

HOSTEL RULES

1. Short Title

These Rules to be known as “Hostel Allotment Rules” are being made in the interest of efficient and orderly functioning of the Hostel under the Management of the YWCA of Delhi.

2. Objectives of the Hostel.

The YWCA seeks to help encourage and provide opportunities for the growth and development of young women, irrespective of race, religion or community, to serve society. The Delhi YWCA Hostel aims to provide facilities for the welfare and security of residents, to maintain a healthy and congenial hostel atmosphere, to promote good personal relationships and to enjoy community living. It is expected that all residents will uphold the standards set by the Association and will co-operate and join in its programmes in order to further the purposes of the YWCA.

3. Accommodation.

The hostel has the following types of accommodation with adequate common bathroom facilities.

- a. Single Room
- b. Double Room.
- c. Three Seater.
- d. Four Seater.
- e. Six Seater.

All the rooms are adequately furnished. Residents are not allowed to bring their own furniture.

4. Eligibility for Admission

All bona-fide working women above the age of 18 and earning between Rs. 10,000/- and 75,000/- per month, are eligible to apply for admission. Priority will be given to candidates who are new to Delhi. One dormitory is earmarked for bona-fide students of YWCA of Delhi. All the allottees, before allotment of rooms, are required to become members of YWCA of Delhi for which the annual subscription will be as per the rules.

5. Application for Admission.

The application for admission should be on the prescribed application form which is available on the website or can be obtained from the office on payment, together with the booklet containing the rules of the hostel. After submitting the application form online, submit the required documents in person at the Office and take an appointment for interview.

The Application shall be accompanied by:

- a) Letter from the parent / local guardian as the case may be (form attached) permitting the applicant to stay in the hostel and undertaking that she will vacate the room upon the cessation of

her license and will abide by the rules, regulations and instructions in force from time to time as well as nominating the local guardian.

- b) Letters of reference from two persons holding responsible positions preferably from Delhi.
- c) A letter from the applicant's employer giving designation and details of pay and allowances including DA, HRA, conveyance, city compensatory and other allowances.
- d) Local guardian's letter (form attached) agreeing to take away the resident from the hostel in times of illness and distress or as may be required by the Management, on weekends / nights out, and when the licence for stay is terminated.
- e) An affidavit from self employed women containing nature of job she is doing and her total emoluments.
- f) ID Proofs of parent, local guardian and the candidate.

Applications must be complete in all respects. Incomplete applications will not be considered.

6. Admission

- a) Offer of allotment of accommodation will be made after an interview of the applicant by the Hostel Committee. Applicant will be called for an interview at her own expense. The Hostel Committee may accept or reject an application at their discretion and their decision shall be final. In case the allottee fails to occupy the room within seven days of notification of the offer of allotment, the allotment will be treated as cancelled automatically without any further communication
- b) Allotment of particular type of room will be made by the Management solely at its discretion but applicants may state their preference.
- c) Admission to the hostel will be made for a term of eleven months in the first instance by signing a bond in the presence of a witness. Subsequently she may seek readmission up to a maximum period of 2 additional such terms of 11 months each. Re-admission for each term of 11 months will be at the discretion of the Management. In any case, the total stay shall not exceed three terms of 11 months each.
- d) On allotment of accommodation and renewal of contract the following amount to be paid:
 - i) Sum of Rs.300/- is to be paid as Registration Fee (Non- refundable).
 - ii) Building Maintenance Charges Rs.3000/- (Non Refundable)
 - iii) Identity Card Fee: RS. 50/- (Three passport size photographs to be provided by the residents.)
 - iv) Temporary Membership fee Rs. 25/-.

Electricity

- a. Flat rate of Rs. 540/- per person monthly to be paid by the resident.

- b. Residents may use radio, hairdryer, laptop / computer.
- c. Any resident found using unauthorized electric appliances will have appliances confiscated and a fine of Rs.500/- will be imposed.
- d. Only Residents in single room are allowed T.V., subject to prior permission from the management.

A. **Security Deposit:** Single Seater Rs. 17,000/-, Double Seater Rs.16,000/- Triple seater 10,000/-, Four seater Rs. 9,000/- Six seater 8,700/-, to be paid at the time of admission as per type of accommodation allotted. This amount will be refunded after necessary adjustments at the time when the resident leaves the hostel.

B. Refundable Security Deposit per resident student (WTI)- Rs. 10,000/-.

C. Security Deposit can be claimed by the Resident within 6 months time (counting from the date of leaving the hostel by the Resident).

7. Monthly Charges

- a) Monthly charges per person for accommodation revised as on 1st April 2017 are given below :-

S.No.	Type of Accommodation	Licence Fee(Room Rent)
1	Single room with attached washroom	Rs. 9,600
2	Single room	Rs. 8,400
3	Double Room	Rs. 4,800
4	Three Seater	Rs. 2,400
5	Four Seater	Rs. 1,870
6	Six seater	Rs. 1,540

These rates will be revised annually at 10%.

- b) Mess charges Rs. 2,700/- p.m. plus applicable taxes.
- c) Applicant joining the hostel on or before 15th of any month will pay the full month's licence fee and those joining after 15th of the month will pay half month's license fee for that month.
- d) Monthly Charges must be paid in advance by the 7th of the month. Late fee of Rs. 50/- per week will be charged for payment thereafter. Failure to make the payment by the end of the month would result in cancellation of the allotment. The Management however, may, on sufficient grounds, give readmission.
- e) Any cheque which bounces due to insufficient funds will entail a fine of Rs. 150/- plus the late fee and payment will have to be made by demand draft.

8. Termination of Stay.

- a) Residents intending to terminate their stay are required to give a clear notice of the same in writing one month in advance or pay the full fees for the above said period lieu of notice.
- b) On the expiry of the term, the resident shall automatically vacate and handover peacefully possession of the accommodation to the Warden / Secretary without there being any requirement for the Management to give any written notice.
- c) In case of students of YWCA of Delhi, their license to occupy the room is limited to the duration of the course and would automatically come to an end on the completion of the course.
- d) A resident is a mere licensee and has no right to a particular room, the bed or any properties therein. The arrangement and control of Hostel premises will remain with the Management / Hostel Committee. The resident uses the premises with the express and tacit permission of the Hostel Secretary. A resident is bound to move to another room or bed when called upon to do so by the Hostel Secretary. The admission will not create tenancy or other legal rights in favour of the resident.
- e) Residents suffering from any contagious disease which may endanger the health of other residents in the hostel will be required to vacate the hostel within 24 hours.
- f) If a resident commits a breach of any of the hostel rules, she can be called upon to immediately vacate the room occupied by her in the hostel, after proper investigation. The decision of the Management in this regard would be final.
- g) In case any resident does not vacate when required as per the rules, the Management will be within its rights to evict such a resident by breaking open the lock and removing her belongings in the presence of two witnesses.

9. Mess Facilities

Mess facilities are common and compulsory. Cooking is absolutely prohibited. The charges for the mess facilities which may be changed from time to time will have to be paid each month along with the other charges. Mess will not accommodate any type of special preferences / request with regard to the menu.

10. Mess Timings

Breakfast 7:00 am to 8:45 am. Lunch 1:00 pm to 2:30 p.m. Evening Tea 5:00pm to 6:30 p.m. Dinner 7:30 pm to 9:00 p.m. Residents have to adhere to the mess timings.

Packed lunch will be served along with breakfast on working days for those residents who require it. No rebate will be given for meals not consumed. For those on late duties, arrangement for their food to be kept will be made by the hostel on request. Food cutlery and crockery are not to be taken out of the dining room.

Mess Rebate: A mess rebate will be given for those on leave with prior notice for 15 successive days, twice a year or for 30 consecutive days once a year.

11. Dress

Residents shall come to the dining hall for meals neatly dressed. Housecoats, night-wear, shorts will NOT be allowed in the dining hall and reception area.

12. Retention of Accommodation during leave

A resident must inform the Management at least one week prior to proceeding on leave. A resident going on leave may retain her accommodation for a maximum period of 3 months if she pays her regular room fee up to the date of departure together with the full fee for the duration of her leave in advance.

13. Hostel Attendance.

The residents are expected to be in the Hostel premises by 10.00 p.m. every night. Residents may be allowed one late pass a week. The risk and responsibility for going out will be entirely that of the resident. The Management will not be responsible in any manner for any untoward incident which may happen inside or outside the Hostel.

14. Staying away from Hostel

Any resident wishing to spend the night(s) out away from the Hostel must fill the 'night out form' and get it signed by the HOD/ Secretary / Coordinator of the hostel. No rebate will be given on her mess bill for this period. Any resident who is absent without permission, may not be allowed to continue her stay in the Hostel.

15. Programme Participation

All residents are required to participate in the activities especially planned for the residents.

16. Right to stay when unemployed

The residents are required to inform the Management when they cease to be in employment within 7 days of the same and also when there is a change of employer. Failure to report this would entail termination of licence to stay. Such residents will be allowed the privilege of continuing to stay in the hostel for a maximum period of 2 months to enable them to secure another employment. The residents are required to submit true and correct employment certificate every term as proof of their being bona-fide working women.

17. Maintenance of Hostel premises, fixtures furniture and hostel property

Residents will be personally responsible for the proper upkeep of their respective rooms, furniture, fittings, bathrooms, and all hostel property in their care or use. Any damage to these or to glass

panes, mirrors and electrical fittings etc. is liable to be paid by the residents concerned. Expenditure incurred for replacement of tube lights, bulbs in their rooms and other breakages will be borne by the resident. No Resident shall move furniture or other fittings from the allotted place to another room. In case of continued unauthorized occupation of the premises, apart from eviction, the resident would also have to pay Rs.200/- per day as penalty.

18. Inspection of Rooms

The rooms will be opened for inspection by the hostel staff at any time. The Management reserves the right to inspect any room at any time. The supervision and control will always remain with the Management and Hostel Committee.

19. Valuables and Money

No responsibility will be taken by the hostel authorities for loss of money or valuables belonging to the residents.

20. Miscellaneous

- All residents must sign the register and fill in the application for 'night-out / late night pass'.
- Lights to be off at 11.00 p.m. sharp. Table lamps to be used thereafter till 12.00 midnight.
- Any case of illness should be reported immediately to the Hostel HOD/ Secretary / Coordinator / Warden. First-aid facilities will be available in the hostel. All expenses incurred for the residents on medical assistance, including transport charges will be borne by the residents.
- Residents may not leave the hostel after 9:30 p.m.
- Fine of Rs. 50 only if the defaulter persistently disturbs others after 12.00 midnight with loud music.
- All residents who have completed their term are to remove all their belongings from the YWCA premises. In the event of the ex-residents not removing their belongings within one month of the expiry of their term, the YWCA will be at liberty to dispose of their belongings without prior intimation.
- Taking a night out from the hostel means-going out and coming back next morning only by 6.00 a.m.
- Taking a late night means-back in hostel by 1.00 a.m. For late night, staff should be informed before 9.00 p.m. Total number of late nights in a month is 4 (This rule does not apply to students of WTI as they are permitted only 3 late nights in one year.)

- If a Resident (new admission) submits admission fees and decides to withdraw the same amount within 7 days, the YWCA would retain the “Registration fee”. Beyond 7 days, the YWCA would not be liable to return the fee submitted.
- Use of electrical gadgets other than radio and hair dryer or as may be specially permitted is not allowed in the room.
- Cooking is strictly prohibited in the rooms.
- Licence fee for car parking is Rs. 200/- pm. Scooter parking Rs. 100/- p.m. Limited parking space is available which shall be allotted on a “first come first” basis.
- Vehicles are parked at the owner’s risk. The Management does not bear any responsibility for damage or loss of the same. When the Resident goes out of station, a duplicate key must be deposited in the Office.
- Pets are not allowed.
- The Residents are allowed to eat in the Canteen of the Blue Triangle Family Hostel (BTFH) before 9 p.m. No Resident is allowed to enter the Rooms of BTFH.

21. Visitors

a) Visitors can only be received in the lobby and visitor’s room on the ground floor, as per the following timings:

Week days, 8:00 a.m. to 11: 00 a. m. and 4:00 p. m. to 9:00 p. m.

Sunday and public holidays 8:00 a.m. to 12: 30 p.m. and 4:00pm to 9:00 p.m.

b) Proper decorum is to be maintained in the visitor’s room.

22. Telephone Service

In case of emergencies, the residents will be called to attend to her call at the Reception.

Residents expecting STD / ISD after 10:00 p.m. may wait at the Reception for their respective calls till 12:00 midnight at the latest.

23. Resident’s Guests

Temporary accommodation for residents’ female guests may be provided in the guest room if available. Previous intimation must be given to the Hostel Secretary regarding the arrival of the guest. The guest shall conform to the same rules as Hostel Residents, Guests will be charged at the existing rates for the guest rooms.

24. Conduct Rules.

- a) Smoking, alcohol, narcotics and dangerous drugs are not permitted in the Hostel premises.
- b) The Hostel shall not be used for business purposes.
- c) The resident shall not misuse the premises for any immoral, unsocial or unapproved purpose and shall not create any nuisance whatsoever.
- d) No Resident shall bring men beyond the lobby in the ground floor, or to the residential areas.
- e) Gambling in the Hostel is prohibited.
- f) Any misbehavior, misconduct or indiscipline on the part of the resident will render her liable for expulsion from the hostel.
- g) Strict silence shall be observed from 10:00 p.m. to 6.00 a.m. in the hostel.

25. Conclusion.

To make hostel life healthy and congenial, the Management seeks the co-operation of all residents. The rules of conduct prescribed for the residents shall be strictly observed by them and any breach thereof shall amount to forfeiture of the licence to occupy the Hostel.

The Rules of the Hostel are subject to revision from time to time at the discretion of the Board of Management.

The Board of Management reserves the right to ask any resident infringing the rules of indulging in any activity which in its opinion is contrary to the interests of the Hostel to leave at a week's notice. The decision of the Board of Management will be final.

The Board of the Management reserves the right to add delete or amend the Rules and Regulations without notice. A copy of the rules will be given to the resident at the time of her admission and displayed on the notice board.

26. Students of WTI Availing the Hostel facility

- a) The security deposit will not be refunded to students leaving in the middle of the session.
- b) Students doing a part- time course are not entitled to hostel facilities. This facility is only for those students who are doing a full time course.
- c) This facility is available for those who are coming from another state.

UNDERTAKING BY PARENT / GUARDIAN

To dated.....

**The Secretary
YWCA of Delhi
Ashoka Road, New Delhi-110001**

Dear Madam,

I-----Mother / Father / Guardian/ Husband of Mrs.
/ Miss-----give my consent to her staying in your hostel
and undertake that she will vacate the room upon the cessation of her licence and will
abide by the rules and regulations and instructions in force time to time. I nominate the
under mentioned as her local guardian.

Name-----

(In block letters)

Relationship to Resident-----

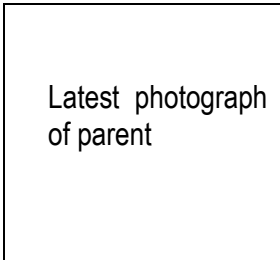
Address-----

Mobile no -----

Tel. No-----

Yours Truly,

(Signature of Parent/ Guardian)



UNDERTAKING BY LOCAL (LADY) GUARDIAN

To _____ dated.....

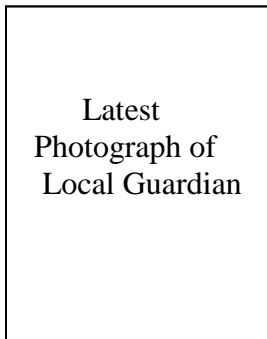
**The Secretary
YWCA of Delhi
Ashoka Road, New Delhi-110001**

Dear Madam,

I-----Resident of -----
do hereby agree to be the Local Guardian of Mrs./ Miss -----
----- I will take her away from the hostel in times of illness and distress or as
may be required by the Management on week ends / nights (s) out, and when the licence
to stay is terminated.

Yours truly.

(Signature of Local Guardian)



Name-----

(In block letter)

Relationship to Resident-----

Address-----

Tel. No-----

Mobile no :-----

Check List of Documents to be submitted:

1	Admission Form duly filled up
2	Offer Letter And Pay Slip
3	Candidates Photo ID Proof - Self Attested
4	Undertaking by Parent with Photo ID Proof - Self Attested
5	Undertaking by Lady Local Guardian with Photo ID Proof - Self Attested
6	2 Reference Letters with Detailed address- Self Attested
7	Phone No. And Email ID of Applicant
8	3 Photographs of the Applicant
9	Bank Name, Branch, A/C No, IFSC No.
10	Medical Certificate from A Registered Practitioner