

# Ramjas College Hostel

FOR BOYS & GIRLS

University of Delhi, Delhi

## *Prospectus*

**2020-2021**



**Dr. Manoj Kumar Khanna**  
*Principal*



**Dr. Shailesh K. Diwakar**  
*Warden*

## ADMINISTRATION

**Principal** : **Dr. Manoj Kumar Khanna**  
**Warden** : **Dr. Shailesh Kumar Diwakar**

**Office Assistant** : **Mr. Rajesh Kumar**

**Hostel Committee 2020-2021**  
Convenor : Warden

### Teacher Members

1. Dr. Amit Kumar Pradhan
2. Dr. Surender Singh Dahiya
3. Dr. Gajraj Singh
4. Dr. Poonam Dwivedi (Convenor, Discipline Committee, Ex-Officio)
5. Dr. Ashok Kumar (Ex-Warden)
6. PWD Representative

### Representatives of Hostel Residents

Chairperson, Girls Hostel : Member  
Chairman, Boys Hostel : Member  
Batch Representative (One from each year, from both Boys & Girls hostels) : Member

**Note** : Any member of the teaching staff/Hostel Union may be requested to attend meeting of the Hostel Committee as a special invitee, as and when required.



# *Prospectus*

## **2020-2021**

**RAMJAS COLLEGE HOSTEL**

**University of Delhi**

**Delhi-110007**



**Hostel View**

Congratulations on having been admitted to Ramjas College. Now that you are a student of the College, you are welcome to apply for residence in this hostel.

## **1. BRIEF OVERVIEW**

The Ramjas College was founded by Rai Sahab Kedar Nath in memory of his father Lala Ramjas Mal, who undertook 'Sarvaswa Daan' (Total Renunciation) and was the founder of Ramjas Society in 1912. The hostel has always been an integral part of the college since the days when it was situated at Anand Parvat. The college shifted to the Delhi University campus in 1954 and the hostel was built in the college premises in the same year.

The Ramjas College Hostel is within the college campus behind the college buildings. It is a spacious structure of colonial design. The hostel has two District and separate sections, divided into blocks. Two block on the first floor have been developed exclusively into a self contained unit as Girls Hostel. The Girls Hostel has 40 room to

accommodate about 80 girl students. The remaining four blocks have been retained for boys students. The Boys Hostel has 65 rooms and can accommodate about 130 boy students. Both the hostels have separate kitchen, dining hall, common room, lobby, terrace/lawns, washrooms etc. however, the Boy Hostel has a Gym and Table Tennis room in addition. Many competent and dedicated staff provide various services for mess, cleaning etc. Full-time security guards are at service for safety and security of residents. Special care is taken with regard to safety of the girl residents.

A Manager and a Matron separately looks after the overall day to day management of Boys and Girls Hostels respectively however, the office matters and the accounts are looked after by the Hostel Assistant/Accountant for both the Hostels. The internal administration and overall discipline of the Hostel is looked after by a full-time resident Warden.

With its basic aim of promoting an atmosphere for academic excellence, the Hostel provides the ambience for talent to grow. It seeks to create a healthy environment through cultural and sports



activities. It develops among the students organisational ability, healthy competitive spirit, discipline, care, concern, friendship and tolerance, that help them play a useful role in society.

The Hostel provides accomodation during the operative academic sessions only.

The distances of important places like Railway stations etc. from the Hostel, nearby hospitals, important contact numbers etc. are available in the Hostel and its office.

## 2. ADMINISTRATION

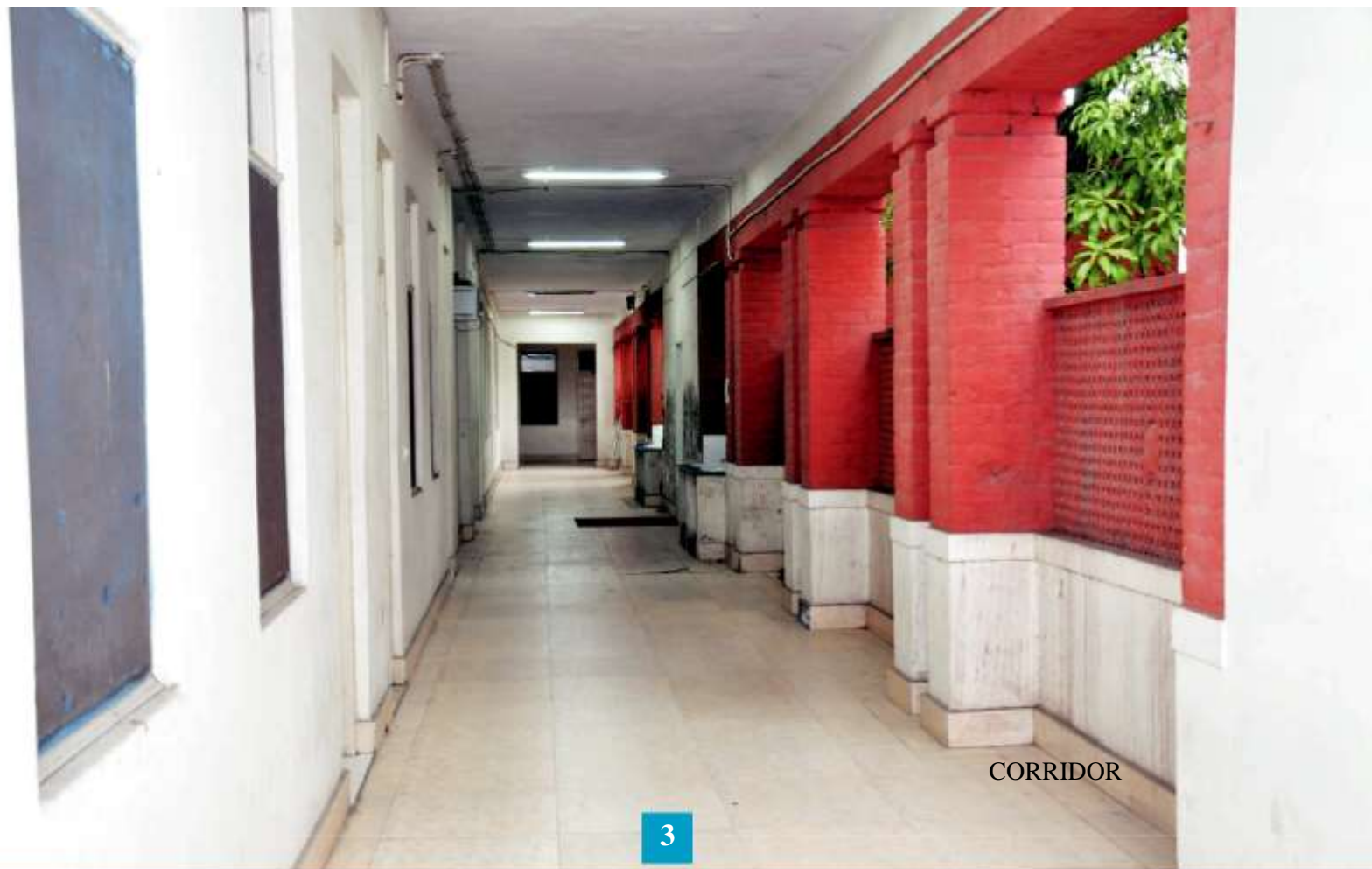
The Hostel is managed by the Warden on behalf of the Principal, being the head of the institution. General Policy matters regarding the governance

of the Hostel are formulated by the Hostel Committee with the Warden as its Convenor. The Hostel Committee comprises the Warden, elected teachers of the College Staff Council, the Ex-Warden and Convenor of Discipline Committee and students' representatives.

All policies and administrative decisions are taken in the light of the guidelines laid down by the Staff Council and university time to time.

## 3. RULES FOR ADMISSION

3.1 Hostel accommodation is provided only to students admitted in Ramjas College as regular students and considered for those coming from outside Delhi. Consequently students coming from Delhi and NCT of



- Delhi will not be considered for the Hostel.
- 3.2 Admission to the Hostel for the 1st year students of under-graduate courses will be made strictly on the basis of academic merit. The marks on which the admission has been secured in the College will only be considered for admission into the Hostel.
- 3.3 With respect to admission of 1st year applicants, every course will be considered on parity basis; i.e. the topper of each course among the applicants will be accommodated on parity basis. Where admission to the College is based on an admission test, admission to the Hostel will be made strictly on the basis of overall rank secured in the test.
- 3.4 A student seeking admission to the Hostel should apply on the prescribed form available in the Hostel office as per admission schedule. Only under exceptional circumstance and with the prior approval from the Principal/Warden, the deadline for submission of the application can be extended.
- 3.5 Students seeking admission in the Hostel will be interviewed by a Committee comprising the Warden and representatives from the Hostel Committee. It is obligatory on the part of the members of the Hostel committee to be present in the interview. The Hostel Committee will finalise the list of students to be admitted to the Hostel and the decision of the Committee shall be final in this regard. The College reserves the right to deny admission to the Hostel to a candidate without assigning any reason.
- 3.6 At the time of admission, the applicant and his/her parents/guardian shall be required to give an undertaking for good conduct, payment of dues in time, adherence to College/Hostel rules to be enforced from time to time. For applicants, parents/guardians must also nominate (with signature attested and verified) a local guardian, and also provide his/her photograph.
- 3.7 Students are required to submitted all the documents at the time of admission/ submission of Hostel Admission Fees.
- 3.8 On being selected for admission to the Hostel in the 1st list, students must pay the fee and other dues as per dates specified and must shift within seven days and begin residing in the Hostel, failing which his/her admission shall be cancelled . Vacancy, if any, shall be filled by the Hostel Committee and notices to such effect shall be put on the Hostel Notice Board from time to time.
- 3.9 A certain percentage of seats will be available for the reserved categories (SC/ST, Physically Challenged, Sports persons, Foreign students, etc.) as decided by the University and other appropriate Bodies of the College/ University and by the Hostel Committee from time to time. At present the reservation is as follows:- SC - 15 % , ST - 7.5%, PH. - 3 % , Sports - 1% , foreign students and other as per University rules.

3.10 Admission to the Hostel cannot be claimed as a matter of right by those who have been residents in the preceding years. There will be no automatic admission to the Hostel in the 2nd and 3rd year. Any student seeking admission in the Hostel either in the 2nd Year or the 3rd Year shall apply afresh in the prescribed application form. (Note: same criteria will be applicable for the resident seeking admission to the Hotel in the semester mode for the 2nd Year and 3rd Year students).

3.11 Hostel seat for 2nd and 3rd years students will be allotted by following the principle of 'consistent merit' and 'discipline' in the Hostel.

3.11.a. For 2nd year students merit is to be calculated by taking into account the class 12th marks as calculated during admission in the Department of the College and performance in the first year University Examination (including internal assessment, attendance and semester results wherever applicable).

3.11.b. For 3rd year students merit is to be calculated by taking into account the performance in the 1st year and 2nd year University Examination (including internal assessment and attendance).

3.11.c. Vacant seats left after filling due allotted seats, will be allotted on

the merit according to subject percentile of the College.

3.11.d. Notwithstanding the above, the Hostel Committee reserve the right to deny admission to any student of the College found guilty of indiscipline in the Hostel or in the College on the basis of warden's recommendation and Principal's direction.

3.11.e. No resident shall be deemed to have satisfied the required conditions in respect of his/her status as such unless, in addition to the requirements regarding attendance, performance in the Mid-Term Examination and the University Examination, he/she is able to satisfy the Principal of the College by exemplary good conduct and discipline.

3.11.f. The Principal shall have and shall be deemed always to have the power to detain a student in the same class in which he/she has been studying or not to send him/her up for the University Examination or strike off the name of the student from the College rolls.

3.11.g. The list of candidates admitted to 2nd and 3rd years classes will be notified on the notice board and fresh allotment of the rooms



DINING HALL - GIRLS HOSTEL

announced by the Warden.

3.11.h. Any student admitted to the Hostel who changes his/her course of study in the College ceases to be a resident of the Hostel.

3.12 Residents are required to vacate their rooms within two days of their last University examination and hand over the keys of their rooms to the warden, failing which, they would not be admitted to the Hostel the following year even if otherwise eligible. The Principal/Warden is authorised to remove their belongings in the room if any, and put an official lock. No application, individually or collectively, requesting for further stay in the hostel for any examination or other reasons, will be entertained.

3.13 Any resident who ceases to be on the rolls of Ramjas College shall not be allowed to retain his/her seat in the Hostel.

#### **4. MESS PROCEDURE AND GENERAL FACILITIES**

4.1 The mess is run on co-operative lines on “no-profit no-loss” basis. It is primarily managed by the residents through their elected Mess Secretary in co-operation with the Mess Committee (7 for Boys & 7 for Girls) and the Hostel employees, under the guidance of the Warden. For smooth functioning of the Hostel mess, there is a Mess Manager (one person among the existing employees) who looks after the day-to-day affairs (including





HOSTEL ROOM

purchase) of the Hostel mess and assists the Mess Secretary in running the Hostel mess.

- 4.2 All residents are required to take their meals in the dining hall during hours fixed by the Mess Committee. Membership to the mess is compulsory for every resident of the Hostel. However, in exceptional circumstances, a resident may be allowed to put his/her diet off for a period of not less than 5 days. Residents going out of station for 5 days or more should sign off in the diet register available with the mess manager, only five (5) days rebate in a month will be allowed to the residents in case of leave only. No minimum charges will be levied for the same period of leave. The residents will have to pay the mess bill of at least 25/26 days irrespective of his/her period of leave.

Cooked food from outside is not permitted in the hostel and the College shall not be responsible for any problem arising out of eatery from outside.

- 4.3 A non resident, with due permission, can go to dining room however, only women may be entertained in the women's dining room, and men in the men's dining room.
- 4.4 Meals will not be served outside the dining hall except in case of illness. In no case utensils will be allowed to be taken out of the kitchen/ dining hall premises.
- 4.5 Late breakfast and dinner are not allowed. Late lunch will be kept only for those residents who are delayed due to their classes. This facility is possible only after



HOSTEL ROOM

prior approval of the Warden.

- 4.6 No personal cooking shall be permitted in any room or in kitchen.
- 4.7 Residents are not permitted to enter the kitchen. Girls residents may, however, access the pantry specially created to enable them too cook snacks/ mini meals etc.
- 4.8 Hostel dues should be cleared by the 10th of every month or as announced by the Hostel authorities from time to time. Mess charges must be cleared by the 10th of every month, failing which, a late fine of Rs. 25/- per day will be charged. In the first week of the following month, the parent/local guardian will be informed and the resident student will not be allowed to have food in the mess and he/she may be liable for any other disciplinary action which the Warden deems fit. All mess charges are subject to revision from time to time.
- 4.9 For the women and men residents joining Ramjas College, the Hostel will provide the following facilities:
- Pantry to enable residents to cook snacks/mini meals. Refrigerators and Microwaves are provided in a modern kitchen setting for the benefit of our women residents.
  - There is a provision for a special laundry unit fitted with four automatic washing machines and dryer.

Timing for Mess (July to December and April to May)

Breakfast	8.00 AM to 9.00 AM
Lunch	1.00PM to 2.00 PM
Evening Tea	4.30 PM to 5.00 PM
Dinner	8.00 PM to 9.00 PM

Timing for Mess (January to March)

Breakfast	8.00 AM to 9.00 AM
Lunch	1.00PM to 2.00 PM
Evening Tea	4.30 PM to 5.00 PM
Dinner	7.30 PM to 8.30 PM

## **5. GENERAL RULES AND CONDITIONS FOR RESIDENTS**

- 5.1 If it is found at any point of time that a student has secured admission to the Hostel by furnishing wrong information (forged mark-sheets/documents) or by concealment of any vital information regarding Hostel/College admission rules, his/her admission will be cancelled forthwith. If any resident is found to be forging parent's/ local guardian's signatures, he/she shall be expelled from the Hostel.
- 5.2 RAGGING IN ANY FORM CAUSING MENTAL AND PHYSICAL AGONY, AND ABETMENT OF RAGGING IS STRICTLY PROHIBITED UNDER UNIVERSITY ORDINANCE XV-C AND WILL INVITE POLICE ACTION UNDER IPC.



CORRIDOR

- For instance, entering into junior's room without his/her consent by the senior would tantamount to trespassing and ragging.
- 5.3 Residents will be responsible for the care and maintenance of the furniture and fittings provided to them at the time of admission. Residents will have to return the allotted furniture in good condition.
- 5.4 No resident will be allowed to use electrical appliances such as heaters, immersions rods, etc and any one found using such appliances will be liable for disciplinary action, including a fine and cancellation of his/her seat in the Hostel.
- 5.5 Desert Cooler may be allowed to use after prior approval and submission of Rs. 200/- extra per month.
- 5.6 Consumption of alcoholic drinks/intoxicating drugs, etc is strictly prohibited in the Hostel. Any one indulging in the above will be liable for disciplinary action, including expulsion from the Hostel.
- 5.7 Residents must maintain proper decorum in the Hostel. They are required to behave properly with members of the service staff, and their fellow residents. They must maintain silence in the corridors, and return to their rooms by 10.00 pm. Since many College classrooms are located within hearing distance of the Hostel, care should be taken not to disturb the atmosphere of the College by playing loud music or generally creating disturbing noise etc.
- 5.8 Girls visitors are not allowed to enter the boys residents Hostel and vice-versa.
- 5.9 Residents are expected to keep their rooms, bathrooms and their surroundings clean and tidy. They shall not disfigure the walls. They are accountable for any misuse and of loss of the Hostel property.
- 5.10 The Warden/Principal can, without assigning any reason, change/open the room allotted to a resident. Non-compliance of order in this regard is to be treated as a serious breach of discipline inviting penal action. Any attempt or connivance leading to any damage to Hostel property/building or image of the institution shall be treated as an act of gross indiscipline inviting penal action, including fine as well as cancellation of seat. Every resident is required to abide by the rules and regulations of the Hostel. Any one breaking any rule will be liable for disciplinary action, including warning, fine and expulsion from the Hostel for indulging in acts of misconduct.
- 5.11 All boys and girls residents of the Hostel shall be provided rooms on a double-sharing basis. Rooms duly allotted can not be changed without prior approval of the Warden.
- 5.12 Every resident who is present in the Hostel premises should get herself/himself marked 'Present' in the attendance register which will be kept with the Matron in case of Girls Hostel and Security Guard in case of Boys Hostel. The attendance should be marked at 9.00 p.m. sharp as per direction of the



COMMON ROOM - BOYS HOSTEL

Proctor, University of Delhi, Delhi.

5.13 At the time of admission, the parent shall certify the bonafide local guardian who shall be responsible for all the financial liabilities and good conduct of the resident.

5.14 Special Rules for all the residents (Boys and Girls).

5.14.a. All the residents are required to be back in the Hostel by 9.00 p.m. everyday. However, they may avail the late night facility of coming back by 11.00 p.m. sharp on any four days in a month by informing the Warden in advance.

5.14.b. Night out leave is allowed up to maximum of 5 every month with prior permission of the Warden.

5.14.c. Leave is allowed to go home only in

vacation or in case of emergency with prior permission of Warden.

5.14.d. As per earlier resolution, there is no need for the Local Guardian or any escort to accompany resident to Hostel.

5.14.e. Parents / Guardian must specify whether late night-out / night-out leave is to be granted to their daughter / ward, specifying the name and address of the local guardian with whom only overnight stay will be permitted. It is to be noted that the College / Hostel shall not be responsible for a resident when he / she is outside the College / Hostel campus.

5.14.f. The signature of the local guardian must be verified and attested by the



DINING HALL - BOYS HOSTEL

Parents / Guardian while granting the above permission at the time of admission. Residents are required to fill up a night-out leave form every time they have to avail such leave. Upon return from 'night-out leave' this form must be produced before the Matron, duly signed by the authorized Local Guardian. The signature will be matched with the available records every time by the Hostel Matron/Manager/Warden.

- 5.14.g. Permission for overnight stay in a place not specifically mandated by parents / Guardian at the time of admission in the designated form will not be granted. Any resident failing to return to the Hostel after the expiry of his/her leave without prior intimation will be liable to strict disciplinary action.

## **6. HOSTEL STUDENTS UNION**

- 6.1 Resident students are expected to assist in the efficient and smooth functioning and maintenance of the Hostel, and to contribute to a harmonious community life. For this purpose there is a Hostel Students Union ( directly elected ) with the offices of Chairperson/Chairman, Mess Committee Members, Common Room Secretary, and Representatives from each year (from among both boys and girls residents) or Batch

Representatives, for the Hostel Committee. The office bearers as given below will retain their terms from August to May in consecutive years.

1. Chairman / Chairperson
2. Batch Representative from each year (1st, IInd & IIIrd year)
3. Common Room Incharge
4. Electricity Incharge
5. Sanitation Incharge
6. Garden Incharge (Boys Hostel only)
7. Sports and Culture Secretary
8. Mess Committee Members 7 for Boys & 7 for Girls.

6.2 All residents of the Hostel have a right to vote for election of the Hostel Students Union.

6.3 A resident who has completed at least two years' stay in the Hostel is only eligible for the post of Hostel Chairperson/Chairman.

6.4 Only those resident who have cleared their Hostel dues are entitled to contest and / or vote in the Union election.

6.5 During the election, if a candidate is found indulging in indiscipline or conniving with any person leading to indiscipline, shall lose the right to vote or contest the election, besides other punitive action

6.6 The Chairperson is an ex-officio member of all the committees. The secretaries/in-





COMMON ROOM - GIRLS HOSTEL

charges are given functional autonomy with full sense of responsibility. They will discharge their functions in consultation with the Batch Representatives and Mess Committee Members keeping in mind the interest of residents.

- 6.7 In case of any difficulty arising in the functioning of these secretaries /in-charges, the Chairperson shall personally discuss the matter with them. If the matter still stands unresolved, it may be brought to the notice of the Warden.
- 6.8 The budget of the Hostel will be finalised by the Hostel Committee.

## 7. MEDICAL FACILITIES

- 7.1 At the time of admission, all residents are required to fill in the WUS Health Centre form available in the Hostel office. In case of a medical emergency, a resident is taken to the nearest hospital and the local guardian is duly informed. The local guardian will have to take care thereafter and the entire responsibility for treatment and related expenses will be borne by the parents/local guardian.



## **8. GAMES AND STUDENT ACTIVITIES**

8.1 Common Room and Games : The Hostel has separate common room for Girls & Boys residents where they can read daily newspapers and magazines, and play some indoor games. Television with cable and audio facilities are also provided. The Hostel has a small gymnasium (for Boys only) and a badminton court. Very close to the Hostel, there is a large playground of the college having courts for basketball, volley ball, lawn tennis etc.

8.2 Hostel Magazine : Ramjas College Hostel brings out its magazine 'ABHIVYAKTI', a forum for young minds to express themselves in creative ways. The Warden is the patron of

this Magazine. He/she is authorised to nominate the Editor and Editorial Board Members in consultation with the Hostel Students Union.

## **9. WITHDRAWAL FROM THE HOSTEL**

9.1 A resident who wishes to leave the Hostel is required to give in writing in advance to the Warden. He/She must get a clearance certificate from the Warden in this regard.

9.2 In case of withdrawal after winter vacation, only mess charges and security deposit will be refunded.

9.3 The Hostel security and other balance will be refundable only after the room has been vacated. The payment will be made through

cheque only after receipt of a request on the prescribed application form and after deducting the cost of breakage and outstanding dues, if any. Security and other money has to be claimed within the period ending the current financial year, after leaving the Hostel; otherwise, the same will

be forfeited for the Hostel's account. In case of withdrawal, the annual charges will not be refunded. However, monthly charges will be retained only upto the month in which withdrawal is sought. It is calculated from the date on which application is submitted to the Warden for withdrawal of admission.



**LALA RAMJAS MAL**  
FATHER OF RAI KEDAR NATH  
(FOUNDER OF RAMJAS COLLEGE)  
STATUE UNVEILED BY  
DR.(MRS) KAVITA SHARMA, DIRECTOR  
INDIA INTERNATIONAL CENTRE  
MR. ANIL KUMAR AGARWAL, CHAIRMAN  
GOVERNING BODY  
DR. RAJENDRA PRASAD, PRINCIPAL  
&  
HON'BLE TRUSTEES OF RAMJAS FOUNDATION  
88TH FOUNDER'S DAY, 17 JANUARY 2018  
DR. P. N. OUTTAGUPTA DR. SURESH KUMAR  
VICE-PRINCIPAL WARDEN

## Some Glimpses of Hostel Functions





## RAMJAS COLLEGE HOSTEL FOR BOYS : DELHI

### Fee Structure for the Year 2020-2021

S.No.	PARTICULAR	Amount Rs.	Amount Rs.
1.	<b>Annual Charges</b>		
	Establishment		4,000.00
	Maintenance		1,900.00
	Dining Hall / Cooking / Gas Equipment		150.00
	Admission Fee		125.00
	I Card		50.00
	Annual Function		550.00
	Furniture		200.00
	Common Room Dev.		400.00
	Garden		300.00
	Magazine		160.00
	Mess Development Fund		300.00
	Laundry Room Fee (Washing Machine & Maintenance)		200.00
	<b>TOTAL Rs.</b>		<b>8,335.00</b>
2.	<b>Building Repair &amp; Renovation (Yearly)</b>		<b>2000.00</b>
3.	<b>Security Charges*</b>		<b>6,000.00</b>
4.	<b>Monthly Charges for (July to May)</b>	<b>Per Month</b>	
	Room Rent	40.00	440.00
	Electric & Water Charges*	200.00	2,200.00
	Contingency	60.00	660.00
	Common Room	30.00	330.00
	S.W.F.	10.00	110.00
	Sports	30.00	330.00
	Sanitation	75.00	825.00
	<b>TOTAL Rs.</b>	<b>445.00</b>	<b>4,895.00</b>
5.	<b>Security Deposit (Refundable)</b>		<b>1,500.00</b>
6.	<b>Mess Charges (Twice in a Year)</b>		
	Mess Advance adjustable at the end of each semester		12,000.00
	<b>Total Rs.</b>		<b>12,000.00</b>
<b>TOTAL Rs. (1 + 2 + 3 + 4 + 5 + 6)</b>			<b>34,730.00</b>

\*Actual amount to be charged if bills are in excess of the amount.

\* Full Fee will be charged upto 30th September

## RAMJAS COLLEGE HOSTEL FOR GIRLS : DELHI

### Fee Structure for the Year 2020-2021

S.No.	PARTICULAR	Amount Rs.	Amount Rs.
1.	<b>Annual Charges</b>		
	Establishment		4,000.00
	Maintenance		1,900.00
	Dining Hall / Cooking / Gas Equipment		150.00
	Admission Fee		125.00
	I Card		50.00
	Annual Function		550.00
	Furniture		200.00
	Common Room Dev.		400.00
	Garden		100.00
	Laundry Room Fee (Washing Machine & Maintenance)		200.00
	Magazine		160.00
	Mess Development Fund		300.00
	<b>TOTAL Rs.</b>		<b>8,135.00</b>
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6.	<b>Mess Charges (Twice in a Year)</b>		
	Mess Advance adjustable at the end of each semester		10,000.00
	<b>Total Rs.</b>		<b>10,000.00</b>
<b>TOTAL Rs. (1 + 2 + 3 + 4 + 5 + 6)</b>			<b>37,730.00</b>

\*Actual amount to be charged if bills are in excess of the amount. \* Full Fee will be charged upto 30th September

