

**SHRI RAM COLLEGE OF COMMERCE-GIRLS HOSTEL**  
UNIVERSITY OF DELHI  
MAURICE NAGAR  
NEW DELHI - 110007

SRCC/GH/2023/51

DATE: 28.07.23

**Guidelines for Hostel Admission for the session of 2023-24**

1. Accommodation in Girls Hostel is subject to COVID guidelines issued by appropriate authority and all the residents are required to follow COVID guideline.

2. Availability of Accommodation

1. There are total 126 Seats (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> year and PG) available for accommodation across all the categories and course.
2. Allocations/Reservations of seats for various categories, as approved by the University of Delhi, shall be strictly followed. However, the OBC candidates are treated as general candidates for the purpose of hostel admission as per norms of the University.

3. Eligibility Criteria for New admission of Undergraduate and Postgraduate Course

1. Student who has taken admission to the College is eligible for Hostel Accommodation. Hostel admission is strictly on the merit of marks obtained in the qualifying examination(s).
2. Either of the parents of applicant must not be residing nor having a job assignment in the National Capital Territory of Delhi region at the time of admission.
3. Students whose parents reside in the National Capital Territory (NCT) of Delhi, Faridabad, Gautambudha Nagar (NOIDA), Gurugram, Ghaziabad, Sonipat, Meerut, Bahadurgargh and Baghpat are **not eligible for admission in the Hostel**.
4. The applicants whose parents have job assignment in the NCR of Delhi are also **not eligible for admission in the Hostel**.
5. Students seeking hostel admissions in 2<sup>nd</sup> and 3<sup>rd</sup> year shall produce attendance proof of 75% in the last academic year 2022-23.

4. Rules and Conditions

1. The applicants are required to submit complete application form along with the required documents (please refer to check list) by the due date.
2. Admission will be granted in order of merit of candidate under respective category.
3. Admission in the hostel will be on the basis of CUET Marks (normalised).  
In case of tie, following tie breakers will be used in order.
  - 12<sup>th</sup> marks (best 4 including one language (Hindi/English))



- 10<sup>th</sup> marks
- Date of Birth
- Distance

Admission criteria for PWbD candidates will be on CUET merit. In case of tie following tie breakers will be used.

- 12<sup>th</sup> marks (best 4 including one language (Hindi/English))
  - 10<sup>th</sup> marks
  - Date of Birth
  - Distance
4. Fee is required to be deposited within the stipulated time period.
  5. Admission to the Hostel cannot be claimed as a matter of right.
  6. All applicants are considered afresh and a student has to go through all the formalities applicable to a admission in the hostel.
  7. Incomplete forms will be rejected.

#### 5. Admission Formalities

1. The selected applicants have to produce all the original documents (excepts those which have been submitted in the college at the time of admission) to the Hostel office for obtaining fees slip.  
She must accompany with either of the parents and the local guardian (Must) at the time of admission.

#### 6. Documents Required (1st Year)

- Completed Admission form: A and B
- Proof of present residence: Attested copy of ration card or equivalent document.
- Proof for CUET marks (normalised)
- Marks sheets (12<sup>th</sup> and 10<sup>th</sup>)
- Parents and local guardian ID proof.
- Category Certificate (if any)
- Medical form, form C and Affidavit of non -resident of NCR (at the time of admission)
- Passport size photographs of father, mother, local guardian of candidate (02 each)
- College Admission Fee Slip.

#### Documents Required (2nd and 3<sup>rd</sup> Year)

- Completed Admission form: A and B





- Attendance Proof (75% Both the semester)
- Marks sheets (12<sup>th</sup> and 1<sup>st</sup> semester for 2<sup>nd</sup> Year students) and (3<sup>rd</sup> and 4<sup>th</sup> semester for 3<sup>rd</sup> Year students)
- Parents and local guardian ID proof.
- Category Certificate (if any)
- Medical form, form C and Affidavit of non -resident of NCR (at the time of admission)
- Passport size photographs of father, mother, local guardian of candidate (02 each)

## 8. Admission Schedule

### Hostel Admission Notification for the students of U.G. and P.G for the session 2023-24

#### Admission Schedule:-

- Last date for receiving New Admission form : 07<sup>th</sup> August, 2023 (Wednesday by 12.00 p.m.)
- Publication of List of Selected Applicants : 11<sup>th</sup> August 2023 (Friday by 5.00 p.m.)  
List on the Notice Board & on College Website.
- Fee deposit & personal interaction for Student (both Parent and local guardian) : 14<sup>th</sup> & 16<sup>th</sup> & 17<sup>th</sup> August 2023  
(Monday and Wednesday & Thursday by 10.00 a.m. to 12.00 pm.)
- Allotment of Rooms for 1<sup>st</sup> Year students : 18<sup>th</sup> August, 2023 (Friday by 10.30 am to 12.00 pm)

#### Note:-

The Downloaded Application form of Girls' Hostel duly filled may be sent through email to [warden.gh@srcc.du.ac.in](mailto:warden.gh@srcc.du.ac.in) or may be sent through registered post/courier or may be personally submitted to the Warden Office, Girls' Hostel SRCC latest by 07<sup>th</sup> November, 2022.

1. The application should be addressed to:

The Warden,  
Shri Ram College of Commerce - Girls Hostel  
North Campus University of Delhi,  
Maurice Nagar Delhi-110007

The complete application form is required to be submitted along with the necessary documents.



## 9. Fees Structure

### I. Annual Fees:

#### Fee Structure of Girls Hostel for the Academic Session 2022-23

Shri Ram College of Commerce		
Girls Hostel		
Fee Structure for the Academic Session (2023-24)		
Sl.No.	Heads	Fees 2023-24
1	Admission Fee	100.00
2	Utensils & Furniture	2,100.00
3	Medical Sanitation	100.00
4	Hostel Union	700.00
5	Magazine fee	300.00
6	Common Room Fee	600.00
7	Property / House Taxes	2,000.00
8	Repair and Maintenance	4,200.00
9	Geyser Charges	300.00
	Fan Charges	
10	Garden Fee	2,200.00
11	Hostel Development Fees	4,000.00
12	Room Rent Fees	2,500.00
13	Contingency Fees	3,000.00
14	Campus Security Charges	10,000.00
15	House Keeping Charges	1,300.00
16	Establishment Fee	10,050.00
17	Student Activity Fees	2,000.00
18	Electricity	1,800.00
19	Water Fees	600.00
20	Caution Money	1,000.00
21	Mess Security	4,000.00
22	Mess Advance Fees	5,000.00
	<b>Total</b>	<b>57,850.00</b>

**Additionally:** PWbD students are exempted from payment of Hostel fees as per University Guidelines however mess charges (on actual basis) will be applicable for them.

### 10. Mess Charges

Charges per month will be according to the actual mess expenditure incurred.



**11. Admission Withdrawal/Cancelation Charges:**

- .If admission is withdrawn/Cancelled by resident within 15 -days:
  1. Amount refunded after deducting Rs.5,000.00. However Actual Mess expenses, water and electricity of resident required to be paid by the resident.
- If admission is withdrawn /Cancelled by resident after 15 days:

Annual charges will not be refunded. However, Monthly Room charges and Contingency charges will be released only up to the month in which withdrawal is sought.
- In case of withdrawal, the refund is calculated from the date of the written application's submission to the Warden for the withdrawal of admission.

**12. Students are advised to refer to Hostel Prospectus (2023-24) uploaded on College website for detailed information.**

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