

VIDYOTTAMA Girls' Hostel



Information Bulletin 2020-21



Maharaja Agrasen College
University of Delhi

www.mac.du.ac.in





VIDYOTTAMA HOSTEL COMMITTEE

1. Dr Maneesha, Convener
2. Ms Puneeta Agarwal
3. Dr Ritu Kohli
4. Ms Sonia Sachdeva
5. Dr Charu Arya
6. Dr T.N. Ojha
7. Mr Amit Kumar



Chairman's Message



Arise, awake and
Step not till the goal
is reached

-Swami Vivekananda

Dear Students

Vidyottama Girls' hostel at Maharaja Agrasen College not only provides a comfortable place to live in for the girl students of Maharaja Agrasen College who do not reside in Delhi/NCR, but also ensures an inclusive learning environment which is the most valuable and empowering experience. The hostel has earned considerable appreciation for imparting the ideals of academic excellence, value-based education with high moral and ethical values.

The hostel admissions in the current academic session 2020-21 have been delayed by several months due to the Covid-19 global pandemic. I am quite sure that our academicians and students won't let this come as an impediment in their quest for excellence and knowledge. At the same time, we are also at the forefront in this ongoing war against 'Covid' and working shoulder to shoulder with the Government and leading by personal example.

I am sure all the hostel residents shall make best use of their stay in the hostel for their own academic excellence and that of the institution, and would be able to graduate as responsible and enlightened citizens of India.

My best wishes and warm greetings to all the students who are going to join the Vidyottama Girls' hostel in the current academic session.



Rahul Thampy
Chairman
Governing Body

Principal's Message



We want that education by which character is formed, strength of mind is increased, the intellect is expanded, and by which one can stand on one's own feet'

-Swami Vivekananda

Dear Students

For outstation girl students of Maharaja Agrasen College, 'Vidyottama Girls' Hostel' is just a 'home away from home'. Equipped with modern state-of-the-art facilities, this hostel is situated within the college campus and can accommodate 58 students. A three tier 24X7 security cover with both digital and physical security makes it a safe and secure place for girls to stay and study. The academic milieu is supplemented with a well-equipped gym and sports facilities facilitating a comprehensive and holistic development of the girl students. Within a short span of time since its inception, 'Vidyottama Girls' Hostel' has been providing a caring, congenial and pleasant environment to the students who are away from their parents and family in pursuit of their higher studies.

Discipline is the foundation on which lies the success of any academic institution. Vidyottama Girls' Hostel strongly believes in maintaining discipline, decorum and punctuality by the hostel mates to achieve their personal, professional and institutional goals. Hostel is the extended family and adherence to a harmonious and cordial atmosphere is the least expectation of the administration.

I extend my warm welcome to all the students who have already joined Maharaja Agrasen College and are aspiring to be a part of Vidyottama family. I hope that once this global pandemic will be over, the college and hostel will reopen and students will get another opportunity to join the hostel and contribute in enhancing the teaching-learning process. I wish students a pleasant and successful stay in the hostel and wish them success in their future endeavours.



Dr. Sanjeev Kumar Tiwari
Principal (Offg.)



Maharaja Agrasen College is committed to the all-round wellbeing and growth of all its students. Vidyottma Girls' hostel, now in the sixth year of its existence, envisions a secure residential and academic environment for outstation girl students of the college. It has the capacity to provide boarding, lodging and other facilities to 58 undergraduate female students to ensure for them a home away from home.

To provide a holistic development to the inmates of the Vidyottma, the Hostel is equipped with 24x7 wifi facility and several modern facilities so as to enable its residents to excel in all areas of academic and co-curricular life. A biometric system along with CCTV cameras has been installed at the entry gate of the hostel in order to secure the entry of the inmates.

The Maharaja Agrasen College Girls' hostel has established itself in a unique position as leader in pursuing environmentally sustainable solutions through judicious and efficient use of material and energy resources and innovative offsetting measures. Several significant steps towards campus sustainability include installation of solar water heaters at the rooftop of the hostel, reducing and segregating waste into biodegradable waste, non- biodegradable waste and e-waste. The hostellers are encouraged to use bicycles provided to them as green transportation to move in and around the college campus leading to reduction in environmental impacts such as air pollution and greenhouse gas emissions.

The Vidyottma is a zero polythene zone and hostellers are expected to use jute and cloth bags only.



Achievers





Admission Procedure

Candidates must submit the duly filled Hostel Application Form including all annexures as specified in the form to the College Office.

A self-attested photocopy of the following documents must be submitted along with the Hostel Application Form:

- The College Admission Fee Receipt
- Class XII Mark sheet
- Photographs of the student, both parents and Local guardian
- Hostel Admission Form
- Medical Fitness Certificate (Annexure A)
- Undertaking by the candidate (Annexure B)
- Declaration by the parents and local guardian (Annexure c)
- Proof of residence (Anyone of the following)
 - a. Resident Certificate issued by a competent local authority
 - b. Affidavit issued by the District Magistrate
 - c. Self-attested photocopy of Passport/Ration Card/ Aadhar Card
- Certificate for SC/ ST/ Physical Disability issued by the competent authority (for students of the reserved categories)

All certificates are subject to verification by a competent authority. As per University of Delhi rules, the college will accept self-attested copies of documents/papers provided by the applicant. However, if any false attestation/falsified records are detected, the student will be debarred from attending any course in the university or its college(s) for the next five years and in addition, a criminal case under relevant section(s) of IPC (viz. 470, 471, 474 etc.) will be instituted against her.

The decision of the Vidyottma Admission Committee will be final. Reservation will be as per University of Delhi directive. If a student does not avail of the Hostel seat when it is offered, she loses her priority in the admission list. Late applicants and those students who are not present during the Hostel admission interview will have no claim on the priority list.

Any change in the above information such as change in course, residence, LG, etc. should be intimated to the authorities immediately in writing. The eligibility for the hostel seat may be re-assessed based on the revised information provided.



Eligibility Criteria

- Only regular outstation students of Maharaja Agrasen College are eligible for admission to the Hostel.
- Students whose parents reside in the NCT of Delhi, Faridabad, Gurgaon, Noida and Ghaziabad are not eligible for a Hostel seat.
- Eligibility for admission to the Hostel is based on academic merit, using the same criteria for admission to the course. Admission to the Hostel, however, is finalized after an interview with the candidate, her parents and local guardian.
- Each resident must have a Local Guardian (LG), to get a seat in the hostel, who would be responsible for the welfare of the resident in case of an emergency or illness. In no case shall a Local Guardian be a student. The name of the LG stated in the Hostel Admission Form will be subject to approval of the college authorities. The college reserves the right to ask for a change of LG. Any change in LG requires prior approval of the college.

Admission to Second /Third Year Students

Re-admission to the Vidyottma in IInd/ IIIrd year is not automatic and has to be recommended by the hostel committee and the Principal. For readmission, the hostel application form has to be filled and along with a latest medical certificate and a copy of marks sheet of last examination passed within the notified dates. The following students will not be re-admitted

- Those who have failed in University Examination.
- Those who have failed to secure minimum attendance as per Delhi University norms attendance in the previous year/ semester i.e. 66.67%. College reserves the right to expel the student from hostel after II/IV semester on the basis of poor attendance in the college.
- Those who have violated the hostel rules i.e. students who have been guilty of breach of hostel and college discipline or committed acts of misconduct and have been reprimanded by the college authorities.
- Students who are required to repeat any of their papers (ER cases). However, the Hostel Committee may consider re-admission after reviewing each such case individually. The review will include a performance assessment of the student on the basis of her attendance record, internal assessment as well as possible medical reasons.

Allocation of Seats

Students will be allotted a seat on the basis of their course of study. Seats in the Hostel will be allotted course-wise, strictly on merit. Reservation, as per university rules shall be applicable.



Hostel Fees

- The total fee along with mess charges up to September shall be payable at the time of admission.
- Mess Fee shall be payable in advance separately at the beginning of each term (1st term- July to October; 2nd term- November to January; 3rd term- February to May).
- The Mess fee shall be notified at the beginning of each term. Mess fee is to be paid within 7 days of its notification, failing which a fine of Rs. 500/- in the first week and Rs. 50/- per day thereafter shall be charged. If the mess fee is not paid for 30 days, the hostel seat of the student may be cancelled.
- PWD candidates shall be given fee concession as per University rules.

Security Deposit	Rs 1000
Annual Charges	
Establishment Fee	Rs 8000
Sanitation & Security	Rs 9000
Electricity & Water	Rs 8000
Hostel Amenities	Rs 8000
Activities	Rs 2000
Emergency fund	Rs 2000
Total Annual Charges (for 1st Yr. Admission)	Rs 38000
Total Annual Charges (for 2nd and 3rd Yr. Admission)	Rs 37000





Rules for Refund of Hostel Charges

- If a student withdraws admission within 3 days of admission (date of payment of Hostel fees) charges will be refunded in full. If a student leaves within 15 days of admission a sum of Rs. 2500/- shall be deducted. Beyond that annual charges shall not be refunded.
- Hostel Security is refundable after all dues and damages have been have been paid for.
- Security deposit and mess advance must be claimed before the end of the financial year in which the student leaves the Hostel. Otherwise it would be considered lapsed.
- In case a student is expelled from the Hostel for any act of gross indiscipline or criminal activity or any other reason, hostel fee shall not be refunded

Overview of Facilities

- All rooms are double- seaters and shall be allotted on a twin-sharing basis. Each hosteller is provided with a bed, wardrobe, study table, bookshelf and a chair.
- All meals shall be served in the Dining Hall.
- A pantry area with Induction Cook-Top, microwave oven and refrigerator is provided on all floors.
- Washing machines and ironing services are available for residents. Guidelines displayed in the Hostel are to be followed for the usage of all such equipment's.
- Solar water heaters are provided at the rooftop of the hostel.
- Computers are provided in the study room for the students with Wi-Fi facility in the hostel for the residents. Vidyottma has a mini library contains books of various genres for residents.
- Indoor and Outdoor Sports Equipment is provided in the hostel.
- Bicycles are provided to students for movement in and around the college campus to promote green transportation.
- Common room is equipped with a television set. Ordinarily, the television set would be switched off at 10:00 p.m.
- Common areas are under CCTV surveillance

Medical

- All cases of illness must be immediately reported to the Warden.
- Generally, all cases of serious illness or medical emergencies shall be referred to the nearest hospital or nursing home with the knowledge of the local guardian.



Dining Hall

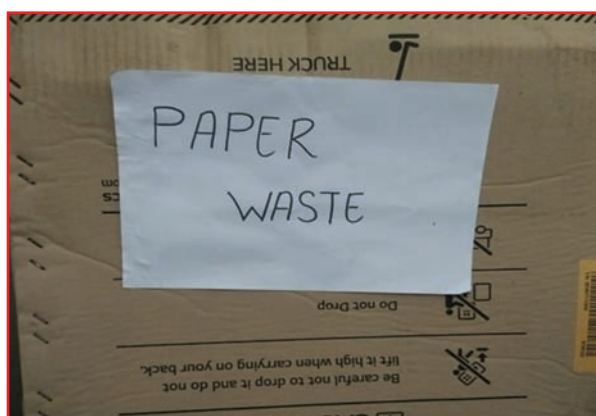
Meals will be served in the Dining Hall At the following Timings

Breakfast	8.00 A.M to 9.00 A.M
Lunch	01.00 P.M to 2.30 P.M
Tea	4.30 P.M to 5.15 P.M
Dinner	8.00 P.M to 9.00 P.M

- Packed lunch for those who cannot come for lunch can be arranged by the matron only if prior intimation is given.
- Those who are late from class for any meal or want a meal earlier must inform the matron in writing for special arrangement.
- No hostel property can be removed from the dining hall under any circumstances. Strict disciplinary action shall be taken against anyone found guilty of breaking this rule.

General Guidelines

- Residents are required to see the Hostel Notice Board for announcements made from time to time.
- No notices can be put up on any of the Notice Boards of the Hostel without written permission/ signature of the administration. Sticking of unauthorized bills, posters or notices in any of the public spaces within the hostel premises is strictly prohibited.
- Ragging in any form is a criminal offence and is strictly prohibited. (Under University Ordinance XVC).
- All guidelines under 'Ordinance XVB: Maintenance of Discipline' among students of the University shall be strictly followed.
- Not with-standing any provision in this Prospectus, the Principal is the final authority in the matters of Discipline, admission and overall functioning of the Hostel.





Hostel Rules and Regulations

- Students seeking admission to the hostel must read the rules and regulations carefully.
- Hostel is available to all residents till the last day of their annual or semester II/IV/VI University examination in May, inclusive of mid-session breaks. Hostel may be closed during winter vacations in December.
- 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 extra-curricular activities will be viewed seriously.
- Every student will be responsible for the care of the room allotted to her and the furniture provided to her.
- No furniture can be removed from the room. No additional furniture can be brought into the hostel without prior permission of the Warden. Residents will be charged for all damages and losses caused individually or collectively.
- Residents are expected to keep their room neat and tidy. Rooms are subject to inspection by the Warden/Matron at any time. Residents are also required to maintain cleanliness and sanitation of bathrooms and corridors. Bins are provided for collection of litter. Disciplinary action will be initiated against offenders.
- Defacing walls, doors, cupboards and corridors by writing, painting or posting posters, notes, etc. with glue/tape/nails etc. is not allowed. Any violation, whatever the extent, will lead to severe disciplinary action.
- Residents are advised not to bring jewellery or keep large sums of money in their rooms. The Hostel authorities will not be responsible for any loss.
- Cooking and ironing of clothes is strictly prohibited in the rooms. induction and power points are provided for these purposes in the designated areas.
- Residents are strictly prohibited from using and keeping any electrical or gas appliances in the rooms or any other object which may endanger the lives of hostel residents.
- The television set in the Common room should be switched off at 10:00 p.m.
- Residents can bring their own laptops. They will be responsible for its safety.
- Battery operated transistors/record players may be played at a low volume.
- As a rule, residents should not engage in any activity in the room which would cause disturbance to other residents.
- Residents found indulging in theft or any such activity shall be liable for strict disciplinary action.
- No resident can engage any person for service of any kind.



Hostel Rules and Regulations

- Residents must bring their own crockery and cutlery for use in their rooms.
- Each resident must bring her own mattress, pillow, blanket, linen mosquito net, curtains, bucket and mug.
- Students are not allowed to borrow or remove the hostel assets from any area.
- Every resident on leaving her room shall switch off the lights and fans. The electricity bill, if found more than the regular amount collected, shall be borne equally by all the residents.
- Residents shall not be permitted to leave the hostel premises after 7:30 p.m.
- All residents must be inside the hostel premises by 8:00 p.m. unless they have taken permission for late night leave.
- Attendance timings are strictly from 8 p.m to 8:15 p.m. All residents must be present, unless prior leave has been granted.
- Residents are required to be punctual for dinner. They are expected to come properly attired to the dining hall. An atmosphere of dignity, decorum, cordiality, and friendliness has to be maintained while using common spaces.
- Students are not allowed to remove the kitchen utensils, crockery and cutlery from the Dining Hall under any circumstances.
- Residents are not allowed to engage in any type of paid work outside the college during their stay in the hostel.
- Curfew Hour: Students would be expected to be in their rooms latest by 10:30 p.m. They must take care to be quiet and not to disturb the other inmates. Running around in the corridors, screaming and shouting is not permissible.
- Smoking, drinking, use/possession of narcotics and drugs is strictly prohibited. Violation of this rule will lead to severe disciplinary action and can result in expulsion from the hostel.

Severe disciplinary action will be taken against students who break rules or abet other students in breaking the rules or undermining the discipline of the hostel.

Any act of misconduct, including rude behavior towards the hostel staff will be treated as a grave offence and shall be liable for severe disciplinary action.

Pleading ignorance of any of the above mentioned rules shall not be admissible in case of its violation.

A resident shall vacate her room the day following her last annual or semester II/IV University examination. Residents must hand over possession of the room to the Warden before leaving and obtain a Clearance Certificate from her. This will include clearance from all service providers.

Moments





Procedure for taking Disciplinary Action against a Resident

- The Principal, and/or, the hostel committee, can, for any default on the part of a resident, such as suppression of information in the application for admission, act of indiscipline, violation of any of the prescribed rules, indulgence in indecent or violent behaviour, or for any other reason deemed sufficient for taking a disciplinary action, issue warning, intimate the parents/guardian, impose fine, double-lock the room/ cancel the allotment of room of a resident/ expel or take any other disciplinary action as may be deemed fit.

Visitors

- A Visitors List, with specific names and addresses, filled in and duly signed by the parents/local guardians must be submitted to the warden at the time of admission. An open list is not accepted.
- The resident is not permitted to meet visitors inside the hostel premises during college hours. Any student violating this rule will be liable for disciplinary action.
- Authorized lady visitors may visit the resident in her room after college hours with the permission of the Warden. Authorized male visitors can meet the resident only during specified hours in the visitor's area. The visiting hours are from 3.30 pm to 7.00 pm.
- Visiting hours on Sundays and holidays are from 9:30 a.m. to 12: 30 p.m., along with the evening visiting hours.
- The college reserves the right to revise, modify or change any of these regulations. Residents must abide by all instructions displayed on the Hostel Notice Board from time to time.

Leave Rules

- Residents are entitled to night leave/late night leave and extra ordinary leave.
- A resident is permitted a total of 6 night leaves / late night leaves per month. These can be availed of for either Saturday or Sunday nights or for both.





- Late night leave is till 9 p.m.
- Late night must be taken before 3 p.m any day, after that it will not be permitted.
- Night leaves shall be granted only after verification and permission of the parents/guardian.
- Parents or the LG should call and inform about the weekly leave or any other leave taken by the student along with the FAX they send.
- Leave should be applied one day before the leave and not on the day of going for the leave.
- Residents on night leave on Saturday must report by 8:00 p.m on Sunday.
- Residents on night leave on Sunday must report by 8.30 a.m on Monday.
- Additional night leaves/ late night leaves are also allowed on holidays observed by the college.

Procedure for Application and Sanction of Leave

- Leave will be sanctioned by the Warden. No resident may leave the hostel without the written permission of the Warden. Residents must apply for night leave/ late night leave a day in advance.
- In case a student requires late night leave for a specific College/Department sponsored or recommended activity, she will require the prior approval/ recommendation of the concerned teacher.
- All other leave will be 'extraordinary' leave. Decision on these will be based on the merit of the case and must be accompanied with a written request from the parents. It will be sanctioned by the leave granting authority (Warden or a teacher member of the Hostel Committee).
- Teachers/Teacher-in-charge of a Department/Society will be required to recommend or approve of leave if it is for a specific College/Department activity.
- No resident will be permitted to stay overnight at any place except those authorized by the parents. If a resident is found doing otherwise, the authorities will take appropriate action, including cancellation of hostel seat.
- Loss of the Leave Book is to be reported to the Warden. A new leave book shall be issued at a charge of Rs.100/-
- Each resident will be issued a Leave Book. Leave sanctioned must be countersigned by the Local Gaurdian.



Vacations

- Residents will not be permitted to leave for home before the announced dates of vacations.
- Residents must be present on the final and last day of every term. Travel arrangement should be made accordingly. Failure to comply will lead to disciplinary action.
- The hostel seat will be allotted to another student if a resident fails to return to the hostel at the end of the vacation and no information is furnished to the office within one week. The hostel authorities will not take any responsibility for any belongings left behind.

Disclaimer The College retains the right to change or modify any of the above rules given in the Information Bulletin.



Moments





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Girls' Hostel

MAHARAJA AGRASEN COLLEGE



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