



**BALAJI AND PADMAVATHI HOSTEL**

**SRI VENKATESWARA COLLEGE**

**Information Bulletin  
2019 - 2020**

**ADMISSION SCHEDULE 2019-2020**

<b>Sale and receipt of Application forms</b>	<b>Thursday 28.06.2019</b>
<b>Last date of receipt of Application forms</b>	<b>Friday 20.07.2019</b>
<b>Notification of Admission List</b>	<b>Monday 25.07.2019</b>
<b>Admission and Payment of Fee</b>	<b>Tuesday &amp; Wednesday 26 &amp; 27-07-2019</b>
<b>And Formal Interaction with Wardens</b>	

Check College Hostel website [www.svc.ac.in](http://www.svc.ac.in) for selected candidates

**Sri Venkateswara College Hostel  
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's: [principal@svc.ac.in](mailto:principal@svc.ac.in), [hostelwarden@svc.ac.in](mailto:hostelwarden@svc.ac.in)**

## 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, multi-ethnic and multi-religious- 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. (Mrs.) P. Hemalatha Reddy.

## **About the Hostel**

The Sri Venkateswara College Hostel, located within the college campus was set up in 2008. It consists of two blocks, The Sri Balaji Boys, Hostel and Sri Padmavati Girls' Hostel. Here we strive to give the comforts that will provide the matrix for a full fledge immersion in the spirit of the college and an optimum ambience for the fulfilment of both the academic and the co- curricular pursuits. The residence, which is a harmonious co – existence of multi-cultural, multi-ethnic and multi-religious nature-, is representative of the SVC character. The Hostel provides accommodations for 144 students, 72 each for Boys and Girls.

The on campus residential facility is offered to full time undergraduate students admitted to the first year are 24 each in the Boys and Girls Hostel. Only those students whose parents do not reside in or around the National capital Region of Delhi (Gurgaon, Noida, greater Noida, Ghaziabad, Faridabad etc. are eligible for admission. Due to the limited availability of accommodations, admission to the hostel is granted based on academic merit. The allocation of hostel rooms is decided by the Hostel Committee. The Hostel Administrative functionaries, in co-operation with the Hostel Students Association work towards the efficient and smooth function of the Hostel. They contribute to the maintenance of a harmonious community life. The home that we offer to you, within the premises of the College, is a major constituent of the Colleges' effort at imparting a sensitive, well- balanced education.

The principal is the Chairperson of the Hostel committee and the detailed constitution of which is given in the Hostel Information Bulletin. For further enquiries and clarifications, the Wardens Dr Mukti Kanta Sukla (Boys' Hostel) and Dr. Nandita Narayanasamy (Girls' Hostel) may be contacted in the Hostel Office

**Hostel Phone Number: 011-24112197.**

### **Administration**

Principal	Dr. (Ms.) P.Hemalatha Reddy
Bursar	Dr. A.K Chaudhary
Warden (Boys Hostel)	Dr. Mukti Kanta Sukla
Warden (Girls Hostel)	Dr. Nandita Narayanasamy
Administrative Officer	Mr Virendra Kumar
Junior Assistant cum Care Taker	Ms. N.Uma Devi
Junior Assistant cum Care Taker	Mr. Vikas Mishra

## Hostel Committee for Academic Year 2018 - 19

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

Dr. (Ms.) P.Hemalatha Reddy, Principal	Chairperson
Professor (Ms.) Swati Saha	Member G.B.
Dr. A.K Chaudhary, Bursar	Member
Dr. Mukti Kanta Sukla, Warden, Boys Hostel	Member
Dr. Nandita Narayanasamy, Warden, Girls Hostel	Convenor
Dr. Neeraj Sahay, Staff Council representative	Member
Dr. Sunita Jain, Staff Council representative	Member
President, Hostel Students Association (Boys)	Member
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 144 students, 72 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	8.00 am to 9.00 am
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. Also, a few gym equipment have been installed in both Girls and Boys Hostel for use by residents.

**Medical:** Whenever needed residents may utilize the medical services provided at the W.U.S. Health Centre, located in South Campus, University of Delhi. 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 is located in the college campus where residents should open a bank account.

**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 6.00 CGPA aggregate in I & II year
2. Sports Secretary (Boys & Girls) (2) II year students having 6.00 CGPA aggregate in I year
3. Cultural Secretary (Boys & Girls) (2) II year students having 6.00 CGPA aggregate in I year
4. Common Room Secretary (Boys & Girls) (2) III year students having 6.00 CGPA aggregate in I & II year
5. Mess Secretary (Boys & Girls) (2) III year students having 6.00 CGPA aggregate in I & II year
6. Cleanliness Secretary (Boys & Girls) (2) II year students having 6.00 CGPA aggregate in I & II year

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

## **Hostel Rules & Regulations:**

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

### **Rules of Residence:**

1. 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.
2. Residents must hand over the complete charge of their room after taking their luggage, before leaving the hostel at the end of each term and must obtain a clearance certificate from the hostel office. A copy / photocopy of clearance certificate are 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.
3. Residents are not allowed to hand over the keys of their rooms to any person other than the one designated by the hostel authorities.
4. 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.
5. Residents are expected to come to the Dining Hall, Common Room and Visitor's Room properly dressed.
6. 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.
7. Residents are advised not to talk to visitors at the hostel gate.
8. Admission shall be terminated in case of a student against whom disciplinary action has been taken by Hostel / College / Dept. of University of Delhi.
9. 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.
10. Residents are:
  - a. required to lock their rooms and not to leave it 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.
11. The Hostel will remain closed from 1<sup>st</sup> June to 15<sup>th</sup> July, every year.

## Special Rules for availing Late Night and Night Out:

- 1 Residents are requested to be back in the Hostel by 9:00 P.M. sharp every day, and get their attendance recorded. It is the responsibility of every resident who is present in the premises to get his / her presence marked in the attendance register at attendance time, i.e., 9:05 P.M.
- 2 A resident can avail at the most 4 Late Night and 4 Night Out per month.
- 3 If a resident wishes to avail a Late Night, an official SMS from the Local Guardian or the Parent from their registered Mobile Number needs to be sent to the Wardens.
- 4 Late Night permission is available till 10:30 P.M. **Hostel gates will close at 10:30 P.M.**
- 5 Students who are a part of any Association which is approved by college authorities need to get permission from the concerned Convener, which is accorded with supporting documents and prior sanction from the Principal to avail late night facility.
- 6 Every resident must seek prior permission from (at least one day before) the administration through mail (hostelwarden@svc.ac.in and principal @svc.ac.in) from either their Local Guardian / Parent if he/she wishes to stay out for the night. In addition to that a sms regarding the same should be sent to the Wardens Mobile Number. 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, even leading to expulsion from the hostel. The resident should also submit a duly filled and signed Night out form on returning to the Hostel.
- 7 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.

## **General Rules of Discipline:**

- 1 Residents must maintain proper decorum in the hostel. They must behave properly with the staff and fellow residents.
- 2 Residents must carry the Hostel Identity Card with them and produce the same on demand by Security Guard and College / Hostel officials
- 3 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.
- 4 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.
- 5 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, a fine of Rs. 200/- will be imposed uniformly each time when this rule is violated.
- 6 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.
- 7 Hostel dues should be cleared within 7 days of issuance or as announced by the hostel authorities from time to time.
- 8 Gross indiscipline of any kind, irregularity in payment of dues and poor class attendance record will be treated as disqualification and the student shall be expelled immediately on account of above reasons for readmission.
- 9 The Warden / Principal can without assigning any reason, change room allotted to a hostel inmate on compliance of any order in this regard is to be treated as a serious breach of discipline inviting penal action.
- 10 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.
- 11 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.



- 12 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.
- 13 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.
- 14 Residents vacating rooms after taking their entire luggage are required to hand over the rooms to the Hostel Office Assistant and collect a No-Dues Form. The Form 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 No-Dues Form.
- 15 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. In case of any damage to the furniture, the cost will recovered from the residents.
- 16 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.
- 17 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.
- 18 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.

### **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 parent 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. In case of violation of this rule a fine of Rs. 50/- will be imposed.

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

- 1 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.
- 2 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.
- 3 Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under this Ordinance.
- 4 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:
  - Involve physicals assault or threat to use of physical force;
  - Violate the status, dignity and honour of women students;
  - Violate the status, dignity and honour of students belonging to the scheduled castes and tribes;
  - Expose students to ridicule and contempt and affect their self esteem;
  - Entail verbal abuse and aggression, indecent gestures and obscene behavior.
- 5 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 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.
- 6 The Warden may also submit an initial report establishing the identity of the perpetrators of Ragging and the nature of the ragging incident. 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.

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.

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.

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.

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.

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)**

### **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.

### **DEFINITIONS:**

1. "Students" includes regular students as well as current ex- students of Delhi University.
2. "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 .
3. "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 fulltime, temporary, ad-hoc, part time, visiting, honorary or on special duty or deputation and employees employed on a casual or project basis.
4. "Member of the University" includes all those included in categories i-iii above.
5. "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.
6. "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.
7. "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.

8. "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-collared 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:

1. 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.

2. When unwelcome sexual advances and verbal, non-verbal and / or physical conduct such a 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.

3. 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.

4. 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.

## **Admission:**

### **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. In the event of two candidates securing admission position; final admission will be given to the candidate whose permanent address is at a greater distance from Delhi.
3. Admission to the hostel can not be claimed as a matter of right.

### **Distributions of seats:**

The Boys Hostel has been exclusively funded for construction by College Management, TTD Trust, whereas the Girls Hostel has been partially funded by UGC and Management. Day to day functioning of the hostel is self-financed.

The total no. of seats available for students who are going to be admitted for 2019-20 academic year, are 24 in Boys Hostel and 24 in Girls Hostel.( The allotment of seats is 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.)

### **Procedure for Admission:**

The prescribed application form appended at the end of the Information Bulletin 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. 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.
3. 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. If you do not have relative or friend in Delhi then a teacher from the concerned department will become the local guardian, if they agree.

4. Once admitted, the candidate must deposit hostel fee within three working days, failing which the admission to the Hostel will automatically stand cancelled.

5. 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. College Fee Receipt by S.V. College
2. Date of Birth Certificate
3. 12<sup>th</sup> Class Mark Sheet / University Part I & II Examinations Mark Sheets
4. Residence Proof (Approved by Government Authority)
5. SC/ST/OBC/FS and Persons with Disability (PwD) Certificate
6. Two Passport Size Photographs
7. Local Guardian Photo ID residence proof
8. W.U.S. Health Centre membership Card Number
9. Medical history of the applicant (a certificate attested by an authorized doctor)
10. Room Vacant Slip (for Students seeking re-admission).
11. Affidavit by Parents/ Guardians and Students

**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 6.00 CGPA and above
- b). Students in Commerce Stream should get a minimum of 6.50 CGPA and above
- c). Students in Science Stream should get a minimum of 6.50 CGPA and above
- d). Residents who fail to have the required attendance of 70 % 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, frequent violation of late night, night out rules or non - payment of hostel dues and any fine has been imposed on him / her by Proctorial Committee / Warden / Principal. Under no circumstances will admission be given for more than three years for undergraduate 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 No- Dues Form with their applications.

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

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

## Hostel Fees:

### 1: Annual fee:

1. Admission Fee	Rs.	200.00
2. Furniture Fee	Rs.	700.00
3. Medical & Counseling Fee WUS	Rs.	1000.00
4. Garden fee	Rs.	100.00
5. Development/Welfare	Rs.	2000.00
7. Hostel Sports and Cultural Fee	Rs.	1000.00
8. Caution Money (refundable /adjustable)	Rs.	500.00
9. Mess Security (refundable / adjustable)	Rs.	5000.00

**Total 1** **Rs. 10,500.00**

### 2. Monthly Charges:

1. Room Rent	Rs.	400.00
2. Housekeeping and Sanitations charges	Rs.	1350.00
3. Maintenance Charges	Rs.	250.00
4. Campus Security Charges	Rs.	1250.00
5. Establishment Charges	Rs.	500.00
6. Electricity Charges	Rs.	650.00
7. Water Charges	Rs.	200.00
8. Common Room & Facilities Fee	Rs.	300.00
9. Mess Charges	Rs.	3050.00/ as per actual

**Total II** **Rs. 7950.00**

Hostel fees will be paid in 4 Installments

1<sup>st</sup> Installment: Entire Annual fee of Rs. 10500/- and the 1<sup>st</sup> Quarter Fee of three months (July to September) of Rs. 23,850/- will be paid at the time of admission or readmission.

2<sup>nd</sup> Installment: 2<sup>nd</sup> Quarter fee for three months (October to December) of Rs. 23,850/- will be paid in October.

3<sup>rd</sup> Installment: 3<sup>rd</sup> Quarter fee for three months (January to March) of Rs. 23,850/- will be paid in January.

4<sup>th</sup> Installment: 4<sup>th</sup> Quarter fee for two months (April & May) of Rs. 15,900/- will be paid in April.

**Fee subject to change on the decision of College Governing Body.**



1. Hostel Security amount will be refundable only after the room has been vacated. Hostel Mess Security and Caution money are refundable through NEFT transfer only.
2. Application for withdrawal has to be made on a prescribed form along with the photocopy of the No Dues form and submitted to the hostel office.
3. Security Money has to be claimed within one year after leaving the hostel, beyond which the same lapses to the Hostel Account.
4. 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.
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.
6. 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.25/- 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. 50 /- 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 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.
  - 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.
7. All hostel fees and mess charges are to be deposited in Andhra Bank, Sri Venkateswara College Branch, and New Delhi.

### **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.

