

KRISHNA HOSTEL



**JANKI DEVI MEMORIAL COLLEGE
(UNIVERSITY OF DELHI)**

PREAMBLE

Krishna Hostel is a residence for full time undergraduate girl students of Janki Devi Memorial College.

The Hostel is aesthetically designed in a beautiful campus and provides safe and comfortable accommodation facilities to a total number of 105 residents (35 rooms with three residents in each room). Each room has an attached bathroom. The common room and open green area attached to it is meant to provide moments of leisure. Apart from these, a hygienically maintained dining place is there for the residents to enjoy their meals.

The day-to-day functioning and the discipline of the hostel are taken care of by the Warden/Housekeeper. The Hostel Committee under the chairmanship of the Principal frames the rules and regulations of the hostel and is the final authority in matters concerning the hostel.

I. RULES OF ELIGIBILITY

The students should satisfy the following eligibility criteria to get themselves registered for the hostel accommodation.

1. Should be a full-time bonafide undergraduate student of the College.
2. Those students whose parents/spouse/is residing in National Capital Territory of Delhi and radius of 70 km. from college will not be eligible for admission to this hostel. However the PwD students of College residing in National Capital Region within aforesaid radius, except those residing in NCT of Delhi, will be eligible for admission to this hostel. The distance from College to the applicant's residential address will be calculated using Google map only.
3. The students should provide Aadhar Card/Voter ID/Ration Card as residential proof.
4. She should not be employed anywhere on full-time, part-time, ad-hoc or temporary basis.
5. Admission shall not be granted to a student against whom disciplinary action had been taken by her previous educational institution/hostel.
6. In view of limited number of seats in the hostel, college admission does not ensure admission to hostel.
7. **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. She/He must be an elder and responsible person.**
8. **Every student also needs to provide a financial guarantor who may or may not be a Local Guardian along with bank statement of last three months.**

9. **All certificates produced by the student for accommodation are subject to verification. As per 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 in force from time to time.**

II. ADMISSION PROCEDURE

1. Admissions are made for a period of one academic year, Re-admission will be done on the beginning of each session for which the resident has to apply on a prescribed form available in the Hostel Office/Website.
2. Admissions are made strictly on the basis of merit provided the student satisfies the eligibility criteria. First year admissions will be made on the basis of class XIIth result.
3. In case of tie between the two candidates meeting the eligibility/ \merit the decision regarding the admission will be based on the following criteria (in the order given only for first year students)
 1. Marks scored in class Xth
 2. Distance
 3. Date of birth
4. During the academic year 2018-19, admission of second and third year students to the Hostel will be decided on merit which will be decided by the results of 1st/2nd semester (for second year) and 3rd/4th Semester (for third year). **In case of a tie the Attendance marks will be considered.**
5. At the time of interview, a hard copy of the filled-up application form, duly signed and forwarded by the Principal is required to be submitted.
6. Self-attested photocopies of the following should be submitted along with the application form:
 - 1) College admission fee receipt.
 - 2) Class XII mark-sheet/ Mark-sheet of the last qualifying examination passed.
 - 3) Proof of Residence – Certificate issued by a competent (local) authority/Aadhar Card/Passport/Voter ID. No other document will be accepted as residential proof.
 - 4) Medical certificate as per the Proforma given in the Bulletin.
 - 5) Anti-ragging undertakings both from student and parents.
 - 6) Undertaking from students and parents to abide by the rules.
 - 7) Students applying to the Hostel under reserved categories are required to submit the certificate issued by the competent authority.
 - 8) Certificate of physical disability for students under PwD category.
 - 9) Caste certificate for students applying under OBC category (Non creamy layer).
 - 10) SC/ST Certificate issued by the competent authority
7. The lists of candidates to be admitted to the Hostel will be notified separately on the Hostel notice board and College website.

NOTES:

- i. Admission to the Hostel will be made as per merit, and in accordance with the policy laid down by the Admission Committee from time to time.
- ii. Admission is based on various criteria such as the number of seats allotted to a subject and merit list within the subject.
- iii. Applications seeking admission to the Hostel will be finalized after an interview with the candidate, her parent/s OR one of her approved local guardians. **A student under no circumstance can be a local guardian. If a candidate does not appear for interview, no second chance will be given for interview.**
- iv. The dates are liable to change in case of changes in the admission schedule of the University/College.
- v. No admission will normally be made in any category after the admission process to the University/College is over.
- vi. Candidates accepted for admission will be required to pay the requisite fees and submit one additional passport size photograph for Identity card. **If any candidate fails to pay the fees within stipulated time, her admission will be treated as cancelled and her seat will be allotted to the next in the merit list.**
- vii. **The hostel remains non-functional during summer and winter vacations.** Students will not be allowed to stay in the Hostel during vacations. They require to vacate the rooms during summer vacations.
- viii. Readmissions will be made after summer vacation.

III. ADMISSION TO FOREIGN STUDENTS

The students under foreign student category will be admitted to hostel **only after the seats reserved in the college for foreign students are completely filled.**

Applications are to be routed through the Foreign Students' Advisor (FSA), University of Delhi and forwarded by the respective Embassy.

A Medical Fitness Certificate from the National Institute of Communicable Diseases, 22, Sham Nath Marg, Delhi-110054 must be submitted

IV. CANCELLATION OF ADMISSION BY THE HOSTEL

Admission of a student may be cancelled for any of the following reasons:

- Involvement in ragging.
- Non-payment of dues for more than 30 consecutive days.
- Keeping guests in the room
- Cessation of regular studentship
- Violation of rules, and indiscipline.

- Suppression of facts and/or providing wrong information.
- Making castiest, communal or racist remarks against other students.
- Involvement in any other act which creates trouble to other residents/hostel authorities

V. DISTRIBUTION OF SEATS

Total seats - 105

The seats will be distributed among the 1st, 2nd and 3rd year students (B.A./B.Sc./B.Com.).

The distribution of the seats across various categories of students shall be according to the following scheme.

(i)	Scheduled Castes	15%
(ii)	Scheduled Tribes	7.5%
(iii)	Other Backward Classes	27%
(iv)	Persons with Disabilities	05%
(v)	Wards of War Widows	01%
(vi)	Sports/ ECA Quota	01% (as per University rules)
(vii)	Foreign students	10%

NOTE: The Hostel Committee reserves the right to redistribute the seats

VI. DURATION OF STAY

Admission is made to the hostel for a period of one academic year only.

VII. RE-ADMISSION

Residents who wish to rejoin the hostel for the next consecutive year need to apply afresh for each year.

All students seeking re-admission for the new session should submit their applications on the prescribed form **before proceeding** for vacations at the end of the academic session.

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 Administrative in writing so that her eligibility can be considered afresh. Suppression of information will invite disciplinary action.

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.

VIII. GENENRAL RULES FOR RESIDENTS

1. Every resident is compulsorily a member of the Hostel Mess. The Hostel Mess will not function during summer and winter vacations Cooking in the rooms is not allowed.
2. No resident is allowed to shift from one room to another without prior permission of the Warden/Housekeeper. The rules in this regard will be notified from time to time.
3. Every resident is responsible for the care of the Hostel property she uses. Residents found responsible for any damage to the Hostel property will be charged for damage, individually or collectively, as the case may be, and disciplinary action will be taken as per rules.
4. The Hostel is ordinarily available to all residents from the opening day of the academic session. All residents are required to vacate their rooms by the end of each academic session or immediately after their examination of semester II/IV/VI.
5. Residents leaving the Hostel must hand over possession of their rooms before leaving and must obtain a clearance certificate and a gate pass from the Hostel Office. The possession of the room has to be given to the caretaker.
6. Residents who discontinue their course in the mid of the session/detained/ failed in their last examination will become non bonafide from the date of their discontinuation of their course/detained/failed respectively and will vacate the Hostel within seven days from the date they become non-bonafide.
7. Residents are not allowed to hand over the keys of their rooms to any person other than the Housekeeper/Hostel Administration. One key of the room shall remain with the Housekeeper/Warden.
8. All residents must be in the Hostel on the evening before the College reopens.
9. **No relaxation of hostel timings shall be allowed to the students for attending coaching classes.**
10. Residents must bring in their own crockery and cutlery for use in their rooms.

11. Each resident must bring her own mattress, pillow, blanket, linen, bucket and mug. The Hostel will not provide these items.
12. Residents can bring their own laptops. They will be responsible for their safety.
13. Cooking, Washing of clothes (except undergarments) and ironing of clothes is strictly prohibited in the rooms.
14. Daily attendance will be marked in the Attendance Register: Summer (April to October) 7:30 p.m. and Winter (November to March) 7:00 p.m.
15. All residents must be present for Attendance, unless prior leave has been sanctioned from the Hostel Administration. Violation of this rule could lead to strict disciplinary action, including expulsion from the hostel.
16. The responsibility of keeping their rooms and bathrooms clean and tidy will rest with the residents.
17. 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 the 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 three months, the Hostel Administration may dispose it off in any manner considered suitable. A penal rent @ ₹ 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.
18. Lights and fans should always be switched off when leaving the rooms, common room, library etc.
19. The residents are to keep their rooms locked when they leave the room. One key has to be deposited with the Hostel Office. The Hostel is not responsible for loss of valuables due to theft or fire. However, any case of theft is to be reported immediately only to the Hostel authorities. **In no case will the resident report the matter directly to the police.**
20. Residents are requested not to leave their belongings in verandahs, garden, laundry, toilets, etc. Unclaimed items shall be confiscated by Hostel officials.
21. No activity of any resident should disturb the peace and tranquility of other residents of the hostel and the college.
22. Residents should intimate in writing to the office immediately any changes in the addresses and telephone number of parents, and in case of local guardian, duly verified by the parent/s.
23. The Warden, Housekeeper or their nominee(s) shall have the right to enter the residents' room to make a surprise check or for an inquiry/ search, as and when considered necessary.
24. Proper entry of guests of residents in the register available with the security guard at the Hostel gate is **mandatory**.
25. Residents are expected to give due respect to the Hostel staff (office employees, mess, safai karamcharis, malis, security staff, etc.). If and when a resident encounters any problem with or notices any lapse on the part of any employee, she may report the same to the Housekeeper/Warden. In case the resident/s is/ are not satisfied with the action taken by the Warden, the matter may be brought to the

- notice of the Provost. Any act of misconduct towards the Hostel employee on the part of the resident/s will be treated as an act of serious breach of discipline.
26. No notices can be put up on the Notice Boards of the Hostel without written permission/signature of the Warden. Sticking of unauthorized bills, posters or notices in any of the public spaces within the Hostel premises is strictly prohibited and violation of this provision shall be treated as an act of serious indiscipline.
 27. Residents are expected to come to the dining hall, common room, visitors' room and the Hostel Office properly dressed.
 28. Residents are not allowed to entertain their visitors at the Hostel gate.
 29. Residents are expected to actively participate in the various Hostel activities, including running of the mess, cultural activities, library and maintenance of garden, computer facility or any other duty assigned to the resident(s) by the Housekeeper/Warden.
 30. The residents are not allowed to privately engage any person for personal services.
 31. No employees of the Hostel/ contract staff should be asked to do personal jobs by any resident.
 32. 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.
 33. 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.
 34. Defacing walls, doors, corridors and cupboards by writing, painting or pasting posters, notes etc. with glue/ tape / nails etc. is not allowed. Any violation, whatever the extent, will lead to severe disciplinary action
 35. 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.
 36. Pets are not allowed. Students are discouraged from feeding any animal or bird in and around the Hostel and College premises.
 37. College takes cybercrime very seriously.
 38. Hostel will organize cultural/social nights in which a female guest will be allowed.
 39. No personal vehicle of the residents will be allowed in the College and Hostel.
 40. Residents are not permitted to receive male, guests in their rooms. Female guest may, however, be met in the visitor's room.
 41. Residents who intend to remain absent from the Hostel overnight, or for a period of few days, are required to take leave in advance from the Housekeeper/Warden. Failure to do this will be considered an act of indiscipline and disciplinary action may be taken as per the rules.
 42. **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.

43. At the time of admission, every student shall be required to sign a declaration/undertaking that she submits herself to the disciplinary jurisdiction of the Provost, Warden and other authorities of the College who may be vested with the authority to exercise discipline under the Act, the statues, the ordinances and Rules that have been framed there under by the College/University.
44. Residents are required to see the Hostel Notice Board for announcements made from time to time.
45. It is mandatory for students to maintain the minimum required attendance (75%) in their academic subject; failing which, admission to the hostel in the subsequent semesters will be denied. Attendance in all assessment related tasks is compulsory.

IX. Fee Structure

A. One Time Charges	Rs. 7,600
B. Mess Charges	Rs. 37,600
C. Hostel Charges other than Mess	Rs. 95,400
Total	Rs. 1,40,600

D. Fees to be paid in two installments as follows:

- (i) At the time of admission Rs. 74,100
- (ii) November Rs. 66,500

Fee is subject to change without any prior notice.

Payment of fee should be made by DD in favour of Principal, Janki Devi Memorial College or through NEFT/RTGS. NEFT/RTGS details will be provided by the hostel office at the time of admission.

As per Executive Council Res. No. 516 dated 24/02/1983, students with visual impairment are exempted from the payment of room charges and establishment charges of the Hostel.

E: Foreign Students

Foreign Students are required to pay an additional fee of \$ 100 as onetime payment (non-refundable), besides above mentioned fees at the time of admission.

Refund on Cancellation/Withdrawal of Admission

1. In case a student applies for withdrawal within a week from the date of fee payment, then all fees except admission fee i.e. ₹ 200/- will be refunded to her. In other cases, only the Caution Money and Mess Advance will be refunded after the resident has paid all her dues and vacated the room allotted to her. All refunds will be made by Cheque or direct bank transfer.
2. The Caution Money can be claimed within a month of vacating the Hostel after clearing all Hostel dues. The same must be claimed within a period of

six months after leaving the Hostel; otherwise, it will lapse. No interest will be paid for the Caution Money & Mess Advance deposited.

Late Payment of Fees

All fees are payable in advance. A fine would be charged @ ₹ 100 per day. If the student fails to pay the fees, along with fine, her admission will be cancelled without further notice.

Dining Hall and Mess

Timings

Breakfast		7.00 am to 9.00 am
Lunch	-	12.30 pm to 2.30 pm
Evening tea	-	5.00 pm to 6.00 pm
Dinner	-	7.30 pm to 9.30 pm

Dining Hall and Mess rules

1. Every resident is compulsorily a member of the Hostel Mess.
2. The mess and dining hall will be run on contract basis. Contract will be given to a private contractor initially for a period of one academic year. The contract may, however, be extended after reviewing the performance in consultation with the residents. In case of non-satisfactory performance, the contract will be cancelled as per the terms and conditions laid in the contract/ agreement.
3. Monthly mess bill will be charged as fixed by the Mess contractor based on menu to be served. The account of the mess shall be controlled by the Hostel office.
4. The menu will be decided by the Mess Committee in consultation with the mess contractor in the beginning of the term.
5. The Mess would close down during vacations and would start functioning one day before the college reopens. In summer, the Mess would close in the last week of May.
6. The residents of the Hostel are expected to extend cooperation in running the Mess through the Mess Committee.
7. Food will not be served to the residents outside the dining hall. Food cannot be taken by the residents outside the dining hall without permission. In case of sickness, a resident may be allowed to have her diet in her room with prior permission of the Housekeeper/Warden.
8. No utensils will be allowed to be taken out of the mess. In case of violation, the residents will be liable to disciplinary action by the Hostel authorities.

9. A resident who desires to entertain a lady guest in the dining hall shall purchase the requisite coupon, on production of which food may be obtained for the guest.

COMMON ROOM

The Common Rom will remain open during the following hours:

7:00 a.m.	to	09:30 a.m.
12:00 noon	to	02:30 p.m.
06:00 p.m.	to	12:.00 night

Common Room Rules:

1. Maintenance of the Common Room and all equipments is the responsibility of the residents.
2. All residents are financially liable for any damage to the Common Room.
3. The Housekeeper/Warden may, however, allow the use of the Common Room beyond the aforesaid hours for holding special functions/watching special programme.
4. Common Room will be open from 7 a.m. to 11 p.m. on Sunday/Gazetted Holidays.

Ordinance XV-B

Maintenance of Discipline and 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 on 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 of 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 to prejudice to the generality of his/her powers relating to the maintenance of discipline as may seem to him/her appropriate, the Vice-Chancellor, may in the exercise of his/her powers aforesaid, order to direct.
 - (a) That any student or students be expelled; or
 - (b) Any student or students be, for a stated period, rusticated; or
 - (c) Be not for a stated period, admitted to a course or courses of study in 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 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 of Examinations in which he/she or they have appeared be cancelled.
- 5 The Principal of the Colleges, Heads of the Hall, Deans of Faculties, Heads of Teaching Departments in the University, the Principal, School of Correspondence Courses and Continuing Education and Librarian shall 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, Hall and teaching in the concerned Departments. They may exercise their authority through, or

delegate authority to, such of the teachers in their colleges, instructions or Departments as they may specify for these purposes.

- 6 Without prejudice to 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.
- 7 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 Statues, the Ordinances and the rules that have been framed there under by University.

ORDINANCE XV-C

PROHIBITION OF AND PUNISHMENT FOR RAGGING

1. Ragging in any form is strictly prohibited, within the Premises of College/Department of 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 of 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 individuals or collective acts or practices which
 - involve physical assault or threat or use of physical force;
 - violate the status dignity and honour of women students;
 - violate the status, dignity and honour of students belonging to the scheduled castes and tribes;
 - exposes students to ridicule and contempt and affect their self-esteem; entail variable abuse and aggression, indecent gesture and obscene behaviour.
4. The Principal of College, Head of the Department or an Institution, the authorities of College, or 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 Provost may also suo motu enquire into any incident or ragging and make a report to the Competent Authority 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 ragging incident.
7. If the Principal of a College or Head of the Department of Institution or the Proctor is satisfied that for some reasons, 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 or the student or students concerned in the examination or examination in which they appeared be cancelled.
11. In case where students who have obtained degree or diploma of Delhi University are found guilty under this Ordinance, appropriate action will be taken under Statute 15 for withdrawal of degree 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

Eviction Procedure

The Hostel Administration is authorized to evict any resident/guest/person from any room or the hostel, if in their opinion, such resident/guest/person becomes ineligible to occupy the room or she becomes liable for eviction on the ground of indiscipline