

## **Documents to be produced at the time of hostel admission**

1. College fees receipt (self attested Photocopy)
2. Mark sheet 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. Proof of Covid- Vaccination.

## **Rules & Regulations**

1. 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 the vacations.
2. The Hostel Mess is run by the residents through their elected representative-the Hostel Secretary, Mess Secretary-under the guidance of the Warden and Dy. Wardens through Manager.
3. **Only veg. meals** are prepared and served according to Indian taste as per the Menu decided by the Mess Secretary in consultation with the residents.
4. 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, resident 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.
5. 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 10.00am daily. Late breakfast and dinner are not allowed.
6. Mess purchases are made by the Hostel Secretary/Joint Secretary & Mess Secretary with the assistance of the Manager. It is the responsibility of The Hostel residents Secretary/Joint Secretary & Mess Secretary to see that the materials are purchased at competitive rates and are of good quality.
7. The Hostel Secretary/Joint Secretary & 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. After that no bills will be shown and no grievance will be heard.
8. 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.

9. Ragging in any form is strictly prohibited within the college premises or any other part of Delhi University as well as on public transport.
10. Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under Ordinance XVC.
11. The Principal/ Warden/ Dy. Warden/ 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.
12. 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.
13. 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.

*Arvind*

Dr. Arvind  
( Warden)

Prof( Dr.) Rama  
(Principal)