WHOM TO CONTACT IN COLLEGE

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Chief Warden
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HOSTEL INFRASTRUCTURE
A HOME AWAY FROM HOME
IN ADDITION TO THE NEW HOSTEL FOR GIRLS IN THE COLLEGE CAMPUS, THE COLLEGE OFFERS AN ARRANGEMENT OF HOSTEL ACCOMMODATION IN THE GOVT. HOME SCIENCE COLLEGE, SECTOR-10, CHANDIGARH AND GOVT. POLYTECHNIC COLLEGE, SECTOR -10, CHANDIGARH.

The candidates have to apply in advance as per the instructions given below: -

1. Candidates will apply on the prescribed College Admission Form incorporated in the joint prospectus.
2. The Old/New candidates seeking hostel admission must fill hostel option in admission form online as well as in the hard copy.
3. Incomplete forms will not be entertained.
4. The hostel seats are limited; therefore admission to the college does not ensure the right of the candidate to a hostel seat, nor is it a matter of right for the old students.
5. Hostel seats will be filled on the first come first served basis as well as on the basis of merit, and distance of the place to which the student belongs.
6. Application for Hostel Accommodation will be considered only if the distance of Permanent Address is more than 25 kms for girls from Chandigarh to District Headquarters (this does not apply for B.P.Ed students).
7. New and old students securing less than 60% marks may not be given hostel accommodation keeping in view the limited availability of seats.
8. Physical presence of the candidate along with her parents is compulsory on the day of admission.
9. Parents to note that admission formalities/ process may take more than one day. So they are required to make their own arrangements of stay accordingly.
10. After the candidate has been granted admission in the college, the candidate will obtain a requisition slip from the New Hostel (Girls) for the Hostel admission.

11. Counselling for left out seats, which may fall vacant, will be held on 22nd July, 2017 from 11.00 a.m. to 1.00 p.m. in the New Hostel (Girls). Students need not fill any new form for this counselling but reporting for the counselling is compulsory. Failure to report for the same will be considered as not interested in the seat.

12. After the candidate has been granted admission in the college as well as in the hostel, she has to pay her college and hostel dues on the same day either in any E-Sampark Centre or online to the E-Sampark Centre.

13. In case the candidate does not pay her fee on the same day, she loses her claim to the hostel seat.

14. Admitted student will report to the hostel authorities one day before the commencement of the classes (Date to be notified on the college notice board /website).

15. It is mandatory for all the new students and their PARENTS to be present on the Reporting day, on which they will be acquainted with the hostel staff and apprised of the hostel rules and code of conduct.

16. Foreign students and students belonging to Manipur, Leh-Ladhak and Tibet etc. must have their parents accompanying them at the time of hostel admission. They also need to submit an affidavit from their parents authorising the local guardians to perform all responsibilities on their behalf regarding hostel rules and regulations, after the admission. They are required to bring a family photograph and also two passport size photos at the time of admission.
17. Candidates must bring -
- Filled in hostel forms and proformas (Forms and proformas to be downloaded from college website).
- a filled in recent Medical Certificate (Medical certificate proforma to be downloaded from College Website)
- 2 passport size recently clicked Family Photographs.
- 6 Passport size photograph of Student.
- Passport size photographs of Father & Mother (Separately—2 each)
- Passport size photographs of two local guardians (Separately—2 each).

18. Procedure for Recommendation to Accommodation in Hostels of Govt. Home Science College, Sector-10, Chandigarh and Govt. Polytechnic College, Sector-10, Chandigarh.
- Those who are granted admission to the college but fail to get a seat in the New Hostel (Girls) on our campus can be given the option for hostel accommodation in the Govt. Home Science College hostel, Sector 10 Chandigarh and Govt. Polytechnic College hostel, Sector 10 Chandigarh.
- List of candidates will be prepared on the basis of Merit and sent to Principals/Superintendents/Wardens of the above mentioned hostels with recommendation for the Hostel Accommodation.
- The recommended candidates will buy the Hostel Form from the allotted college and submit it there, after filling it up.
- Students will be governed by the hostel rules and hostel fee structure of the respective college in which they are allotted hostel seats.

19. Old students should apply afresh for admission. Their merit and conduct in the hostel in the previous session will be considered for admission. Admission to the hostel is not a matter of right. Students with Re-appear or attendance shortage/or guilty of indiscipline in the previous class will NOT be entertained.
20. A resident who has not qualified/fulfilled the eligibility conditions for P.U. final examination in the previous year, will not be eligible for Hostel Accommodation next year.

21. Old Students are required to report for college and hostel admission positively as per the Admission Schedule failing which they will lose their Right to admission and hostel seat.

22. Old students must deposit their hostel fees on the day of their admission in the college failing which their seat in the hostel will be cancelled.

23. Old students must report in the hostel a day before the commencement of classes.

24. Shifting of Hostel is NOT Allowed under any circumstances.

25. All rights of admission to the college hostels are reserved with the Principal. No student can claim admission to hostel as a matter of right. Principal reserves the right to amend, add or delete any of the provisions contained in hostel rules without prior intimation.

**GIRLS HOSTEL RULES**

Parents and hostel residents are advised to go over the hostel rules carefully and make sure that the rules are followed by everyone:

1. Allotment of rooms will be strictly according to the rules framed by the college. A student will be allotted a room when she reports to the hostel authorities a day before the commencement of classes.

2. Every student should stay in the room allotted to her. Mutual exchange of rooms after final allotment is not allowed. However, only the Chief Warden may allow as a special case on valid and reasonable ground. Violation of this rule will be considered an act of gross misconduct and entail appropriate disciplinary action including expulsion from Hostel and imposition of heavy fine.
3. Resident students are expected to arrive a day before the term starts.
4. It is mandatory for the new students to be present along with their parents, on the Orientation day, when they will be acquainted with the hostel staff and apprised of the hostel rules and code of conduct.
5. No student will be allowed to join the hostel without
   (1) fee receipts of both college and hostel admission,
   (2) Hostel Accommodation cum Pledge Form and
   (3) Medical fitness certificate.
6. Students must bring their own bedding, bed linen, door curtain, bucket / mug and locks etc.
7. Furniture will be issued to the resident students against their signature. Each student will be responsible for any breakage or loss of furniture issued to her.
8. Any resident opening the room by breaking the hostel lock or seal or window-panes etc. shall be liable to a minimum fine of Rs.500/-. In case this kind of conduct is repeated, the student will be liable to expulsion from the hostel.
9. In case of damage to any part of the hostel buildings, furniture, or other property of the hostel, caused by residents of the hostel, the loss shall be recovered from the persons identified as responsible for such damage. However, if the persons causing damage cannot be identified, the cost of repairing the same as may be assessed will be distributed equally amongst all the residents of the hostel or group of residents of the hostel found responsible for the damage.
10. Before leaving the hostel, resident students must obtain a “No Dues” certificate from the warden.
11. Mess dues must be paid by the 10th of every month failing which the defaulters will be charged Rs.50/- per day as late payment charges from 11th of the month.
12. Any fine/Charges imposed on the residents or mess contractors will be utilized for the welfare of the hostel residents.
13. Students are prohibited from consuming alcoholic drinks, drugs, cigarettes, tobacco products or any other intoxicants inside the hostel or to enter the hostel after consuming the same. Any student found consuming such thing or in a drunken state in the hostel will render herself liable for strict disciplinary action, including expulsion / rustication from Hostel / College.

14. Internal locks / latch locks are not permitted to be installed in the hostel room.

15. The Warden Team member or any authorized member of the staff can inspect the room of any student in the hostel at any time.

16. All the residents are required to take their meals in the hostel mess. Minimum 40 meals per month will be charged from each resident.

17. A resident is required to attend a minimum of 50% of the lectures delivered per month and 75% of the total lectures delivered failing which she will have to vacate her hostel seat.

18. In case a resident absents herself from classes in the college for seven days continuously without prior permission, she will be asked to vacate the hostel. If a resident student’s name is struck off the college rolls for any reason, she will have to vacate the hostel seat.

19. Students who fail to obtain 25% marks in aggregate in house examination or have lecture shortage will have to forfeit their hostel seat.

20. Students who over stay the sanctioned leave without valid reason will not be allowed hostel admission in the next session.

21. **No student will be allowed to stay in the college hostel during Autumn, Winter and Summer Vacation.**

22. **All the resident students will be permitted to join coaching classes and other advanced courses before and after their college classes, provided their parents submit an affidavit and permanent authority letter duly signed by them and mention the name of the institute which their ward wishes to join. Students will be required to report back in the hostel latest by 7:00 p.m.**
23. In case any student takes leave (Medical or for camp etc), she will have to give prior information to Hostel Warden.
24. Parents must countersign the attendance, house test results and record of outings of their wards regularly.
25. Habitual defiance of hostel rules will render a resident liable to disciplinary action, a special fine and even expulsion from the college.
26. Resident students will be penalized for participating in any kind of protest or strike.
27. Parents of defaulters can be called by the hostel authorities any time.
28. Married girls are not allowed to stay in the college hostel. In case a student gets married during the session, she will have to vacate the hostel.
29. If any of the documents submitted by the students at the time of hostel admission is found to be forged/false, the student will be rusticated from the hostel.
30. Students are expected to maintain a decent dress code in the hostel and college premises.
31. Hostel rooms and premises must be kept neat and tidy.
32. The College is not responsible for any inappropriate behaviour/action of the student which is detrimental to accepted social norms.
33. Students, in their own interest, are advised not to keep excess cash or any valuables in their hostel rooms. They are cautioned to be very careful about safety of their belongings. They should close their rooms securely when they leave the room even for short periods or when they are sleeping. Hostel shall not be responsible for the loss of such items due to theft or otherwise. However, in the case of theft, the matter should be immediately reported to the concerned Warden.
34. Entry of the visitors in the visitors’ register is compulsory.
35. **Action will be taken against the erring students, who pass undesirable remarks about fellow students, indulge in physical and**
mental torture and show disobedience and non-co-operative behaviour.

36. **Ragging is strictly prohibited as per the Hon’ble Supreme Court orders. Defaulters will face punitive action.**

**Appointment of Local Guardians**

1. Appointment of two local guardians is a must for the hostel record of each resident student. In case of an emergency, local guardians will be informed and called.

2. Unmarried Men (blood relation and cousins) will not be accepted as local guardians and will not be allowed to enter the college premises.

**Medical**

At the time of hostel admission, parents are advised to inform the hostel authorities of any chronic ailment from which the student may be suffering, so that they are better equipped and prepared to handle such emergencies. In case this fact is concealed from the authorities at the time of admission, the college will not be responsible for any emergency that may arise. Students are advised not to indulge in self-medication; if they do so, they will be responsible for the consequences. In case of emergency student will be taken to nearby government hospital/PGI.

**Leave Rules, Attendance and Late Arrivals**

1. Hostel students shall not leave the campus without prior permission of the Warden. They shall have to apply in prescribed form, one day in advance stating the reason for leaving and the address of destination. In case of some family emergency, the parents can seek special permission from the warden to leave on the same day after explaining the situation to her. But, this can just be an exception in normal circumstances.
2. The name of the residents absenting themselves without permission for a fortnight will be struck off from Hostel.

3. Leaving the hostel during closing hours at night or after Roll Call and coming again in midnight will lead to expulsion from the hostel.

4. All the students will report daily for Roll-Call in their respective hostels at 5:30 p.m. in winter (November to February) & 6:30 p.m. in summer.

5. The visiting hours: 2:00 PM to 5:00 PM (Monday to Saturday)
   10:00 AM to 5:30 PM (Sunday).

6. Students MUST carry their hostel ID cards with them at all times and and must present the same to any hostel authority whenever asked for. Students MUST deposit their hostel ID cards at the main gate of the College every time they go out of college premises.

7. Residents must enter a valid contact number and address in the outgoing register before proceeding on leave.

8. All residents entering the hostel after the prescribed time are to make due entries in the register maintained for late arrivals with the office chowkidar of the hostel. A fine of Rs.50/- will be imposed for late entry upto 7.30 p.m. in the meantime, parents will also be informed about it.

9. Residents returning from home must report themselves before the roll call time. Violators will be fined as decided by the Warden.

10. The residents are to strictly adhere to the night out rules of the Hostel (given in the Hostel Prospectus). Not more than one night out is permitted in a month. But, in case of a long weekend the residents are allowed to go home irrespective of the one night out availed.

11. A resident student on leave from the hostel will apply for the leave from the college as well. In case she found attending classes in the college while on sick leave from the hostel, strict action will be taken against her.
12. Students who absent themselves from the hostel without Night Out Pass will have to face strict disciplinary action as per the decision of the Hostel Committee.

**Use of Electricity and Water**

1. Residents are advised to use tube light or CFL Bulb to save energy. They must switch off the light while going out of the room and while sleeping.

2. Hostel students are not permitted to use private electrical appliances. In case of a default, a fine of Rs 500/- will be imposed and the electrical appliance will be confiscated. They are also warned not to tamper with electrical fittings. The college will not be responsible for any mishap.

3. *Residents are not to tamper with the electrical installation. The cost of the repair of any damage done by them will be realised from them.*

4. Residents are directed to have a bath or wash clothes during Municipal water supply timings only otherwise it causes shortage of water in the hostel and the authorities will not be responsible for it.

5. Residents are directed to close the taps after use so that no water is wasted.

*Education is an ornament in prosperity and a refuge in adversity.*

*Aristotle*
POST GRADUATE GOVT. COLLEGE, Sector 11, Chandigarh
NEW HOSTEL GIRLS
Admission Form (Session..............................................)

COLLEGE ROLL NO.......................... CLASS.......................... ROOM NO........................

1. Student's Name........................................................................
   (In block letters)

2. Date of Birth...........................................................................

3. Father’s Name...........................................................................
   (In block letters)
   Father’s Profession......................................................................
   Office Address...........................................................................
   Mobile..........................................................

4. Mother’s Name.............................................................................
   (In block letters)
   Mother’s Profession......................................................................
   Office Address...........................................................................
   Mobile..........................................................

5. Permanent Address.....................................................................
   State............................

6. Name of the Local Guardian..................................................

7. i) Address of the Local Guardian.............................................
   ii) Telephone No./Mobile Office............................................
   iii) Relationship with the Local Guardian ................................

8. Whether S.C./S.T./B.C./O.B.C or any other reserved category(Attach Proof).................................................

9. Have you ever suffered from any serious ailment/contagious disease (Attach Proof)         Yes/No
   If Yes, give particulars................................................................

10. Were you a resident of this hostel earlier?                     Yes/No
    If yes, give particulars: i) Room No.................... ii) Class.............. iii) Session......................

11. Particulars of the last examination Passed:

<table>
<thead>
<tr>
<th>Examination</th>
<th>University/ Board</th>
<th>Roll No.</th>
<th>Year</th>
<th>Subject</th>
<th>Marks Obtained</th>
<th>%age</th>
<th>School/College</th>
</tr>
</thead>
</table>

ATTACH PROOF

Father’s/ Guardian’s Signature ........................................... Student’s Signature

Date.......................................................... .................................................

Warden Principal/Chief Warden/ Coordinator New Hostel

Parents must accompany the candidate at the time of admission.

FOR OFFICE USE ONLY

1. Mess Security Rs.......................................Hostel Security vide Receipt No............. Dated..........................

2. Hostel charges Rs.............................................

Signature of Office In-charge
1. I shall abide by all the hostel rules and regulations.
2. I shall be responsible for the movable and immovable property of the hostel.
3. I shall not keep any guest/outsider in my room.
4. I shall not stay out for the night without the prior permission of the warden.
5. I shall not leave the station without prior information of the warden.
6. I shall clear mess and other dues by the 10th of every month.
7. I shall not keep any electrical appliance like stereo, two-in-one, valuables or hard cash in my room.
8. I shall not smoke/use any intoxicant in the hostel/college premises, nor shall I allow any guest to do so.
9. I shall attend all the functions and meetings of the hostel.
10. I shall not bring any vehicle to the hostel premises.
11. I shall not keep arms or lethal weapons with me in the hostel.
12. I shall strictly observe the hostel timings.
13. I shall not paste posters on the walls of the room/hostel.
14. If I violate any hostel/college rule, I may be expelled.
15. I shall attend at least 75% of the lectures.
16. I certify that no police case is pending against me anywhere in India.

Date..................................

Signature of Father   Signature of Mother  Signature of Student

FATHER’S/GUARDIAN’S DECLARATION

I ........................................................... Father of........................................... undertake the responsibility for the conduct of my daughter during her stay in the hostel. The authorities may even expel her from the hostel/college if she does not abide by the rules. I also take the responsibility of paying hostel dues by the 10th of every month. In the interest of my daughter, I shall keep in touch with the Warden and the teachers.

Date.................................

Signature of the Father/Guardian

Address.................................................................

.................................................................

DECLARATION BY THE LOCAL GUARDIANS (Having residence in Tricity)

I ...........................................................resident of H.No.....................Sector...............Ph...........................(R)
...........................................................................................(O) Chandigarh undertake the responsibility for the conduct of .................................................
........................................................................................... and shall keep in touch with the hostel authorities from time to time.

.................................................................................................

Local Guardian’s Signature

(Note: Please submit a copy of the photograph of Father/Guardian (if father is deceased) and of local guardian at the time of admission to the hostel.)
NEW HOSTEL GIRLS
POSTGRADUATE GOVT. COLLEGE
SECTOR 11, CHANDIGARH
(SESSION 2017-18)

1. Name ........................................................................ (M)........................................
2. Father’s Name .............................................................. (M)........................................
3. Mother’s Name ............................................................. (M)........................................
4. Guardian’s Name .......................................................... (M)........................................
5. Class ............................................................ Roll No ........................................ Room No ........................................
6. Permanent Address ........................................................................................................................
    Telephone No ........................................................ Mobile No ........................................
7. Local Guardian’s Address ..............................................................................................................
    Telephone No ........................................................ Mobile No ........................................
8. Subjects: (A)................................................................. (B)................................................ (C)................................................
    (D)................................................................. (E) ......................................................
9. Choose any two activities to get involved during your hostel stay:
    (A) Public Speaking ☐ (B) Art and Craft ☐
    (C) Dancing ☐ (D) Gardening ☐
    (E) Singing ☐ (F) Creative Writing ☐
POST GRADUATE GOVERNMENT COLLEGE
SECTOR 11, CHANDIGARH

NEW HOSTEL GIRLS
PERMISSION TO LEAVE HOSTEL

Name

Roll No.

Class

Room No.

Nature of leave

a) Local Guardian

b) Home Town

c) Day Out

Date & Time

Number of Days

Report back on
Date & Time

Reason

It is in the knowledge of my parents

Parents/Local Guardian/Permanent Authority

Signature of Student

Principal

Warden

Note: Leave of any kind will be granted only on non-teaching days and you are required to report back on teaching day.