



MEHR CHAND MAHAJAN DAY COLLEGE FOR WOMEN Sector 36-A, Chandigarh (U.T.)

HOSTEL PROSPECTUS 2020-21

Vasudhaiva Kutumbakam at MCM Hostel





WELCOME TO THE MEHR CHAND MAHAJAN DAV COLLEGE FOR WOMEN HOSTEL

Dear Students,

We ardently welcome each new entrant into the Mehr Chand Mahajan DAV College for Women Family, a family which you join to team and grow with, for life.

The Alma-Mater plays a significant role in shaping the persona of a learner, and more so when one stays in the student-friendly home called the Hostel

At Mehr Chand Mahajan DAV College which is a women-centric institution, life in the hostel instills in the students a sense of confidence and self-reliance and a spirit of camaraderie and compassion.

When the residents stay together in the commodious rooms, crack jokes while relishing a hot meal in the well-equipped messes or share the day's events with each other during a relaxing stroll through the serene and verdant environs of the hostel to pick a tasty tit-bit from the Evening Cafeteria, the bonds that are formed last a lifetime.

The amiable and caring atmosphere that prevails in our hostel, has good medical support as the doctor is just a call away in the case of any physical ailment of a resident and a Students' Helpline 'Gitanjali' whenever emotional assistance is required.

You come out of the protective nests of your homes into the nestling arms of the College to soar aloft higher and higher skies. We are there to make every moment of your stay at the College hostel cherishable, enjoyable and valuable.

So enter the portals of Mehr Chand Mahajan DAV College for Women and add value to your life and career.

Wishing for your happy stay

Dr. Nisha Bhargava
(Principal)



Nature's bounty at MCM
through Principal's lens

ABOUT OUR HOSTEL

Mehr Chand Mahajan DAV College for Women functions on the belief that quality engenders quality. With the learner-centric focus of ascertaining that our products have an edge over the rest, we constantly endeavour to give them the best.

Our enlivening hostel, located on the college premises comprises six sprawling blocks, furnished with the latest amenities to provide a home away from home to approximately 1000 students. It is one of the most sought after destinations for accommodation across the region for its facilities and secure atmosphere.

Being ahead of times and environmentally conscious, we boast of an eco-friendly green building with a rain-harvesting system and vermicomposting pit for garbage disposal. There

are designer rooms for quality lifestyle, spacious common rooms for developing personal bonds, Friends Lounge for strengthening friendship, Evening Cafeteria for tasty bites in the evening, Digital Lounge and Mini-Library for regular updation of knowledge and Ru-ba-roo for the exchange of creative ideas.

Every attempt is undertaken to provide a conducive and congenial ambience of care and mutual co-operation, to ensure that the stay of each resident is comfortable, memorable and academically fruitful.

We hope that the hostel residents would join us in our efforts to create an environment, favourable for academic as well as creative pursuits by displaying a keen sense of discipline and decorum on the premises.



State-of-the-art Gym



Sanitary pad Vending Machine



Evening Cafeteria for beverages and snacks



Hot Water Dispenser

MANDATORY DIRECTIONS FOR PARENTS

- Please read the rules/regulations mentioned in the Hostel Prospectus carefully.
- Keep regular record of your ward's progress through interaction with the teachers/wardens/official college website.
- Only Parents or Local Guardians will be allowed to visit the residents.
- Come to collect your ward only with prior permission

In case of ignorance on the part of parents regarding the Admission rules, Vigilance rules, Outing rules, Leave rules and Mess rules, the college will not be held responsible.

VALUE-ADDED FACILITIES

- Well furnished rooms to create home-like environs. **One block of hostel likely to be Air-Conditioned this semester.**
- Bathrooms with latest fittings and proper maintenance of hygiene.
- Fully automatic washing machines for laundry work & additional laundry services.
- Well-equipped Medical Room and Dental Clinic with qualified doctors to offer prompt medical care as and when required.
- Hot water dispenser for making instant coffee/tea/soup.
- Digital lounge & Mini Library for reading/studying/referring to educational resources.
- Express Cyber Cafe and Photostat facility.
- Artfully designed Reading Lounges for suitable academic ambience.
- Three messes equipped with Air Conditioners and TVs for sumptuous breakfast, lunch, and dinner. Bain Marie heating facility for quick service.
- Fully modernized kitchen/mess with latest equipment for hygienic food.
- Indoor and outdoor games to take care of health and keep you fresh.
- Home Theatre Facility to switch on channels of choice and tune your evening as per your mood.
- Magazines and Newspapers available on payment basis.
- An Evening Cafeteria with a wide variety of snacks, baked items, canned juices, South Indian, and Punjabi food.
- Fresh fruit/juice shop to ensure good health of the residents.
- Open air theatre for creative expression.
- Yoga classes on payment basis for physical and mental well-being of the students.
- Gym installed with latest equipment for a regular fitness regime.



Artistic Reading Lounges



Fully automatic Washing Machines



Digital Lounge



Sanitary pad Incinerator

REQUIREMENTS FOR HOSTEL ADMISSION

DOCUMENTATION

- **Mere submission of application form does not ensure admission.**
- Admission will be provisional till the time of declaration of University Examination results.
- All students, old and new, seeking hostel accommodation are required to get a printout of the duly filled Hostel Admission Form, Visitor's Form, Certificate of Medical Fitness (in the given format) and Hostel Fee receipt at the time of hostel entry.
- **It is mandatory to carry a copy of the Medical Fitness Certificate by an authorized medical practitioner at the time of entry to the Hostel.** The Medical Certificate should carry the information of the blood group of the student. If a student is suffering from any allergy or sensitivity to any medicine, then the same should also be mentioned. Students suffering from any chronic or infectious disease such as asthma, migraine, TB, epilepsy or hysteria will not be admitted. **Students suspected with COVID-19 will not be admitted to the hostel. Non-disclosure of information related to any serious medical condition will result in the cancellation of Hostel seat and/or forfeiture of security on detection.**
- The Principal holds the discretion to grant or refuse admission to the Hostel to any student without giving any reason.

List of documents to be carried at the time of Hostel Entry:

- Medical Fitness Certificate
- 10 passport size photographs of the student
- 4 passport size photographs of the parents
- 2 passport size photographs of each local guardian

UTILITIES FOR ACCOMODATION

ITEMS PROVIDED BY THE COLLEGE

1. Bed
2. Mattress
3. Study Table
4. Chair
5. Wardrobe
6. Book Rack
7. Display Board

ITEMS TO BE BROUGHT BY THE STUDENTS

1. Bucket, Mug, Toiletries
2. Bed Sheet and Top Sheet
3. Lock and Key
4. Cloth for Dusting
5. Umbrella
6. First Aid Kit
7. Torch

Note: No electrical equipment is allowed. Only coolers are allowed at an additional charge of Rs. 2,000/- per year for the electricity bill.



ONLINE HOSTEL ADMISSION GUIDELINES

Hostel Fee

Partial Amount (Old Students): Rs. 50,000/-
(New Students): 51,000/- (including Food & refundable security of Rs.1000)

Online Hostel Prospectus

<https://mcmdavcwchd.edu.in/>

Online Hostel Forms

www.admissions.mcmdav.com/stulogin

HOSTEL FEE WILL BE ACCEPTED ONLINE ONLY

Considering the prolonged impact of COVID-19 pandemic the College is charging an advance partial amount against the **annual Hostel fee of Rs. 1,06,000/-** which will be adjusted when the student joins the Hostel.

Online Procedure

Online Hostel Admission form is to be filled by all the students seeking admission to hostel after filling the College Admission Form. Hostel Fee Slip will be generated in student dashboard only after the student has paid College Admission Fee. **All admissions are provisional.**

How to Apply

Step I

Filling Online Hostel Admission Form

- **Read the Hostel Prospectus carefully.**
- For **Online Admission Form** visit **www.admissions.mcmdav.com/stulogin**
- **Log-in with the same credentials used for College admission.**
- In the Student Dashboard, **select Hostel form from Left Menu** and fill in the details.
- Preview the Application Form and make corrections (if any). No changes in the form are allowed after the final submission.
- **In the Student Dashboard from Left Menu option, select and pay processing fee for Hostel Admission Form.**
- Processing Fee for hostel prospectus will not be refunded in any circumstances.
- Make the final submission and **download the form** for future reference.
- **Take a printout of Visitor Form and Medical Fitness Certificate and submit the duly filled forms in the given format, at the time of Hostel Entry only. Printed copy of duly filled hostel admission form and fee payment receipt should also be brought along, at the time of hostel entry.**

Step II

Provisional Hostel Admission

- **Provisional Hostel Admission will be given only after: Scrutiny of the hostel admission form, approval by the Hostel Committee, payment of hostel admission fee online.**
- **After approval by the hostel committee, hostel fee slip will be generated in the student dashboard and the student will pay the hostel fee online within 48 hours of fee slip generation.**
- **Applicant is advised to check her dashboard for status updates regarding admission.**
- To confirm admission, login to registered student account and **check successful status of Fee Payment.**
- Different options for online payment are **Net Banking/Debit Card/Credit Card/Paytm.**
- **Bank drafts or cheques will strictly not be accepted.**
- Fee and dues once paid will be refunded as per College norms.

Online Hostel Admission Form for old Students

It is mandatory for all the old students to fill the Admission Form online:

The students are required to bring a printout of the duly filled Hostel Admission Form, Visitor's Form, Medical Fitness Certificate and Hostel Fee Receipt on their respective date of hostel entry.



RULES FOR ROOM ALLOTMENT

- Rooms are allotted to the students as per their respective classes and streams.
- Room preference taken from the students is only tentative and not binding on the Hostel Authorities.
- The students should indicate their choice of room-mates in the Hostel Admission form clearly indicating the class, roll number, and contact number of the students they are giving preference to.

HOSTEL RESERVATION (for Students of Semester III & V)

- Hostel seat is allotted for one academic year only.
- Admission will have to be sought afresh in every academic session.
- Undergraduate students from the final year of various streams cannot reserve a seat for the Postgraduate courses.
- The reservation of the hostel seat for the next session is done before leaving the hostel. However, the seat may be denied to the old resident if her conduct, attendance and result of the mid-semester and annual examinations have not been up to the mark.
- Even after the confirmation of the hostel seat, it is

mandatory for every student to report on the scheduled admission date for their respective class. No separate intimation of the same will be sent by the college.

CRITERIA FOR RESERVATION (for the next session)

- 75% attendance to be maintained per month in the Hostel and College separately. The attendance will be counted till the last official teaching day.
- At least 60% aggregate in the mid-semester examination.
- Timely return to Hostel after various outings/holidays.
- Presentation of good conduct of the resident in the Hostel, with other Hostellers and College Authorities.
- Maintenance of exemplary discipline.
- Proper upkeep of Hostel property.
- Students admitted late will be allotted room as per availability. No preference shall be entertained in such cases.
- All decisions regarding room allotment and change are finally at the discretion of the Principal and the Hostel Committee.

KEEPING OUR HOSTEL SAFE

COVID-19 CARE AND PRECAUTION

Mehr Chand Mahajan DAV College for Women hostel attracts all demographics. We also acknowledge that hostel is a rite of passage for many girls residing there. Moreover, hostels are built on the idea of community and sharing, from the rooms to the common passageways.

Our students are precious for us and we believe in giving them a second safe protected environment beyond their homes.

Considering the impact of Covid-19, the college authorities have been following all the SOP's as issued by the Government of India from time to time.

All measures stated are strictly adhered to by the college authorities.





Festivals celebrated



with fervour and enthusiasm





Meaningful activities



for holistic development



HOSTEL LEAVE RULES

- Wardens can grant leave only on weekends and not during college days and timings. Special permission of the Principal is required to leave the Hostel for attending birthday/engagement/wedding of relatives. The wedding card and a letter from parents with the proof of their identity should be attached with the leave application. In all such cases the parents must write directly to the Principal at least two days in advance. Only 3 days leave will be granted for the wedding of siblings.
- Residents will be granted permission to attend family functions only if they have the requisite attendance in classes, have appeared in the mid-semester examinations and have adhered to the rules and regulations of the college.
- If any student extends her leave period of night stay, the parents/guardians should inform the hostel warden in advance.
- The warden can sanction leave up to two days. Any leave more than that needs the sanction of the Principal.
- A leave of not more than three days will be granted in case of any emergency. The Principal is the only authority to grant leave in such cases.
- The residents can avail the services of the consultant physician/dentist on the college premises. The college provides the facility of doctor-on-call in case

of emergency. Consultation with outside doctors shall be permitted during the regular day out.

- Attendance will not be granted for medical leave or any other leave taken by the student.
- Students who do not report for twenty days will not be allowed to stay in the hostel.

RULES FOR VACATING THE HOSTEL

- Residents who wish to vacate the hostel during the session must apply to the Principal in person through the hostel warden. The presence of the parents is mandatory for this purpose.
- At the end of the session residents may leave the Hostel only after clearing all dues and taking the University Exams.



CG wall painted by
Aditi Mittal, BA-III (2018)

*Bain
Marie
System
for
fresh and
hot kitchen
service*



MESS RULES AND FOOD FACILITIES

- Varieties of good vegetarian food at reasonable rates are served in the hostel.
- Meals will be served in the Dining Hall only.
- Students must observe all mess rules in the Dining Hall
- Meals will not be served before or after the fixed hours. Residents must observe meal timings.
- Residents are expected to come decently dressed to the Dining Hall.
- Cooking area is not open to the residents.
- Residents must behave properly with the Mess Staff.



FOR THE KIND ATTENTION OF PARENTS/GUARDIANS/VISITORS

Dear Parents (Please ensure this)

- At the time of joining the hostel, the parents/guardians are required to compulsorily submit to the warden, the name and the address of the local guardians on the specified form.
- It is mandatory for the parents to put down their signatures in front of the Hostel Committee.
- Identity card will be issued to the parents and local guardians by the Hostel authority.
- Visitors' I-cards should not be left with wards.
- Any facts/documents/correspondence from parents must be certified as genuine by the concerned resident.
- Parents are advised to check the attendance card, mid-semester result and record of the day outs/night outs of their wards. Parents are to sign the I-card of their wards on monthly basis.
- Students should open an SBI Core Bank Account in their home towns and carry the ATM Cards along for convenient monetary transactions. The same account can be operated from the SBI Branch in the College.

- Change of Address/Phone No. to be informed to the warden in writing by the parents.

For Visitors

- A resident is allowed to meet a visitor only with the prior permission of the warden and after making an entry in the Visitors' Register.
- The visitors will meet their wards at the Visitors' Room outside the hostel.
- No parents/guardians will be allowed to go to the resident's room.

Dear Local Guardians

- Only a married couple should preferably be the local guardian. Real brother/sister, married or unmarried is also eligible to be the local guardian.
- Single males shall neither be considered as local guardian nor will they be allowed to visit the residents.
- In case of loss of Identity card of the local guardians, a duplicate card can be issued only in the presence of the parents on a payment of Rs. 100/-

- Only parents/authorized local guardians should be in possession of Visitor I-Cards
- It is mandatory for Hostel residents to carry I-Cards

RULES FOR OUTING

- The outings will be allowed to the residents as follows:

Coaching- The pass shall be generated with parent's permission along with letter of admission by the concerned coaching institute.

Day Out- It is allowed on all the days after the classes get over till 6:00 pm. Especially on Sundays and public holidays the day outs are extended from 9 in the morning till 6 in the evenings.

Night Out- This is only allowed with the consent of the parents/local guardians for which a pass is generated by the Hostel Warden.

- A resident can leave the hostel only on outing days and at specified outing time. In case outing is sought for in an emergency before 2 in the afternoons a special pass from the Block Warden is to be taken by the resident, which is valid for one student for one day only. Residents must enter their timings of departure and arrival in the outing register for the same.
- Residents shall strictly adhere to the timings of their return i.e 6:00 pm in case of both day outs and night outs. **The next day out/night out shall stand cancelled in case of reporting late.** Students are not authorized to convert day out into night out even on parental consent, prior permission from the principal should be taken.

- The warden has the right to deny outing to a resident in case of returning late from night out or any kind of misconduct.
- Residents will not be allowed to stay in the Hostel during the Summer Vacation after the University Examinations (theory and practical) are over.
- Students are expected to report on the day of the reopening of the college after the holidays, failing which may lead to cancellation of their Hostel seat.
- If a resident frequently overstays during her leave, her Hostel seat may be cancelled and it may also entail refusal of admission to the college in the next session.

Note: Day outings will be given according to the season and circumstances

*A friend hears the song in your heart
and sings it to you
when you forget
the words.*



VIGILANCE AND MAINTENANCE OF HOSTEL



VIGILANCE

- The Principal may inspect the Hostel every now and then to ensure that the residents are comfortable and are also utilizing their time productively.
- Any kind of misbehaviour in the mess would be considered as an act of indiscipline which is liable to punishment.
- The Principal/Hostel warden reserves the right to censor correspondence of the residents.
- All rooms, including almirahs and belongings, are open to inspection by the wardens/Principal.

HOSTEL MAINTENANCE

- The resident will be held responsible for any breakage or damage to the furniture and other hostel property.
- Repair charges for any damages including electric switches, window panes etc. will have to be paid for by the resident concerned.
- The resident will have to return the furniture issued to her before she leaves the hostel.
- Room must be left clean on vacating.
- The hostel resident should not paint or paste posters on the walls and doors of their rooms/corridors. Defaulters shall be fined.

WARNING

- Residents are warned against tampering with the electric installations.
- Use of personal electrical appliances in the Hostel is strictly banned.
- Cooking in the room is prohibited.

Non-compliance of the above will entail immediate expulsion of the resident

- Residents are not allowed to visit any block/room other than their own.
- Residents are not permitted to stay in the hostel during college working hours. In case of any emergency, special permission from the warden must be taken. Any resident found staying in the room without permission shall be penalized.
- Parents are not allowed to visit the hostellers at the main gate. In case they wish to hand over anything to the residents, they should leave it at the gate between 9.00 am and 5.00 pm, specifying the particulars of their ward.
- Attendance in evening assembly is compulsory for all residents. Mobiles are not allowed during assembly time.
- Any kind of shouting, creating rumours, knocking on the doors or any other act likely to create disturbance is strictly prohibited within the Hostel premises.
- Residents should observe proper discipline in Common Room and Mess and follow a formal dress code.
- Meals and eatables should not be taken to the rooms.
- Mobile phones can be used in the rooms only.
- Any matter of dispute with fellow boarders should be reported immediately to the warden/Principal.
- The residents must be in their rooms from 10.00 pm to 6.00 am. Action will be taken against the students found absent from the room or moving about during the above mentioned hours.
- Residents must switch off fans and lights before leaving for night out, day out and during college hours otherwise they will be heavily fined.
- Washing Machines are not to be used by the residents between 8 pm to 6 am.



**ATTENTION
HOSTELLERS**

TEN COMMANDMENTS FOR MEHR CHAND MAHAJAN HOSTEL RESIDENTS



1. The residents are advised not to keep excessive cash, jewellery or other valuables with them. The college does not take any responsibility in this matter.
2. All purchases from the college shops must be paid for in cash.
3. The residents are expected to be decently dressed up in hostel premises.
4. The residents taking coaching from outside must return before 7:00 pm otherwise they will not be allowed inside.
5. **A DAY-SCHOLAR IS NOT PERMITTED TO VISIT OR STAY IN THE HOSTEL WITHOUT THE PERMISSION OF THE PRINCIPAL.**
6. Caution Money will be refunded to a resident only after she has cleared all the dues and properly handed over the possession of the room.
7. Caution Money, if not claimed within one year after leaving the hostel, will stand lapsed.
8. Parents/local guardians must come personally when a resident vacates the hostel. The Visitors' Identity Card (for local guardians & parents) must be returned to the warden at the end of the session.
9. The Principal reserves the right to change any of the hostel rules and dues. The changes shall be binding on the residents.
10. A wrong statement of facts or willful concealing of information shall be viewed seriously.

IMPORTANT

Students must give due respect to the wardens and the Hostel Staff.

Residents should maintain cordial relations with other fellow students.

Any hosteller found guilty of creating indiscipline, bringing bad publicity or indulging in negative politics is liable to be expelled with immediate effect.



RAGGING IS STRICTLY BANNED PUNISHABLE BY LAW

It has been impressed upon by the
Hon'ble Supreme Court of India that
RAGGING is a criminal offence as per law.

What is Ragging?

Any act resulting in:

- ❖ Mental/Physical abuse.
- ❖ Verbal abuse.
- ❖ Indecent behaviour.
- ❖ Criminal intimidation.
- ❖ Wrongful restraint.
- ❖ Undermining human dignity.
- ❖ Financial exploitation/Extortion.
- ❖ Use of force.

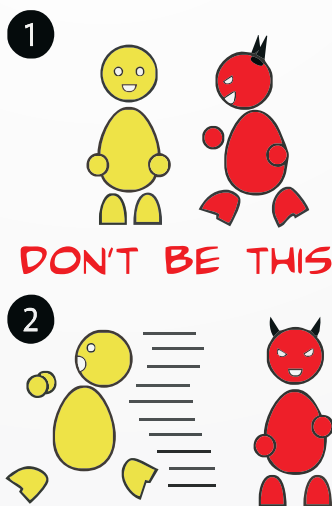
A student indulging in ragging can be:

- ❖ Expelled from the institution.
- ❖ Banned from the mess/hostel.
- ❖ Her Scholarship can be withdrawn.
- ❖ Debarred from examinations.
- ❖ Denied admission to any institution.
- ❖ Prosecuted for criminal action.
- ❖ Institutions have been asked to file FIR with local police against those who RAG / ABET ragging.

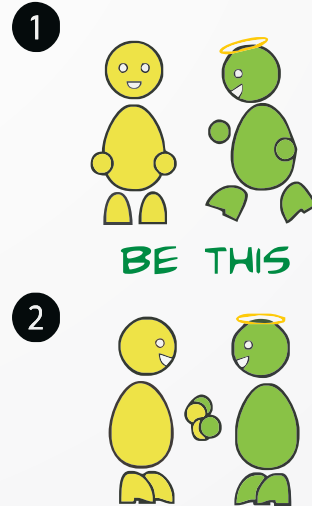
If the residents indulge in RAGGING or related activities then it should be immediately reported to the Warden/Principal



RAGGERS



Everybody Else...



UGC Anti-Ragging Helpline
1800-180-5522 (24X7 toll free)
or send an e-mail to helpline@antiragging.in



विश्वविद्यालय अनुदान आयोग
University Grants Commission
quality higher education for all

Hostel Night- *our camaraderie with esteemed guests*



Mrs. Sudeshi Gandhar,
Senior Member, DAY College
Managing Committee



Mr. H.R. Gandhar,
Senior Governing Body Member,
Chief Guest at the occasion



Prof. Sanjay Kaushik,
Dean College Development
Council, PU
& Mrs. Pratibha Kaushik



Mrs. and Prof. Karamjit Singh,
Registrar, Panjab University



Dr. Bharati and Dr. Dilip Kumar
Additional State Project
Director, RUSA



Dr. Gurdip Sharma
Senior Fellow and
Syndic, Panjab University



Shri. Sarvesh Kaushal IAS
and Prof. Anuja Kaushal,
Principal PGGCG
Sector 11, Chd.



Prof. Deepthi Gupta, Chairperson
Department of English &
Cultural Studies,
Panjab University

Hostel Night- a Cultural Extravagance



Hostel Creed

As the members of the hostel we will respect the rights of others and act honestly and decently with integrity.

Each one of us has individual talents which are unique and we must work hard to develop those.

We will not accept mediocrity and will demand the best of ourselves in whatever activity we undertake whether it be academic, sporting or cultural. We owe this to ourselves.

We must recognise, it is a privilege to be a part of the hostel and we must serve our house, hostel and community.

We must at all times interact with each other in a respectful and dignified manner realising that living in close proximity to others gives us a special challenge.

As a member of the hostel we must relate to adults respectfully and realise we have individual responsibility as well as collective duty.

We must aspire to excellence, to do our best in whatever we are doing.

Valedictory of 100 hours Happiness Intervention Program for Hostellers





Hostel Committee

Ms. Baljeet Kaur Tiwana (Dean)
Dr. Jasmine Anand
Dr. Neha Pandeya
Dr. Mamta Ratti
Dr. Mandeep Chawla
Dr. Nisha Sharma

Hostel Superintendents

Ms. Shailey Bhagi
Dr. Mamta Rathee
Ms. Sonika Srivastav
Ms. Sushma Gautam

Hostel Prospectus (Concept and Design Team)

Ms. Sukhpreet Bhatia
Dr. Jasmine Anand

Re-accredited Grade 'A' by NAAC

207 top 10 Panjab University positions in academics in 2019

**Only Institution registered on the national portal of
National Skill Development Corporation (NSDC) as a Skill Provider**

Ranked 1st in the country in Swachh Campus Ranking 2018 under Residential Colleges Category

3rd in India under Swachhta Sarvekshan 2019 in Citizens led Initiatives

Ranked among top-most Colleges in India by 'India Today'

39 times winner of Panjab University General Efficiency Sports Shield

Identified as a 'Mentor Institution' by NAAC to formally induct non-accredited Colleges

Accorded Star College Status by DBT



Mehr Chand Mahajan DAV College for Women

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