



**SRI VENKATESWARA COLLEGE HOSTEL**  
**for Girls and Boys**  
**Bulletin of Information**  
**2011 - 2012**

**ADMISSION SCHEDULE 2011-2012**

**Sale and receipt of Application forms  
Thursday 23.06.2011**

**Last date of receipt of Application forms  
Monday 04.07.2011**

**Notification of Admission List  
Thursday 07.07.2011**

**Admission and Payment of Fee  
And Formal Interaction with Wardens  
Thursday and Friday 14 & 15-07-2011**

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## Principal's Message

Dear Applicant

You have already been introduced to the vision that supports Sri Venkateswara College through the College prospectus. Having successfully waded through the initial throes of a general admission to the college, you are now evincing a desire to be part of the residential set-up. I thank you for your interest in the College Residences and welcome you to take a preliminary glimpse of the spirit that underlines this exceptional facility.

At SVC, we believe that 'education' is a wholesome, holistic exercise and as such we strive to give a whole new meaning to the word. Coupling this basic premise with the idea of a sense of belonging to one family- the SVC family- we look at ourselves as 'care-givers.' The *home* that we offer to you, within the premises of the college, is a major constituent of this effort at imparting a sensitive, well- balanced education.

At SVC then, we strive to give the comforts that will provide the matrix for a full-fledged immersion in the spirit of the college and an optimum ambience for the fulfilling pursuit of both the academic and the co-curricular. The residence, in being the hub of harmonious co-existence-multicultural, multiethnic and multireligious- is representative of the SVC character .In this effort then, we make our contribution to the nature of good human beings who have inculcated the qualities of respect for others and are thus well- equipped to meet the challenges of the world.

I wish you the best in gaining access to the singular advantage of being part of this set-up.

Dr. Hemalatha Reddy. P

## The Hostel

The College Hostel, located within the college campus, consists of two blocks, one each for boys and girls. It is a residence hostel for full time graduate and postgraduate students admitted to Sri Venkateswara College. All community areas like dining room, common room, recreation room, wash room etc., are provided separately for boys and girls. The Hostel Committee, under the Chairmanship of Principal, frames the rules and regulations of the Hostel from time to time and is the final authority in matters concerning the management of the hostels.

### Administration

Principal	Dr. (Ms.) P.Hemalatha Reddy
Vice- Principal	Dr. Rajender Kumar
Warden (Boys)	Dr. M.V.R. Prasada Rao
Warden (Girls)	Ms. Namita Pandey

## **Hostel Committee for Academic Year 2011 - 12**

The hostel is managed by a committee which comprises the following:

1. Dr.(Ms.) P.Hemalatha Reddy, Principal	Chairperson
2. Dr.S. Venkata Kumar, Bursar	Member
3. Dr.M.V.R.Prasada Rao, Warden, Boys Hostel	Convenor
4. Ms. Namita Pandey, Warden, Girls Hostel	Member
5. Dr. Brajesh Chowdhary, University representative on the College Governing Body	Member
6. Dr.Nirmal Kumar, Staff Council representative	Member
7. Dr.Roopali Sircar, Staff Council representative	Member
8. President, Hostel Students Association (Boys)	Member
9. President, Hostel Students Association (Girls)	Member

**Note:** The Warden, who is senior faculty member, will act as convenor of the Hostel Committee.

The committee shall discuss and make recommendations on (a) Admission to Hostel (b) discipline of resident students (c) maintenance and development of Hostel and (d) any other matter pertaining to the Hostel .Hostel committee has the right to amend /change /make new rules whenever required for the smooth functioning of the Hostel. Any member of teaching staff /Hostel student's Association may be requested to attend the meeting of the Hostel Committee as and when required as a special invitee.

## **Facilities**

### **Accommodation**

The Hostel provides accommodations for 140 students, 70 each for boys and girls. All the rooms are double seated and are furnished with ceiling fan, wardrobe, table, chair & bed for each student. In addition, each hostel has a visitor's room. The allocation of hostel rooms is decided by the hostel committee.

### **Mess & Dining Hall**

The Mess is managed by a contractual agency recommended and approved by the Hostel Committee. Two separate dining halls are provided for boys and girls. Meal timings are as follows:

Breakfast	8.00am to 9.00 pm
Lunch	1.00 pm to 2.00 pm
Dinner	8.00 pm to 9.00 pm during summer 7.30 pm to 8.30 pm during winter

### **Reading Room**

The hostel has two air-conditioned reading rooms (separate for boys & girls) where internet facilities are provided.

### **Sports & Entertainment**

The hostel has two common rooms (separate for boys & girls) where facilities for indoor games like carrom board and chess, along with television viewing, are provided. The hostel is close to the college playground which has a basketball court, a lawn tennis court and practice cricket pitches. Besides, each hostel has a table tennis room.

### **Medical**

Whenever needed residents may utilize the medical services provided at the W. U. S. Health Centre, located in South Campus, University of Delhi. Each resident is required to fill up the W. U.S. Health Centre form and pay a membership fee directly in the office of the W.U.S. Health Centre, and submit a copy of the W.U.S. Health Centre membership fee receipt to the hostel office. The College Doctor is available from 11.00 am to 2.00 pm on alternate working days.

In case of a medical emergency, a student is taken to the nearest hospital and the local guardian is duly informed. The local guardian is required to take charge thereafter and the entire responsibility for treatment and expenses will be borne by the parents / local guardian and the college will not be responsible in any way for the further course of treatment. A student is requested to provide at the time of admission information about any specific medical problems he / she is known to suffer from.

### **Banking**

Andhra Bank (South Campus Branch) is located in the college campus where resident students are advised to open their accounts.

### **Telephone**

A telephone facility is available round the clock in the Hostel premises where local /STD calls can be received.

## **Hot Water**

All bathrooms of the hostel are fitted with both Geysers and Solar water heating system.

## **Hostel Students Association**

The Hostel Students Association assists and participates in the efficient and smooth functioning of the Hostel. It contributes to the maintenance of harmonious community life. The office bearers are either directly elected or are appointed by the principal on merit basis in consultation with the wardens. The office bearers will hold office for one academic session. The minimum eligibility conditions for appointment of the office bearers are as follows:

- |  |   |
|--|---|
| 1. President (Boys & Girls) (2)          | III year student having 60% aggregate in I & II year  |
| 2. Sports Secretary (Boys & Girls) (2)   | II year students having 60% aggregate in I year       |
| 3. Cultural Secretary (Boys & Girls) (2) | II year students having 60% aggregate in I year       |
| 4. Common Room Secretary (Boys & Girls)  | III year students having 60% aggregate in I & II year |

The principal and the wardens shall have the right to attend any meeting of the Hostel Students Association.

## **Mess Committee**

It consists of five resident members appointed by the Wardens. The committee will assist to decide menu, check quality of food and supervise any other matter concerning mess facilities.

## **Cleanliness Committee**

It consists of two resident members appointed by the Wardens. The committee will supervise the cleanliness of the hostel residence and its premises.

## **Computer, Sports & Entertainment Committee**

It consists of two resident members appointed by the Hostel Committee. It will ensure proper use and maintenance of computer and other facilities related to entertainment and sports.

## **Hostel Office**

The maintenance of accounts and routine activities are supervised by the hostel Office Assistant who is available in the hostel office from 9.00 am to 5.00 pm on all working days.

## **Hostel Rules & Regulations**

Applicants should go through the hostel rules and regulations and undertake to abide by them.

## **Rules of Residence:**

- i) No resident is allowed to shift from one room to another without the prior written permission of the warden. No furniture should be shifted from one room to another without the prior written permission of the hostel administration.
- ii) Residents must hand over the complete charge of their room before leaving the hostel at the end of the course and must obtain a clearance certificate from the hostel office. A copy / photocopy of clearance certificate is to be handed over to the Security Guard on duty before leaving the hostel premises. The Guard on duty should submit this copy to the hostel office for record.
- iii) Residents are not allowed to hand over the keys of their rooms to any person other than the one designated by the hostel authorities.
- iv) Residents will not engage any unauthorized person for personal service in the hostel. No employee of the hostel will be engaged by the resident for his personal job.
- v) Residents are expected to come to the Dining Hall, Common Room and Visitor's Room properly dressed.
- vi) Every resident must inform the administration in writing about his / her absence from the Hostel, if he / she stay out for a night. He / She should also give the address at which he / she may be contacted. Failure to adhere to this rule will invite penal action as decided by the Hostel committee.
- vii) In case any resident remains away from the hostel for more than seven days without informing the hostel administration in writing, it will be presumed that he / she has left the hostel, and the hostel administration reserves the right to take possession of the room and re-allot it to another student. The luggage of the resident concerned, if any, will be deposited in the store / any other room of the hostel. If the luggage is not claimed within two weeks, the hostel administration may dispose it off in any manner considered suitable. A penal rent @ Rs.25/-per day in addition to the normal charges for the period during which the luggage remains unclaimed shall be payable by the person concerned.
- viii) Residents are requested to be back in the Hostel by 9.00 P.M. sharp and get their attendance recorded every day. It is the responsibility of every resident who is present in the premises to get her / his presence marked in the attendance register at attendance time, i.e., 9.05 P.M.
- ix) Residents should intimate in writing to the Office immediately any changes in the addresses and telephone No. of Parents and Local Guardians duly verified by the guardian. The residents shall not be allowed to make use of the Office telephone for personal work.
- x) Residents are advised not to talk to visitors at the Hostel gate.
- xi) Admission shall be terminated in case of a student against whom disciplinary action has been taken by Hostel / College / Dept. of University of Delhi.
- xii) No resident shall be allowed to stay in the hostel in case of pending mess and hostel over dues. Penal action as deemed fit by the Hostel Committee shall be taken against such resident if the hostel

and mess dues are outstanding for two months (including late fee as applicable) or if it exceeds the caution money deposited in advance.

xii) Residents are

- a:** required to use their locks and not to leave the room unlocked when they are not in their rooms in order to safeguard their personal belongings against theft,
- b:** not allowed to give their room keys to any unauthorized person,
- c:** allowed to entertain their guests only in Visitor's Room from 8 am to 8 pm .Violation of this rule may be considered as misconduct.

### **General Rules of Discipline**

- i) Residents must maintain proper decorum in the hostel. They must behave properly with the staff and fellow residents.
- ii) Residents must carry the Hostel Identity Card with them and produce the same on demand by Security Guard and College / Hostel officials
- iii) Since the college class rooms are in the proximity of the hostel rooms, care should be taken not to disturb the college atmosphere by playing loud music, etc.
- iv) (a) Consumption of liquor and /or contraband drugs is strictly prohibited in the Hostel. Anyone found guilty of contravening this regulation will be expelled from the hostel immediately.  
(b) Smoke Free Zone: Delhi University is partnering with Delhi Police and the World Lung Foundation South Asia in promoting a Tobacco Free Environment. As a step in this direction, smoking is banned in our Hostel and the college premises.
- v) Residents must keep their rooms, bathrooms and surroundings clean and tidy .Walls must not disfigure. They are accountable for any loss or misuse of hostel property.
- vi) Hostel dues should be cleared within 7 days of issuance or as announced by the hostel authorities from time to time.
- vii) Room duly allotted to a resident cannot be changed without the prior approval of the Warden / Principal. Change of room will necessitate change in hostel records and a fee of Rs 100 will be charged from the resident seeking the change.
- viii) Gross indiscipline of any kind, irregularity in payment of dues and poor class attendance record will be treated as disqualification for readmission.
- ix) The Warden / Principal can without assigning any reason, change room allotted to a hostel inmate. Non compliance of any order in this regard is to be treated as a serious breach of discipline inviting penal action.
- X) Any attempt or connivance leading to damage or loss of hostel property or damage to hostel building shall be treated as an act of gross indiscipline inviting penal action including fine as well as cancellation of seat.
- xi) Any record of indiscipline or conniving with others leading to indiscipline will disqualify a candidate from nomination to any post in the Hostel Students Association.
- xii) Scooter / Motor Cycle / Car are strictly prohibited within the hostel premises. Any vehicle found on hostel premises will attract a fine of Rs.500/-per day.

- xiii) A resident will have to vacate the hostel within two days of the last day of his/her examination failing which he/she will have to pay a surcharge of Rs.100/-per day.
- xiv) Residents vacating rooms are required to hand over the rooms to the Hostel Office Assistant and collect a Room Vacation Slip .The slip has to be presented at the time of readmission and its photocopy has to be attached to the form claiming refund of hostel security amount .Readmission will not be considered in the absence of the Room Vacation Slip.
- xv) Each resident is responsible for the care and maintenance of the room and furniture provided to him/her. As an when necessary the rooms may be inspected by the hostel authorities. The room may be inspected jointly by the Warden /Principal and Hostel Committee Members even in the absence of the resident.
- xvi) Use of electrical appliances such as immersion rod, heater, electric blower etc. inside rooms is strictly prohibited. Transistors, music systems may be allowed, provided other residents do not object. Residents are required to switch off the lights and fans while leaving the room.
- xvii) Residents are advised not to paste posters directly on the walls and doors. Graffiti is strictly prohibited. If the room requires repairs beyond normal levels at the end of the session, the cost of the repairs will be adjusted against Hostel Security Amount.
- xix) The gates of the hostel shall be closed at specified time. Residents are required to enter the building by that time.
- xx) Hostel rules & regulations are subject to change from time to time and these will be notified as and when required. Residents are liable to fine /expulsion for breach of these directives.

#### **4.3. Prohibition of and Punishment for ragging (Ord.XV-C)**

- i) Ragging in any form is strictly prohibited within the premises of hostel /college/any part of University of Delhi system as well as on public transport.
- ii) Ragging in any form is not permissible on campus, not even for fun. This is an offence that is punishable under ordinance XV (B) & (C) of the university in the wake of the recent supreme court ruling. See website: for further information. The hard copy is available in the library.
- iii) Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under this Ordinance.
- iv) Ragging for the purpose of this Ordinance, ordinarily means any act, conduct or practice by which dominant power or status of senior student is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by other students and includes individuals or collective acts or practices which
  - a) Involve physicals assault or threat to 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 the scheduled castes and tribes;
  - d) Expose students to ridicule and contempt and affect their self esteem;
  - e) Entail verbal abuse and aggression, indecent gestures and obscene behaviour.
  - v) The Principal of a college, the head of the Department or an Institution, the authorities of college, of university hostel, of hall of Residence shall take immediate action on any information of the occurrence of ragging.
- vi) Not with standing anything in clause (IV) above, the Warden may also sue motto enquire into any incident of ragging and make a report to the Principal / Vice-Chancellor of the identity of those who have engaged in ragging and the nature of the incident.

- vii) The Warden may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of the ragging incident.
- viii) If the Principal of a College, Head of the Department of Institution or the Warden is satisfied that for some reason to be recorded in writing, it is not reasonably practical to hold such an enquiry he may so advise the Vice Chancellor accordingly.
- ix) On the receipt of a report under Clause (5) or (6) or a determination by the relevant authority under Clause (7) disclosing the occurrence of ragging incidents described in Clause 3(a), (b) and (c) the Principal / Vice-Chancellor shall direct or order rustication of a student /students for a specific numbers of years.
- x) The Principal / Vice-Chancellor may in other cases of ragging order or direct that any student or students be expelled or be not for a stated period, admitted to a course of study in a college, departmental examinations for or more year on that the result of the student concerned in the examination or examinations in which they appeared be cancelled.
- xi) In case any students who have obtained degrees of Delhi University are found guilty under this Ordinance appropriate action under statue 15 for withdrawal of degrees conferred by the University shall be initiated.
- xii) For the purpose of this Ordinance, abetment to ragging whether by way of any act, practice or incitement of ragging will also amount to ragging.
- xiii) All institutions within the Delhi University system shall be obligated to carry out instructions /directions under the Ordinance and to give aid and assistance to the Vice-Chancellor to achieve the effective implementation of the ordinance.

## **Prohibition of and Punishment for Sexual Harassment (Ord.XV-D)**

### **1. SHORT TITLE AND EXTENT**

The present ordinance is based on the Policy against Sexual Harassment by the Delhi University and seeks to maintain and create an academic and work environment, free of sexual harassment for students, academic and non-teaching staff of the Delhi University .The ordinance will also apply to outsiders and residents on the Delhi University Campus, to the extent specified herein these rules and procedures.

### **2. DEFINITIONS**

- i) “Students” includes regular students as well as current ex- students of Delhi University.
- ii) “Teaching Staff” includes any person on the staff of the Delhi University or any Colleges or institutions affiliated to it, who is appointed to a teaching and /or research post, whether full time, temporary, ad-hoc, part-time, visiting, honorary, or on special duty or deputation and shall also include employees employed on a casual or project basis .
- iii) “Non Teaching Staff” includes any person on the staff of the Delhi University or of any colleges or institutions affiliated to it, who is not included in the teaching staff. It includes employee who are full-time, temporary, ad-hoc, part time, visiting, honorary or on special duty or deputation and employees employed on a casual or project basis.
- iv) “Member of the University” includes all those included in categories i-iii above.
- v) “Resident” includes any person who is a temporary or permanent resident of any of the accommodations or premises allotted to an employee by the University of Delhi or by any of its affiliated colleges or institutions.
- vi) “Outsider” includes any person who is not a member of the University or a resident. It also includes, but is not limited to any private person offering residential, food and other facilities to students, teaching

staff or non-teaching staff of the Delhi University or any college or institution affiliated to Delhi University.

- vii) “Campus” includes all places of work and residence in the Delhi University or any college or institutions affiliated to the Delhi University. It includes all places of instruction, research and administration as well as hostel, health centre, sports grounds, staff quarters and public places (including shopping centers, eating places, parks, streets and lanes) on the Delhi University campus or the campus of any college or institutions affiliated to the Delhi University .
- viii) “Sexual harassment” includes any unwelcome sexually determined behavior ,whether directly or by implication and includes physical contact and advances, a demand or request of sexual favours, sexually-coloured remarks, showing pornography or any other unwelcome physical ,verbal, non-verbal conduct of sexual nature.

**Explanation** “Sexual Harassment” shall include, but will not be confined to, the following:

- (a) When submission to unwelcome sexual advances, requests for sexual favours, and verbal or physical conduct of a sexual nature are made, either implicitly or explicitly a ground for any decision relating to employment, academic performance, extracurricular activities, or entitlement to services or opportunities at the Delhi University.
- (b) When unwelcome sexual advances and verbal, non-verbal and / or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or e-mail, gestures, exhibition of pornography, lurid stares, physical contact, stalking, sounds or display of a derogatory nature have the purpose and / or effect of interfering with individual’s performance or creating an intimidating, hostile, or offensive environment.
- (c) When a person uses with a sexual purpose, the body or any part of its or any object as an extension of the body in relation to another person without the latter’s consent or against the person’s will, such conduct will amount to sexual assault .
- (d) When deprecatory comments, conduct or any such behavior is based on the gender identity / sexual orientation of the person and / or when the class room or other public forum of the University is used to denigrate / discriminate against a person or create a hostile environment on the basis of a person’s gender identity / sexual orientation.

### **Mess Rules**

1. It is compulsory for every resident to join the mess from the day he / she takes possession their room. Mess Charges must be cleared within seven days of the issuance of the mess bill, failing which a late fine of Rs. 50 /- will be charged up to the end of a month. In the first week of the following month, the parents / local guardians will be informed and the resident (s) concerned will not be allowed to have food in the mess.
2. A resident going out of station should submit the mess rebate application form in the hostel office and sign- off in the mess register before he / she leaving, failing which the mess bill be charged in full. No rebate will be given for a continual period of absence of less than 7 days.
3. No crockery or food can be taken out of the Dining Hall except during indisposition of the resident, for which permission in writing from the hostel Warden has to be obtained. In such cases only disposal plates will be used.
4. Exercise of food option-vegetarian or non-vegetarian can be allowed between the 1<sup>st</sup> and 3<sup>rd</sup> of every month and not thereafter.

## **Admission**

### **5.1. Criteria**

1. Only those students who have secured admission into regular UG courses in Sri Venkateswara College, New Delhi, are eligible for Hostel accommodation. The allotment of hostel will be based on the marks obtained in the last qualifying examination i.e., merit, and admission interview.
2. Only those students whose parents do not reside in or around the National Capital Region of Delhi (Gurgaon, Noida, Greater Noida, Ghaziabad, Faridabad etc.). Proof of residence in the form of attested photocopy of Ration Card or such other document which provides proof of their residence is to be submitted along with application.
3. Admission to the hostel can not be claimed as a matter of right.

### **5.2. Distribution of seats**

1. The Boys Hostel is exclusively funded by the College Management, TTD Trust whereas the Girls Hostel is partially funded by the management.
2. The Total no. of seats available for students who are going to be admitted for 2011-12 academic year, 23 in Boys Hostel and 23 in Girls Hostel. (The allotment of seats is strictly on merit following the Statutory Quota Norms and other criteria laid by the college. The college reserves the right of allotment / cancellation of any seat at any time without assigning any reasons there off.)

### **5.3. Procedure for Admission**

The prescribed application form appended at the end of the prospectus is to be duly filled in all respects. Incomplete forms will be rejected. Applications will be received only after registration / admission in the college. The Application forms, complete in all respects along with the required enclosures, should be submitted to the Hostel Office latest by 3<sup>rd</sup> July.

The Procedure for admission to the hostel is as follows:

1. The candidate has to appear personally at the time of admission for an interview .He/She is required to present the College Fee Receipt as proof of admission to the college.
2. Parents and local guardian of the candidate must accompany the applicant at the time of admission. Parents are requested to authorize a responsible person, located in Delhi, as the local guardian, to the satisfaction of the authorities and also submit / (authorize) his / her photograph, along with the application form.
3. Once admitted, the candidate must deposit hostel fee within three working days, failing which the admission to the Hostel will automatically stand cancelled.
4. Applications of foreign students are to be routed through the Foreign Students Advisor of the University and duly forwarded by the Embassy of the concerned country. Such students are also required to submit a medical certificate from the National Institution of Communicable Diseases, Sham Nath Marg, and Delhi.

The applicant must attach the following documents (Photocopy) with the application form:

1. Fee Receipt issued by S.V.College.
2. Date of Birth Certificate
3. 12<sup>th</sup> Class Mark Sheet / University Part-I or Part I & II Examinations Mark Sheets
4. Residence Proof
5. SC/ST/OBC/Person with Disability (PWD) Certificate
6. Two Passport Size Photographs
7. Photo ID / Photograph of the Local Guardian,
8. W.U.S.Health Centre membership Card Number (for students seeking readmission)
9. Medical history of the applicant (a certificate attested by a doctor)
10. Room Vacant Slip (for Students seeking re-admission).

### **RE - ADMISSION**

#### **Criteria**

1. All the previous year residents who are promoted to the next class are required to apply afresh for admission. They are required to fill up the prescribed application form for re-admission to the hostel, providing appropriate information. The minimum eligibility criterion for readmission is as follow:
  - (a) Students in Humanities Stream should get a minimum of 55% and above
  - (b) Students in Commerce Stream should get a minimum of 60% and above
  - (c) Students in Science Stream should get a minimum of 65% and above
  - (d) Residents who fail to have the required attendance of 67 % in class in the previous academic session will not be eligible to get readmission in the hostel.
  
2. However, re-admission cannot be claimed as a matter of right and may be denied as a matter of rule:
  - (a) If the student has failed, dropped out or has been disallowed from appearing in the University Annual Examination of the University because of lack of required attendance, or has scored less than the above mentioned percentage in the exams.
  - (b) If a student has violated Hostel rules or has been held guilty of breach of Hostel discipline or has committed an act of misconduct i.e. acts of vandalism, deliberate mischief, gross misdemeanor, or non - payment of hostel dues and any fine has been imposed on him / her by Proctorial Committee / Warden / Principal.
  
3. Under no circumstances will admission be given for more than three years for undergraduate students and two years for M.A. / M.Sc. students.

#### **Procedure for re-admission**

Students seeking re-admission have to fill in the application form appended at the end of the prospectus .The duly filled in application form should be submitted in the hostel office by the specified date .Incomplete forms will be rejected. Applicants must attach the Room Vacation Slip with their applications.

The procedure for re-admission to the hostel is as follows:

- i) Students have to appear in person at the time of re-admission
- ii) Students seeking re-admission must contact the Hostel Office within three working days after the re-opening of the college.
- iii) They are required to pay the current year's fee, dues of previous year (if any) before they can be allotted rooms
- iv) Parents and local guardians of the candidate must accompany the applicant at the time of re-admission.

### **Hostel Fees**

#### **I. Annual fee:**

1. Admission Fee	Rs. 200.00
2. Furniture Fee	Rs. 250.00
3. Medical & Sanitation	Rs. 500.00
4. Garden fee	Rs. 50.00
5. Hostel Association Fee	Rs. 500.00
6. House Tax.	Rs. 500.00
7. Repairs	Rs. 300.00
8. Geyser / Solar Water Charges	Rs. 150.00
9. Development fee	Rs. 1000.00
10. Caution Money (refundable /adjustable)	Rs. 500.00
11. Mess Security (refundable / adjustable)	Rs. 5000.00
12. W.U.S.Membership fee	Rs. 240.00

**Total 1** **Rs. 9,190.00**

#### **II. Monthly Charges:**

1. Room Rent	Rs. 300.00
2. Maintenance Charges	Rs. 300.00
3. Campus Security Charges	Rs. 400.00
4. Establish Charges	Rs. 500.00
5. Electricity Charges	Rs. 500.00
6. Water Charges	Rs. 200.00
7. Common Room & Facilities Fee	Rs. 200.00
8. Mess Charges	Rs. 2500.00 /as per actual
<b>Total II</b>	<b>Rs. 4,900.00</b>

Total amount payable at the time of admission / readmission to the hostel (for Undergraduate courses)

**Grand Total** **Rs. 28,790.00**

Quarterly fee (July to April) to be collected in advance in 3 quarters i.e. 1<sup>st</sup> Quarter 4 months and 2<sup>nd</sup> and 3<sup>rd</sup> quarters 3 months)

**Note:**

- 1) By the end of every third month the resident has to pay another 3 months of mess advance at the same rate along with the excess on actual Mess charges of the previous 3 months, otherwise the mess facilities of the residents will be withdrawn.
- 2) Hostel Security amount will be refundable only after the room has been vacated. Hostel Mess Security and Caution money are refundable through cheque only. Application has to be made on a prescribed form along with the photocopy of the room vacation slip and submitted to the hostel office. Security Money has to be claimed within one year after leaving the hostel, beyond which the same lapses to the Hostel Account.
- 3) In case of withdrawal, annual charges will not be refunded. However, monthly room charges will be realized only up to the month in which withdrawal is sought. It is calculated from the date of the written application's submission to the Warden for the withdrawal of admission.
- 4) Hostel charges are subject to revision from time to time.
- 5) In case a student after being admitted wants to get his /her admission cancelled, he/she will be entitled to refund of fees as per hostel / college rules.

**Fees for Foreign Students**

The foreign students admitted in the Hostel are required to pay one time registration fee of US \$200 or equivalent amount in rupees (Non - refundable) in addition to the usual Hostel fee at the time of initial admission. The SAARC country students may pay registration fee in Indian currency equivalent of US \$ 200, in case they are unable to pay in US dollars, for which prior permission of the Warden is needed.

**Scheduled of payment**

All hostel fees are to be paid quarterly and mess charges are to be paid monthly in advance. All fees should be paid by the 10<sup>th</sup> of each month except at the time of admission. The late fee fine structure is as follows.

- Late fee will be charged at the rate of Rs.10/- per day in addition to the usual charges for each day of default during the first 30 days after the due date, and at the rate of Rs. 25 /- per day afterwards. If the bill remains unpaid till the last day of the month the meals of the resident may be stopped and eviction proceeding initiated. A resident may however be re-admitted with the permission of the Warden, on payment of a readmission fee of Rs.100/- in addition to the requisite fine.
- A resident who fails to pay his quarterly hostel dues for more than one month may be asked to vacate the hostel accommodation with immediate effect.
- The residents going on long leave are also required to pay the fees within the stipulated period of time either in advance or by post in case of extension of stay.

- A resident who intends to vacate the hostel accommodation before 15<sup>th</sup> of the month will have to pay on daily basis at the rate of Rs. 50 /- (excluding the mess charges) The Hostel Office need to be intimated about this at least a month in advance .Residents staying beyond 15th of the month will have to pay the entire monthly charges for that particular month .However, mess fee rebate can be obtained for the period of absence with the written permission of the Warden.
- If a resident leaves the hostel without paying his full hostel and mess charges, hostel authorities could adjust his hostel dues against the Caution Money amount. Further, if the total outstanding dues exceed the caution money amount, in that case hostel administration / college would write to the examination branch to withhold his result.
- As the financial year of the hostel closes on March 31, all the hostel charges including that for the month of March must be cleared by March 10.
- Residents are expected to open their Bank Accounts as and when their names are short listed before taking admission in the hostel. All hostel fees and mess charges are to be deposited in Andhra Bank, Sri Venkateswara College Branch, and New Delhi.

## Ambience

The vision of Smt.Durga Bai Deshmukh, Dr.K.L.Rao and Dr. C.Anna Rao to promote the quality of education, culminated in establishing Sri Venkateswara College at New Delhi under the auspices of the famous Tirumala Tirupati Devasthanam (TTD), Tirupati, Andhra Pradesh. The foundation stone for the construction of a college building (on the spacious site of nearly 15 acres provided for the purpose) at Dhaula Kuan, New Delhi was laid on 20<sup>th</sup> August, 1961 by Dr.Sarvepally Radhakrishnan, teacher, scholar and the statesman. The initial objective to start a college at Delhi by the TTD was to cater to the educational needs of students hailing from the Southern states of India. Thus the college started with Telugu, Tamil and Sanskrit besides Hindi as the subjects in modern Indian languages. However, this TTD institution has outgrown its regional character, and has today become one of the most sought after co-educational colleges in Delhi.

Taking into account the requirement of Hostel facilities for such students hailing from the Southern States and other parts of the country and the hardships faced by them in getting accommodation, the Chairman and other members of the TTD Trust Board, at the behest of the College Governing Body, resolved to construct a hostel for both girls and boys in the college premises. The efforts of the managements are highly appreciated. The hostel will serve scholarly pursuits and expression through an experience by residents in community living and participation in various academic and co-curricular activities like sports and fine arts. The Boys Hostel is called Sri Balaji and the Girls Hostel is called Sri Padmavathi. The College is located at Dhaula Kuan on Ring Road and is well connected with Indira Gandhi International and Domestic Airports, New Delhi and Nizamudin Railway Stations and the Inter State Bus Terminal by a net of DTC Buses. The college is within 8 to 10 kms of major hospitals, like Safdarjung Hospital, All India Institute of Medical Sciences, and Moolchand Hospital. The residents will be able to use all the facilities which are available to the regular students of the college.

**Sri Venkateswara College  
(University of Delhi)  
Benito Juarez Road, Dhaula Kuan  
New Delhi – 110 021  
Ph: Hostel: 011 – 24112197  
College: 011 – 24112196, 24118590, Tele / Fax: 24118535  
Website: [www.svc.ac.in](http://www.svc.ac.in)  
Email-id [hostelwarden@svc.ac.in](mailto:hostelwarden@svc.ac.in)**

## UNDERTAKING

I Mr/Ms .....

Parent / guardian of Ms. / Mr. ....

Hereby nominate Mr/Ms .....

Whose address is .....

..... Telephone .....

As LOCAL GUARDIAN to my Ward who is joining the Hostel for Boys / Girls, Sri Venkateswara College. I am further attesting the appended signature of the local guardian.

I have read all sections and sub sections of the Hostel Bulletin for 2011 – 2012 and hereby grant permission / DO NOT grant permission (Tick mark ( ) which is applicable) to my ward to avail of late night out / night-out leave facilities.

I further understand that while the College will take all care to enforce the rules if the Hostel Bulletin for 2011-2012 it does not take responsibility for adherence to the same by my ward, or for anything untoward occurring in the course of such non-adherence.

I hereby submit / do not submit the medical history of my ward. However if I fail to do so, I shall not hold the college responsible for the consequences arising out of non disclosure / non submission of relevant my ward medical history.

Signature of Local Guardian

Signature of Parent

Form No. -----

Tick the appropriate box;



You are applying for:

Boys Hostel

Girls Hostel

**SRI VENKATESWARA COLLEGE HOSTEL, NEW DELHI**  
**Application form for Admission 2011-2012**

I / II / III Year

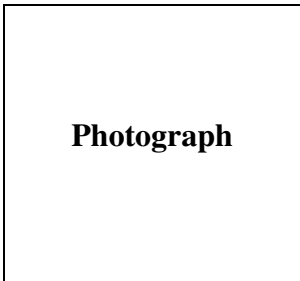
Name of the Applicant (in block letters).....

Date of the Birth:.....

State to which you belong:.....  
(Please attach a domicile or equivalent certificate)

Mother's Name:.....

Father's Name:.....



Permanent Address:.....

.....Pin:.....

Telephone No.(Office).....(Res).....

Postal Address:.....

.....Pin:.....

Local Guardian's Name.....

Address:.....

.....Pin:.....

Telephone No. (Office)..... (Res).....

Course :.....Roll No.....Room No.....

**Whether Applicant belongs to SC /ST /Person with Disability (PWD)/FS/OBC  
:.....( if yes, attach a certificate)**

<b>Examination passed Board / University</b>	<b>Year of passing</b>	<b>Aggregate marks secured for the course admitted / permitted</b>	<b>Aggregate %</b>

**ACKNOWLEDGEMENT RECEIPT**

**SRI VENKATESWARA COLLEGE HOSTEL NEW DELHI**

**Form No.....**

**Received an application for Hostel admission form Mr./ Ms.....**

**Roll No.....Course:.....**

**Date:.....Signature of Office Assistant**

## UNDERTAKING

I have read the hostel Bulletin of Information for 2011-2012, as well as the admission requirements as laid down by the college Hostel. I undertake to abide by the rule and regulations given therein and declare that I shall:

1. never smoke and shall not encourage others to smoke in the hostel premises
2. never consume alcohol / drug / intoxicant and shall not encourage others to do so in the hostel premises
3. never indulge in any activity in my hostel room that would cause disturbance to my fellow residents and other students in the college campus
4. not play games and create noise in the hostel corridors, lawns or verandahs
5. not use coolers, heaters and electric appliances in my room and if I do so, I shall pay penalty or charges levied for the use of such appliances
6. not damage the hostel property and shall be liable to pay collective penalties levied on all bonafied residents of the hostel in case of damage to hostel room
7. not allow guests in my hostel room
8. pay my dues as per the schedule of payment
9. never take meals and utensils to my room or outside the dining hall
10. never deface the walls by writing or pasting papers or posters

I declare and undertake that if I violate any of the above mentioned conditions or in any of the misconduct, I shall be liable to face any punishment decided by the Hostel administration, excluding expulsion from the Hostel.

Countersigned.....  
Parent / Guardian

Signature of applicant

### DECLARATION BY THE PARENT / GUARDIAN

My ward..... Is seeking admission to the S.V. College Hostel, I have no objection to my ward sharing the room with another student. I promise to bear his / her hostel expenses and shall make all payments in time. I also accept responsibility for his / her good behaviour and conduct in the hostel. I shall withdraw my ward from the hostel whenever advised by the Warden / Principal to do so.

Date:

Signature of Parent / Guardian

For office use only

Recommended Mr/ Ms.....for admission in the hostel. Admit provisionally, after payment of dues / fee paid vide challan no..... dated.....subject to approval by the University of his / her admission to the college.

Warden

Principal

Room. No.....Date of admission..... Office assistant.....
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**N.B. Any change in the information provided above should be intimated to the warden immediately.**

The applicant must submit the following documents (photocopy wherever required) with the application form:

- 1) Certificate of the last qualifying exam passed
- 2) Residence Proof
- 3) College fee receipt.
- 4) SC/ST/OBC/FS/Person with Disability( PWD) certificate
- 5) Local Guardian Residence proof