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## Administration

Principal	Prof. Rakesh Pathania
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## Hostel Wardens

Boys Tribal Hostel	Prof. Balak Ram
Girls Tribal Hostel	Dr. Sneh Lata
Girls General Hostel	Prof. Kanika Sood

## Hostel Advisory Committee

1. Dr. Naresh Sharma(Chief Warden)
2. Dr. Monika Sharma
3. Dr. Sneh Lata (Hostel Warden Girls)
4. Sh. Balak Ram(Hostel Warden Boys)
5. Mrs. Kanika (Hostel Warden)
6. President CSCA

## Anti-Ragging Committee

1	Sh. Rajnish Dewan	9418312900
2	Dr. V.S. Vats	9418085705
3	Dr. Balraj Singh	9418186058
4	Anjana Kharwal	9418187511
5	Dr. Monika Sharma	9418455255
6	Sh. Ashwani Kumar	8219133470
7	Dr. Ranjit Singh Thakur	9418017600
8	Sh. S.S. Randhawa	9459220643
9	Dr. Ajay Kumar	8219536750
10	Dr. Monika Makkar	9418188276
11	Dr. Amit Katoch	9418385084
12	Sh. Nishesh Kumar	8219993957
13	Sh. Rishav	9816828822

**Note: It is mandatory for the parents/guardian to meet the Principal and Warden before the admission of the students in the hostel.**

# Admission Procedure (2025-26)

## 2. Admission to the Hostel

### Availability of Seats:-

SN	Hostel	Total Seats	Vacant Seats
1	ST Boys Hostel	46	18
2	ST Girls Hostel	54	15
3	General Girls Hostel	64	20

### Allocation of Seats:-

- College allots seats to students in all regular discipline as per the subject merit list in all hostels.
- Only First year students are eligible for admission in hostel.

### Criterion for Admission:-

- Admission is strictly on the basis of merit.
- Vacancies in the hostel depend upon the number of students leaving the hostel.
- Selected students will be called with their parents before final admission in hostel for counseling.

### How to Apply:-

- Hostel Admission form, available after College admission in the College office, is to be filled and submitted to the Wardens or in the office.
- College fee receipt is required to be shown at the time of registration or applying.
- Registration doesn't guarantee admission.
- The Hostel Merit List will be displayed on the College Notice Board as per the notified schedule. It is the responsibility of the applicant to track this information. No candidate will be informed individually.
- An allotted seat will be held for a period of 5 days after being notified and will be given to the next eligible candidate, where there is no response.
- If ward has misinformed the wardens about nature of leave then he /she will be expelled from hostel with immediate effect.

**Allotment:-**

- Rooms will be allotted by the warden as plan prepared.
- Accommodation to be provided only on the sharing basis. No single room will be allotted in any circumstances.
- Boarders can't shift from their allotted room to another room within the hostel. Otherwise, fine Rs. 200 levies by the warden.

**Admission to the subsequent year**

Admission in the hostel in the successive class will be subject to the following conditions:

1. Students should have passed all papers of the year.
2. In case a student has failed or not appeared in examination or gets compartment in the last academic session he/she will not be allowed the hostel accommodation with immediate effect.
3. The hostel remains closed during the vacation for a period as specified by the Principal or Warden. The students have to vacate the hostel rooms within two days of termination of their examination. In case of the room is still not vacated, it will be locked by the security guard with the permission of warden till the possession of the room is handed over and a fine of Rs.100/-per day will be charged.
4. Prescribed application form for re-admission in the hostel has to be filled every year.
5. Involvement of any student in any misconduct will be liable to be suspended from the hostel and on providing the act of misconduct the student shall be liable to be expelled from the college enroll.
6. Students are not allowed to take part in any activities rather than academics.
7. Any kind of misconduct & misbehave in hostel premises with warden & with fellow wards is not allowed & disciplinary action will be taken against defaulters.
8. Study hours are fixed i.e. from 5 PM to 7 PM in evening & from 9 PM to 11 PM in night.
9. All the wards have to submit their mobile phones during study hours & in night time i.e. from 9:30 PM to 8:00 AM in morning.

**Note:-If any student does not obey rules regarding below mentioned points**

- **Submission of phones/submit other phone**
- **Indiscipline behavior**
- **Inappropriate behavior with co-wards, wardens, cooks, chowkidaars**
- **Trying to make nuisance in study hours**

**Then the fine of Rs.100/-will be charged from him/her.**

### 3. Rules and Regulations

#### General Discipline:-

1. **RAGGING IN ANY FORM IS STRICTLY PROHIBITED.**
2. It is mandatory for students to maintain the minimum required attendance (75%) failing which, admission to the hostel in the subsequent year will be denied. Attendance in all assessment related tasks is compulsory.
3. Consumption of liquor, drugs or tobacco is strictly prohibited. Action will be taken against those students found indulging in these activities and those present in gatherings where such activities take place.
4. Resident students are advised not to bring expensive jewellery or keep large sum of money in their rooms. Hostel authorities will not be responsible for any loss/theft.
5. Before leaving the hostel every student shall obtain a clearance from the warden and personally handover the charge of the room and hostel property to the chowkidar on duty. Repair charges for any damage to the furniture or any articles of the hostel will have to be paid by the student along with a minimum penalty of Rs. 500/-for not handing over the charge.
6. Students will have to assign task to clean their rooms, campus & Common areas of hostel every Sunday.
7. Students are advised to bring alarm clock, bucket, mug, thermometer, mattress, pillow, blanket/quilt and minimal or necessary clothes/shoes with them as they are having a single almira in their room.

### **Visitors and Guests:-**

8. Male visitors shall not see students of girls hostel (except parents) if need be in the visitor / guest rooms during specified hour prior to the approval from the warden.
9. Female visitors shall not see students of boys hostel (except their parents) if need be in the visitor / guest rooms during specified hour prior to approval from the warden.
10. No guests are permitted to stay overnight in any hostel.
11. If any outsider is found staying illegally without prior permission, the warden / principal shall cancel the allotment who is accountable for it.

### **Attendance and Leave Rules**

#### **a) For Boys Hostel**

1. Gate of Boys hostel will be closed at 5 P.M. and opened at 6 A.M.
2. All students entering the hostel after 7 P.M. are to make the due entries in the register maintained with chowkidars / security guards of the hostels.
3. Any student found absent from the hostel for more than two weeks without sanctioned leave from the warden, his hostel admission shall be cancelled along with fine.
4. There will be daily roll call before dinner as fixed by the warden.

#### **b) For Girls Hostel**

1. There will be daily roll call before dinner as fixed by the warden.
2. Gate of girls hostel will be closed during summer and winter at 3.30 P.M. and shall be opened at 6A.M. in the morning.  
Students having practicals or special classes can enter before 5 pm by proper intimation to the warden.

3. For late coming to the hostel there will be Rs. 100/- fine for per entry. No entry in the hostel will be permitted beyond prescribed time. In case of the frequent late coming in the hostel the matter shall be brought to the notice of the parents and a disciplinary action will be taken which may be the expulsion from the hostel.
4. Girls taking admission first time need to accompany by their parents. Students suffering from chronic illness or continuous illness and / or requiring special dietary will not be enrolled and any wrong declaration will result in the cancellation of hostel.
5. Girls must write a valid contact number and address in the home going register before proceeding.
6. Visiting hours/Visiting days for parents/guardians are 10 A.M. to 02 P.M. in summer and 11 A.M. to 03P.M. in winter.

#### **4. Food**

1. The mess is run by students themselves on cooperative system.
2. Cooking in the rooms is not allowed.
3. No meals will be served in the room except in cases of illness.
4. The hostel mess manager of the mess shall screen the enrolment of students mess and shall take the sole responsibility of the mess. Advance for one month will be collected by the manager with in time. Joining the hostel mess and 75% attendance will be compulsory to all the hostel students.
5. Hostel wards have to pay the full amount that will be fixed by Mess Committee for a month and if someone not resides in hostel due to illness or any reason then they have to pay half of the mess bill for a month. There will be no excuses entertained in any case.
6. Students have to pay mess bill before 8<sup>th</sup> of every month, after that fine of Rs.50/- will be charged per day.

**Meal Timings:**

The timing for the meal is as under:

1. Breakfast 8.00 A.M. to 9.30 A.M.
2. Lunch 1.30 P.M. to 3.00 P.M.
3. Dinner 8.00 P.M. to 9.30 P.M.

**Common Room**

1. The Common Room is for exclusive use of the residents.
2. Residents should not move the furniture out of the Common Room to any other place in the hostel. A fine of Rs.100/- will be imposed for violations.
3. All common areas including corridors should be kept clean and litter free. Any violation of this will invite penalty.
4. Hostel Committee

There is a consultative committee appointed by the College Staff Council consisting of faculty members to assist the Principal and the Warden in the administration of the hostel.

**5.1 Availability of the Warden**

The Warden will be available between 10.00 A.M. to 03.00 P.M. every day in the college.

The Warden may be contacted immediately in case of emergency.

## **6 Hostel Fees**

1. Hostel fee will be charged from all the students at the time of admission in single installment.
2. Students getting admission to hostel at any time during the year will be charged full fee of the year, however on the availability of accommodation.
3. The security will stand lapsed after one year of leaving the hostel.

### **Fees to be charged**

**For Girls /Boys Hostel (1<sup>st</sup> and 2<sup>nd</sup> year) Total: - ₹ 15000**

**For Girls /Boys Hostel (3<sup>rd</sup> year )Total:- ₹ 13000**

**Note:1.Fee once deposited will not be refunded under any circumstances.**

2. It is obligatory for the parents of the students to attend the meeting with the warden at least twice a year.