

**LADY SHRI RAM COLLEGE FOR WOMEN  
RESIDENCE HALL GUIDELINES  
2022**

**THE HOSTEL IS A STRICTLY NO-RAGGING ZONE. RAGGING OF ANY KIND IS NOT PERMITTED IN THE HOSTEL. PLEASE READ THE FOLLOWING GUIDELINES FROM THE UNIVERSITY OF DELHI.**

**ORDINANCE FOR DISCIPLINE –  
DELHI UNIVERSITY**

Discipline Maintenance –

According to Ordinance XV B, 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 and against any student within the University of Delhi.
- (b) Carrying of, use of or threat to use 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.

To maintain discipline, any of the following appropriate actions may be taken:

Expulsion/Rustication/Fine

The Principals of the Colleges, Heads of the Halls, etc. shall have the authority to exercise all such disciplinary powers over students in their respective Colleges, Halls, etc. These rules may be supplemented, where necessary, by the Principals of Colleges, Heads of the Halls, etc.

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 several authorities of the University.

**RAGGING ORDINANCE  
DELHI UNIVERSITY**

Students may note that any form of ragging is strictly prohibited in accordance with the additional ordinance XV C of Delhi University. Ragging according to the Ordinance XV C means any act, conduct or practice by which 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, 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 scheduled castes and scheduled tribes;
- (d) expose students to ridicule and contempt and affect their self-esteem;
- (e) entail verbal abuse and aggression, indecent gestures and obscene behaviour.

The Principal of the College has been empowered to take a decision on ragging and her decision shall be final.

On violation of this ordinance by students who already have obtained a degree from Delhi University, appropriate action will be taken for withdrawal of their degree conferred by the University.

**THE HOSTEL IS FOR FIRST-YEAR STUDENTS ONLY, DURING THE FIRST YEAR OF THEIR STUDY. ALL RESIDENTS ARE EXPECTED TO FIND ALTERNATE ACCOMODATION FROM THEIR SECOND YEAR OF STUDY.**

#### **IMPORTANCE OF EMERGENCY LOCAL CONTACT**

The parents of the selected candidates are required to appoint **one** responsible person as an emergency local contact to the satisfaction of the Residence Hall. **All Residents must have an emergency local contact who would take the responsibility of the Residents, if required, during unforeseen emergencies (including Covid and other medical emergencies) delayed flights or trains, prolonged or contagious illness, University holidays and vacations. Please note that if the emergency contact person/parent does not respond immediately to medical and other emergencies, the resident may be asked to leave the hostel after the emergency is over.**

**Note: Siblings/others who reside in Hostels or shared accommodation cannot be appointed as the emergency local contact.**

#### **ACCOMMODATION**

All rooms are equipped with ceiling fans, electric lamps and beds. Residents are advised to bring the following for their rooms: Extension cord or multi plugs (if required), bucket with mug, CFL bulbs, curtains for the doors and windows, crockery and cutlery (**spoons, bowls, fork, knife, plates** etc.) for their personal use and a mattress, pillow and quilt. Most rooms are double occupancy rooms. However there are some single occupancy rooms. Since single occupancy rooms are limited in number, academic excellence will be taken into consideration while allotting single occupancy rooms.

**Students who live beyond 50 kms of Lady Shriram College can apply to the Hostel. Students whose parents reside in Delhi and Faridabad, Gurgaon, Noida, Greater Noida and Ghaziabad will not be given accommodation in the hostel.**

Students are expected to leave the Residence **within 48 hours after their semester examinations**. Any resident who overstays will pay a penalty of Rs.500/- per day.

#### ATTENDANCE

All students in the Residence Hall are expected to fulfil the attendance and academic requirements of the College to be eligible for readmission in the Residence Hall. **Any student who has less than 66.6% attendance in a semester in College will not be readmitted in the next semester as per Staff Council Resolution.**

**All residents are also expected to maintain a 75% occupancy at the hostel.** This would be calculated each semester with the mid-term break and prep leave not being included in the calculation. If residents are unable to maintain a 75% residency in the hostel in a particular semester they may be asked to vacate their rooms in the following semester

#### MESS AND DINING

The Mess is run by the Superintendent with the help of the kitchen staff. On matters concerning the Mess, Residents are welcome to give suggestions, which will be implemented whenever feasible.

Meal	Timings	Saturday	Sunday
Breakfast	8.15 am to 9.00 am	8.15 am to 9.00 am	8.15 am to 9.00 am
Lunch	12.45 pm – 1.30 pm	12.30 pm to 1.15 pm	12.30 pm –1.15 pm
Dinner	7.45 pm to 8.15 pm	7.45 pm to 8.15 pm	7.45 pm to 8.15 pm

(in 2 batches)

**Residents are expected to eat all their meals in the dining room and cannot take hostel crockery, cutlery, utensils or food outside the dining room.** They are liable to pay a penalty of Rs.50/- each time they do so.

The Hostel Mess serves four nutritious and primarily vegetarian meals in a day. Kindly note that the Hostel is unable to cater to special/individual food needs.

Only Residents can enter the Hostel mess. They are not allowed to get their friends/family to the Hostel mess.

During dinner, the mess doors will be kept open till 8.25 pm for residents to enter and eat dinner in the mess. The doors will shut at 8.25 pm so that the *karamcharis* can finish with their cleaning and go home. The mess doors will reopen at 9.00 pm and will remain open till 9.30 pm so that residents, especially residents on late nights, can take the food that is left over, in their own utensils, if they so desire.

#### MEDICAL EMERGENCIES

**Any case of illness should be immediately reported to the Assistant Warden/Warden.**

In case of a medical emergency, a Resident is taken to the nearest hospital and the emergency local contact is immediately informed. Line of treatment, hospitalisation, medical fees and all other expenses in this connection will be the responsibility of Resident and her parents/emergency local contact. The local guardian will take charge of his/her ward in case of hospitalization, contagious disease and physical or psychological disorder

that cannot be handled in-house. The responsibility of the Residence Hall ends on admission to the hospital. It should be noted that the Residence Hall medical fee covers only first-aid and elementary treatment.

It is essential for any resident with a medical condition or allergies to inform the Warden on entry. A detailed medical history duly attested by a doctor must be submitted to enable the Residence Hall to respond quickly in case of an emergency.

### LEAVE RULES

**No Resident will leave the Residence Hall without the prior permission from the Assistant Warden/Warden.**

Three different kinds of leave are available to students in the LSR Residence Hall. They are :

- Late Night Leave
- Night-Out Leave
- Special Leave

**All hostel residents are issued a Hostel ID card. They can use this card to leave the hostel premises by 7.00 a.m. However they should return by 7.45 p.m. if they have not taken any other leave or wish to dine in the hostel (dinner starts at 7.45 p.m.). Residents should get their ID cards issued as soon as possible.** Please note that without an ID card you will not be able to enter the College gates once you exit.

All those who have not taken a late-night, night-out or any kind of leave are expected to be in their rooms from 9.20 pm for attendance at 9.30 pm.

**Late Night:** Late Night leave enables students to stay out of the Residence Hall till 10.00 p.m. Students, before going out on late nights HAVE to fill in the leave register and get their leave cards signed by the Assistant Warden.

**Night-Out:** Night-out as the name suggests implies being out of Residence for the night. Residents have to return by 7.30 pm the following day. All timings should be adhered to.

**Special Leave:** Long leave, with the permission of the Assistant warden, for a specific/medical reason.

Students who proceed on Night-Out & then without informing, extend into autumn/winter/preparatory leave, will have their leaves (night-outs and late-nights) cancelled for two weeks.

It is presumed that the Residents who are on Late Night leave/ Night-Out will not have dinner in the Residence Hall and will leave the Residence Hall by 7:30 pm.

Residents on leave are not allowed to come back to the Residence Hall during the day for meals.

### LEAVE COMBINATIONS

Normally it is not possible to combine any one leave with another. No conversion of any leave from one to another is allowed For example, Late-night leave cannot be converted to Night-out leave if not changed in the register by 7 p.m. This might lead to cancellation of all hostel leaves available to a resident for 2 weeks.



## **SOME NORMS OF CONDUCT**

- Residents should take note of the fact that they as members of a community are expected to follow certain norms. Rules are an integral part of community living.
- The rooms can be checked by the Warden of Residence Hall, Assistant Warden at any time.
- Breach of regulations shall render the Resident subject to expulsion by the Principal upon the recommendation of the Warden and Hostel Committee.
- **Residents are not permitted to take up part time or full time jobs unless they are in nature of internship to fulfill their course requirements. If they do so, their seat in the Residence will stand cancelled automatically.**

## **CIGARETTES AND ALCOHOL**

- **Smoking in educational Institutions, the distribution, consumption and sale of cigarettes, drugs and tobacco products and the consumption of alcohol below the age of 25 years is strictly prohibited by the laws of the Government of India. Students found consuming or possessing alcohol, cigarettes and drugs within the hostel may be asked to leave the hostel immediately.**

## **ELECTRICAL ITEMS**

- Residents are especially requested to switch off lights and fans when not required. Residents shall be charged a penalty of Rs.100/- for not switching off lights and fans when on leave and when rooms are locked. A penalty of Rs. 50/- will be charged if light/fan/music system is ON while the Resident is not in her room.
- No electrical gadgets other than phone chargers, laptops/computers and hair dryers (below 200 watts) will be allowed. In case the Resident is found in possession or use of any other **electrical gadgets such as an extra fan, fairy lights or strings of lights, heater, immersion rod, iron, kettle, portable TV or AC, stove etc. these will be confiscated and returned only at the time the Resident leaves the Residence Hall and a penalty of Rs.100/-** will be charged for each item. Residents cannot use a bulb of more than 100w in their rooms. We prefer 11w CFL bulbs.
- **Residents are enjoined not to meddle with any electric wires, bulbs, fans, plug points, meters, main switches or machinery like water coolers or air-conditioners etc. This might cause serious accidents. Any malfunctioning is to reported to the caretaker, Prasanna.**

## **CLEANLINESS**

- **Residents should ensure that cleanliness and sanitation is maintained in their rooms, bath rooms and corridors. They are enjoined not to litter the Residence lawns. A penalty of Rs.50/- will be imposed if this code is violated.**
- Residents may note that they are liable to pay a penalty of Rs. 50/- and surrender their **caution money on defacing walls, doors, corridors and cupboards by pasting posters, mirrors, notes etc. with gum, scotch tape, nails blue tack etc. When a room is shared,**

**both Residents are liable to forfeit the amount indicated. No writing on doors with permanent markers is also allowed.**

- Cooking of any type is not permitted in the rooms of Residents. There is a separate kitchen for residents, induction cookers and microwaves for this purpose. Students are expected to keep them clean.
- Residents are requested not to move out the furniture of the Common Room and of their own rooms.

#### **THIS AND THAT**

- In case of loss of Leave card a fine of Rs. 100/- will be charged and for the loss of the ID a fine of Rs 100 will be charged.

Residents are requested **NOT** to use Chinese locks. If Residents lose their keys and the lock has to be broken, kindly note that there will be a fine of Rs 250.

- When the bell rings at 9.30 pm for attendance rounds, all Residents **should be in their rooms**. If not, the concerned Resident may have to pay a penalty of Rs. 50/- and give her attendance in office.
- A Resident is expected to give a month's notice if she wishes to leave the Residence Hall permanently.
- **Residents are expected to dress appropriately during meal times, keeping in mind the sensitivities of the Mess *Karmacharis*.** Residence Hall staff will not be responsible for any loss or theft of valuables kept in the rooms.
- Residents are expected to deposit the luggage trolley in the office after use, failing which a penalty of Rs.100/- will be imposed on the Resident concerned.
- If Residents wish to call a General Body Meeting (GBM), they should notify the Warden at least five days in advance. The notice for the GBM should be signed by the Warden.
- The college does not take responsibility for the safety and security of any Resident wanting to join any form of political agitation. Residents who join any such agitations therefore may do so at their own risk.
- Residents may please note that all notices to be put up on the Residence Hall Notice Board are to be signed by the Warden/Assistant Warden.

All residents can access the hostel gardens till 10.00 pm at night, after signing themselves in and out in a register kept near the hostel doors. They are requested not to go beyond the gate near the café. Residents can go to the gate to collect food/deliveries till 10.00 pm by signing themselves out and in, in the register, after informing Mrs George, Mrs Gupta.

No intimidation and harassment, including defacing of photographs by residents or day scholars, of other residents, is permitted in the hostel. Students found harassing and intimidating other residents will be strictly dealt with by the College Grievance committee and may even be asked to leave the hostel, if affected students complain.

- Going from room to room, banging on the doors and canvassing/ selling any idea, ideology, item, religion etc is strictly prohibited in the hostel.
- **The College reserves the right to revise, modify or change any of these regulations in the Residence Hall Guidelines. Residents will also have to abide by all instructions which will be displayed on the Residence Hall Notice Board from time to time.**

#### **NOISE ETC.**

- Residents should be careful not to disturb those studying or resting in their rooms and should resist talking loudly or shouting in the rooms and corridors. **Birthdays should be celebrated only in the Common Room/Inner Quad as celebrations in rooms disturb others.** In case of repeated noise and disturbance to Residents, a fine of Rs 50 will be imposed on those who are involved. Music etc., may be played in the room, provided neighbours or room-mates do not object, only till 10.30 p.m.

### **STUDENT GOVERNANCE**

Residents are expected to help in smooth and efficient functioning of Residence. For this purpose, two students will be elected from among the residents as Convener of the Hostel and Co-convener of the Hostel. They will be helped by the following committees, which would be constituted from among the residents following GBMs. Among the important committees are the Food Committee, Infirmary Committee, Recreation and Games Committee, Security and Anti-Ragging Committee, Corridor Representative Committee and Anti-Discrimination Committee.

### **RESIDENCE HALL ADMINISTRATIVE STAFF**

Superintendent Mrs. George keeps the wheels of Residence running and takes care of your palate. The LSR Mess is one of the best in the Delhi University. The Assistant Warden, Mrs Khushboo Gupta looks after security, fees and financial matters and student welfare.

Mr. Gurmukh Dass oversees administrative and financial matters of the Residence Hall.

<b><u>NAMES</u></b>	<b><u>PHONE NOS.</u></b>
Mrs Joy George (Superintendent)	8448963646
Mrs Khushboo Gupta (Assistant Warden)	8218084118
Dr Ujjayini Ray (Warden)	9810846700



## **FEE SCHEDULE FOR HOSTEL - 2022-23**

<b>NOV-2022 TO MAR-2023</b>		
PARTICULARS	RATE	Occupancy Double (for 5 Months)
	( Rs.)	( Rs.)
<b>1. MESS FEE (Charged semester wise)</b>	3000	<b>15000</b>
<b>2. ESTABLISHMENT FEE</b>		
Establishment charges	2500	12500
Electricity Charges	900	4500
Water Charges	700	3500
Licence Fee	50	250
<b>TOTAL</b>		<b>20750</b>
<b>3. ANNUAL CHARGES</b>		
Caution money (Mess) (Refundable)	5000	5000
Residence St. Fund	500	500
Utensils & Crockery	300	300
Common Room	300	300
Furniture	200	200
Garden Club	300	300
Library	100	100
Medical Fees	300	300
I.Card, Leave Card etc.	150	150
Admission Fee	30	30
Over head	700	700
Student Emergency Fee	100	100
		<b>7980</b>
<b>TOTAL FEE (1+2+3)</b>		<b>43730</b>

\*Students allotted single rooms will have to pay Rs 250 per semester.

### **FEES – TERMS OF PAYMENT**

All fees are payable in advance and strictly online. After payments students have to inform the Hostel the transaction ID number.

There is no refund of charges once paid. However, if a first year Resident surrenders her seat before the opening of the Residence Hall by a particular date, or forfeits her seat **within 3days** of allotment without actually joining the Residence, she will be entitled to a refund of

all dues except admission fee of Rs. 30/-. **In case a Resident leaves the Hall after one month (30 days) of the allotment of seat in the Hostel or in the middle of the semester, she is not entitled to get a refund of Mess and Establishment charges.**

Students paying their Residence Hall dues after the expiry of the date notified for payment during the month will have to pay a penalty of Rs. 20/- per day.

The students can pay the entire amount for both semesters at the beginning of the year. They will have to pay the additional amount if the charges of Mess and Establishment charges are revised from time to time.

Caution (Security) money, will be refunded by bank transfer within a stipulated period, when the student leaves the hostel.

### **FEES AND OTHER CHARGES**

Annual Charges payable at the beginning of each academic year and Caution (Security) Money of Rs. 5,000/- is to be paid at the time of fresh admission.