the students of all the three years course-wise. The seats are reallocated if found vacant, as per the decision taken by the Hostel Committee.

In case of change of course, student will have to reapply for the Hostel.

## Eligibility Criteria

Eligibility for admission to the hostel is based on academic merit, similar to admission to the course. Admission to the hostel, however, is finalised after an interview with the candidate, her parents and the local guardian.

Preference shall be given to regular outstation students of SRCASW based on the distance from the college.

## Re-admission / Admission

All students seeking re-admission to the hostel should submit their application on the prescribed form latest by **10th of July, 2016**.

## Admission Procedure

Candidates must submit the duly filled hostel application form to the college office along with the College Admission Form. A self-attested photocopy of the following documents must be submitted along with the hostel application form :

- The college admission fee receipt.
- Marks sheet\* of the last examination passed.
- Residence proof issued by a competent local authority. The certificate could be from the District Magistrate or an Affidavit / a copy of Passport / copy of Aadhar card / Ration card / Driving licence / Electricity bill / Telephone bill can be considered as proof of residence.
- Medical certificate (*form enclosed*) duly certified by a registered medical practitioner. (*To be submitted at the time of joining hostel failing which admission will stand cancelled*)
- Certificate of reserved category, if any. (*SC / ST / OBC / PwD*)

---

\* Students seeking re-admission should submit mark sheets of both the semesters of preceding year examination passed.

# Admission Norms

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.

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.

## **Following Students will not qualify for Re-admission**

- Those who have failed in their University examinations.
- Those who have indulged in unfair means in the University examinations.
- Those who have not fulfilled the college attendance requirement of at least 66.67%.
- Those who have violated the hostel rules or committed acts of misconduct.
- Those who have furnished incorrect information / data.
- Those who have essential repeat (ER) in more than one paper.

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.

Students on the waiting list are advised to regularly check the college / hostel notice board / college website for relevant information. No individual intimation will be sent in this regard.

## **Refund Policy**

The refund policy for cancellation / withdrawal from hostel is as follows :

For students applying for the cancellation :

- (i) Before 31st August 2016 – 50% of hostel fees and mess charges of remaining 9 months would be refunded along with security deposit.
- (ii) For those applying for cancellation after 31st August, 2016 only mess fees and security deposit would be refunded.



# Infrastructure

## Rooms

- The hostel can accommodate 119 students in rooms 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. The hostel also has one ironing room with one iron, table and dari on each floor.
- *Pantry* : The hostel has one pantry on each floor with one induction plate, microwave oven and fridge in common room.
- *Wash Rooms* : Five on each floor. Washrooms are equipped with sanitary napkin incinerators.
- *Wi-Fi Connection* : Every floor is Wi-Fi enabled.

## 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.

## Visitors' 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.

## Common Room

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





# Facilities

## Medical Facilities

- All cases of illness must be immediately reported to the warden / matron.
- Hostel has a First Aid 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. All 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.

# Rules and Regulations

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 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 which would cause disturbance to roommates or other residents.
15. Residents are required to behave properly with members or the member 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 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.

# Rules and Regulations

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.

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 9.00 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 expecting to have meals out should indicate these 24 hours in advance in a 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.

# Rules and Regulations

- Residents are not permitted to enter the kitchen.
- College shall not be responsible for any problem arising out of eatery from outside.
- 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	5.15p.m. – 6.15p.m.	5:15 p.m. – 6:15 p.m.
Dinner	7.30p.m. – 9:30 p.m.	7:00 p.m. – 9:00 p.m.

- Meal timings will be strictly adhered to. Catering staff will not be expected to provide meals after the fixed timings.
- Wastage of food is strictly forbidden and will be punished with a minimum fine of ₹ 100 per meal.

## **Guests/Visitors**

- The hostel has two guest rooms which provide accommodation to the female relatives of the residents at nominal charges of ₹ 500 (without meals) / ₹ 600 (with meals) per day.
- 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.
- No visitors (even parents) will be allowed to use any type of camera or filming equipments in the hostel.
- Visitors should sign the register (maintained for this purpose) while arriving and departing from the hostel.
- 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.
- Students are not permitted to meet their visitors at the college gate.
- 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 Sunday's and other holidays.
- 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.

- All cases of illness must be immediately reported to the Warden.
- Residents must have the required immunization.

# Rules and Regulations

3. Residents must have their complete medical files with them during their stay in the hostel.
4. 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.
5. 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.

## 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.

## 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 10:00 p.m.) – 4 times a month
  - d. Night-out 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 or Principal.
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.

# Leave Rules

5. Students should not leave the hostel after 7.00 p.m. roll call. Violation of this rule will be severely punished.

## Grant of Leave

1. Residents may be permitted to stay out late i.e. 10:00 p.m. or overnight (at LG's place) 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 four 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 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 has to be obtained while proceeding for leave.
10. After availing LG Leave / Home Leave the residence must report 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.

# General Discipline

- 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).

## Annexure I

### 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 moto* 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.

# General Discipline

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 raging 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.

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



## Shaheed Rajguru College of Applied Sciences for Women

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

**Mess Charges# : ₹ 30,000.00 (as per actuals) per year besides Hostel Fee.**

\* Additional Annual Charges for using Cooler ₹ 3,000.00.

Annual Electricity Charges for using Room Convecter ₹ 3,000.00.

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

# Mess charges are liable to change.

Mess charges to be paid by all category of students.



# Shaheed Rajguru College of Applied Sciences for Women

## Enclosures Checklist (To be submitted during 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 Sheets (both semesters)
4. Self-attested copy of Certificate of reserved category, if any (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 enclosed with the prospectus
8. Student and Parents & Local Guardian undertakings on plain paper (as per format prescribed)



₹ 200/-



**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](http://www.rajgurucollege.com)



# 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

<SN>

## FORM-I – LEAVE SANCTIONING

*(To be registered for leave sanctioning)*

Name : .....

Course : .....

Year : .....

College Roll No. : .....

Percentage of Last Examination Passed : .....

Phone No. : .....

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

Home Leave – Vacations : Yes/No .....

Late Night Leave (up to 10.00 p.m.) – 4 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



# 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

<SN>

## FORM-II – PERSONAL DETAILS OF PARENTS AND LOCAL GUARDIAN

**Name of Father :** .....

Residential Address : .....

District : ..... State : ..... PIN : .....

Residential Tel. No. (with STD Code) : .....

Father's Occupation : ..... Designation : .....

Office Address : .....

District : ..... State : ..... PIN : .....

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

E-mail ID : .....

Paste  
Recent  
Passport Size  
Photograph

**Name of Mother :** .....

Residential Address : .....

District : ..... State : ..... PIN : .....

Residential Tel. No. (with STD Code) : .....

Mother's Occupation : ..... Designation : .....

Office Address : .....

District : ..... State : ..... PIN : .....

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

E-mail ID : .....

Paste  
Recent  
Passport Size  
Photograph

**Name of Local Guardian :** .....

Residential Address : .....

District : ..... State : ..... PIN : .....

Residential Tel. No. (with STD Code) : .....

Local Guardian's Occupation : ..... Designation : .....

Office Address : .....

District : ..... State : ..... PIN : .....

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

E-mail ID : .....

Paste  
Recent  
Passport Size  
Photograph

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



# 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

<SN>

## 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.



# 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

<SN>

## FORM-IV – HOSTEL IDENTITY CARD

(To be filled in block letters)

Name : .....

Category : SC / ST / OBC / PwD / GEN : .....

*(SC and ST refer to Scheduled Caste and Scheduled Tribe respectively; OBC refers to Other Backward Class; PwD refers to Person with Disability; and GEN refers to all others)*

Paste  
Recent  
Passport Size  
Photograph

Father's Name : .....

Mother's Name : .....

Local Guardian's Name : .....

Permanent Address : .....

District : ..... State : ..... PIN : .....

Telephone No. (in case of emergency) : .....

Date of Birth : .....

Course : .....

Roll No. : .....

Year : .....

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



**UNDERTAKING FORMATS**

**<SN>**

**Format of the Undertaking for Student**

**Declaration by the Student**

- 1. I declare that I have read the hostel prospectus and am familiar with the rules therein.
- 2. I declare that I will return to the hostel on the day of reopening after every vacation.
- 3. I declare that I will maintain a minimum of 66.67% attendance in all classes, failing which I shall lose the right to re-admission to the hostel.
- 4. 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.
- 5. 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.
- 6. I shall not plead for ignorance of any rules that may be notified from time to time.
- 7. 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 of the Student : .....

Category : ..... Course : .....

Place : Delhi Signature of the Student

**Format of the Undertaking for Parents and Local Guardian**

**Declaration by the Parents and Local Guardian**

- 1. We declare that we have read the rules in the Hostel 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 : .....

Place : Delhi	(Name & Signature of Local Guardian)
	Name : .....