



HANSRAJ COLLEGE HOSTEL

UNIVERSITY OF DELHI



**PROSPECTUS
2023-2024**

विद्याऽमृतमश्नुते
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 D.A.V. movement in India.

"Hansraj 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 country."

A.B. Vajpayee
Former Prime Minister of India

Administration

Principal
Prof. Rama

Dy. Warden (Boys Hostel)
Dr. Animesh Naskar
Dr. Gaurav

Dy. Warden (Girls Hostel)
Dr. Preetinder Kaur

Warden (Boys Hostel)
Prof. Arvind

Warden (Girls Hostel)
Prof. Chetana Jain

Hostel Assistant (Boys Hostel)
Sh. Rakesh Goyal



FROM THE PRINCIPAL'S DESK

On the threshold of a new session wherein young aspirants are joining HANSRAJ family, I extend a warm welcome to all the resident scholars. It is a matter of rare privilege and pride to announce that our hostel is again ready to delve in the lives of young students as a motivational force. This firm citadel of love, care, passion to channelize life according to the desires and dreams of society still being a bit different and making the in-house students' sure leaders in perfection.

Life with all its mesmerizing tendencies finds a place to attain ultimate over here with the facilities such as common canteen, mess, playgrounds, gardens for making the stay comfortable.

Luxurious rooms along with 24 hours security and medical facilities are instrumental to above all.

It is a home away from home wherein the physical as well as psychological growth of the students is channelized in the virtue of success.

Values of self-discipline, decision making, cultural closeness, moral resurgence are inculcated to develop students as good citizens and good human beings.

I earnestly welcome you all.

Prof. Rama
Principal



Message

We are happy to bring a new edition of Hostel Information Bulletin. This bulletin acts as a guide to the student community residing in hostels to lead a comfortable life on the campus and pursue their studies in a nice homely environment. The hostel life of students is a very important part of their life where they live away from their parents, experience a new found independence, make new friends, expand their horizon of activities, and learn to make their own decisions.

Throughout life, students remember the time they have spent in hostels during undergraduate and postgraduate studies. Many students who have lived in Hansraj hostels are now well-known entrepreneurs, educationists, bureaucrats and technocrats leading in their areas of activities; for many students hostels are the breeding grounds for many of their creative extracurricular activities and learning that helps in shaping their overall personality. In order to help students in their new endeavours the Wardens make every effort to provide a hostel life where students do not feel a home sickness and is full of activities. We are the apex body that takes vital decisions for smooth running and maintenance of hostels; We are also responsible for maintaining discipline in hostels. Every hostel is looked after by a warden and a residential warden.

Here, we emphasize that while we make every effort to provide a good campus life to students, at the same time students also have the responsibility to abide by the rules contained in this hostel bulletin. Hostel rules are very important and must be followed in totality. Following rules makes our life disciplined which brings a positive permanent chemical change that precipitates into self-discipline for the rest of our life. Every hostel has a student's body that is empowered to take some vital decision for the betterment of hostel life with the help of respective wardens. Students can always contact us any time to discuss any hostel related matter or any personal matter also. While leading a disciplined life in hostels, the students must make sure that there is no incident of ragging. There must be a healthy atmosphere on the campus, where students have a friendly interaction with each other and help each other. Hansraj College is totally ragging free either inside the campus or outside the campus. In any rare case if any student comes across any incident of ragging, then the student is duty bound to inform any hostel warden or faculty member or any other university authority immediately. We extend our hearty welcome to all the entrants in the College hostel. We wish them a happy and healthy campus life and we wish that they make their great careers for themselves in the college hostels and be worthy to serve the country.

Thanking you and with regards

Prof. Arvind

Warden (Boys Hostel)



Dr. Animesh Naskar



Dr. Gaurav

Message

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 are 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 carrer 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 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 wherever 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 is 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 serve disciplinary action.

My warm wishes are with you for outstanding academic careers.

Dr. Animesh Naskar

Deputy Warden (Boys Hostel)

Dr. Gaurav

Deputy Warden (Boys Hostel)



Prof. Chetana Jain



Dr. Preetinder Kaur

Message

Greetings and a warm welcome to all the members of Hansraj College Girls Hostel. It is a pleasure for both of us to be part of the Hansraj College Girls Hostel and we congratulate all of you for becoming an integral part of the Hansraj College Hostel fraternity. We would like to utilize this platform to convey our message to all the hardworking and determined girls that all of you are capable of reaching greater and greater heights and fulfilling your dreams passionately. At Hansraj College Girls Hostel, we will bring in an opportunity for you to grow, discover and unfold your passion in life. We will strive to provide our students a healthy and homely atmosphere coupled with complete security and a clean-green environment in the hostel.

The infrastructure of the Hansraj College Girls Hostel is fastened with amenities like round the clock power supply, hot-cold water, hygienic environment, comfortable rooms, clean toilets, nutritious menu with variety, laundry support and 24-hour security.

We, at Hansraj College, understand discipline is the key to success and career building; hence we promote self-discipline and high degree of integrity among our students. We encourage our students to live in harmony and mutual cooperation just like one big family. We also expect that our students will keep the hostel free from alcohol, smoking etc. to ensure pollution free environment and they will refrain themselves from any unlawful act including ragging to avoid any severe disciplinary action.

We wish you success in your academic career and a rich and fruitful hostel experience. Your feedback for making the Hansraj College Girls Hostel more conducive is always welcome.

Prof. Chetana Jain
Warden (Girls Hostel)

Dr. Preetinder Kaur
Deputy Warden (Girls Hostel)

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 Swan, 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 games. The Hostel also has well furnished Visitor's Room and a



Guest Room. It provides accommodation to about 200 undergraduate male and 30 female 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. Entire hostel campus is under surveillance of CCTV Cameras. 36 C.C.T.V. Cameras are installed at the hostel gates, in dining hall, corridors 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 two Dy. Wardens 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, Teacher 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 co-operative and secular environment for academic pursuits and for an overall integrated development of personality of 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.**

ADMISSIONS TO HOSTEL CRITERIA

Admission to the Hostel is granted on the basis of academic merit and interview. Only undergraduate male and female 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)** (Delhi NCT, Ghaziabad, Gurgaon, Faridabad, Bulandshahr, Meerut, Baghpat, Shamli, Hapur, Muzaffarnagar, Sonapat, Rewari, Jhajjar, Panipat, Palwal, Mahendragarh, Bhiwani, Jind, Karnal, Bharatpur, Alwar). 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.

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 her/him to get readmission in the Hostel.**
- (b) **There is a record of disciplinary action against her/him for any act of omission, violation of the Hostel/ College rules, breach of Hostel/ College**

discipline, act of wanton vandalism, deliberate mischief of non-payment of Hostel/College dues on time.

- © **She/He has failed to secure 75% attendance in lecturers and tutorials/Practicals.**

PROCEDURE FOR FRESH ADMISSION

Ist, IInd & IIIrd year Undergraduate Students, who wish to apply for admission to the Hostel, are required to submit the prescribed application form, duly complete in all respects, to the Hostel office as per the Admission Schedule. They are required to appear in person for an interview before the Interview Committee to be held in the Hostel on the schedule date and time. At the time of Physical/online interview, each candidate is to be accompanied by his parents or local guardian and produce all the original certificates/ documents for the interview. Parents are requested to appoint only a responsible person as a 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 gurdian. The list of the selected candidates will be put 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.

***Note:**

- 1). **IInd & IIIrd year Students are required to submit attested copy of Markssheet from Hansraj College Office within three days of declaration of their university results.**
- 2). **IInd & IIIrd year students are also required to appear before the interview**

panel as per the interview schedule which will be announced later.

- 3). **Minimum 75% attendance must be secured to get admission in IInd year w.e.f. session 2022-23 of the previous year i.e. Ist year (average of Ist & IInd sem.).**

ALLOCATION OF SEATS

Seats in the Hostel are allocated course wise. The number of seats in any discipline course depends on the sanctioned seats in that course for all categories.

Documents to be attached with the application form:

1. College fees receipt (self attested Photocopy)
2. Marksheet of last examination passed (self attested copy)
3. Character Certificate (self attested photocopy) (Only for Ist year admissions)
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 Licence, Aadhar Card etc. and one copy of attested photograph.
7. Attendance Proof (attested copy from Hansraj College Office)(only for IInd & IIIrd year Admissions)

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

RULES AND REGULATIONS: GENERAL

- Grant of Hostel facility is a special facility

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

Hostel and mess charges will be deducted immediately after submission of hostel fees and opening of the Hostel Mess. A student must join the Hostel within one week from the date of admission to the Hostel. Any resident who fails to occupy the allotted room within the stipulated period, or remains absent for more than a month, after taking possession of her/his room, shall automatically cease to be a resident of the Hostel.

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

No resident is allowed to exchange her/his room or her/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 her/his room. Residents are required to keep their room wall clean, no writing and pasting etc on the wall. Damages, if any, will have to be borne by her/him. She/He must switch off the lights, fans and other electric connections while going out her/his room. **Use of iron, room coolers, heat or heat convectors, etc. is not allowed.** The Bathrooms are fitted with geysers. Hot water is available between 15th October to 15th March (6.00 am to 10.00 am and 6.00 pm to 8.00 pm) 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 at 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 Campus. 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.**



Male visitors are not allowed in the resident's room in Girls Hostel. They can, however meet the residents in the visitor's room, only between 9:00 a.m. and 7:00 p.m.

Female visitors are not allowed in the resident's room. They can, however meet the residents in the visitor's room, only between 9.00 am and 7.00 pm.

The Principal/ Warden/ Dy. Wardens/ Manager any member of the Hostel Committee/ any person authorized by the Principal/ Warden/ Dy. Warden has the rights 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 pm in the room shall be considered an unauthorized person.** Stay 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. Wardens, may keep a guest (Parents/gurdian) only in guest room* for a maximum period of two days. The same person can not be permitted as a guest of any other resident thereafter.

1. Hostel non residents (outsiders) are not allowed to enter in the Hostel after 10.00pm except in exceptional case of emergency.
2. **In order to prevent any mishappening with the students, the movement of the hostel resident student at late night hours i.e. after 10pm 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 she/he has to get the permission in writting 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 10.00pm.**

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

**Room and mess facility for parents will be chargeable Rs. 700/- per person per day.*

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 degree 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 degree conferred by the University.
- 5. For the purpose of Ordinance XV abetment of ragging will also amount to ragging.

Residents are not allowed to ride bicycle, scooters and motorcycle in the Hostel corridors. Keeping Scooter /Motor Cycle/Car is strictly prohibited within the Hostel Campus. The residents are not allowed to keep any vehicle. Any vehicle found on campus will be charged a fine of Rs. 500/- for every default. They should not play games in the corridors and Hostel Lawns.

- For any requirement, repair or complaint, the residents must report in writing to the Manager /Hostel Office. Oral complaints or requirements shall not be attended to.
- **Hostel 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 examination (no extra time will be given for improvement of the previous year papers, Rs. 700/- per day fine for late vacating of his room) and handover the room to the Manager of the Hostel and collect a room vacation 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 produce 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. Residents are advised to leave the Hostel only after properly handing over charge of their rooms, and the furniture and fixtures there in, to the Hostel Manager.

They must remove their personal belongings and keep them with their local guardians.

The Students admitted to the Hostel shall have to pay full fees for the complete term (semester) in which she/he is admitted irrespective of the days.

- In case of withdrawal, or forfeiture, the annual charges, monthly charges and other charges (excluding security & mess advance) 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 only in special case i.e. if the resident leaves the Hostel within three days of admission, hostel fees will be refunded after deducting only admission fees.

Hostel Common Room remains open from 6.00am to 10.00pm. The Common room has a colour TV and provides facilities for indoor games. Important news papers and magazines are subscribed regularly.

- Residents must ensure that they fulfil the University criteria for 'attendance' in the subjects. Any student who does not fulfil the attendance requirement, both for theory and practicals, will not be permitted to appear University examinations.

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

For details please read the College Prospectus 2023-2024.

- Hostel security/mess balance if any can be claimed within 3 months of leaving the hostel after that any such claim will be forfeited.

MEDICAL CARE

The residents must take the W.U.S. Health Centre membership 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 expenses.

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 pass book/cheque books/Credit or Debit Card 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 advance is calculated taking an average expenditure of Rs. 5000/- per month for Veg. **This does not include expenses on special dinners on the occasions like Hostel, Freshers or Farewell and other functions.**

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. 30/-per day for the first fortnight and Rs. 40/- per day thereafter shall be charged.

If a resident fails to clear his dues within one month of the date fixed by the 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 favour of the Principal, Hansraj College, Delhi A/c Hostel or online mode.**

Online Payment Details:

Name of Bank Account: Principal, Hansraj College.

Address: Hansraj College, Delhi-110007

Bank : Canara Bank, Hansraj College

Account No. : SB - 2848101009520

IFSC Code: CNRB0002848



Fee payment mode is divided into two terms on the basis of semester. 1st Term(Aug. 2023 to Dec. 2023) (Ist, IIIrd & Vth semester) and II Term (January 2024 - May 2024) (IIInd, IVth & VIth semester). Subject to change as per academic calendar.

HOSTEL COUNCIL

Residents are the vital energy at 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 from each Ist, IIInd, IIIrd and 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 (Ist year residents) 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.

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, Saraswati Pooja, Farewell etc. are some such events.

HOSTEL MESS (Only Veg. Food): Rules and Regulations

It is compulsory for every resident to join the mess from the day he deposits fee. Cooking is not permitted in the rooms, not even during the vacations.

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

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

** Only veg meals will be served in the Hostel.*

- Residents are expected to maintain the dignity and decorum of the hostel. **They should be polite and dignified in their behaviour 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 residents is ill, on medical advices, 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 10.00am daily. Late breakfast and dinner are not allowed.

- There is no provision for mess rebate in any case if any kind of leave from Hostel other than vacation when mess is functioning.
- Mess purchases are made by The Hostel Secretary/Joint Secretary & Mess Secretary/Nominated Representatives with the assistance of the Manager.
- It is the responsibility of Nominated/Elected Representative The Hostel Secretary/Joint Secretary & Mess Secretary to see that the materials are purchased at competitive rates and are of good quality.
- The Hostel Secretary/Joint Secretary & Mess Secretary (Nominated/Elected Representative) 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. After that no bills be shown and no grievance will be heard.
- Mess Bills will be prepared by the Manager in consultation with the Mess Secretary/nominated representatives and accordingly adjust the Mess advance paid by the residents. The Mess Bills will



generally be notified as per the following schedule:

- 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 resides in the Hostel during vacations should make their own arrangements for food.

MAIN FUNCTIONS OF THE MESS COUNCIL/NOMINATED REPRESENTATIVES :

1. To invite quotations for all day Hostel purchase of items such as grocery, vegetables, fruits, milk, non-veg. etc.
2. To open quotation in the presence of Warden, Dy. Warden, Office Incharge, Manager, members of Mess Council 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 quality, quantity & comparative rates of all mess items.
6. To check the stock in the store and to receive and issue the items in presence of the mess staff.

PROCEDURE FOR FRESH ADMISSION FOR FEMALE STUDENTS

- 1) **First year undergraduate female students** who wish to apply for admission to the Girls Hostel, are required to submit the prescribed application form, duly complete in all respects, to the hostel office as per the admission schedule notified on the college website. They will be required to appear in person for an interview before the interview committee to be held in the hostel on the scheduled date and time. At the time of the interview, each candidate should be accompanied by her parents or local guardian and produce all the original certificates and documents. The local guardian must submit a proof of their residence in Delhi and an approved photo identity card. A student will not be acceptable as a local guardian. The list of selected candidates will be put up on the college website and on the notice board of the Girls Hostel. Selected students will be required to deposit the hostel fees within the given stipulated time, failing which the admission will stand automatically cancelled.
- 2) **Hostel students who have been promoted to second year,**
 - a) Can seek re-admission and fill up fresh admission form. They will be required to submit attested photocopy copy of their marks sheet within three days of declaration of their university results.
 - b) Are required to appear before the interview panel as per the interview schedule which will be uploaded on the college website.
 - c) Minimum 75% attendance must be secured to get admission in second year.

d) Any student who has not secured a clear pass position (i.e. has E.R. in any paper) or has been detained because of shortage of attendance or any disciplinary action taken against her will not be re-admitted in the second year

DOCUMENTS TO BE PRODUCED AT THE TIME OF HOSTEL ADMISSION

- 1) College fees receipt (self-attested photocopy)
- 2) CUET Mark sheet (self-attested photocopy)
- 3) Character Certificate (self-attested photocopy – only for first year admission)
- 4) Caste Certificate (self-attested photocopy)
- 5) Residence certificate from an appropriate magistrate/ resident commissioner as a proof of permanent address.
- 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 Licence, Aadhar Card etc. and one copy of attested photograph.
- 7) Proof of Covid - Vaccination.
- 8) Two copies of online fee receipt (UTR No. etc.)
- 9) Attendance proof (self-attested photocopy from Hansraj College office – only for second year admissions)

RULES AND REGULATIONS

- 1) It is compulsory for every resident to join the mess from the day she takes possession of her room. Cooking is not permitted in the rooms, not even during the vacations.
- 2) Only vegetarian meals are prepared and served according to Indian taste.

- 3) 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 not allowed to carry food and crockery items out of the dining hall. Under exceptional circumstances (such as resident is ill or on medical advices), food may be served in the room. This should be done with the permission of the Manager/Warden/Dy. Warden.
- 4) 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 10:00 a.m. daily. Late breakfast and dinner are not allowed.
- 5) Smoking is strictly prohibited within the Hostel Campus. Anyone found or reported guilty of contravening this regulation will be required to vacate the Hostel immediately.
- 6) 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.
- 7) Ragging in any form is strictly prohibited within the college premises or any other part of Delhi University as well as on public transport.
- 8) Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under Ordinance XVC.
- 9) The Principal/ Warden/ Dy. Warden/ any member of the Hostel Committee/ any person authorized by the Principal/ Warden/ Dy. Warden have the rights to enter any room any time. They may even get it opened/ unlocked in the absence of its resident as well.
- 10) No resident is allowed to have any unauthorized guest or visitor in her room. Any guest/visitor staying after 10:00 p.m. in the room shall be considered an unauthorized person. Stay 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.
- 11) 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.
- 12) Resident is solely responsible for all their belongings such as mobile phone, laptop, computer, cash or other costly items. Hostel authorities will not be responsible for loss of such items.
- 13) A report will be sent to parents of residents who violate rules and regulations or involved in any kind of misconduct or misbehavior. Repeated violations may lead to expulsion from the hostel.

	Period of Mess Bill (Changed subject to academic calendar)	Date of Notification
1st Mess Bill	20th July to 31st Aug. 2023	7th Sep. 2023
2nd Mess Bill	1st Sep. to 30th Sep. 2023	7th Oct. 2023
3rd Mess Bill	1st Oct. to 31st Oct 2023	7th Nov. 2023
4th Mess Bill	1st Nov. to 16th Dec. 2023	27th Dec. 2023
5th Mess Bill	1st Jan. to 31st Jan. 2024	7th Feb. 2024
6th Mess Bill	1st Feb. to 29th Feb. 2024	7th Mar. 2024
7th Mess Bill	1st Mar. to 31st Mar. 2024	7th Apr. 2024
8th Mess Bill	1st Apr. to 30th Apr. 2024	7th May 2024
9th Mess Bill	1st May to 31st May 2024	7th June 2024

ACADEMIC YEAR CALENDER 2023-2024

SEMESTER I/III/V/VII	
Commencement of Classes	16th August, 2023 (Wednesday)
Dispersal of classes, Preparatory Leave and conduct of Practical Examinations	6th December, 2023 (Wednesday) to 12th December, 2023 (Tuesday)
Commencement of theory examinations	13th December, 2023 (Wednesday)
Break	1st January, 2024 (Monday)

SEMESTER II/IV/VI/VIII	
Commencement of Classes	2nd January, 2024 (Tuesday)
Mid Semester Break	24th March, 2024 (Sunday) to 31st March, 2024 (Sunday) Note: Holi on 25.3.2024(Monday)
Commencement of classes after Mid semester break	1st April, 2024 (Tuesday)
Dispersal of classes, preparatory leave and conduct of practical examinations	29th April , 2024 (Monday) to 8th May, 2024 (Wednesday)
Commencement of Theory examinations	9th May, 2024 (Thursday)
Summer Vacation	26th May, 2024 (Sunday) to 21st July ,

Manager Sh. Jaswant Singh Tanwar Cook Sh. Surjeet Singh Sh. Mangobindda Sahoo Mess Helper Smt. Sumna Devi	Mess Bearer Sh. Devender Singh Sh. Dev Singh Sh. Milap Chand Sh. Shiv Balak Sh. Hari Van Singh Sh. Dinesh Kumar Sh. Sanjay Bhandari	Chowkidar Sh. Balkishan Rai Sh. Prem Singh Sh. Hira Singh Gardener Sh. Hari Ram Safai Karamchari Sh. Shiv Charan
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HANSRAJ COLLEGE HOSTEL (Boys)

FEE Structure of Boys' hostel for the academic year 2023-2024

PARTICULARS	
A. Admission Fees	500
Development Charges	3000
Hostel Security	3000
Total	6500
B. Annual Charges	
Furniture	300
Hostel Identity Card	50
Crockery & Utensils	150
Common Room	150
Health Centre Membership	240
Building Fund	900
Generator Maintenance/RO/Solar/Fire Extinguishers	850
Medical/First Aid	50
Repairs/White-wash etc.	1600
CCTV/Computers	350
Garden	200
Total	4840
C. Mess Advance @ Rs. 5000/-p.m	23000
D. Monthly Charges	
Room Rent	100
*Electricity & Water	1200
*Establishment	2425
Continencies	150
Maintenance & Replacement	250
Total	4125
5Months (Aug.-Dec.)	20625

* Rates variable according to consumption/actual expenses.

PAYMENT SCHEDULE First Term (August 2023-December 2023)/(Ist Semester)

Payment to be made at the time of admission:

A. Admission Fees	6500
B. Annual Charges	4840
C. Mess Advance	23000
D. Monthly Charges	20625
Total	54965

Subsequent payments aprox (subject to change as per academic calendar and actual expenses) to be made at the beginning of Second Term (II nd Semester) are as under:

II. Term (January 2024-May 2024) (IInd)

C. Mess Advance	25000
D. Monthly Charges	23050
Total	48050

HANSRAJ COLLEGE HOSTEL (Girls)

FEE Structure of girls' hostel for academic year 2023-2024

Details	Amount (Rs.)
A Admission and one time fees	
Admission Fees	500
Development Charges	3000
Hostel Security	1000
Furniture	500
Hostel Identity Card	50
Crockery and Utensils	200
Common Room	200
Health Centre Membership	240
Building Fund	950
Generator/RO/Fire Extinguisher	1000
Medical/First Aid	50
Repair/Whitewash	1700
CCTV	350
Garden	200
Total	9940/-
B Mess Advance	5000 per month
C Monthly Charges	
Room Rent	100
Electricity and Water	2500
Establishment	4700
Contingencies	500
Maintenance and Replacement	700
Total	8500

Payment Instalment

First instalment to be paid at the time of hostel admission for five months
(August 2023 to December 2023)

• Admission and one time fees	= Rs. 9940
• Mess advance for five months	= Rs. 25000
• Monthly charges for five months	= Rs. 42500
• Total	= Rs. 77440

Second instalment to be paid by 7th January 2024 for five months (January 2024 to May 2024)
Subject to academic calendar of University of Delhi

• Mess advance for five months	= Rs. 25000
• Monthly charges for five months	= Rs. 42500
• Total	= Rs. 67500

Note:

- Hostel charges are variable from time to time.
- Mess advance is calculated taking an average expenditure of Rs. 5000/- per month. This does not include expenses on special dinners on occasions like hostel fresher-farewell and other functions.
- It is responsibility of every resident to collect pay-in-slip from the hostel office and clear the dues by stipulated date. If any hostel dues remain unpaid by the stipulated date, late fees of Rs. 20/- per day for the first fortnight and Rs. 30/- per day thereafter shall be charged.
- If a resident fails to clear her dues within one month of the date fixed by the warden, she will be liable to disciplinary action including cancellation of her hostel seat.
- Fee payment mode and details will be notified on the college website at the time of admission.
- Students admitted to the Girls Hostel shall have to pay full fees for the complete semester in which she is admitted irrespective of the days.
- In case of withdrawal, or forfeiture, the annual charges, monthly charges and other charges (excluding security and mess advance) will not be refunded. Any resident, who leaves the Hostel, shall pay the monthly charges and other charges up to the end of the semester in which withdrawal is made. Within three days of admission, hostel fees will be refunded after deducting only admission fees.



Fresher Party 2022



Farewell Party 2023

ADMISSION SCHEDULE

2023-2024

Documents to be Attached with Application Form:

- College fees receipt (self attested photocopy)
- Marksheet of last examination passed for 2nd and 3rd year students and CUET score card for 1st year students (self attested photocopy).
- Character Certificate (self attested photocopy) only for 1st year admission.
- 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:
- Attendance Proof (attested copy from Hansraj College Office) (only for IIInd & IIIrd year Admissions)

Vote I-Card/ Ration Card/ Passport/ Driving Licence/ Aadhar Card etc. and one copy of latest attested photograph.

Note: At the time of interview, each candidate must be accompanied by his parent or 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.



HANSRAJ COLLEGE HOSTEL

UNIVERSITY OF DELHI

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

Website: www.hansrajcollege.co.in

Email: contact@hansrajcollege.co.in

₹ 200/-