



# VIDYOTTAMA

GIRLS' HOSTEL



**MAHARAJA AGRASEN COLLEGE**

UNIVERSITY OF DELHI

[www.mac.du.ac.in](http://www.mac.du.ac.in)

**PROSPECTUS**

**2024-25**



# IMPORTANT CONTACT DETAILS

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COLLEGE ADMINISTRATION		
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## FROM THE PRINCIPAL'S DESK



Vidyottama Girls Hostel, Maharaja Agrasen College commits to providing all-round development to the students. The Vidyottama girls hostel is a true embodiment of the ancient Indian Philosophy of “Vasudhaiva Kutumbakham”. The hostel accommodates 58 girls coming from different parts of the country who have excelled academically and provides them with the opportunity to share their cultural ethics and values with each other.

Surrounded by lush green landscape the hostel provides a nurturing and happy environment for the residents. The hostel management works tirelessly round the clock to foster community-sharing values, discipline, and social awareness among students while providing required infrastructure facilities. The residents should abide by the necessary safety and security rules and regulations as enlisted by the administration.

Living in a hostel presupposes a high degree of discipline, consciousness, cooperation, tolerance, and hard work for a bright future and to enhance the image of the institution. With this vision, I believe that new residents of the hostel shall become more socially responsible and will excel academically in the near future. I welcome them to Maharaja Agrasen College and to the Vidyottama Girls Hostel and extend my best wishes for their tenure here.

Prof. Sanjeev Kumar Tiwari  
Principal (offg.)

# HOSTEL COMMITTEE



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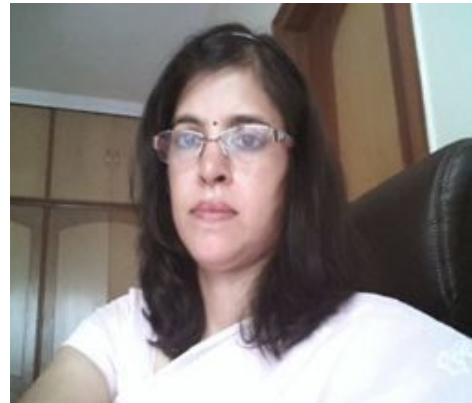
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# A WARM WELCOME TO VIDYOTTAMA GIRLS' HOSTEL

Maharaja Agrasen College is committed to the all-round well-being and growth of all its students. Vidyottama Girls' hostel, now in the tenth 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



## TENTATIVE SCHEDULE OF ADMISSION 2024-25

Availability of information bulletin and forms	Monday, 2 September 2024
Last Date of submission of form	Wednesday, 4 September 2024
Display of list of selected candidates	Wednesday, 5 September 2024
Interview	Friday, 6 September 2024
Admission of selected students	Monday, 9 September 2024
Fee Payment	12-13 September 2024

Subsequent lists will be notified (if required) on the college website

## 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 PROCESS

Candidates must submit the duly filled Hostel Application Form including all annexures as specified in the form to [girlshostel@mac.du.ac.in](mailto:girlshostel@mac.du.ac.in)

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

- The College Admission Fee Receipt
- Copy of CUET Results on basis of which admission claimed/Secured in the College.
- 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 the direction of University of Delhi. 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 re-admission, 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 the University of Delhi attendance norms 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.
- ◆ The students who are required to repeat any of their papers(ER cases) may be considered for re-admission by the hostel committee which will review each case individually based on their attendance record, internal assessment and medical reasons(if any).

### 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.



Residence of Vidyottama Girls' Hostel 2023-24



# FEE STRUCTURE

- ◆ The total fee along with mess charge shall be payable at the time of admission.
- ◆ Mess Fee shall be payable in advance separately at the beginning of each term/ quarterly basis.
- ◆ 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	Rs1,000
<b>Annual Charges</b>	
Establishment Fee	Rs 12,000
Sanitation & Security	Rs 16,000
Electricity & Water	Rs 9,000
Hostel Amenities	Rs 11,000
Activities	Rs 5,200
Emergency fund	Rs 3,200
Total Annual Charges (for 1st Year Admission)	Rs 57,400
Total Annual Charges (for 2nd and 3rd Year Admission)	Rs 56,400

*\*Exclusive of Govt. taxes if applicable as per the laws*

## 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. 4700/- shall be deducted. Beyond this period no refund of the annual charges will be provided.
- ◆ 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.

## DINNING HALL

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

Breakfast	7:30 AM – 8:30 AM
Lunch	12:30 PM – 1:30 PM
Tea	5:00 PM – 6:00 PM
Dinner	8:00 PM – 9:00 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 maybe 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 PM
- ◆ 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 RULE

- ◆ Residents shall not be permitted to leave the hostel premises after 7:30 PM and all residents must be inside the hostel premises by 8:00 PM. The College is not responsible for any mishap or casualty that occurs if students remain outside the premises after 8:00 PM.
- ◆ Attendance timings are strictly from 8 PM to 8:15 PM. 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 PM. 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 Guardian.
- ◆ 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 PM on Sunday.
- ◆ Residents on night leave on Sunday must report by 8:00 AM 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 PM
- ◆ 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 PM to 7.00 PM.
- ◆ Visiting hours on Sundays and holidays are from 9:30 AM. to 12:30 PM, 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.

## EVACUATION GUIDELINES

- ◆ 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



## Activity Calendar 2024-25

Event	Tentative Date
Orientation & Freshers Welcome	20 Septembert 2024
Expert Lecture	4 October 2024
Diwali	31 October 2024
Hostel Excursion	16 November 2024
Lohri	13 January 2025
Sports Week (with college annual sports day)	17-21 Febuary 2025
International Women's Day	8 March 2025
Holi	14 March 2025
Hostel Day	21 M 2025
Farewell	26 April 2025

\* Cleanliness drive in each semester.

\* Plantation drive in each semester.

**Vidyottama Award:** Vidyottama Hostel confers the Vidyottama Award every year pn the occasion of the Annual Day of the college. Vidyottama Award is given to a hostel resident from the final year batch for outstanding all round performance in the college as well as on the hostel. The winner is chosen on the basis of her academic and co-curricular achievements while contributing positively to the hostel environment.



Riddhima Kapoor winner of Vidyottama Award 2024



Ramotsav



Lecture on Mindfulness





Chess Competition



Best Student



Farewell Day



Lohri Function



Hostel Day



New Year Celebration

## Important

Students must bring the following items at the time of entry to the hostel:

Mattress (size 3x6 feet)

Curtains

Pillow

Bedsheet

Towel

Mug

Bucket

Lock and Key (2sets with atleast 3 copies of keys each)

Table lamp if required

Utensils for making Tea, Coffee etc

Mosquito net/ Mosquito Repellent

For any Update Please check [www.mac.du.ac.in](http://www.mac.du.ac.in) regularly



( from Left): Ms Sunita Chauhan, Matron; Ms Shammi Sharma, staff

# VIDYOTTAMA

≡≡≡ GIRLS' HOSTEL ≡≡≡



## MAHARAJA AGRASEN COLLEGE

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