



"Only Knowledge can provide salvation"

Keshav Mahavidyalaya Girls' Hostel

NAAC Accredited 'A' Grade
(University of Delhi)



Information Bulletin

(2024-2025)

Hostel Administration and Related Committees

Principal	Prof. Madhu Pruthi (9811017002)
Vice-principal	Prof. Kanupriya Goswami
Bursar	Prof. Arpana Sharma
Warden	Ms. Meenu Sharma (9717044240)
Jr. Assistant/Matron	Ms. Himanshi Jangid (8287381804)
Lady Attendant	Ms. Baby
Gardener	Mr. Ajay Mandal
Hostel Committee (hostel@keshav.du.ac.in)	Dr. Rajni Mendiratta (Convenor) (8447647222) Prof. Anju Arora Dr. Manjari Singh Dr. Harpreet Bhatia Dr. Bhavna Gupta Dr. Jyoti Bansal
Anti-Ragging Committee antiragging@keshav.du.ac.in	Prof. Madhu Pruthi (Chairperson) (9811017002) Ms. Meenakshi (convener) (9999111902) Dr. Bhavna Gupta (9871757816) Dr. Dhanpal Singh (9811447977) Dr. Surender Singh (9810323797) Mr. Kunal (9871518388) Dr. Ruchi Goyal (8800098765) Ms. Akansha Mendiratta (9999433860)

Canteen/Mess Committee
(College + Hostel)

Prof. Jasmeet Singh (Convenor)

Prof. Padmasai Arora

Dr Anjali Thukral

Prof. Vipin Negi

Dr. Surender Singh

Dr. Mona Ranga

Mr. Prem Singh (Non-Teaching member)

Mr. Kamal Gulati (Non-Teaching Member)

For other committees of the college, please refer to college prospectus

<https://keshav.du.ac.in/uploads/downloads/epectus.pdf>

HOSTEL COMMITTEE MEMBERS (2024-25)



Dr. Rajni Mendiratta
(Covenor)



Prof. Anju Arora



Dr. Manjari Singh



Dr. Harpreet Bhatia



Dr. Bhavna Gupta



Dr. Jyoti Bansal

HOSTEL STAFF MEMBERS (2024-25)



Ms. Meenu Sharma
(Warden)



Ms. Himanshi Jangid
(Jr. Assistant/Matron)



Ms. Baby
(Lady Attendant)



Mr. Ajay Kumar Mandal
(Gardner)

From Principal Desk



It is with great pleasure and excitement that I welcome you students to our esteemed institution and to the vibrant community of our Hostel. As you embark on this new chapter in your academic journey, I extend heartfelt greetings and an assurance that you have made a wonderful choice in joining us. The girl's Hostel at Keshav Mahavidyalaya has proven itself to be a home away from home, a vibrant, inviting and safe space for girl students from all across the country, to beyond its borders to foreign students. It provides all the facilities required for a comfortable and safe stay. Furthermore, it provides a nurturing environment to the students enabling them to realize all opportunities of self-development.

A holistic learning environment is extended to a family of around 78 young girls who hail from diverse cultures and ethnicities. The hostel administration and staff take very good care of the physical, social, emotional, psychological and spiritual well-being of the resident students. The hostel administration of the Hostel, which includes the Principal, Bursar, Warden, Matron and the Hostel Committee, look into the day-to-day workings of the hostel to ensure its efficient functioning. The other important committees which ensure a secure environment for the residents of the girl's hostel include the Anti-ragging Committee, the Proctorial Committee, the Internal Complaints Committee and the Mess Committee. The Hostel is spread over two acres with excellent infrastructure with green open spaces and necessary amenities. It houses twin-sharing rooms, a spacious dining hall, a common room with TV and mess facility. Microwaves and refrigerators are provided on each floor. Among other amenities, Wi-Fi facilities, gymnasium, reading room, visitors' room and well-kept gardens ensure a comfortable living experience to the girl students. The Hostel provides the right ambience for the students to get together to form new friendships and bonds which enhance their life experiences. The students get numerous opportunities for celebrating occasions like Fresher's, Farewell and myriad festivals which add a charm of their own to the hostel life. While the students avail the facilities, they are expected to take due care of the Hostel discipline and property. The students should follow the rules and regulations as outlined in the Hostel Prospectus which should be thoroughly read and diligently observed. I hope our prospective girls' hostel residents will enjoy their stay in the Hostel while understanding their responsibilities. I extend a warm welcome to them and wish them a pleasant time in the hostel.

*Prof. Madhu Pruthi
Principal*

From Convener Desk

“Hostel life: where friendships are forged and memories are made.”



I welcome you all to this new phase of your life and wish you a happy and comfortable stay at the hostel of Keshav Mahavidyalaya. It will be a home for you for the next one year. I hope you will enjoy the warm and natural atmosphere of the hostel. I expect you all will follow the rules and regulations which are being laid down for the residents. All rules have been made with the aim of keeping each one of you safe. In your hostel days you will get a lot of opportunities for fun and personal growth. Make full use of these opportunities as they will act as a stepping stone for the future.

I wish you all the very best look forward to interact with you.

Dr. Rajni Mendiratta

(Convener)

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1 About the Hostel

Sprawling over an area of 2 acres and surrounded by beautiful lawns, Keshav Mahavidyalaya Girls' Hostel provides safe and comfortable accommodation facilities to young girls aspiring for higher education at Keshav Mahavidyalaya, University of Delhi. The Hostel is located in the college campus which is surrounded by beautiful lawns and sprawls over an area of 10 acres. Most of the rooms are on twin sharing basis. Hostel mess provides residents with freshly cooked nutritious food. Medical services and laundry services are provided to the residents for their healthy and comfortable stay. Internet facility,



telephone facility, Public Address System, an automatic sanitary napkin vending machine, microwaves and refrigerators on each floor, and many other facilities are also provided. A gymnasium, reading room and visitor's area are available for residents within the Hostel premises. A common room with a large LED TV is available for the students to relax and have fun. Wi-Fi facility is also provided to resident students in the hostel. The Hostel has Warden's residence within its premises. The day-to-day functioning and the discipline of the Hostel are taken care of by the warden. A lady guard at the Hostel gate restricts the entry of unauthorized people into the Hostel and ensures residents' safety. Besides this, the campus remains under CCTV surveillance for 24 hours. The Hostel administrative team includes the Principal, Bursar, Warden, Matron, and Teacher Representatives on the Hostel Committee. Observance of Hostel rules and regulations provides a conducive environment for the residents to grow holistically.

2 Admission to the Hostel

2.1 Admission to First Year

Four year graduate program NEP is implemented from 2022-23 in University of Delhi, thus as per the present infrastructure, the hostel accommodation is available for two years only, subject to fulfilling to eligibility criteria.

2.1.1 Eligibility Criteria

- a) Any outstation or NCR girl student who has secured admission to any regular undergraduate course offered by the College is eligible for Hostel Accommodation. However, in view of limited number of seats in the Hostel, all selected applicants may not get Hostel accommodation.
- b) Admission to a course of study does not ensure allotment of Hostel accommodation. Accommodation will be offered to the eligible applicants subject to their merit and availability of seat in the Hostel, as per University of Delhi reservation policy for all categories of students.
- c) Every parent of a student seeking Hostel accommodation must provide information about the Local Guardian for his or her ward, who would be responsible for the welfare of the resident in case of an emergency or illness. Local Guardian should be a resident of Delhi. S(He) must be an elder and responsible person. The name of the Local Guardian stated in the Hostel Admission Form will be subject to approval of the College authorities. The College reserves the right to ask for a change of Local Guardian. Any subsequent change in Local Guardian requires prior approval of the College authorities.
- d) All certificates produced by the student for accommodation are subject to verification. 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, appropriate action shall be taken as per the rules of University of Delhi.
- e) Students who are staying as Paying Guests (PG) or in the rental accommodations in nearby areas as per their own private arrangements in which the College has no role or responsibility. Students are advised to check the credentials of such PG/ private accommodation.

2.1.2 Admission to Hostel for SC/ST/PwD/CW/FS Students

Allotment of Hostel seats in various reserved categories shall be strictly as per the University of Delhi reservation policy.

2.1.3 Hostel Admission Dates

The interested female students are required to constantly monitor the college website for Notices regarding admission schedule. The dates for Hostel admission shall be announced as per CUET 2024 schedule.

2.1.4 Admission Procedure

1. Girl students (outstation / NCR) admitted in any regular undergraduate course at the College will have to submit the duly filled '**Hostel Admission Application Form**' to apply for Hostel accommodation. The forms can be downloaded from the college website and can be obtained from the Warden's office in the Hostel (Rs 10/- per page) after showing College Admission Fee Receipt.
2. Following documents should be enclosed with the Hostel Admission Application form:
 - a. College admission fee receipt
 - b. CUET score card
 - c. Class XII mark sheet/Mark sheet of last qualifying examination passed
 - d. Proof of residence
 - e. Copy of category certificate (Only for reserved category students)
3. The list of students selected for Hostel accommodation shall be displayed on the college website. The students are advised to constantly monitor the college website for updates.
4. The selected student has to submit all the forms (available in the Hostel Information Bulletin) duly filled in along with other required documents to the Warden. After this, the student is required to pay the Hostel fees and mess charges within the stipulated time.
5. The student who fails to deposit the Hostel fee within the stipulated time shall lose the Hostel seat, and may be considered at the end only if seats are vacant.

6. The final admission to the Hostel shall be subject to the fulfillment of eligibility conditions. The final decision in this regard shall remain with the College authorities.
7. Students are advised to regularly check the College/Hostel Notice Board or College Website for relevant information. No individual intimation will be sent in this regard.

If a student does not avail the Hostel seat according to the admission schedule, she loses her priority in the admission list.

Submission of Documents at the time of Hostel Admission:

The student must submit the following along with fee:

- Two photographs of the student and one each of parents and local guardian
- The College Admission Fee Receipt (Self-attested photocopy)
- Proof of residence (Any one of the following)
 - ◆ Resident Certificate issued by a competent local authority
 - ◆ Affidavit issued by the District Magistrate
 - ◆ Self-attested photocopy of Passport/ Ration Card/ Aadhaar card
- SC/ST/OBC/PwD/EWS/CW certificate issued by the competent authority, where applicable
- Hostel Admission Application Form
- Medical Fitness Certificate
- Hostel Accommodation Form
- Hostel Identity Card Form
- Affidavit by the student
- Affidavit by the parent/ Guardian

College reserves the right to reject the candidature of a student for Hostel admission who is unable to produce any of the above documents OR is found guilty of producing false certificates/information.

2.2 Admission for Second and Third-Year Students

Admission to Hostel is made for a period of one academic year. Residents who wish to rejoin the Hostel for consecutive years need to apply afresh for each year.

- The interested female students are required to constantly monitor the college website for Notices regarding admission schedule.
- Students must submit a fresh declaration regarding their parent's residential address at the beginning of each academic year.
- In case a resident's parents change their residence, she should immediately inform the Hostel Office in writing so that her eligibility can be considered afresh. Suppression of information will invite disciplinary action.
- Admission to the Hostel accommodation for currently non-resident Second and/or Third year students shall be decided on the availability of vacant seats.
- The following residents 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.
 - ◆ Those who have been admitted on the basis of Excellence in Sports/Extracurricular Activities (ECA), but have not participated on a regular/satisfactory basis in the specific activities on the basis of which admission was granted.
 - ◆ Those who have violated the Hostel Rules or committed acts of misconduct.
 - ◆ Those who have furnished incorrect information/data.

2.3 Allocation of Seats

- a) There are total 78 seats in Keshav Mahavidyalaya Girls' Hostel (on sharing basis) for all three years undergraduate girls students.
- b) Seats are generally distributed among the students of all the undergraduate courses in all three years. These are re-allotted, if found vacant, as per the decision of Hostel administration.
- c) Number of reserved seats is as per the norms of University of Delhi.
- d) The student may lose her Hostel seat in case of withdrawal or change of subject.
- e) Students admitted under sports/ECA quota will lose their Hostel/College seat, if they do not participate in college sports/extracurricular activities.
- f) At the end of college admissions, if the Hostel seats under reserved categories remain

vacant shall be transferred to the students in the waiting list.

2.4 Payment of Hostel Fee

- a) Fees has to be paid on the ICICI Bank portal. The ICICI bank portal will be opened for the selected candidates and the information regarding the same will be sent on the registered mobile number of the candidates. The new mess tender is under process and the new rates shall be notified soon.
- b) The dates for depositing the fees shall be notified on the college website along with the selected applicants. The applicants who fail to deposit the hostel fees within stipulated time shall loose the hostel seat and may be considered at the end only if the seats are still vacant.

2.5 Refund on Cancellation/ Withdrawal of Admission

- a) In case a student applies for withdrawal, **within a period of 10 days from the date of fee payment**, then the entire fee except admission fee of Rs. 500/- shall be refunded to her if and only if she has not occupied the hostel room yet.
- b) **In other cases, only Caution money and Mess Advance shall be refunded** after the resident has paid all her dues and vacated the room allotted to her. No interest shall be paid for the Caution Money and Mess Advance deposited.
- c) Caution Money may be claimed within a month of vacating the Hostel after clearing all Hostel dues. The amount for the same may be claimed within a period of three months from the date of vacating the Hostel. After that, no money shall be refunded.
- d) College shall make the refund through bank transfer approximately within a period of One month. For this, the candidate is requested to do the following:
 - Fill a refund form available on college website.
 - Submit a blank, cancelled cheque of the account in which the transfer of refund money is desired.
 - Submit the College Admission Withdrawal receipt.

3 Date of Joining and Leaving the Hostel

- The selected students can join the hostel as per their academic calendar. The same shall be notified on the college website.
- The residents along with parents and Local Guardian must meet the warden in the Hostel before moving into their rooms. Parents/Guardian and Local Guardian have to be personally present on the day of room allocation.

Accommodation to the Hostel shall be permitted only after the Hostel fees in full have been paid.

All residents are to vacate their rooms at the end of the University academic year. Students will, however be allowed to retain their rooms till the next two days of completion of their semester examinations.

4 Infrastructure

4.1 Rooms

- The Hostel can accommodate 78 students in rooms built to accommodate 2-3 students in each room. All rooms have ceiling fans and curtains. Each resident student is provided with a bed and mattress, one built-in wardrobe/ almirah, one study table and chair, a bookshelf and a waste paper basket.
- Resident students are required to bring their own personal effects: pillow, pillow cover, quilt, blankets, bed linen, towels, bucket, coffee mug, glass, spoon and any other personal effects like thermos flask, torch, hot water bottle, thermometer, lock and key, duster, mirror etc.
- Resident students are permitted to use their own room coolers if they wish to. An undertaking form duly signed by their parents needs to be filled in. Only one room cooler



per room is permitted.

- **ELECTRICAL GADGETS LIKE IRON, HOT PLATE, AND ELECTRIC KETTLE ETC. ARE STRICTLY PROHIBITED IN THE ROOMS.**

4.2 Mess and Dining Hall

A caterer runs the mess on contract basis. The Hostel provides nutritious and wholesome meals. The Hostel Warden along with student representatives of mess committee oversees the quality and nutritional content of the food served in the mess.

4.3 Visitors Hall

The Hostel has a visitor's hall where resident students may receive their relatives. The timings for meeting visitors are:

4.30 p.m. to 7.30 p.m. : On weekdays

10.00 a.m. to 5.00 p.m. : On Sundays & other holidays



Visitors must sign and fill up pertinent columns of the visitor's book for each visit.

4.4 Common Room

There is a students' common room equipped with recreational facilities such as 54-inch LED TV, audio system etc. It is the venue for various cultural programmes and students' activities, such as

- talks, recitals, debates and discussions.
- The common room also provides indoor games facilities, such as carom, table tennis, chess etc.
- The common room is also used for routine celebrations of the hostel like Hostel orientation, Fresher's, Farewell and other festive events. It has witnessed many cheerful functions in the past.

4.5 Garden

The Hostel has a well-maintained garden on the premises. The residents are encouraged to adopt a plant and take care of it.

4.6 New Wing

A small new wing has been recently developed and is fully operational in the hostel premises looking into the increasing demand for hostel accommodation from Foreign as well as Indian students. This wing has three AC rooms on twin sharing basis with attached baths. The fee structure for the same shall be notified soon on the college website.

5 Facilities

5.1 Medical

The College is highly concerned about the health of its resident students. The following facilities are provided to ensure the physical and mental well-being of the residents:

- A lady doctor visits the hostel in order to tab the health of resident students on weekly basis.
- The hostel has a medical room which is equipped with a medical bed and a first-aid box containing necessary medicines for routine ailments to help residents with immediate first aid.
- The hostel is in close proximity of Bhagwan Mahavir Hospital. Any case of ailment may be referred there if need be.
- In case of a medical emergency, the resident is taken to the nearest hospital. The parents/



local guardians are informed, and are expected to take charge of their ward immediately.

- However, a resident student may avail the services of a private doctor at her own cost.

5.2 Laundry

Laundry services are provided to all the residents on the payment basis.

5.3 Sports

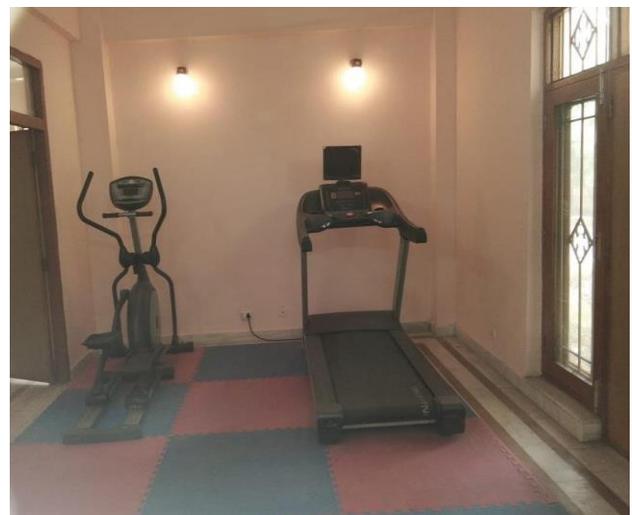
Hostel residents interested in sports may avail the sports facilities of the College (during college hours). Along with the extensive playgrounds, the College has the following facilities and coaching camps:

- Gym facility in the College during morning hours
- Tennis and Badminton courts
- Basketball courts
- Indoor games available in the College sports room (during college hours)

Hostel residents can play badminton and other such sports in the Hostel premises beyond college hours. The Hostel has a suitable area for playing safely inside the hostel compound.

5.4 Hostel Gymnasium

A separate gymnasium is made available for the resident students on the ground floor of the Principal's residence in hostel premises for daily workout and exercise. It has modern machines and many girls are found to visit the gym in the morning to keep them fit, energized and enthusiastic throughout the day. Girls often visit it during evening hours too. It is not just a place of physical workout; the inter-personal conversations that happen there make them



more health conscious, compatible with each other and develop their emotional as well as physical strength.

5.5 Visitor's Area

The Hostel has a visitor's area in the premises for enabling comfortable stay of few hours for visitors of Hostel residents.

5.6 Reading Room

A separate reading room has been created to provide an undisturbed environment to study for the resident students. The room is also Wi-Fi enabled.

5.7 Wi-Fi Facility

The hostel offers round the clock unlimited access of Internet to keep our students abreast of the latest developments in their respective field of study. The Wi-Fi facility helps students to enrich their world-wide knowledge for their educational and research needs.



5.8 Telephone

The resident students can use telephone provided in Hostel office.

- The Hostel office telephone can be used to receive outstation calls only from 6.00 a.m. to 9.30 p.m.
- Outgoing calls are allowed on the office telephone in emergency.

5.9 Automatic Sanitary Napkin Vending Machine

The College is very proud to have participated in the endeavor of CSIR Research Foundation towards promoting awareness about hygiene, gender sensitivity and women empowerment. As

a part of its Mission AAA (Awareness, Availability and Affordability) of Sanitary Napkins to promote women wellness, the college has installed a sanitary napkin vending machine funded by ONGC in its Girl's Hostel in 2017. It has contributed greatly not only in maintaining health and hygiene of resident students and staff of the College hostel, but has been very useful in enabling easy access at economical price at any time.



5.10 Other Facilities

- Refrigerators and microwave ovens are provided on each floor.
- There is a common worship place for resident students in the Hostel premises
- Public Address System and CCTV to ensure safety and security of the residents
- Both Hindi and English newspapers are made available for the residents



6 Hostel Rules and Regulations

Hostel residents are expected to follow the Hostel and College rules both in letter and spirit. Any violation of rules will be strictly punished with fine(s) and/or expulsion from the Hostel and College. Re-admission to 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 as displayed on Hostel notice board/ College website.

6.1 Rooms

- Residents of the Hostel shall be provided rooms on sharing basis. Rooms once allotted cannot be changed without prior approval of the Warden. The following rules shall apply in case of rooms:
 - ◆ Residents are expected to keep their rooms and surroundings neat and tidy. They are responsible for the care and maintenance of their room and the furniture provided to them.
 - ◆ Residents are not to disfigure the wall. Hammering of additional nails or putting pictures on the walls or furniture is not allowed. Any violation will invite penalty of Rs. 1000/-.
 - ◆ No furniture can be removed from the room. Also, no additional furniture can be brought into the Hostel without prior permission from the warden.
 - ◆ Residents will have to return the allotted furniture in good condition.
 - ◆ Residents will be charged for all damages and losses caused individually or collectively.
 - ◆ Steel bins are provided for disposal of litter. Residents are expected to use the same for keeping the premises clean.
- The residents who avail the facility of room cooler are responsible for regular cleaning and maintenance of their room coolers. They have to give an undertaking before starting to avail this facility and are required to abide by all the rules and regulations laid down by the College in this regard.

- Power points are provided at designated areas. Residents are expected to use and conserve electricity appropriately.
- Lights, fans and coolers should be switched off while leaving the rooms.
- Electric kettles, room heaters or hot plates are not allowed. Anyone found using such appliances will be liable for disciplinary action, including a fine and cancellation of her seat in the Hostel.
- Battery operated transistors and record players, when used, must be played at a low volume.
- Residents are allowed to use their own laptops and mobile phones. However, they will solely be responsible for the safety of their belongings.
- The electricity bill, if found more than the regular amount collected, shall be borne equally by all the residents.
- No cooking or ironing is allowed in the rooms.
- Residents must bring their own crockery and cutlery for use in their rooms.
- Residents are not allowed to take away the kitchen utensils, crockery and cutlery from the Dining Hall under any circumstance.
- Residents are advised not to bring jewelry or keep large sums of money in their rooms. The Hostel authorities will not be responsible for any loss.
- 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.
- A disciplinary action may be taken if others' property is found in one's room.
- Residents are required to vacate their rooms within two days of their last University examination and hand over the keys of their rooms to the Warden, failing which, they would not be admitted to the Hostel the following year even if otherwise found eligible. The Principal/Warden is authorized to remove their belongings in the room if any, and put an official lock.
- Residents must hand over possession of the room to the Warden before leaving and obtain a Clearance Certificate from her.

- No personal luggage should be left in the room or the Hostel premises at the Semester/Year end.
- The warden/Principal can, without assigning any reason, 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 discipline inviting penal action. Any attempt or connivance 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.

6.2 Discipline

Resident students are expected to appreciate the need for a disciplined environment for their holistic growth during their stay in the hostel and must contribute in maintaining the same. They must appreciate the time and money spent in the maintenance of hostel infrastructure, lawns and garden. Misuse of the same such as causing damage to hostel property or plants and trees or littering around will invite disciplinary action. Any act of vandalism will attract strict punitive action.

Since it is a privilege to get admission to the Keshav Mahavidyalaya Girls' Hostel, residents are expected to maintain excellence in academics.

- They are expected to attend all lectures, tutorials/practical, tests, seminars and examinations. Shortage in attendance, failing in examinations, poor academic performance and lack of participation in co-curricular and extracurricular activities will be viewed seriously.
- Performance of residents admitted on the basis of Sports/ECA will be monitored periodically. They are liable to lose their hostel seat if their performance is not satisfactory.

As a daily disciplinary practice, every resident should get her presence marked in the attendance register. Daily attendance has to be signed in during breakfast time i.e. between 7.30 a.m. and 8.30 a.m. and during dinner time i.e. 7.30 p.m. to 8.30 p.m. All residents must be present, unless prior leave has been granted.

No resident is allowed to go out of the hostel after 7.30 p.m. Violation of this rule could lead to strict disciplinary action, including expulsion.

Further, in order to ensure proper discipline in the hostel, the following points may be noted:

- No resident can engage any person for service of any kind.
- Residents are not allowed to engage in any type of paid work outside the college during their stay in the hostel.
- Since some of the college classrooms are located in close proximity to the hostel, care should be taken not to disturb the environment of the college by playing loud music or generally creating disturbing noise etc.
- Residents are required to behave properly with members of the service staff and their fellow residents. They must maintain silence in the corridors.

Smoking cigarettes, hookah or consumption of alcoholic drinks/intoxicating drugs, etc. is strictly prohibited in the hostel. Anyone found indulging in such activities will be liable for disciplinary action, including expulsion from the hostel.

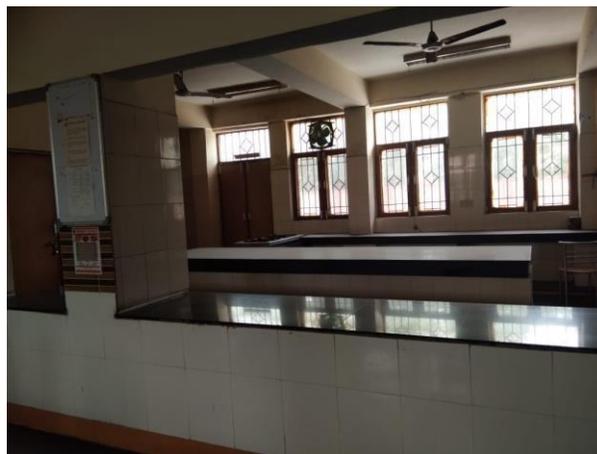
6.3 Common Room

Hostel has a common room for use by the residents only. Residents must observe certain rules regarding the upkeep of the common room:

- They should not move out the furniture of the common room to any other place in the hostel. A fine of Rs. 100/- will be imposed for violations.
- T.V. will be switched off and the room will be locked at 11 p.m.
- All common areas including corridors should be kept clean and litter free, any violation of this will invite penalty.

6.4 Mess

Mess is an integral part of the Hostel and mess services are compulsory for all resident students. The Hostel has a well-spaced mess with a proper dining area with all facilities like seating arrangement, drinking water etc. The mess services are outsourced and a caterer runs the mess. The students shall be provided breakfast, lunch, evening snacks and dinner. The menu and timings are displayed on kitchen. Kindly refer to the Hostel fee structure for fee installments.



A provision of rebate @ Rs. 50/- per day in the mess charges shall be available to the students for not using the mess facility. This provision may be availed with prior intimation to and permission of the warden & the Principal in case a student is not residing in the Hostel continuously for 6 days or more and not using the mess services during that period. These provisions may not be clubbed with the College reopening days after vacation period.

The resident shall be reimbursed for any such rebate granted at the end of the semester.

Note: The following norms shall apply regarding mess and dining hall:

- Students should maintain an environment of dignity, decorum, friendliness and respect in the dining hall among themselves and with the mess staff.
- Students must observe the timings of the meals. No meals will be served before the stipulated time. Meals beyond the stipulated time will be served only when the Warden/mess staff is pre-informed by the student.
- Mess services will be available for the resident students till the completion of semester examinations.
- The students must sign on the register (kept in the mess) before availing any meal in the mess.
- Students are expected to enter the dining hall in a proper dress with tied hair. Night

apparel is not permitted in the dining hall. Students are not permitted to enter in the kitchen area.

- Students should not take any utensils out of the mess area.
- No request for change in the menu will be entertained under ordinary circumstances.
- Room services will not be provided unless recommended by the Warden of the Hostel in the extra-ordinary cases like illness etc.
- If required, the resident students can get their lunch packed (of breakfast items) during breakfast time with pre-information to the Warden/mess staff.
- In case of any complaint related with food quality & quantity, mess services and behavior of mess staff, the student(s) should submit their representation to the Warden defining the complaint clearly and mentioning their name(s), course & semester with signature(s). The Warden will try to resolve the complaint at her own level. If necessary, the Warden may forward it to the Principal for further action along with her comments. The students should not argue with the mess staff under any circumstances.
- The seasonal vegetables in the mess menu will be collectively decided by the Canteen committee and two students' representative in consultation with the mess contractor on Quarterly basis. The same shall be based on the students' feedback taken on a quarterly basis by the committee. The students' representatives will be elected / nominated by the Hostel Committee and Warden on semester basis.
- Cooked food from outside is allowed in the Hostel only with prior permission of the Warden and the College shall not be responsible for any problem arising out of it.

Wastage of food is strictly forbidden and the student will be punished with a minimum fine of Rs. 100/- per meal for wasting food.

6.5 Guests/Visitors

Resident students may receive visitors in the hostel visitors' room between 4.30 p.m. to 7.30 p.m. on all days and additionally between 10.00 a.m. to 5.00 p.m. on Sundays and other holidays. The resident is not permitted to meet visitors inside the hostel premises during college hours on working days. Also, students are not permitted to meet their visitors at the college gate. The Warden reserves the right to refuse admission to any visitor at any time

without prior notice. Disciplinary action will be taken against a student who is found entertaining guests without prior permission.

All visitors are required to observe the following rules of the Hostel:

1. A Visitors' List, with specific names and addresses, filled in and duly signed by the parents/guardians/ local guardians must be submitted to the Warden at the time of admission. No other visitors, including the day scholars, are allowed to enter the hostel. Exceptions, in emergency situations, may be allowed with written permission of the Warden.
2. The visitor will have to provide his/her identity and valid reasons for visiting the hostel failing which the hostel administration reserves the right to deny entry into the hostel visitors' room.
3. No visitors (even parents) will be allowed to use any type of camera or filming equipment in the hostel.
4. Visitors must sign while arriving and departing from the hostel in the register maintained with the guard at the hostel gate during each visit.
5. Visitors are to leave their vehicles outside the College/Hostel gate except when they have to collect or deposit heavy luggage. In such cases, they are required to register the vehicle at the Hostel gate post.

It shall be the responsibility of both resident and her visitor to abide by the norms. Violating these rules will invite disciplinary action.

6.6 Medical

The college is highly sensitive to the health of its students. It has a medical room with a medical bed in the college that is also shared with hostel residents during college hours. The hostel also has a medical bed for catering to medical exigencies beyond college hours. The hostel warden takes due care of the physical health of the residents. For ensuring medical health, the following is taken care of:

1. Residents are expected to report all cases of illness to the Warden immediately.
2. Residents must have the required immunization.

3. Residents must have their complete medical files with them during their stay in the hostel.
4. Generally, all serious cases of illness are referred to a hospital or nursing home with the knowledge of the parents/local guardian.
5. In case of medical emergency, resident shall be taken to the nearest hospital and the parents/local guardian will 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 mishappening or negligence.
6. In case of absenteeism from hostel for medical reasons, a medical certificate from a recognized government hospital has to be submitted on the day of re-joining the hostel.

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

6.7 Vacations

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.

- 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.
- 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. The Hostel authorities will not take any responsibility for any belongings left behind.
- Students admitted under the sports/ECA category will not be permitted to leave the Hostel during holidays if any sports/cultural event are scheduled for such days and they are required to participate.
- The Hostel will be closed during Summer Vacations for the annual upkeep, whitewash, cleaning and repairs. **The mess facility will not be available during summer and winter break.**

6.8 Leave

Residents may avail different types of leaves as follows:

S.No.	Type of leave	Leave days
1.	Night-out leave (to local guardian's place)	Weekends (Saturdays and Sundays) and/ or Gazetted Holiday(s).
3.	Home leave	Vacations/ for special purposes.
4.	Medical leave	Number of days may be sanctioned as per valid approved reasons.

Note:

- Residents on night-out leave going on Saturday must report by 7:30 p.m. on Sunday or between 6:00 a.m. and 8:30 a.m. on ensuing Monday.
- Residents on night-out leave on Sunday must report between 6:00 a.m. and 8:30 a.m. on ensuing Monday.
- Residents on night-out leave on Gazetted holiday(s) must report next day between 6:00 a.m. and 8:30 a.m.
- Residents are ordinarily not allowed to extend the leave beyond the sanctioned leave period. However, the request shall only be considered in case of medical emergencies/natural calamities duly communicated by parents/ local guardian via registered phone number or /email.

7 Procedure for Leave Application and Sanction

Before proceeding on leave and leaving the Hostel complex the residents must ensure the following:

- Various types of leave have to be applied **for to the Warden at least 24 hours in advance on prescribed leave forms**. Parents/Guardian must recommend the leave to the Warden via registered phone number/email address. Residents can proceed on leave only after ensuring that leave is duly sanctioned by the Warden.
- No resident will be permitted to stay overnight at any place except those authorized by the Parents/Guardian. If a resident is found doing otherwise, the authorities shall take appropriate action, including cancellation of Hostel seat. Parents/Guardian must specify whether late night-out/ night-out leave is to be granted to their ward, specifying the name and address of the local guardian with whom only overnight stay will be permitted. The signature of the Local Guardian must be verified and attested by the Parents/Guardian while granting the above permission at the time of admission.
- The leave booklet/form is duly signed by the warden/superintendent and countersigned by Parents/Guardian or Local Guardian.
- Leave will not be sanctioned on telephone call from the Parent/Guardian or Local Guardian.
- Teachers/ Teacher-in-charge of a Department/ Society will be required to recommend or approve of leave if it is for a specific College/ Department activity. The leave granting authority may consult the relevant teacher(s) before deciding a specific case.
- Parents/Guardians must note that the College shall not be responsible for the resident student when she is outside the College Campus on the different kinds of leave available to her.
- The Night Leave privileges may be withdrawn for a specified period, if students stay away from the Hostel without obtaining prior permission from the Warden or for any other act of indiscipline in the Hostel/ College.
- Residents will be allowed to leave the Hostel only after the classes are over.

- Students are discouraged to combine medical leave with home leave.
- Residents must note that Local Guardian leave and home leave are not interchangeable or transferable. Leave to go to the Local Guardian cannot be automatically extended to Home Leave. The student has to return to the Hostel on the expiry of Local Guardian leave.
- Under no circumstances, can the resident leave station without prior sanction from the Warden. If the resident leaves station without prior sanction of the Warden, she will be expelled from the Hostel. No subsequent request from Parents/Guardians will be entertained.

8 General Discipline

- 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).
- 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.
- Resident students and their parents must ensure that they keep their own and the local guardians' contact telephone/mobile numbers operational and updated with the Hostel authorities. The Principal/Warden should be able to get in touch with the Parent/Guardian at any time of the day during their wards stay in the Hostel.
- 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.
- Attendance rules of the College / Hostel are to be followed strictly by the resident students.
- Residents are required to see the Hostel Notice Board for announcements made from time to time.
- No notices can be put up on any of the Notice Boards of the Hostel without written permission/signature of the administration. Sticking of unauthorized bills, posters or notices in any of the public spaces within the Hostel premises is strictly prohibited.

ANNEXURE- I

ORDINANCE XV – C: PROHIBITION OF AND PUNISHMENT FOR RAGGING

- 1 Ragging in any form is strictly prohibited, within the premises of any 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 honor of women students.
 - c. Violate the status, dignity and honor of student belonging to the schedule castes and tribes.
 - d. Expose students to ridicule and contempt and affect their self-esteem.
 - e. Entails verbal abuse and aggression, indecent gestures and obscene behavior.
- 4 The Principal of the College, the Head of the Department or an Institution, the authorities of college, of University Hostel or Halls or Residence shall take immediate action on any information of the occurrence of ragging.
- 5 Notwithstanding anything in Clause (4) above, the Proctor may also, Suo-moto enquire into any incident of ragging and make a report to the Vice-Chancellor of the identity of those who have engaged in ragging and the nature of the incident.
- 6 The Proctor may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of the ragging incident.
- 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 will be taken under Statute 15 for withdrawal of degrees or diploma conferred by the University.
- 12 For the purpose of this ordinance, abetment to 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 XVC: where incident(s) of ragging are reported to the Vice-Chancellor by any authority under this ordinance, the student(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 of 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".



**PROCTOR'S OFFICE
UNIVERSITY OF DELHI
DELHI-110007**

Guidelines Regarding Discipline and Anti-Ragging

1. All matters relating to maintenance of discipline among students in the University/affiliated Colleges and Institutions/Departments/Faculties/Halls/Hostels will be governed by Ordinance XV (B) and XV (C). Kindly refer Clause 3 – Ordinance XV (B) which defines categorically the acts of gross indiscipline on the part of student.
2. Detailed rules of discipline and proper conduct of students shall be framed at local level by the Deans of Faculties/Heads of Departments/Principals/Provosts of Halls/Hostels of Residence/Wardens of College Hostels. These rules are to supplement rather than substitute guidelines available from the University.
3. Full publicity should be given to the existing Ordinances (B), XV(C) of the University & The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013) - website <http://wcd.nic.in/act/sexual-harassment-women-workplace-prevention-or-prohibition-and-redressal-act-2013> along with the local level rules and regulations to render a safe and secure environment to the students especially new comers.
4. As identified in Clause 5, Ordinance XV(B) the Heads of Institutions “shall have the authority to exercise all such disciplinary powers” over students in their respective institutions. Further, they may identify a Disciplinary Resource Person (DRP) In each College/Hostel/Hall/Department/Faculty. The name, address, and telephone number of the DRP should be immediately intimated to the Proctor’s Office for record and reference. The DRP may directly liaison with the Proctor’s Office of the University.
5. The Institutions may erect suitable hoardings/bill boards/banners in prominent places within the respective Campus to exhort the students to prevent or not to indulge in ragging. The names of the officials to be contacted and their telephone numbers to report any incidence of ragging should be clearly displayed on the notice board.
6. Along with the Disciplinary Committee Person, senior teachers, NCC/NSS officers, if any, and senior students may be involved to form a Disciplinary Committee (DC) at the college/faculty/ department level.

7. The DC shall be expected to maintain law and order inside the college/department. The Committee shall facilitate the Process of induction of new entrants, election of new office bearers of union/association/society, organization of functions and all related activities of the student community in their respective premises.
8. Vigilance squads may be constituted (in addition to the DC) taking help of NCC/NSS student volunteers wherever possible to keep constant vigil to avoid cases of indiscipline amongst students and any kind of untoward incident. Such squads may be specifically instructed to take timely action to prevent incidents of hooliganism, ragging, eve-teasing and any other undesirable event. The Vigilance squads should also be directed to take care of activities in and around the institutional premises including the cafeteria/canteen/Dhaba/student common rooms/visitors' room/playgrounds and other places where students are likely to organize any group activity. Special attention should be given and vigilance exercised day and night over hostels and mess associated to it.
9. Sealed complaint boxes be placed in front of the Principal's Office, especially in those undergraduate colleges which have hostels, for the benefit of the potential victims of ragging to enable them to put their complaints/suggestions to college authorities. Officials in each college on whom the responsibility has been entrusted will look into those complaints and take prompt necessary action, as per university norms.
10. The Vigilance squads and the DC must act in complete coordination because ultimately action with regard to any incident of indiscipline involving any student or group of students will be recommended by the DC and thereupon respective Head of institution will initiate the disciplinary action.
11. Each student is expected to carry his/her own identity card. Entry to the institution should be strictly governed on the verification of the identity cards carried by students. To enforce such regulated entry, Security Guards and other associated staff may be engaged. Such security staff along with the Vigilance squads may organize, from time to time, some surprise raids on the premises of cafeteria/canteen/hostels/student union rooms/general common rooms/ parking lots etc.
12. The use of institutional premises beyond office hours and for specific purposes such as extra-curricular activities should be allowed only with the prior approval of the institutional head. The use of institutional premises for any illegal/immoral/ undesirable purposes and activities will be strictly dealt with as per the disciplinary rules and guidelines in *force*. The

caretaker of the building must be instructed to be alert and vigilant so as to prevent unauthorized and illegal use of institutional premises.

13. Extra-curricular activities, e.g. drama, debates, quizzes, etc. should be planned in such a way that the student community is kept engaged in constructive activities.
14. The system of personal consultant / mentor may be introduced in colleges and departments. All new entrants may be attached both individually and collectively in a group to specific faculty member who should devote a little time and energy for helping the students individually or collectively to overcome any emotional problems resulting from adjustment to new environment, staying away from home. Ideally speaking, a student of science discipline should be given a mentor belonging to other disciplines such as humanities or commerce and vice-versa. Such a system can be a very effective step towards development of confidence and personality in young students.
15. The institutional head is authorized to negotiate directly with external agencies like Police, DTC/Metro etc. The University will render help and support towards maintenance of atmosphere of peace and harmony among students. For example, the matters like instituting a police picket, getting a PCR van for patrolling around the institution, arranging U-specials etc. can be directly taken up with appropriate authorities by the College Principal/Head of the Institution.
16. Special care must be taken to avoid harassment of any student on the basis of caste, sex, religion etc. In this regard preventive actions are more important than punitive actions.
17. The Proctorial system in the University intends to maintain a federal character of the University. It is, therefore, as per our Ordinance that local level decision and actions with regard to matters of discipline may be taken with intimation to the University Proctor's Office. Any kind of help and support that is required from the Office of the University Proctor will be made available on request and on availability of timely information. Any "distress call" to take care of any emergency situation may be made directly to the Office of the Proctor and/or Joint Control Rooms located on both North and South Campus.
18. The telephone numbers of the principal (Head of the institution), the Teacher designate (Disciplinary Committee Person), Warden of the Hostel/Halls, University Proctor should be prominently displayed on the Notice-Boards of the College/Institute so that students can contact them freely in case of emergency.
19. The UGC has recently formulated very strict guidelines to curb the menace of ragging which is

available on their web site www.ugc.gov.in.

20. As per “UGC regulations on curbing the menace of ragging in higher educational Institutes, 2009”, the Principal/Head/Provost/Warden shall during the first three months of an academic year, submit weekly report on the status of compliances with Anti-Ragging measures under these regulations and monthly report on such status thereafter. The report can be sent by email to proctor@du.ac.in
21. The Ministry of Human Resource Development (MHRD), Government of India has also launched a 24x7 toll free anti-ragging helpline No. 1800-180-5522 and an e-mail facility at help@antiragging.in. This information may please be given wide publicity.
22. A Control Room, jointly manned by Delhi Police and the University Officials at Room No. 13, 1st Floor, Proctor’s Office, Conference Centre *Opposite* Department of Botany, University of Delhi, Delhi-7, would function to deal with any untoward incident. Telephone Number of Joint Control Room In North Campus is 27667221. The Joint Control Room Telephone Number in South De1h1 Campus is 24119832. It is therefore requested that Principals, Head of Departments, Provosts of Halls/Hostels, disseminate information to students and Hostel/Hall residents about the location and functioning of the Joint Control Rooms.
23. An Undertaking must be taken from all the students / hostel residents as well as his / her parents /guardian. In order to make the process easy, UGC has launched a web portal for online facility for undertakings. These undertakings can be filled-in from any of the below mentioned two websites:
<http://www.antiragging.in>
<http://www.amanmovement.org>
24. Anti-Ragging App designed by the University Grants Commission can be downloaded.
25. Himmat App can be downloaded from Delhi Police website.

Hostel Fee Structure

Hostel Fees Heads	Fresh admission (Rs.)	Re-admission (Rs.)
Caution Money (Refundable)	5000	
Admission Fee (Non-refundable)	500	
Establishment Fee	20000	20000
Room Rent	9600	9600
Water charges	9600	9600
Electricity	13200	13200
Other Amenities	10000	10000
Activities	7200	7200
Contingency Expenses	3000	3000
Maintenance and repairs	2500	2500
Total	80600	75100

Fees has to be paid through ICICI Bank portal only. The ICICI bank portal shall be opened for the selected candidates and the information regarding the same will be sent on the registered mobile number of the candidates. The *mess charges are to be paid in advance as per the notification on the college website at the time of hostel admission.

*** The new mess tender is under process. Revised rates, if any, shall be applicable thereafter. In case of revision of mess fees, the balance is to be paid by the residents as and when notified.**

Checklist

Submission of Documents at the time of Hostel Admission:

The student must submit following, along with fee.

1. Two Photographs of the student and one each of parents/guardian and Local guardian
2. The College Admission Fee Receipt (Self-attested photocopy)
3. Proof of residence (Any one of the following)
 - Resident Certificate issued by a competent local authority
 - Affidavit issued by the District Magistrate
 - Self-attested photocopy of Passport/ Ration Card/ Aadhaar card
4. SC/ST/OBC/PwD/CW certificate issued by the competent authority, where applicable
5. Hostel Admission Application Form
6. Medical Fitness Certificate
7. Hostel Accommodation Form
8. Hostel Identity Card Form
9. Affidavit by the student
10. Affidavit by the parent/ Guardian

Proforma for leave

To

The Principal

Keshav Mahavidyalaya

University of Delhi

Date:

Subject: Request for leave

Respected Madam

I, [name], student of [course], want to request you to grant me leave from to [dates for which leave is required] due to [reason of leave]. I want to visit [address of place].

Kindly allow me for the same.

Thanking You

Yours Sincerely,

..... [Signature]

..... [Name]

..... [Phone]

..... [Course]

..... [Room No.]

..... [Year]

..... [Home Address]

..... [Parents' Phone]

..... [Where to visit]

..... [Date and Time of leaving the Hostel]

..... [Date and Time of coming to the Hostel]



Hostel Admission Schedule

All students seeking admission are required to get their documents verified and pay the fees as per the schedule notified on the college website from time to time.

All admissions are subject to availability of seats on merit basis within the course.

*Information regarding subsequent lists, if any, will be notified on the College website.

Rules for Withdrawal from Allocated Hostel Seat

If a student applies for refund within a period of 10 days from the date of fee payment and is not allotted a room, only then the full fee will be refunded except the admission fee of Rs.500/-.

In other cases, only Caution money and Mess Advance shall be refunded, after the resident has paid all her dues and vacated the room allotted to her. No interest shall be paid for the Caution Money and Mess Advance deposited.

Note: The new mess tender is under process. Once finalized, new rates for mess charges shall be informed and applicable for all.



Keshav Mahavidyalaya Girls' Hostel
NAAC Accredited 'A' Grade
(University of Delhi)
H-4/5 Zone, (Near Sainik Vihar)
Pitampura, Delhi -110034
Ph: 011-27018805, 011-27018807
College Email – principal@keshav.du.ac.in
Email : hostel@keshav.du.ac.in
Website: www.keshav.du.ac.in