



HINDU COLLEGE

**HANDBOOK OF INFORMATION
&
RULES AND REGULATIONS
2018-2019
HINDU COLLEGE GIRLS' HOSTEL**



Hindu College was founded more than a century ago in 1899. The Hindu Educational Trust has been managing the college ever since. In 2013, taking note of the need for a residential facility for female students of the college, the Trust decided to build Girls' hostel under its management. A four- storeyed structure has been constructed in the college campus to accommodate 156 students. All the residential rooms are air-conditioned. Other facilities include a common dining hall, common room, medical room, badminton court etc.

1. ADMINISTRATION

The Hostel is administered by a Warden in consultation with the Principal of the College. A consultative committee consisting of faculty members of the College has been constituted to assist the Warden in the administration of the Hostel.

The Hostel Office and the Warden's Residence, located within the Hostel premises, are integral part of the Hostel. The Student Residence will have several employees to look after the daily chores. They include an office assistant, a mess Incharge and other mess staff, Security and Housekeeping staff, a gardener and a few others for kitchen and pantry work. In addition, there will be a dry cleaner and a newspaper vendor to provide services to the resident students.

2. FACILITIES

2.1 Medical Facilities: The health services are made available to the residents by the WUS Health Center located within the University Campus. At the time of admission, all resident are required to fill in the WUS Health Center form available in the Hostel office. In case of a medical emergency, a resident is taken to the nearest hospital and the local guardian is 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.

2.2 Banking Facilities: A branch of State Bank of India is located in the College premises where residents may open their account. The residents are advised to take good care of their bank pass book/cheque books, etc. and not keep too much cash or other valuables in their rooms. The authorities will not be responsible for any losses.

2.3 Security: Round-the-clock security will be provided with security guards at the main gates of the hostel. There are CCTV cameras to ensure the safety of the residents at all times.

3. GAMES AND STUDENTACTIVITIES

3.1 Common Rooms: The Hostel has common rooms where residents can read daily newspapers and magazines, and play indoor games like carom board, chess etc. Television with cable facilities will also be provided.

3.2 Other Facilities: The Hostel has a badminton court and an open air space for other recreational activities. Situated next to the Sports Complex of the College, the residents will have access to the Gymnasium and a well-equipped playground with a Cricket pitch, Basketball court, Volleyball court, Football ground, etc

4. ADMISSION PROCEDURE

4.1 Availability of Seats

- a. Seats will be distributed among the students of all three years.
- b. Allocation/Reservation of seats for various categories, as approved by the University of Delhi, shall be strictly followed.
- c. Students seeking admission under any of the reserved category will be strictly on the basis of merit among the respective category applicants.

4.2 Criteria for Admission

For First year students:

- i. Students who have secured admission to the college are eligible to apply for hostel accommodation.
- ii. Only those students who do not have their immediate family members residing within the radius of 60 km of the College (as the crow flies) are eligible for admission. Students coming from Delhi's Satellite Towns/Areas such as Faridabad, Gurgaon, Noida, Loni, Kundli, Ghaziabad, Bahadurgarh etc. will not be considered for admission. However subject to the availability of seats exceptions can be made on case to case basis for poor and needy students by the Hostel Administration.
- iii. Admissions will be done on the basis of merit.
- iv. Duly filled application form must be submitted to the Hostel Office within the stipulated time along with the following documents (Photocopy):
 - **Fee Receipt of admission to the course.**
 - **Date of Birth Certificate (Class 10th Certificate).**
 - **12th Class Mark Sheet.**
 - **Proof of Residence/Domicile Certificate.**
 - **Documents supporting reserved category status.**
 - **Three self-attested passport size photographs.**
 - **Proof of local guardian's residential address i.e. self-attested photocopy of any one of the following:**
 - (a) Voter I-Card
 - (b) Electricity/Water bills
 - (c) Passport
 - (d) Aadhaar card
 - **One Photograph each of the local guardian.**
- v. Short listed candidates must be accompanied by their parents and local guardians for the necessary interview with the Warden/Hostel Committee/Principal at the time of admission. A Local Guardian should be someone who holds a responsible position in an organization and/or possesses an authentic authorization over the prospective resident. In no case the local guardian shall be a student.

- vi. The Hostel Warden/ Hostel Committee in consultation with the Principal will finalize the list of students to be admitted to the Hostel and the decision shall be final in this regard. The Committee reserves the right to deny admission to the Hostel to a candidate without assigning any reason.
- vii. At the time of admission, the applicant and her parents shall be required to give an undertaking for good conduct, payment of dues in time, adherence to College/Hostel rules to be enforced from time to time.
- viii. On being selected for admission to the Hostel, the student must shift within seven days, failing which her admission shall be cancelled. Vacancy, if any, shall be filled by the Hostel Administration and notice to such effect shall be put on the Hostel Notice Board from time to time.
- ix. Candidates selected for admission to the Hostel shall be required to pay the Hostel fee by way of Demand Draft within the date and time stipulated in this regard. Demand draft should be drawn in favour of the **Principal, Hindu College, and payable at Delhi**. If the fees are not paid in the manner and by the date and time specified in this regard, any claim to admission to the Hostel shall stand automatically forfeited.
- x. **The students are required to submit a Residence Certificate from an appropriate Magistrate/Resident Commissioner as a proof of permanent address at the time of their admission to the Hostel.**
- xi. In case a student changes her course of study at any point of time after being admitted to the Hostel, her admission to the Hostel shall stand cancelled forthwith. She has to compete afresh with others in the new subject/category to re-enter the Hostel, provided seats are available.

5. CRITERIA FOR THE ALLOTMENT OF ROOMS

- 5.1 Admission to the Hostel cannot be claimed as a matter of right by any student admitted to the College or even by those who have been resident in the preceding year(s). There will be no automatic admission to the Hostel in the second and third years.
- 5.2 **After the successful completion of each academic year by the University of Delhi residents are readmitted provided:**
 - (a) **The resident has shown good behavior in the preceding year. The decision of the Hostel Administration would be final in this regard.**
 - (b) **The resident has secured a minimum of 6.5 (CGPA)/65% in the case of being a Science/Commerce student and 6.0 (CGPA)/60% in case of being a student from the Humanities/Arts stream.**
 - (c) **The resident has had a minimum of 66% attendance in the preceding Year.**
- 5.3 In case a resident fails in her University Examination and/or becomes an ex-student of the College, she will lose her Hostel allotment. Subsequently, upon passing, she will not get back her Hostel seat automatically. Instead, she has to compete afresh for admission through the new merit list for her batch.
- 5.4 Students admitted to Hostel in the 1st year under sports category will be monitored periodically. If anyone is found to be failing in their active participation in the events concerned, they are liable to lose their hostel seats. Recommendations of the Director Physical Education and the decision of the Principal in this regard will be treated as Final.

6. CANCELLATION OF ADMISSION AND REFUND OF FEES

6.1 A student who wishes to get her admission cancelled must apply in writing to the Warden with her application countersigned by her guardian/parent.

6.2 On cancellation of admission within three months of the date of deposition of the fee, a student would be entitled to get the refund of fee as follows:

(a) Hostel Security-Full Amount.

(b) Annual charges after deducting an amount which is equal to 1/10th of the Annual charges per month for the period of her stay in the Hostel. No Claim for refund of Annual charges would be allowed after three months of the date of admission to the Hostel.

(c) Mess advance after deducting actual mess charges for full months and an amount @ Rs. 100/-per day of her stay in the Hostel for a partial month i.e., less than twenty days in a month.

7. MESS PROCEDURES AND GENERAL FACILITIES

7.1 All residents are required to take their meals in the dining hall during the time notified by the Hostel Administration.

7.1 Membership to the mess is compulsory for every resident of the Hostel.

7.2 Meals will not be served outside the dining hall except in case of illness. In no case will utensils be allowed to be taken out of the kitchen/dining hall premises.

7.3 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 information to the mess In charge.

7.4 No personal cooking shall be permitted in any room. Residents are not permitted to enter the kitchen.

7.5 Mess charges must be cleared latest by 7th of every month. If a resident fails to pay within the stipulated time a late payment fine of Rs. 100/- will be levied for the payment made within the calendar month.

7.6 Packed lunch facility, in special circumstances only, will be available on prior request to Warden with at least one day notice in advance. Residents not planning to eat in the Hostel for a particular meal should indicate this in the prescribed register at least 24 hours in advance.

8 Rules and Regulations: General

Ragging in any form causing mental and physical agony, and abetment to ragging is strictly prohibited under the Ordinance XV-C of the University of Delhi which deals with prohibition of and punishment for ragging and will invite Police Action.

8.1 The residents of the Hostel shall be provided rooms on a double sharing basis.

- 8.2 Rooms duly allotted cannot be changed without prior written approval of the Warden.
- 8.3 At the time of Admission, a resident will have to give an undertaking that she will abide by the rules and regulations of the Hostel as framed from time to time. This undertaking will have to be signed by the parents/ guardian of the resident.
- 8.4 No resident is allowed to go out or come inside the Hostel after 10.00 pm. **However one late night entry and one night out per week will be allowed with the prior permission of the Warden. The Warden can allow late nights and night outs only after a written request has been received from the parents or the local Guardian of the resident. The Hostel Administration will have no responsibility about the conduct of the resident outside the Hostel premises.**
- 8.5 Male visitors are not allowed in the hostel.
- 8.6 **The Hindu College is a NO SMOKING ZONE and NO ALCOHOL ZONE.** Consumption of Alcohol, intoxicants and smoking are strictly prohibited. Any Resident found indulging in the above shall face disciplinary action including Expulsion from the Hostel.
- 8.7 Every resident is responsible for care and maintenance of the room and furniture provided to them including the locks and keys. Residents should keep their rooms and surroundings tidy. They are not to disfigure the walls, roofs, doors or windows. Any vandalism will be subject to disciplinary action. Any damage to the Hostel property of collective use is liable to lead to a collective penalty on all bonafide residents of the Hostel.
- 8.8 Residents are not permitted to use appliances such as heaters and electric irons without the prior permission of the Warden. Appropriate charges will be levied for the use of such appliances.
- 8.9 Residents at all times are expected to conduct themselves with due regard to the comfort and convenience of other residents. Residents must maintain proper decorum in the Hostel. They are required to behave properly with members of the staff and their fellow residents.
- 8.10 Residents are required to maintain silence in the corridors and return to their rooms by 10.00 p.m.
- 8.11 During the day time, since many college classrooms are located within hearing distance of the Hostel, residents should restrain themselves from creating disturbing noises, playing pranks etc.
- 8.12 Residents must switch off fans, lights and air conditioners when they are going out of their rooms.
- 8.13 Playing of games and other rowdy and noisy activities in the corridors, hostel lawns or verandahs are strictly forbidden.
- 8.14 Residents are required to maintain cleanliness within the premises. Toilets, common spaces, lawns and adjoining areas of the Hostel should be kept clean. Any default will invite penalty/disciplinary action.
- 8.15 The Warden/Principal/Members of the Hostel Committee have the right to enter any Hostel room whenever necessary even in the absence of the residents.
- 8.16 All the resident students have to vacate the Hostel within 7 days of completion of their University examination.

- 8.17 If it is found at any point of time that a student has been admitted 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.
- 8.18 Every resident is required to abide by the rules and regulations of the Hostel. Anyone violating any rule will be liable to face disciplinary action. Residents are, therefore, required to read carefully all the above rules & regulations as well as Ordinances XV-B and XV-C of the University of Delhi Calendar and conduct themselves appropriately.
- 8.19 A resident must obtain a Clearance Certificate and a gate pass from the Hostel office at least three days before she intends to vacate the Hostel. A resident must hand-over the complete charge of her room to the Caretaker/Housekeeper along with the clearance certificate, while vacating the Hostel accommodation. Gate pass is to be handed over to the Security Guard on duty before leaving the Hostel premises.
- 8.20 In case any resident remains away from the Hostel without informing the Hostel administration in writing, it will be presumed that she has left the Hostel, and Hostel administration reserves the right to take possession of the room and re-allot it to another eligible student. The luggage of the resident concerned, if any, will be deposited in the store/any other room of the Hostel. If the luggage is not claimed within 3 months' time, the Hostel Administration may dispose it off in any manner considered suitable. A penal rent @ Rs.20 per day in addition to the normal charges for the period during which the luggage remains unclaimed shall be payable by the concerned person.
- 8.21 Suspension/Expulsion order can be implemented with regard to any resident at any point of time on the grounds such as violation of College/ Hostel/University Rules and regulations, Non-payment of dues etc

Residents are required to vacate their rooms within Seven days of their last University examination and hand over the keys of their rooms to the Warden/Caretaker, failing which, they would not be admitted to the Hostel the following year even if otherwise eligible. The Principal/Warden is authorized to remove their belongings in the room if any, and put an official lock.

FEE STRUCTURE

Schedule of Payment: Biannual

S. No.	Heads	Fee per student	
		Odd Semester	Even Semester
1.	Annual Charges	Rs.27500	Rs.27500
2.	Security fee (refundable) for first Year residents/new admissions	Rs.4000	-
3.	Electricity charges (advance)*	Rs.1000*	Rs.1000*
	Total Charges	Rs.32500**	Rs.28500***

Mess Charges: Rs.15000 (Fifteen thousand) for five months each Semester

*To be adjusted against actual expenses

** To be paid at the time of Admission

*** To be paid in January, 2019

ORDINANCES

ORDINANCE XV-B- Maintenance of Discipline

Maintenance of Discipline among Students of the University

1. All powers relating to discipline and disciplinary action are vested in the Vice-Chancellor.
2. The Vice-Chancellor may delegate all or such powers as he/she deems proper to the Proctor and to such other persons as he/she may specify in this behalf.
3. Without prejudice to the generality of power to enforce discipline under the Ordinance, the following shall amount to acts of gross indiscipline:
 - (a) Physical assault, or threat to use physical force, against any member of the teaching and non teaching staff of any Institution/Department and against any student within the University of Delhi;

- (b) Carrying of, use of, or threat to use of any weapons;
- (c) Any violation of the provisions of the Civil Rights Protection Act, 1976;
- (d) Violation of the status, dignity and honour of students belonging to the scheduled castes and tribes;
- (e) Any practice-whether verbal or otherwise-derogatory of women;
- (f) Any attempt at bribing or corruption in any manner;
- (g) Willful destruction of institutional property;
- (h) Creating ill-will or intolerance on religious or communal grounds;
- (i) Causing disruption in any manner of the academic functioning of the University system;
- (j) Ragging as per Ordinance XV-C.

4. without prejudice to the generality of his/her powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him/her appropriate, the Vice-Chancellor, may in the exercise of his/her powers aforesaid order or direct that any student or students-

- (a) be expelled; or
- (b) be, for a stated period rusticated; or
- (c) be not for a stated period, admitted to a course or courses of study in a College, Department or Institution of the University; or
- (d) be fined with a sum of rupees that may be specified; or
- (e) be debarred from taking a University or College or Departmental Examination or Examinations for one or more years; or
- (f) that the result of the student or students concerned in the Examination or Examinations in which he /she or they have appeared be cancelled.

5. The Principals of the Colleges, Heads of the Halls, Deans of Faculties, Heads of Teaching Departments in the University, the Principal, School of Correspondence Courses and Continuing Education and Librarian shall have the authority to exercise all such disciplinary powers over students in their respective Colleges, Institutions, Faculties and Teaching Departments, in the University as may be necessary for the proper conduct of the Institutions, Halls and teaching in the concerned Departments. They may exercise their authority through, or delegate authority to, such of the teachers in their Colleges, Institutions or Departments as they may specify for these purposes.

6. Without prejudice to the powers of the Vice-Chancellor and the Proctor as aforesaid, detailed rules of discipline and proper conduct shall be framed. These rules may be supplemented, where necessary, by the Principals of Colleges, Heads of Halls, Deans of Faculties and Heads of Teaching Departments in this University. Each student shall be expected to provide himself/herself with a copy of these rules,

At the time of admission, every student shall be required to sign a declaration that on admission he/she submits himself/herself to the disciplinary jurisdiction of the Vice-Chancellor and the several authorities of the University who may be vested with the authority to exercise discipline under the Acts, the Statutes, the Ordinances and the Rules that have been framed there under by the University.

ORDINANCE XV-C- Anti Ragging

Prohibition of and Punishment for Ragging

1. Ragging in any form is strictly prohibited, within the premises of College/ Department or Institution and any part of Delhi University system as well as on public transport.

2. Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under this Ordinance.

3. Ragging for the purposes of this Ordinance, ordinarily means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by other students and includes individual or collective acts or practices which-

(a) involve physical assault or threat to use of physical force;

(b) violate the status, dignity and honour of women students;

(c) violate the status, dignity and honour of students belonging to the scheduled castes and tribes:

(d) expose students to ridicule and contempt and affect their self-esteem;

(e) entail verbal abuse and aggression, indecent gestures and obscene behaviour.

4. The Principal of a College, the Head of the Department or an Institution, the authorities of College, of University Hostel or Halls of Residence shall take immediate action on any information of the occurrence of ragging.

5. Notwithstanding anything in Clause (4) above, the Proctor may also suo motu enquire into any incident of ragging and make a report to the Vice-Chancellor of the identity of those who have engaged in ragging and the nature of the incident.
6. The Proctor may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of the ragging incident.
7. If the Principal of a College or Head of the Department or Institution or the Proctor is satisfied that for some reason, to be recorded in writing, it is not reasonably practical to hold such an enquiry, he/she may so advise the Vice-Chancellor accordingly.
8. When the Vice-Chancellor is satisfied that it is not expedient to hold such an enquiry, his/her decision shall be final.
9. On the receipt of a report under Clause (5) or (6) or a determination by the relevant authority under Clause (7) disclosing the occurrence of ragging incidents described in Clause 3 (a), (b) and (c) the Vice-Chancellor shall direct or order rustication of a student or students for a specific number of years.
10. The Vice-Chancellor may in other cases of ragging order or direct that any student or students be expelled or be not for a stated period, admitted to a course of study in a college, departmental examination for one or more years or that the results of the student or students concerned in the examination or examinations in which they appeared be cancelled.
11. In case any students who have obtained degrees of Delhi University are found guilty under this Ordinance appropriate action under Statute 15 for withdrawal of degrees conferred by the University shall be initiated.
12. For the purpose of this Ordinance, abetment to ragging whether by way of any act, practice or incitement of ragging will also amount to ragging.

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