



Hansraj College Hostel

UNIVERSITY OF DELHI

PROSPECTUS

2017-18

विद्ययाऽमृतमश्नुते

KNOWLEDGE BESTOWS IMMORTALITY



Mahatma Hansraj
(1864 – 1938)

The College was founded to preserve the memory of Mahatma Hansraj, acknowledged as the founding father of D.A.V. movement in undivided India. Frail in body but heroic in spirit, Mahatmaji was selflessly dedicated to the cause of education. He started his career as the Honorary Founder Head Master of D.A.V. School, Lahore in 1886 and over the next 50 years went on to guide the destiny of the D.A.V. movement in India.

"Hasraj College has occupied a prestigious place on the educational map of Delhi, many of its students and teachers have figured among the best in the county."

A.B. Vajpayee

Former Prime Minister of India

Administration

Principal

Dr. Rama

Warden

Dr. Manjit Singh Saggi

Dy. Warden

Mr. Sushil Kumar

Hostel Assistant

Sh. Rakesh Goyal



FROM THE PRINCIPAL'S DESK

I extend a warm welcome to the fresh batch of students about to join the Hansraj family. Hansraj College is one of the largest constituent colleges of the University of Delhi. Rated among top five colleges in Science, Commerce and Humanities by India Today (dt. May 30, 2016), Hansraj College maintains high standards of academic excellence, cutting-edge infrastructure and outstanding facilities for sports and extra-curricular activities.

The visionary ideals of Mahatma Hansraj have guided the college since its inception in July 1948. Our growth as a college is a testimony to the richness of that original vision. We owe our success as an academic institution par excellence to Mahatma ji.

In order to further the interests of students, Hansraj College Hostel was established in 1954 under the competent guidance of Dr. G. L. Dutta. The college hostel can accommodate about 200 undergraduate male students. Fitted with solar geysers and 24 hours power back-up, the hostel provides a comfortable space to its residents. The hostel campus is wi-fi enabled and provides a home-away-from-home as well as a wonderful academic atmosphere to the meritorious and needy students. The list of our hostel alumni who went on to become high achievers in diverse fields shows our success as an excellent residence facility for budding scholars.

I hope you will join us in carrying forward the legacy of excellence that is the hallmark of Hansraj

DR. RAMA
PRINCIPAL



MESSAGE

Congratulations for becoming part of Hansraj College Hostel fraternity which is an integral part of Hansraj College, a premier educational institution which believes in creating a successful present while building a brilliant future. Hansraj College is the largest constituent college of the University of Delhi. Hansraj College Hostel is a brilliant manifestation of the Indian Culture that thrives on unity in diversity. Its corridors reverberate with great cultural diversity which residents bring from different part of India. Hansraj Hostel provides a home-like environment for the growth and development of its residents, ensuring at the same time attributes of discipline, care, concern and conscientious disposition.

Comfortable living, community feeling, easy access to academic requirements, all rules aspects along with overall personality development can be conceived with reference to the Hostel. I wish that the students make the best out of their stay in this Hostel to grow into better human beings and successful individuals in this continuously growing and expanding world. Let the year becomes a year of success, happiness and fulfilment for all its residents. Hansraj Hostel has a rich legacy of academic excellence and responsible community life. To outstation students, it is an affordable refuge, a home away form home and a launching pad from where quite a few have embarked on their successful voyages in the world.

The Hostel is a part of the extended family of the college fraternity and adds a dimension of vigour & commitment to the academic and extra curricular ambience of the institution. If on-campus residence is construed to be a privilege by students, it is not without the responsibilities that each resident must shoulder to maintain and carry forward the best traditions of the college as a whole. I again welcome to all the students and wish for your pleasant, fruitful stay and better future.

With my best wishes.

DR. MANJIT SINGH SAGGI
WARDEN



MESSAGE

The Only discipline that lasts is self-discipline

It gives me mammoth inclination to welcome you all to be a part of Hansraj family that strives to provide students a homely and healthy atmosphere with complete safety and security in the hostel.

At the hostel of Hansraj, we not only provide students a neat and clean environment and a comfortable place to live in, but encourage them to live in discipline. As the discipline is the key to success and career building, hence we promote self-discipline among students. Hansraj college hostel infrastructure is fastened with amenities like 24 hour power supply, cold and hot water availability, spacious and comfortable rooms, clean toilets, mess with dedicated staff, nutritious menu with variety, Wi-Fi connectivity, clean and hygienic environment, activity room, playground and many more things inside hostel campus. The hostel campus also has 24-hour security and well-equipped gym.

Comforts are very important but they are not enough. The main goal of education is all round growth of child i.e. physical, social and mental development. As man is a social animal, so he needs to interact with others. The resident students are encouraged to participate in so many cultural and social activities round the year. The inmates of hostel are encouraged to live in harmony, alike one big family, offering each other a helping hand whenever required. Living in a hostel presupposes high degree of integrity, mindfulness, cooperation, open-mindedness and hard work for a bright future and good image of the institution. It also becomes the highest obligation & responsibility of all residents that they must keep the hostel clean and free from Polythene, Alcohol, Smoke etc. to ensure pollution free environment and refrain themselves to be part of any unlawful act including ragging to avoid any severe disciplinary action.

My warm wishes are with you for your outstanding academic careers.

MR. SUSHIL KUMAR
DEPUTY WARDEN

THE HOSTEL

Bequeathed to the sacred memory of Mahatma Hansraj, the founder Principal of D.A.V. College, Lahore, the D.A.V. College Managing Committee established Hansraj College, Delhi in July 1948. Since then the College has come to stay for what its own etymology suggests "Hans Raj, the King of Swans, the chariot of Goddess Saraswati, the Goddess of all knowledge." As a symbol of dedication to the cause of education and excellence, Hansraj College Hostel was established in the year 1954 under the able guidance of the then Principal Dr. G.L Datta. The Hostel has a spacious campus, with 128 well furnished Rooms and well equipped Dining Hall, a Common room, Kitchen and arrangements for indoor and outdoor games. The Hostel also has well furnished Visitor's Room and a Guest Room. It provides accommodation to about 200 undergraduate male students drawn from all strata of the society. Hot/cold water is available in bathrooms. Power backup is available 24 hours a day in the hostel from generator of 62.5 KVA capacity. Due to Common Wealth Games held in Delhi October 2010, our hostel renovated completely. Entire hostel campus is Wi-Fi enabled and has free access to internet facility for all, 16 C.C.T.V Cameras are installed at the hostel gates, in Dining Hall and Grocery Store etc for Security reasons.

LOCATION

The Hostel is located within the campus of Hansraj College, Delhi. Hansraj College is a constituent, largest & extended college of the University of Delhi and is situated in



the north campus near Malkaganj. The approximate distance of the College from important landing places in Delhi are as follows:

New Delhi Railway Station	- 10 km
Old Delhi Railway Station	- 04 km
Nizamuddin Railway Station	- 20 km
Indira Gandhi International Airport/Palam Airport	- 30 km
I.S.B.T. Kashmiri Gate	- 03 km
Vishwavidyalaya Metro Station	- 02 km

HOSTEL ADMINISTRATION

The Hostel is managed by the **Warden and Dy. Warden on behalf of the Principal.** General Policy matters regarding the governance of the Hostel are formulated by the **HOSTEL COMMITTEE** with the Warden as convener. The Committee comprises of the Principal, Vice-Principal, Warden, Dy. Warden, ex-Warden, Teachers incharges of all departments of the College and four members from among the teachers nominated by the Warden. The administrative functionaries work in co - operation with the Hostel Council (an elected representative body of residents) and seek to create a corporative and secular environment for academic pursuits and for an overall integrated development of personality of the residents. **Day - to - day working of the Hostel is supervised by the Hostel Manager and the accounts and office matters are looked after by the Hostel Assistant/Accountant.**

ADMISSION TO HOSTEL CRITERIA

Admission to the Hostel is granted on the basis of the academic merit and interview. Only undergraduate male students, who have secured admission to the College, are eligible to apply for **Hostel accommodation provided their parents are not residing in Delhi or its neighborhood, i.e National Capital Region (NCR).** 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 residents in the preceding years.

All admissions to the Hostel are considered afresh. The residents also have to apply for readmission every year and a resident student has to go through all requirements applicable to a new admission. Under no circumstance a student is allowed to stay for more than three years for three years degree courses in the Hostel.

Readmission to the Hostel may be denied in any subsequent year of study in the College if: **(a) The resident/ student has failed, got "Essential Repeat" dropped out or has been detained because of shortage of attendance. Change of course by student, will not entitle him to get readmission in the Hostel (b) There is a record of disciplinary action against him for any act of omission, violation of the Hostel rules, breach of Hostel discipline, act of wanton vandalism, deliberate mischief or non-payment of Hostel dues on time. (c) He has failed to secure 67% attendance in lectures and tutorials /Practicals**

*Subject to the availability of seats, a few day scholars, who are in the second and third year of their course of study, and whose parents are not residing in Delhi or its neighborhood, (NCR) may be admitted to the Hostel provided they have secured at least minimum percentage of marks in their first and second year University examinations, and have no past record of any act of indiscipline/ misbehaviour in the College.

PROCEDURE FOR FRESH ADMISSION

First Year Undergraduate Students, who wish to apply for admission to the Hostel, are required to submit the prescribed application form, duly completed in all respects, to the Hostel office as per the Admission Schedule. They are required to appear in person for an interview before the Hostel Committee to be held in the Warden's office on the scheduled date

and time. At the time of interview, each candidate is to be accompanied by his parent and local guardian and produce all the original certificates/ documents for the interview. Parents are requested to appoint only a responsible person as the local guardian.* The local guardian must submit a proof of residence in Delhi and an approved photo identity card. **A student shall not be acceptable as a local guardian.** The list of the selected candidates will be put up on the Notice Board of the Hostel. Selected students will be required to deposit the Hostel Fees, in full, by the given date and time, failing which the offer of admission will stand automatically cancelled. Part payment of fees will not be allowed.

Documents to be attached with the application form:

1. College fees receipt (Self Attested Photocopy)
2. Marksheet of last examination passed (self attested photocopy)
3. Character Certificate (attested photocopy)
4. Caste Certificate (self attested photocopy)
5. Residence Certificate from an appropriate magistrate /Resident Commissioner as a proof of permanent address at the time of their admission to the Hostel.
6. Proof of local guardian's residential address, i.e., self attested photocopy of any one of the following: Voter I-Card/PAN Card/ Passport/ Driving License, Aadhar Card etc. and one copy of attested photograph

***Note:** Local guardian should be a responsible person & not a student.

READMISSION

All the Previous Year Residents, who have been promoted to the next class, are required to seek readmission. They should apply within ten days of the reopening of the College or immediately after declaration of their University results,



whichever is later, failing which they will forfeit their claim for admission to the Hostel. They are required to fill up a fresh application form for readmission and also appear for an interview before the Hostel Committee. Before the allotment of the room, they are required to pay the current year's Hostel Fee in full, as per the payment schedule.

(1) **For readmission** to the hostel in 2nd Year, the minimum percentage of marks required in the 2nd year (Average of 1st & 2nd semesters) and for readmission to the 3rd year the minimum percentage of marks in 2nd year (Average in 3rd & 4th semesters) examination for different courses are as follows :

- I All Science Courses: 55%
- II B.Com. (Honours) and B.A. (Honours) Economics 55%.-
- III All other Arts Courses: 50%

5% relaxation may be given to students admitted in Sports/SC/ST/ECA/PH/Foreign Category. **Any Student who has not secured -clear pass position (i.e., has E.R. in any paper of the main subject or and has not cleared subsidiary paper / qualifying paper if any or has been detained because of shortage of attendance or any disciplinary action taken against him will not be readmitted in II or III year in the hostel.**

(2) **For fresh admission** in 2nd and 3rd year apart from fulfilling the requirements in the above point (1), the students must secure atleast 5% more marks, in the respective course.

RULES AND REGULATIONS : GENERAL

- Grant of Hostel facility is a special facility and a privilege. Every resident

is expected to conduct himself with discretion, pursue his studies sincerely and attend his classes regularly.

- All fresh entrants to the hostel, as well as those who have been regular residents for past one year, will be allotted double-seated rooms. Only those students who have been regular residents in the I and II years, i.e., for two years, may be entitled to single rooms. **Subject to the availability of rooms. A second year resident student who has topped the DU in his subject in the first year, and has simultaneously cleared all the subsidiary & qualifying subjects and has no past record of indiscipline or violation of the Hostel rules and regulations may also be considered for a single room subject to the availability of rooms.**

A student must join the Hostel within two weeks from the date of admission to the Hostel. Any resident who fails to occupy the allotted room within the stipulated period, or remain absent for more than a month, after taking possession of his room, shall automatically cease to be a resident of the Hostel.

If a resident changes his course of study in the College, he must immediately inform the Hostel office and apply afresh for admission, failing which his admission to the Hostel shall stand automatically cancelled.

No resident is allowed to exchange his room or his room partner without the prior written permission of the Warden.

Each resident will be responsible for proper maintenance and care of the furniture and fixtures provided in his room. Damages, if any, will have to be borne by him. He must switch off the lights, fans and other electric connections while going out of his room. **Use of iron, room-coolers, heaters or heat convectors, etc., is not allowed.** The Bathrooms are fitted with

geysers. Hot water is available between 15th Oct. to 15 March (7.00 am. to 10.00 a.m. and 5.00 p.m. to 7.00 p.m) only. Rooms are well furnished but students have to bring their own mattresses, pillows, linen, quilts, blankets, curtains, etc. Residents are expected to keep their rooms, bathrooms and their surroundings neat and clean. Walls must not be disfigured. They are accountable for any misuse, damage, or loss of any Hostel property. There may be recovery of repair cost and / or fine as well as disciplinary action for carrying such acts. Students have to inform in writing to the hostel administration even if they are leaving the hostel for a day. **Students have to inform rejoining also in writing. In case information in writing is not received by the hostel office disciplinary action may be taken against the defaulter.**



Smoking is strictly prohibited within the hostel corridors, dining hall, common room, wash rooms and other common areas. Anyone found or reported guilty of contravening this regulation will be required to vacate the hostel immediately. **Consumption of liquor and use of any contraband drug is strictly prohibited in the Hostel. Anyone found or reported guilty of contravening this regulation will be required to vacate the hostel immediately.**

Female visitors are not allowed in the resident's rooms. They can, however meet the residents in the visitor's room, only

between 9.00 a.m. and 7.00 p.m.

The Principal/Warden/Dy. Warden / any member of the Hostel Committee/any person authorized by the Principal/Warden/ Dy. Warden / has the right to enter any room any time. They may even get it opened/unlocked in the absence of its resident as well.

No resident is allowed to have any unauthorized guest or visitor in his room. **Any guest/visitor staying after 10.00 p.m. in the room shall be considered an unauthorized person.** Keeping of unauthorized guest by any resident, will be treated as a serious misconduct for which disciplinary action, including fine of Rs. 1000/- or expulsion from the Hostel, may be taken.

A resident may, however, with the prior written permission of the Warden/Dy. Warden, may keep a guest for a maximum period of one day. The same person cannot be permitted as a guest of any other resident thereafter.

(1) Hostel nonresidents (outsiders) are not allowed to enter in the Hostel after 10.00 p.m. except in exceptional case of emergency.

(2) **In order to prevent any mishappening with the students, the movement of the hostel resident students at late night hours i.e. after 10.00 P.M. outside the hostel is strictly banned except in exceptional case of emergency. If a resident wants to stay outside the Hostel for the whole night then he has to get the permission in writing for the same or to inform the**



hostel in time. If anyone found or reported guilty of contravening this regulation will be expelled from the hostel.

(3) Each resident is expected to conduct decently with all fellow-residents and the Hostel functionaries. **Residents must not play loud music or indulge in any activity which may disturb other residents. Any function in the hostel campus is not allowed after 10.00 p.m.**

1. **Ragging in any form is strictly prohibited within the College premises or any other part of Delhi University 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 Ordinance XV C.**
3. Ragging for the purpose 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. It includes individual or collective acts or practices which:
 - (a) involves physical assault or threat, and/or use of physical force;
 - (b) violates the status, dignity and honour of women students;
 - (c) violates the status, dignity and honour of students belonging to the scheduled castes and tribes;
 - (d) exposes students to ridicule and contempt and affect their self-esteem;
 - (e) entail verbal abuse and aggression, indecent gestures and obscene behaviour.
4. In case any student, who has obtained degrees of Delhi University, is found committing an act or practice of



ragging he/she may be subjected under Ordinance XV to appropriate action for withdrawal of degrees conferred by the University.

5. For the purpose of Ordinance XV abetment of ragging will also amount to ragging.

Residents shall not ride bicycles, scooters and motor cycles in the Hostel corridors. Keeping Scooter/ Motor Cycle/Car is strictly prohibited within the Hostel Campus. The residents shall not keep any vehicle. Any vehicle found on campus will attract a fine of Rs. 500/- for every default. They shall not play games in the corridors and the Hostel lawns.

- > For any requirement, repair or complaint, the residents must report in writing to the Manager/Hostel Office. Oral complaints or requirements may not be attended to.
- > College will not be responsible for loss of mobile phones/Laptop/ Computer/Cash or other costly items etc. The residents are required to take care of their belongings.
- > **Residents are required to vacate their rooms within three days of the completion of their Annual University Examination and handover the rooms to the Manager of the Hostel and collect a Room Vacations Slip, failing which they will be liable to disciplinary action and they would not be admitted to the Hostel in the next year even if otherwise eligible.** The slip has to be produced at the time of readmission and its photocopy to be attached with the form claiming refund of the Hostel security amount. Readmission will not be considered without room vacation slip. They are advised to leave the Hostel only after properly handing over charge of their rooms, and the furniture and fixtures therein, to the Hostel manager. They must remove their personal belongings and keep them with their local guardians. However, at their request and



their own risk, some arrangement may be made to keep their luggage in the Hostel Common Room for a limited time. Third year residents are not allowed to leave their luggage in the hostel.

The students admitted to the hostel shall have to pay full fees for the complete term (semester) in which he is admitted irrespective of the days.

- > In case of withdrawal, or forfeiture, the annual charges will not be refunded. **Any resident, who leaves the Hostel, shall pay the monthly charges and other charges upto the end of the semester/term in which withdrawal is made.** Exception to this may be made only in special cases, i.e., if the resident leaves the hostel on or before Thursday, 10th Aug., 2017.

Hostel Common Room is open from 6.00 a.m. to 10.00 p.m. The Common room has a colour T.V. and provides facilities for indoor games. Important News Papers and Magazines are subscribed regularly.

- > Telephone No. 27667963 is available inside the hostel only for incoming calls. Residents are expected to keep their calls as brief as possible. Residents must ensure that they fulfill the University criteria for 'attendance' in the subjects. Any student who does not fulfill the attendance requirement, both for theory and practicals, will not be permitted to appear in University examinations.

Residents are required to make sure that they attend to all the internal assessment/ assignment/ mid-term examination of their respective classes. Failure to do so will result in their losing all the marks for the relevant examination.

- > For details please read the College prospectus 2017-2018.

MEDICAL CARE

The residents are advised to contact the W.U.S. Health Centre for their general medical requirement. A medical box and a First Aid Kit are also maintained in the Hostel. However, for complaints of a serious nature, residents are required to obtain private medical attention at their own expense.

BANKING FACILITIES

Branch of Canara Bank is located in the College premises where residents may open their accounts. 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.**

- (i) Hostel Charges are variable from time to time.
- (ii) Establishment charges* are to be paid for 12 months while other charges are payable for 11 months only.
- (iii) Mess, Establishment, Electricity and Water charges shall vary on actual expenditure basis.
- (iv) Mess advance has been calculated taking an average expenditure of Rs.3100/- per month for Veg. and Rs. 3500/- per month for Non. Veg. **This does not include expenses on special dinners on the occasion like Hostel Nite, freshers and other functions.**

*Includes Establishment Charges for June.

It is the responsibility of every resident to collect the pay - in -slip from the Hostel Office and clear the dues by the stipulated date. If any Hostel dues remain unpaid by the stipulated date, a late fees of Rs.15/- per day for the first fortnight and Rs.25/- per day thereafter shall be charged.

If a resident fails to clear his dues within one month of the date fixed by the

HANSRAJ COLLEGE HOSTEL

Fee Structure for the Year 2017-2018

PARTICULAR	Prev. Year	New Year
A. Admission Fees	200	300
Development Charges	1000	2500
Hostel Security	—	2000
Total	1200	4800
B. Annual Charges		
Furniture	300	300
Hostel Identity Card	50	50
Crockery & Utensils	125	125
Common Room	120	120
Health Centre Membership	240	240
Union	50	50
Building Fund	600	600
Generator Maintenance/RO/Solar/Fire Extinguishers	700	700
Medical/First Aid	50	50
Repairs/White-wash etc.	1450	1450
Wifi/CCTV/Computer Room	150	150
Garden	150	150
Sports	125	125
Total	4110	4110
C. Mess Advance	Veg.	15500
	Non. Veg.	17500
D. Monthly Charges	Single Room	Double Room
Room Rent	100	95
Electricity & Water	975	950
Establishment	2125	2125
Continencies	100	100
Maintenance & Replacement	200	200
Total	3500	3470
6 Months (July - December)	21000	20820

PAYMENT SCHEDULE First Term (July 2017 - Dec. 2017) / (Ist, IIIrd & Vth Semester)

Payment to be made at the time of admission:

*	Fresh Admission		Re-admission			
	Double Only		Double		Single	
	Veg.	Non Veg.	Veg.	Non Veg.	Veg.	Non Veg.
A. Admission Fees	4800	4800	1200	1200	1200	1200
B. Annual Charges	4110	4110	4110	4110	4110	4110
C. Mess Advance	15500	17500	15500	17500	15500	17500
D. Monthly Charges	20820	20820	20820	20820	21000	21000
Total	45230	47230	41630	43630	41810	43810

Subsequent payments to be made at the beginning of Second Term (IIInd, IVth & VIth Semester) are under:

II. Term (Jan 2018 - May 2018) IIInd, IVth & VI Semester)

	Double		Single	
	Veg.	Non Veg.	Veg.	Non Veg.
C. Mess Advance	15500	17500	15500	17500
D. Monthly Charges	19475	19475	19625	19625
Total	34975	36975	35125	37125



Warden, he will be liable to disciplinary action including cancellation of his Hostel seat. **It is suggested that parents should send semester Hostel dues directly to the Hostel Office through a bank draft payable at Delhi, drawn in the favour of the Principal, Hansraj College, Delhi, A/c Hostel.**

Fee payment mode is divided into **two terms** on the basis of semester system **1st Term** (July 2017 to Dec 2017 1st) (IIIrd & Vth semester) and **IInd term** (Jan 2018 - May 2018) / (IInd, IVth & VIth Semester)

HOSTEL COUNCIL

Residents are the vital energy of the Hostel. Their elected representative body, THE HOSTEL COUNCIL, forms the nucleus of the corporate life in the hostel and serves as a link between the residents and the Hostel Authorities. The Council consists of:

- * **Secretary**
- * **Joint Secretary**
- * **Mess Secretary**
- * **Common Room Secretary**

One representative each from 1st, IInd, IIIrd year & foreign students. The Hostel Council has an



important role to play in the overall development of academic and general atmosphere in the Hostel. It organizes various social, cultural and sports activities. It develops among the students, organizational abilities, healthy competitive spirit and a sense of belonging that help them play a useful role in society. It has been observed that sometimes the candidates use certain unfair means to get votes from the freshers. To avoid this, it has been decided that freshers will not be given voting rights. Instead, a representative of the freshers shall be co-opted by the Hostel Council in consultation with the Warden/Dy. Warden. The second and third year students, who may join the Hostel afresh, will however, have voting rights.

SOCIAL AND CULTURAL ACTIVITIES

A number of events are held every year to provide opportunities to the residents to strengthen and enlarge their social-cultural bonds. The freshers' Annual Nite, etc. are some such events.

Hostel mess: Rules and Regulations

It is compulsory for every resident to join the mess from the day he takes possession of his room. Cooking is not permitted in the rooms, not even during vacations.

The Hostel Mess is run by the residents through- their elected representative- the Mess Secretary- under the guidance of the Warden through Manager.

Meals are prepared according to Indian taste as per the Menu decided by the Mess Secretary in consultation with the residents.

> Residents are expected to maintain the dignity and decorum of the hostel. They should be polite and dignified in their behavior with the Mess staff and other functionaries of the Hostel. **They are neither permitted to enter the kitchen, nor**



are they allowed to carry food and crockery items out of the dining hall. Under exceptional circumstances, when a resident is ill, on medical advice, food may be served in the room. This should be done with the permission of the Manager/Warden/Dy. Warden.

> Late lunch will be kept only for those residents who come late due to their classes. Slips for this purpose will be issued to the residents by the Manager till 10.00 a.m. daily. Late breakfast and dinner are not allowed.

> Mess purchases are made by the Mess Secretary with the assistance of the Manager.

> It is the responsibility of the Mess Secretary to see that the materials are purchased at competitive rates and are of good quality.

> The Mess Secretary should sign all the bills and ensure that the entries have been made in the stock register by the Manager. The Manager shall sign and verify the bills before presenting them to



the Warden for payment.

> Mess Bills will be prepared by the Manager in consultation with the Mess Secretary and accordingly adjust the Mess Advance paid by the residents. The Mess Bills will generally be notified as per the following schedule:

> Residents, going out of station for seven days or more, can claim rebate from Mess Bill provided they obtain a rebate slip from the Manager prior to their leaving the Hostel. Otherwise, the Mess Bill will be charged in full. No rebate will be given for a period of less than seven days and maximum 15 days in a month (Rs. 25/- Veg + Rs. 30/- Non-Veg. per days). Residents who bring their guests are required to make entries in the guest register and purchase guest coupons before ordering for food. Mess is closed during vacations. Those who reside in the Hostel during vacations should make their own arrangements for their food.



MAIN FUNCTIONS OF THE MESS COUNCIL:

1. To invite quotations for all day to day purchase of items such as grocery, vegetables, fruits, milk, non-veg. etc.
2. To open quotations in the presence of wardens, office incharge, manager etc.,
3. To give purchase order and to sign challan of all received items.
4. To verify and countersign all the bills of the vendors.
5. To check the quantity, quality & comparative rates of all mess items.
6. To check the stock in store and to receive and issue the items in the presence of the mess staff.

	Period of Mess Bill	Date of Notification
1st Mess Bill	24th July to 31st Aug. 2017	7th Sep. 2017
2nd Mess Bill	1st Sept. to 30th Sept. 2017	7th Oct. 2017
3rd Mess Bill	1st Oct. to 31st Oct. 2017	7th Nov. 2017
4th Mess Bill	1st Nov. to 16th Dec. 2017	27th Dec. 2017
5th Mess Bill	1st Jan. to 31st Jan. 2018	7th Feb. 2018
6th Mess Bill	1st Feb. to 28th Feb. 2018	7th Mar. 2018
7th Mess Bill	1st Mar. to 31st Mar. 2018	7th Apr. 2018
8th Mess Bill	1st Apr. to 30th Apr. 2018	7th May 2018
9th Mess Bill	1st May to 31st May 2018	7th June 2018



Academic Calender 2017-2018

The following Academic Calender to be followed for the Under-graduate and Post-graduate courses for the academic year 2017-18 is hereby notified for necessary compliance by all concerned :

SEMESTER I/III/V/VII	
Classes Begin	20th July, 2017 (Thursday)
Mid-Semester Break	30th September, 2017 (Saturday) to 6th October, 2017 (Friday)
Classes begin after Mid-Semester Break	7th October, 2017 (Saturday)
Dispersal of Classes, Preparation leave and Practical Examination begin	16th November, 2017 (Thursday)
Theory Examinations begin	30th November, 2017 (Thursday)
Winter Break	17th December, 2017 (Sunday) to 31st December, 2017 (Sunday)
SEMESTER II/IV/VI/VIII	
Classes Begin	1st January, 2018 (Monday)
Mid-Semester Break	2nd March, 2018 (Friday) to 7th March, 2018 (Wednesday)
Classes begin after Mid-Semester Break	8th March, 2018 (Thursday)
Dispersal of Classes, Preparation leave and Practical Examination begin	27th April, 2018 (Friday)
Theory Examinations begin	9th May, 2018 (Wednesday)
Summer Vacations	20th May, 2018 (Sunday) to 19th July, 2018 (Thursday)

List of Hostel Staff

Manager

Sh. Jaswant Singh Tanwar



Cook

Sh. Balbir Singh

Sh. Surjeet Singh

Sh. Mangobinda Sahoo



Mess Helper

Smt. Sumna Devi

Mess Bearer

Sh. Devender Singh

Sh. Sita Ram

Sh. Dev Singh

Sh. Pan Singh

Sh. Milap Chand

Sh. Shiv Balak

Sh. Hari Van Singh

Sh. Dinesh Kumar

Chowkidar

Sh. Ram Das

Sh. Bakshi Ram

Sh. Balkishan Rai

Sh. Prem Singh

Sh. Hira Singh



Gardener

Sh. Hari Ram



Safai Karamchari

Sh. Shiv Charan











ADMISSION SCHEDULE

2017-2018

Last Date for Receipt of Applications

Wednesday, 19th July 2017 : Till 05.00 P.M.

Interview of Applicants

B.A. (Hons.) Eco. & B.Com (Hons.)

Thursday, 20th July 2017 : 9.30 A.M.

All Other Art Courses

Thursday, 20th July 2017 : 12.30 P.M.

Science Courses

B.Sc. (Hons.) Physics, Chem., Zoology

Friday, 21st July 2017 : 9.30 A.M.

All other Science Courses

Friday, 21st July 2017 : 12.30 P.M.

Display of Admission List

Sunday, 23rd July 2017 : 12.30 P.M.

Last date for Payment of Hostel Fees

Friday, 28th July 2017

Documents to be attached with Application Form :

- > College fees receipt (self attested photocopy)
 - > Marksheet of last examination passed (self attested photocopy)
 - > Character Certificate (self attested photocopy)
 - > Caste Certificate (self attested photocopy)
 - > Permanent/Domicile Residence Certificate from magistrate
 - > Proof of local guardian's residential address, i.e. self attested photocopy of one of the following :
- Vote I-card/Ration Card/ Passport/ Driving Licence, Aadhar Card etc. and one copy of attested photograph.

Note:

At the time of interview, each candidate must be accompanied by both his parent as well as Local Guardian and produce all the original certificates and documents for the interview. Parents are requested to appoint only a responsible person as the local guardian & not a student.



Rs. 150/-

Hansraj College Hostel

UNIVERSITY OF DELHI

Tel.: 011-27667747, 27667458 Fax : 27666338 (College) 27662444 (Hostel)

Website : www.hansrajcollege.co.in

Email : contact@hansrajcollege.co.in