



VIDYOTTAMA Girls' Hostel

Prospectus
2022-23



MAHARAJA AGRASEN COLLEGE
University of Delhi

IMPORTANT CONTACT DETAILS

Hostel Administration

Ms. Sunita	8368135011
Hostel Office Phone	011-22610563
Hostel Email	girlshostel@mac.du.ac.in
Website link	https://mac.du.ac.in/hostel.php

College Administration

Principal	Prof. Sanjeev K. Tiwari	principal@mac.du.ac.in
Convenor, Hostel Committee	Prof Gitanjali Chawla	girlshostel@mac.du.ac.in
Bursar	Dr. Arun Julka	julkaarun@gmail.com
Administrative Officer	Mr. Dipin Arora	ao@mac.du.ac.in
Section Officer (Admin)	Mr. A. N. Abbasi	so@mac.du.ac.in
Section Officer (Accounts)	Mr. Rajinder Bisht	accounts@mac.du.ac.in

Right to Information

Prof. Rajhans Kumar, Public Information Officer	rajhanspahsara@gmail.com
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Grievance Redressal Committee

Members	Email id
Mr. Atul K. Jain	chairman@mac.du.ac.in
Ms. Puneeta Agarwal	agarwal.puneeta@gmail.com
Prof. Rajhans Kumar	rajhanspahsara@gmail.com
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Ms. Ashma Rana	ranaashma1610@gmail.com

Anti-Ragging Committee

Members	Email id	Contact No.
Prof. Mukesh Agarwal (Convenor)	mukeshkr_agarwal@yahoo.co.in	9899155480
Dr. Soma Garg	somagarg@gmail.com	9810869400
Dr. A. Jiren Meitei	ajmeitei@yahoo.com	9540068711

Internal Complaints Committee

Ms. Puneeta Agarwal, Presiding Officer	agarwal.puneeta@gmail.com
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Chairman's Message

For more than two decades and a half since its inception, Maharaja Agrasen College has offered a holistic, student-centric, and an innovative environment to its students. Vidyottama Girls' Hostel is an expression of such a vision. Now in its eighth year, this residential accommodation aims to provide a secure and comfortable environment to the outstation Girl students. The hostel affords more than a comfortable place to reside; it functions as a means to facilitate quality education for the outstation Girls scholars even while feeling close to home. It is equipped with advanced security cameras working 24/7 and latest amenities like gym and sports facilities so as to ensure our scholars remain healthy in mind, body, and spirit.

Maharaja Agrasen College has always taken the initiative to march along with the cadences of history. The introduction of Smart Classrooms and NCC Girls Cadet in the last two years amidst the chaos created by the pandemic has embodied Maharaja Agrasen College's vision to offer the best facilities to its students. Along with the academic excellence provided to the students, the College continually aims to nurture a sensitive attitude towards our environment. The adoption of Baroji and Nistholi villages, multiple green practices, and a commitment to work towards a more egalitarian society is what identifies this institution's vision and mission. Vidyottama Girls' hostel exemplifies a healthy, secure place to articulate our socially defined duties and responsibilities, and to becoming ethically responsible individuals in the changing world order.

I wish to extend my warm wishes to all the young Girl scholars of Vidyottama Girls' hostel a place that enables them to extend their idea of home as well as explore newer possibilities.

Mr Atul Kumar Jain

Chairman, Governing Body
Maharaja Agrasen College



From the Principal's Desk

*V*idyottama Girls' Hostel is located on the Maharaja Agrasen College campus, and it serves as a safe and empowering space for outstation girl students. The hostel provides comfortable boarding and lodging facilities, and can accommodate up to 58 girls at a time. It has a three-tier 24x7 security cover, with a combination of digital and physical security. This is an enabling space providing easy access to college environs and resources. These resources include not only academic resources, but also resources related to sports, wellness and other extracurricular activities.

Since its inception in 2014, the hostel has been a caring, congenial and pleasant haven to its residents. It provides a structured, disciplined environment, where students are encouraged to learn the value of individual and collective responsibility. This is the shared environment where students while pursuing their academic goals, also learn to take care of themselves as individuals, and look out for each other, eventually developing bonds of institutional camaraderie, friendship and respect. The essential discipline and decorum protocols are strictly enforced and punctuality in all matters is expected. The administration takes the best possible care of the hostelers. Democratic structures of command and effective redressal systems are well in place wherever required. In turn the hostelers are expected to ensure harmony and decent conduct. We believe that these life lessons are integral to their education.

I extend a warm welcome to the current crop of enrolled students seeking admission to the hostel now. We look forward to having you in our midst and celebrate your unique contributions to every aspect of the institution. Wishing you a peaceful, purposeful and productive stay, and success in all your future endeavours.

Prof Sanjeev K Tiwari
Principal (Offg)

A WARM WELCOME TO VIDYOTTAMA GIRLS' HOSTEL

*M*aharaja Agrasen College is committed to the all-round well-being and growth of all its students. Vidyottama Girls' hostel, now in the eighth year of its existence, provides a secure residential and academic environment for outstation girl students of the college with boarding, lodging and other facilities for 58 undergraduate female students. It ensures them a 'home away from home'.

The hostel is equipped with 24x7 wifi connectivity, a computer centre and several modern facilities 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 to secure the entry of the students. Each floor is equipped with a drinking water cooler and a pantry with a refrigerator, washing machine, microwave, and induction stove to ensure a comfortable stay. Air-conditioned recreational facilities and common dining area amongst verdant greens along with access to the MAC wellness centre are also a few major attractions for our residents.

The Maharaja Agrasen College Girls' hostel has established itself in a unique position as a leader in pursuing environmentally sustainable solutions through judicious and efficient use of material and energy resources and innovative 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 Vidyottama Girls' Hostel is a zero-polythene zone and hostellers are expected to use jute and cloth bags only.

Let us pledge to maintain and enrich this campus by adopting and following Good Practices:

- Let us commit ourselves to sustainable ways of living.
- Let us commit ourselves to observing Covid Appropriate Behaviour.
- Let us avoid the use of single use plastic such as plastic water bottles and plastic cups.
- Let us reuse as often as we can and recycle.
- Let us segregate waste into appropriate bins, designated for organic, plastic and e-waste.
- Let us not waste any food by taking only as much as is needed.
- Let us conserve water.
- Let us conserve energy by switching off electrical equipments when not in use.

ADMISSION NORMS

Schedule of Admission 2022-23

Availability of Information Bulletin and form	Tuesday, 1 November 2022
Last date of submission of form	Monday, 7 November 2022
Display of list of selected candidates	Thursday, 10 November 2022
Interview of selected candidates	Monday, 14 November 2022
Admission of selected candidates	Monday, 14 November 2022

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 PROCEDURE

Candidates must submit the duly filled Hostel Application Form with annexures and required documents to Ms Sunita Chauhan in the hostel office between 10 am and 1 pm before the last date of submission.

Candidates are also required to fill and submit the google form on the link given on the college website.

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 (Any one 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 Vidyottama 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, local guardian, 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.

ADMISSION TO SECOND /THIRD YEAR STUDENTS

Re-admission to the Vidyottama 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 submitted along with the 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.

NOTE:

- a. The parents of the students are required to appoint a responsible person as Local Guardian for the student. He/She will be representing the student's parents and take charge of the ward in case of prolonged illness or unforeseen emergencies, university holidays or vacations. The college must be provided the phone number, contact details and residential address of the Local Guardian. The college reserves the right to ask for change of the Local Guardian and any change in Local Guardian requires prior approval of the college.
- b. In case a student does not avail 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.
- c. Students on the waiting list are advised to regularly check the college website for relevant updates.
- d. All the information regarding hostel will be uploaded on the college website. No individual intimation will be sent in this regard.

CATEGORY-WISE 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.
- * **Number of hostel seats may vary as per Covid Protocol and Disaster Management Guidelines.**

FEE STRUCTURE

- The total fee along with mess charges up to April shall be payable at the time of admission.
- Mess Fee shall be payable in advance separately at the beginning of each term.
- 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 Year Admission)	Rs 38000
Total Annual Charges (for 2nd and 3rd Year Admission)	Rs 37000

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.

INFRASTRUCTURE & 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.
- Common room is equipped with a television set. Ordinarily, the television set would be switched off at 10:00 p.m.

DINING HALL

Well planned meals will be served in the Dining Hall at the following timings:

Breakfast	07:30 AM - 08:30 AM
Lunch	12:30 PM - 01:30 PM
Tea	04:15 PM - 05:00 PM
Dinner	08:00 PM - 09:00 PM

- 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.
- Residents must bring their own crockery and cutlery for use in their rooms.
- 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.
- 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.

FACILITIES

- Refrigerators, washing machines, induction stoves and ironing services are available for residents on each floor. Guidelines displayed in the Hostel are to be followed for the usage of all such equipment.
- 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 which 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.

SECURITY

- Common areas are under CCTV surveillance.
- Guards are on duty 24 X 7 outside the hostel entrance.

GENERAL GUIDELINES AND RULES

- 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.
- Notwithstanding any provision in this Prospectus, the Principal is the final authority in the matters of discipline, admission and overall functioning of the Hostel.
- 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.
- 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 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 jewelry 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.
- Residents found indulging in theft or any such activity shall be liable for strict disciplinary action.
- Each resident must bring her own mattress, pillow, blanket, linen, mosquito net, curtains, bucket and mug.
- 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.
- 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.
- 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.

HEALTH

- 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.

ATTENDANCE

- 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.

LEAVE RULES

- Residents shall not be permitted to leave the hostel premises after 7:30 P.M. and 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.

- 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.
- Residents are entitled to night leave/late night leave and extra-ordinary leave in case of medical emergencies.
- A resident is permitted a total of 6 night leaves / late night leaves per month. These can be availed of on either Saturday or Sunday nights or on both.
- Each resident will be issued a Leave Book. Leave sanctioned must be countersigned by the Local Gaurdian.
- 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/-
- 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.
- 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.
- Leave must be applied one day prior to leaving the hostel and late night leave must be approved before 3 P.M.
- Parents and Local Guardians must call and inform about the weekly leave or any other leave taken by the student along with the application they send.

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/Teacher-in-Charge/Society Coordinator.
- 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).

- 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.

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 P.M. to 7.00 P.M.
- 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.

DISCIPLINARY ACTION

- 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.

VACATING THE HOSTEL

- A resident shall vacate her room the day following her last annual or semester 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.

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



ACTIVITIES AT A GLANCE



Zara sa
Dandiya
JAYE

6 pm onwards

Venue:
Vidyottama
Girls Hostel ,MAC





HOSTEL COMMITTEE



Sitting (Left to Right) - Prof Prem Kumari Srivastava, Prof Gitanjali Chawla (Convenor), Prof Sanjeev K Tiwari (Principal, Offg), Ms Puneeta Agarwal, Prof Anuradha Sharma

Standing (Left to Right) – Prof Abha Mittal, Dr Sushmita Rajwar, Prof T.N Ojha

MAHARAJA AGRASEN COLLEGE

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