

INFORMATION FOR GIRLS HOSTEL

PROCESS OF ROOM ALLOTMENT FOR GIRLS HOSTEL.

For allotment of hostel accommodation **preference will be given to students residing outside Delhi-NCR coming through All India Quota** on first come first serve basis subject to availability of vacant rooms. Subsequently if vacancy exists the applicants from Delhi-NCR will be given allotment based on distance. Senior Batches will get priority in such cases.

Overall EWS students will be given preference in both cases.

GUIDELINES FOR SAFE AND COMFORTABLE STAY IN THE HOSTEL.

1. It is mandatory for all residents to make an entry in all the columns of the register at the security desk if leaving hostel premises after 5:00 pm.
2. Girls must return to hostel by 11:00 pm after which the hostel gate will be closed. Further entry will only be allowed after prior written approval of the Warden / Asst warden.
3. In case delay is anticipated for any unforeseen reason, the student will write a prior application to the Warden stating reason. This is also applicable for special occasions like college fest or exams will be permissible only after prior approval by the Warden.
4. Whenever any hosteller wants to stay night out of hostel (visit local guardian's home/ go home/ go out of station on a trip even if it is organized by the college), they must make an entry in the register on leaving mentioning their address and parent's phone number along with date and time of expected return along with mail to warden giving details. Permission from Warden is mandatory in all cases.
5. Visitors are not allowed to go to the girl's room and any violation will invite strict disciplinary action.
6. No sharing / sublet of room are allowed with any outsider either from college or elsewhere.
7. **RAGGING IS STRICTLY PROHIBITED AND ANY ONE FOUND INDULGING IN ANY ACT OF RAGGING WILL FACE STRICT DISCIPLINARY ACTION.**

8. No resident is allowed to alter the infrastructure of their allotted hostel room (by doing painting, attaching any personal furniture, changing floor) without written permission of hostel warden.
9. Keeping AC / Refrigerator of any size is **STRICTLY PROHIBITED** in any room.

The Warden, Asst warden and Caretaker reserves the right to check any room at any time if it is so desired. If any such above unauthorized items are found in possession with any resident it will be ceased by the competent authority without further claim by the resident.

Non compliance to the rules of the hostel will result in strict disciplinary action against the defaulter and may result in vacating the hostel.

Warden

(Girls Hostel)