

# BHARATI COLLEGE GIRLS HOSTEL

## PROSPECTUS 2020-21

### **Hostel Committee:**

Dr. Rekha Sapra (Officiating  
Principal) Dr. Mala Rani (Convener)

Dr. Roopa Johri (Warden)

Dr. Saloni Gupta

Dr. Prem K.Singh

Dr. Rajni

Mr. Dinesh Singh

Ms. Lajwanti

Mr. I.K.Mishra

# CONTENTS

## 1) ABOUT THE HOSTEL

## 2) ADMISSION PROCEDURE

- Admission Schedule
- Availability of seats
- Criteria for admission
- Non-Eligibility Criteria
- Admission to the hostel-Procedure

## 3) RULES AND REGULATIONS

- General discipline
- Leave
- Rooms
- Mess
- Mess bill rebate rules
- Common room
- Medical
- Visitors

## 4) MESSING AND DINNING HALL

## 5) HOSTEL FEES

## 6) ORDINANCES

- Ordinance XV-B- Maintenance of Discipline - Ordinance XV-C- Anti Ragging

## 7) ANNEXURES

- Forms A, B, C
- Declaration and Undertaking
- Medical Certificate

## **Checklist of Enclosures: (Admission/Readmission)**

1. Completed Form A,B, C, Undertaking & declaration
2. A photocopy of the Fee Receipt
3. Photocopy of class 12th marks sheet
4. Self attested copies of relevant certificates for eligibility category
5. Proof of Residence (Refer Page no. 8)
6. Parents Identification proof (Refer Page no. 8)
7. Photographs:
  - two copies of the candidates photograph
  - photographs of both the parents
  - one photograph of the local guardian

## **BHARATI COLLEGE GIRLS HOSTEL**

### **ABOUT THE HOSTEL**

The Bharati College Girls Hostel is located within the college campus and is an integral part of the Bharati College. Hostel affairs are co-ordinated under the guidance and supervision of the resident warden. 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.

## **ADMISSION PROCEDURE**

### **ADMISSION TO FIRST, SECOND AND THIRD YEAR**

#### **1) ADMISSION SCHEDULE**

Last date of receiving hostel admission form-----To be notified later

Display of merit list of shortlisted applicants -----To be notified later

Interview for admission (with Parents and Local Guardian) -----To be notified later

#### **2) AVAILABILITY OF SEATS**

- Allocations/Reservations of seats for various categories, as approved by the University of Delhi, shall be strictly followed. However, the OBC candidates will be treated as general candidates for

the purpose of hostel admission.

### 3) CRITERIA FOR ADMISSION

- Admission is strictly on the basis of merit. It cannot be claimed as a matter of right.
- Students who have secured admission to the college are eligible to apply for hostel accommodation. However, the allotment of hostel will be based purely on the merit of marks obtained in the qualifying examination(s).
- Either of the parents of applicant must not be residing or having a job assignment in the National Capital Territory of Delhi region at the time of admission.
- Must have a local Guardian in Delhi NCR.
- The hostel remains non-functional during summer vacations/breaks and students will be required to make their own arrangements for the stay.
- Admission under the sports category will be monitored periodically. If any of the sports students are found to be failing in their active participation in the events concerned, they are liable to lose their hostel seats.

**NOTE: - The hostel merit list will be displayed on the college website/notice board. It is the responsibility of the applicant to track the application. The seat will be held for a period of 3 days after being notified and will be released to next candidate, in case there is no response.**

**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)**

- a. Marks in fifth subject**
- b. Marks in English/Hindi**
- c. Marks scored in class Xth**
- d. Distance**
- e. Date of birth**

### 4) NON ELIGIBILITY CRITERIA

- Students whose parents reside in the National Capital Territory (NCT) of Delhi, Faridabad, Noida, Gurgaon, Ghaziabad, Sonapat, Bahadurgarh, Bagpat and Palwal are not eligible for admission to the hostel.
- The applicants whose parents have job assignment in NCT of Delhi are also not eligible for admission to the hostel.

### 5) ADMISSION TO THE HOSTEL- Procedure

Candidates selected for admission to hostel must produce the following documents at the time of admission:

Application forms A, B, C, undertaking form and medical form are appended at the end of this prospectus are to be duly filled in by all candidates seeking admission. Incomplete forms will

be rejected.

« The application forms should be submitted to the hostel office and must be completed in all respects.

« A photocopy of the receipt of fees deposited in the college must be attached to the forms. «

Photocopy of class 12th marks sheet must be attached to the forms,

« **Every applicant will be called for a personal interview. Parents and local guardian must accompany their daughter / ward at the time of admission / re-admission failing which the candidate will not be admitted.**

« **Proof of Residence** by way of attested photocopy of (any one of the following) ration card, election card, passport or equivalent document must be attached. « Both **Parents Identification proof** is a mandate, by way of attested photocopy of (any one of the

following) Driving License, Passport copy, Voter ID or ration card

« When admitted, hostel fees have to be paid within the stipulated days failing which admission will automatically stand cancelled.

« Parents of students admitted are requested to appoint a responsible person as **local guardian** to the satisfaction of the authorities. The local guardian will represent the parents and take charge of the ward in case of prolonged illness or unforeseen emergencies, university holiday and vacation. **One Person cannot act as Local guardian for more than one student. In no case a student can act as Local guardian.**

« photographs:

- two copies of the candidates photograph
- photographs of both the parents
- one photograph of the local guardian

## **II Admission To 2<sup>nd</sup> and 3rd year**

**Note: The admission schedule for second and third year students will be notified later.**

## **III ADMISSION TO FOREIGN STUDENTS**

The students admitted in foreign student category will be admitted to hostel only after the seats reserved for foreign students are completely filled in the college. The admission process will remain same as mentioned in the previous sections.

## **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 casteist, communal or racist remarks against other students.

Involvement in any other act which creates trouble to other residents/hostel authorities

# RULES AND REGULATIONS

## I GENERAL RULES

- Since it is a privilege to gain admission to the **Bharati College Girls Hostel**, residents are expected to maintain excellence in academics. Further, they are expected to attend all lectures, tutorials, tests and seminars. Shortage in attendance, poor academic performance and lack of participation in co-curricular and extracurricular activities will be viewed seriously.
- It is mandatory for students to maintain the minimum required attendance (75%); failing which, admission to the hostel in the subsequent semesters will be denied. Attendance in all assessment related tasks is compulsory.
- Staying away from hostel without prior intimation or approval, valid reason or authorization is a serious breach of Hostel Discipline. Resident who stays away for a month or more without permission will be liable to lose the Hostel seat and may not be considered for admission in the hostel even in the following year(s).
- Students are expected to appreciate the time and money spent in the maintenance of the lawns and garden. Misuse of the lawns such as causing damage to plants and trees and littering will invite disciplinary action
- Residents must maintain proper decorum in the hostel. They should behave properly with the staff and their fellow residents. Residents are expected to dress in an appropriate manner while visiting the dining hall, visitors' area and other common spaces in the hostel or college.
- Severe disciplinary action will be taken against students who break rules or abet other students in breaking the rules in undermining the discipline of the hostel.
- Defacing walls, doors, corridors and cupboards by writing, painting or pasting posters, notes etc. with glue/ tape / tape / nails etc. is not allowed. Any violation, whatever the extent, will lead to severe disciplinary action
- Residents are advised not to bring jewelry/ valuables or keep large sums of money in their rooms. The hostel authorities will not be responsible for any loss.
- No resident can engage any person for service of any kind.
- Residents must be present on the first and last day of every term
- As a zero tolerance policy, Smoking, consuming liquor and drugs are strictly prohibited. The boarders are not allowed to gamble, to consume intoxicants (narcotics, alcoholic beverages, smoking etc.), nor are they allowed to have possession of them in the hostel premises and violation of this rule shall lead to immediate expulsion.
- Roll call will be taken at 8.30 p.m. daily and all residents should be present unless prior leave has been taken. No resident must leave the hostel after the roll call. Violation of this rule could lead to expulsion.
- The permission of the principal / warden must be obtained for taking part in any cultural / sports events outside college, resident students are not to take any type of work or course without specific prior permission of the warden.
- Residents can bring their own laptops. They will be responsible for its safety.
- Every boarder should report back in the hostel before hostel timings, as notified by the hostel authority. While going out of campus, proper entries have to be made in OUT-

CAMPUS register.

- The students must vacate the hostel within two days of the last day of the semester examination
- Performance of residents admitted on the basis of sports will be monitored periodically. They are liable to lose their hostel seat if their performance is not satisfactory.
- Hostel security guards posted at the gate of the Hostel has the right to ask for the identity proof of visitors, guests and residents of the Hostel. Security guards have moreover the right to search bags and belongings being taken in or out of the Hostel by residents, staff, and all other visitors, or to refuse entry to visitors. Any intimidation of the guards shall be treated as a serious offence.

## II LEAVE

Residents may avail of the following types of leave:

**a. Late Night Leave** - Weekends (Saturdays and Sundays) & Gazetted Holidays-- Up to 10 pm

**b. Home Leave** - Vacations / Breaks / illness / unexpected events

- 1. All types of leave have to be applied for at least 24 hours in advance in prescribed Performa. Residents can proceed on leave only after ensuring that leave is duly sanctioned by the Warden. Prior letter of request is to be furnished from LG/ Parent in case of Late Night Leave/Home leave / leave for Special purposes / University vacations.**
2. Residents are required to sign in the appropriate register (LG leave/Home leave) before proceeding on any kind of leave and on their return. Any resident found leaving or entering the hostel without signing the register is liable for disciplinary action.
- 3. Resident students found forging signatures of parents/L.G./ fellow students will be expelled from the hostel.**

## III ROOMS

- Each resident is responsible for the care of the room allotted to her and the furniture provided to her. No furniture can be removed from the room and moved without prior permission of the warden. Residents will have to pay damages for any loss caused to the hostel.
- The hostel office, in consultation with the warden allocates the rooms. Residents are required to bring their own mattress, pillow, bed sheets, water buckets, jug, mug, plate, thermos flask, torch light, hot water bottle, thermometer, and duster. These items will not be provided by the hostel.
- Rooms are subject to check by warden/discipline in-charge at any time.
- **Residents are expected to maintain silence in the room and the corridors. After 11:00 PM, every student is expected to be in her room and maintain silence.**
- Students are expected to keep their rooms, bathroom and surroundings clean and tidy. They are not supposed to disfigure the walls.
- Music systems may be played at a low volume but as a rule, students shall not do anything which causes disturbance to other students.

- Lights and fans should be switched off when leaving the rooms.
- Residents must handover to the warden all the furniture and equipment of their rooms before vacating their rooms and obtain a clearance certificate from the warden.
- No luggage can be left in the room or the hostel premises at the year end.

#### **IV MESS**

- Mess charges must be paid in advance for six months failing which a late fine of Rs. 50/- per day will be charged up to the end of the month.
- Students are not allowed to remove the kitchen utensils, crockery and cutlery from the dining hall under any circumstance.
- Residents are required to be punctual for all meals.  
Catering staff will not be expected to provide meals before or after the fixed timings.
- Wastage of food is strictly prohibited.
- Residents must eat in the dining room. Sick students may be allowed to have their meal (**khichdi**) in their rooms only with **prior** permission

#### **V MESS OFF/REBATE RULES**

- Attendance record of each resident would be maintained on attendance register by BCGH.
- To avail mess off facility only in case of medical emergency, a resident is required to seek permission of Warden and should inform the Mess In charge in writing before leaving the hostel.

#### **VI COMMON ROOM**

- The common room is for exclusive use of the residents.
- Viewing television is allowed in the common room till 11.00 pm on all days. On Saturday it is allowed till midnight.
- All common areas including corridors should be kept clean and litter free. Any violation of this will invite penalty.

#### **VII MEDICAL**

- Doctor is available in the College from 9:30 am to 12:30 pm on Monday to Friday (Wednesday closed, four days a week)
- In case of a medical emergency, a resident is taken to the nearest hospital and the local guardian is duly informed. The local guardian is required to take charge thereafter and the entire responsibility for treatment and expenses are to be borne by parents/local guardians.
- Residents must have the required immunization

All residents must report major and minor illness



## VIII VISITORS

- Residents are allowed to meet their visitors only in the visitor's area. Only those visitors who have been approved by the parents and whose names and address are registered with the hostel office, at the time of admission/readmission will be allowed to meet the resident. No visitors (including girl day-scholars) are allowed to enter the hostel except with the warden's permission.
- Residents may receive visitors between 4 pm and 6:45 pm on all days and additionally between 11.00 am and 1 pm on Sundays and holidays.
- Visitors must sign the visitor's book on their arrival in the hostel and fill the necessary details.

## IX MESS AND DINING HALL

The mess is managed at no profit-no loss basis. Wholesome meals are served. A resident is expected to come for meals in the dining hall properly attired. Meals are not served outside the dining hall except in case of indisposition. Mess remains non-functional during autumn and winter breaks and the summer vacation. The meal timings are as follows.

Breakfast 8.00 AM to 9.00 AM

Lunch 1.00 PM to 2.00 PM

Tea 4.30 PM to 5.00 PM

Dinner 8.00 PM to 9.00 PM

## X HOSTEL FEES

The details regarding the hostel fees and other charges may be collected from the College Office.

1. Caution Money Hostel Security 5,000/- (Refundable)

Mess Security 3,000/-

2. Admission fee 500/-

3. Annual Charges :

Establishment Fee 15,000/-

Room Rent 6,000/-

Electricity 6,000/-

Water Charges 3,600/-

Other Amenities 6,000/-

Sanitation Charges 3,000/-

Activities 5,000/-

Contingency Exp 1,500/-

LUMP SUM (at the time of admission) 54,600/-

4. Mess Charges (per month) 3,000/-

## ORDINANCES

### ORDINANCE XV-B- Maintenance of Discipline

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

6. Without prejudice to the 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,

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 Statutes, the Ordinances and the Rules that have been framed there under by the University.

## **ORDINANCE XV-C- Anti Ragging**

### **Prohibition of and Punishment for Ragging**

1. Ragging in any form is strictly prohibited, within the premises of College/ Department or Institution and an' part of DelhiUniversity system as well as on public transport.
2. Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under this Ordinance.
3. Ragging for the purposes of this Ordinance, ordinarily means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by other students and includes individual or collective acts or practices which-
  - (a) involve physical assault or threat to use of physical force;
  - (b) violate the status, dignity and honour of women students;
  - (c) violate the status, dignity and honour of students belonging to the scheduled castes and tribes:
  - (d) expose students to ridicule and contempt and affect their self esteem; (e) entail verbal abuse and aggression, indecent gestures and obscene behaviour.
4. The Principal of a College, the Head of the Department or an Institution, the authorities of College, of 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 Proctor may also suomoto enquire into any incident of ragging and make a report to the Vice-Chancellor of the identity of those who have engaged in ragging and the nature of the incident.
6. The Proctor may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of the ragging incident.
7. If the Principal of a College or Head of the Department or Institution or the Proctor is satisfied that for some reason, to be recorded in writing, it is not reasonably practical to hold such an enquiry, he/she may so advise the Vice-Chancellor accordingly.

8. When the Vice-Chancellor is satisfied that it is not expedient to hold such an enquiry, his/her decision shall be final.
9. On the receipt of a report under Clause (5) or (6) or a determination by the relevant authority under Clause (7) disclosing the occurrence of ragging incidents described in Clause 3 (a), (b) and (c), the Vice-Chancellor shall direct or order rustication of a student or students for a specific number of years.
10. The Vice-Chancellor may in other cases of ragging order or direct that any student or students be expelled or be not for a stated period, admitted to a course of study in a college, departmental examination for one or more years or that the results of the student or students concerned in the examination or examinations in which they appeared be cancelled.
11. In case any students who have obtained degrees of Delhi University are found guilty under this Ordinance appropriate action under Statute 15 for withdrawal of degrees conferred by the University shall be initiated.
12. For the purpose of this Ordinance, abetment to ragging whether by way of any act, practice or incitement of ragging will also amount to ragging.

All institutions within the Delhi University system shall be obligated to carry out instructions/directions issued under this Ordinance, and to give aid and assistance to the Vice Chancellor to achieve the effective implementation of the Ordinance.