



001

YWCA OF DELHI

**ROHINI
WORKING WOMEN'S HOSTEL**



**MANAGED BY
YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF DELHI
IN COLLABORATION WITH
DEPARTMENT OF WOMEN & CHILD DEVELOPMENT
GOVERNMENT OF NCT, DELHI**

RULES AND REGULATIONS

1. SHORT TITLE

These Rules known as the “Hostel Residence Allotment Rules” are formulated in the interest of the candidates seeking admission in the Hostel and for the efficient and orderly functioning of the Hostel under the Management of the Young Women’s Christian Association (YWCA) of Delhi.

2. OBJECTIVES

The YWCA of Delhi seeks to help, encourage and provide opportunities for the growth and development of young women to equip them with confidence to serve the society, irrespective of caste, religion or community.

3. ACCOMMODATION

The hostel can provide suitable accommodation with attached or common bathroom facilities, depending on the income of each applicant.

- Two Bedded
- Four Bedded
- Six Bedded
- Eight Bedded

All the above-mentioned categories of accommodation are adequately furnished for each individual and hence no furniture is required to be brought in by the applicant.

4. ELIGIBILITY FOR ADMISSION

Admission is open to any lady above the age of 18 years and up to 40 years, who is a bona fide working woman and women under training for jobs (only for one year) working / living in and around Delhi (hereinafter referred to as “Delhi”). Working women who are unmarried / widowed / separated / married women living apart from families are eligible to apply for admission.

5. INCOME LIMITS

The applicant should be earning an income between Rs.5,000/- to Rs.40,000/- only.

When the income of the resident exceeds the specified amount in due course of time, she will be required to vacate the hostel within two months time. **Priority will be given to applicants who are not residents of Delhi, who have not lived in Delhi for the past three years and are new to the city.** The Managing Committee shall take up cases for admission of trainees / students on a case to case basis as per the permissible norms. No working woman shall be permitted to stay beyond three terms.

6. APPLICATION FOR ADMISSION

All applications for admission to any of the above-mentioned hostel will be on the prescribed application form available in the office of the hostel and may be obtained on payment of the requisite fee along with the prospectus.

All application forms should be accompanied with the following:

- a) Letter from the Parent / Guardian with photograph in the **form attached** in the Prospectus, along with the undertaking that his / her ward will vacate the room allotted to her in the hostel upon the cessation of her tenure and will abide by the rules, regulations and directives in force from time to time.
- b) Letters of Reference on official letter head from two persons holding responsible positions other than her relatives preferably from Delhi.
- c) A copy of the letter of appointment (along with original to be returned after scrutiny) from her employer stating designation, pay scale, all allowances including DA, HRA, TA, Compensatory and other allowances.
- d) Letter from the Local Guardian (Lady) with photograph in the form attached stating her consent to take charge of the resident in case of illness or as may be required by the Management, and for her to visit the Local Guardian on week end / night out and when the tenure of the resident is completed in the hostel as per rules of the Hostel.

- e) All applicants who are self-employed will submit an affidavit declaring the nature of her employment and the total emoluments from there.
- f) All applicants who are Students / Trainees will support their status with the admission Letter and Identity Card from the Institute of her study or training.
- g) A Letter stating that the applicant has read the rules and regulations of the Hostel, and agrees to abide by them failing which the Management has every right to take necessary action against her.
- h) An undertaking that she agrees to pay the extra charges for each of the electronic item she wishes to bring in to the hostel as per charges levied against each item.
- i) Two recent Passport Sized Photographs of the applicant

7. ADMISSION PROCEDURE

- a) The applicant will be called for an interview at her own expense by the Hostel Committee. Offer of allotment of accommodation will be made as per accommodation available at that period of time depending on the income of the applicant. The Hostel Committee may accept or reject an application at their own discretion and their decision will be final. In case the allottee fails to occupy the room within seven days of the notification of the allotment, the allotment will stand cancelled and no further communication will be entertained.
- b) While the applicant may state her preference for the type of room she wishes to occupy, the allotment of the same will be solely at the discretion of the Management.
- c) All admissions will be made for a term of 11 (eleven) months in the first instance after executing a bond in the presence of a witness. Subsequently she may seek re-admission up to a maximum period of 2 more terms of 11 months each, which will be at the discretion of the Management. The total stay in the hostel however, shall not in any case exceed three terms of 11 months each.

8. FEE STRUCTURE

- a) All non-refundable and one time fees are to be paid at the time of admission. The monthly charges should be paid by the resident by the 10th of every month failing which Rs.50/- will be charged per week of delay in payment. Failure to make the payment by the end of the month will result in the cancellation of the room allotted to her. The Management however, may on sufficient grounds condone the delay.
- b) All payments are to be made in cash preferably. Cheques may be accepted in special cases and if any cheque bounces for any reason whatsoever, a fine of Rs.250/- along with the late fee charges must be made in cash.
- c) The rates mentioned below are subject to revision at the discretion of the Management.
- d) Applicants joining the hostel on or before the 15th of every month will pay the full month's Hostel accommodation fees, and those joining after the 15th of each month will pay half month's accommodation fees for that month.

At the time of Admission:

Registration Fee (Non-Refundable)	Rs. 200.00
Maintenance Fee (Non-Refundable)	Rs. 1,000.00
Identity Card (At the time of Admission & Renewal)	Rs. 50.00
Security Fee (Refundable)	Rs.10,000.00

Monthly Accommodation:

Double Bedded	Rs. 3,800.00
Four Bedded	Rs. 3,500.00
Six Bedded	Rs. 3,200.00
Eight Bedded	Rs. 3,000.00

Mess Fee	Rs. 2,200.00
Electricity Charges	Rs. 500.00

At the time of term renewal or end of term (11 months) Rs. 1000/- will be recovered from each resident for deposit with the Department of Women and Child Development, GNCT.

Electronic devices, if any, are to be declared at the time of admission and to be paid for monthly, in addition to the other fees.

Bed / study lamp	Rs. 50.00
Cooler	Rs. 200.00
Fridge	Rs. 250.00
Television	Rs. 250.00
Computer / Laptop	Rs. 100.00
Iron	Rs. 50.00
Electric Kettle	Rs. 50.00

Please note that only Residents of Single Bedded accommodation, are permitted to bring a Refrigerator or Television. Any resident found using unauthorized electric appliances will have appliances confiscated and a fine of Rs. 500/- will be imposed.

Limited parking space is available which will be allotted on a first come first served basis. Car parking charges are Rs. 200.00 per month and Scooter parking charges are Rs. 100.00 per month.

Vehicles are parked at the owner's risk. The Management does not bear any responsibility for damage or loss of the same.

9. TERMINATION OF STAY

- a) Residents intending to terminate their stay in the Hostel are required to give one month's advance notice in writing or pay the full amount of the fees for the above said period in lieu of the notice period.
- b) On expiry of the initial or extended period of allotment, the resident will automatically vacate the hostel and handover peaceful possession of the accommodation provided to her to the authorized staff (Head of the

Department / Resident Secretary) without any written notice to this effect from the Management.

- c) Admission in the Hostel does not mean a claim for tenancy or other legal claims by the resident. The resident has no right to claim or demand a particular room, bed, or property therein. The arrangement, allotment and control of the Hostel premises, rests with the Hostel Committee and is executed through the Hostel Secretary. A resident may be called upon to shift to another room or bed as per requirements by the Hostel Secretary.
- d) Any resident suffering from any contagious or communicable disease that endangers the health of other residents will be required to vacate the hostel within 24 hours and the Local Guardian will ensure that this takes place.
- e) For any breach of the Rules and Regulations of the Hostel, a resident, after due investigation, may be asked to vacate the hostel immediately and the decision of the Management in this regard will be final.
- f) In case any resident does not vacate the hostel when required as per the rules, the Management will be within its rights to evict such a resident by breaking open the lock to the room, taking stock of the belongings in the room and remove them in the presence of two witnesses.
- g) In the case of any student / trainee residing in the hostel, she is expected to vacate the hostel at the termination of her course as per the attachment from the Institution when joining the hostel.

10. MESS FACILITIES

- a) Mess facilities are common and compulsory for all residents. **Cooking food of any type is not permitted in the rooms** and all are expected to have their meals in the dining hall at the time fixed for each meal. No request for any special meal preference will be entertained. The charges for the mess which may be changed from time to

time will be paid along with other fees before the 10th of every month.

b) Timings

Breakfast	Lunch	Evening Tea	Dinner
6.30-8.30 a.m.	1.00-2.00 p.m.	5.00-6.45 pm.	8.00-9.30 p.m.

- c) Packed lunch will be made available along with breakfast for the residents who apply for it at the time of admission.
- d) No rebate will be made for meals not consumed.
- e) For residents who come back after late night duties, food will be kept at the written request in the containers provided by the residents
- f) Food, cutlery and crockery are not to be taken out of the dining room.
- g) A mess rebate may be extended to those on leave with prior written information and request for 15 successive days twice a year or for 30 consecutive days once a year.

11. DRESS CODE

A resident is expected to be neatly dressed at all times, except in her own room. House coats, night wear, etc. are not permitted in the campus except in one's own room. This dress code will be strictly adhered particularly in the Dining Hall and the Reception area of the Hostel.

12. HOSTEL ATTENDANCE

All residents are expected to be in the hostel premises by 9.00 p.m. each day. Residents may be permitted to avail themselves of one late night in a week. The risk and responsibility for going out will be entirely that of the resident and the Management will not be responsible for any untoward incident which may happen inside or outside the Hostel premises.

Students are expected to be back in the Hostel by 7.30 p.m. each evening and present themselves to the Resident Secretary on duty. Students will be permitted late night only if advance written intimation is received, from the Authorized Signatory of the Institute where they are studying, explaining the need for the student to be out late.

13. STAYING AWAY FROM THE HOSTEL

Any resident wishing to spend a night(s) away from the Hostel must fill in the “LEAVE APPLICATION FORM” available and ensure to obtain the signature of the HoD / Secretary / Coordinator of the Hostel. No rebate is permissible to the resident for such absence from the Hostel. Residents absenting themselves from the Hostel without written and approved permission from the concerned authorities will not be permitted to continue her stay in the Hostel.

Students will be permitted only 3 nights away from the Hostel during the course of a single term. The Lady Local Guardian will need to come personally to take the student away for the night.

14. RETENTION OF ACCOMMODATION DURING LEAVE OF ABSENCE

Prior to proceeding on leave for periods during vacation etc, information to this effect in writing must be submitted to the Management. A resident may retain the accommodation allotted to her for a period of three months only, provided she pays the regular fees in advance for the complete period that she will be away on leave.

15. WHEN UNEMPLOYED

Residents are required to inform the Management within 7 days of cessation of their employment, and when there is a change in the Employer. Failure to report this would result in the termination of her stay in the Hostel. They may however, be permitted to stay for a maximum period of 2 months in order to enable them to find another employment at the discretion of the Management.

16. PROGRAMMES IN THE HOSTEL

All residents are expected to participate in the activities planned for them by the Management. This will ensure a sense of belonging, sharing and caring for each other.

17. MAINTENANCE OF THE HOSTEL AND ITS PROPERTY

All residents are personally responsible for the maintenance and upkeep of the rooms allotted to them along with the property, furniture and fixtures therein. Any damage with respect to the glass mirrors, window panes, electrical fittings, etc. should be made good at the expense of the resident concerned. Cost for replacement of light bulbs or tubes and repair of any breakages should be met by the residents themselves. The furniture and fixtures in each room should not be shifted to any place outside the room. If any unauthorized occupation of the premises is seen at any point of time by any resident or others, the concerned person will be immediately evicted and the penalty imposed by the Management will have to be paid.

18. INSPECTION OF ROOMS

Every resident is expected to leave a duplicate key to the room allotted to her with the duty officer of the Management. The rooms will be opened for inspection by concerned authorities at any time. The supervision and control of the Hostel will always remain with the Management through the Hostel Committee.

19. LOSS OF VALUABLES AND MONEY

The Hostel authorities and the Management will take no responsibility for loss of money or valuables belonging to the residents. Residents are advised to take care of their belongings themselves.

20. VISITORS

- a) Visitors are permitted entry **ONLY** to the lobby and the visitors room on the ground floor at specified timings
- Weekdays 8.00 a.m. to 11.00 a.m. and 4.00 p.m. to 9.00 p.m.
 - Sundays 8.00 a.m. to 12.30 p.m. and 4.00 p.m. to 9.00 p.m.
 - Public Holidays 8.00 a.m. to 12.30 p.m. and 4.00 p.m. to 9.00 p.m.

- b) Residents are requested to come to the lobby and visitors room properly dressed and to maintain proper decorum at all times.

21. GUESTS OF RESIDENTS

Temporary accommodation for the female guests of residents' may be provided in the guest room if available. Previous intimation must be provided in writing to the Hostel Secretary and prior permission obtained before the arrival of the guest. All guests will be charged as per the existing rates for the guest rooms. The guests shall abide by the same rules of the hostel as is applicable to the residents.

22. CODE OF CONDUCT

- a) All are expected to maintain strict discipline within the premises of the Hostel. Loud conversations disturb others and hence speech should always be in low and audible tones.
- b) Smoking, gambling, consumption of alcohol and drugs are not permitted in the hostel premises.
- c) The hostel premises should not be used for any business purpose or promotion.
- d) The residents shall maintain a high level of social and moral etiquette at all times, and shall not create any kind of nuisance to the others in whatsoever manner.
- e) Residents should take particular care not to bring any visitor beyond the lobby in the ground floor.
- f) Strict silence should be observed from 10.00 p.m. to 6.00 a.m. in the hostel and its premises.
- g) Any misbehavior, misconduct, indiscipline or breach of the hostel rules and regulations will invite severe punishment on the resident and may even result in her expulsion from the hostel with or without any notice.

CONCLUSION

The management seeks the whole hearted cooperation of all residents in order to make hostel life healthy and happy for each

one of the residents. The rules and regulations have been framed to benefit the residents to the maximum and hence all are expected to strictly observe them. Any breach of the prescribed rules and regulations shall amount to forfeiture of the opportunity for the resident to stay in the hostel.

The Rules and Regulations of the hostel are subject to revision or amendment from time to time at the discretion of the Board of Management to the benefit of all concerned.

The Board of Management reserves the right to ask any resident breaking the rules or indulging in any activity which in its opinion is contrary to the interests of the Association or the Hostel to leave the hostel with or without prior notice. The decision of the Management will be final in any case.

A copy of the Rules and Regulations of the Hostel will be displayed on the notice board and provided to the resident at the time of her admission to which she will append her signature as an agreement.

UNDERTAKING BY PARENT/GUARDIAN

The Secretary
YWCA of Delhi
Rohini Working Women's Hostel
PSP Area, Rohini Sector 22
Delhi 110086

Dear Madam,

I, Parent / Guardian of
Mrs. / Miss

give my consent to her staying at your hostel and undertake that she will vacate the room upon completion of her tenure of stay and will abide by the Rules, Regulations and Instructions in force from time to time. I nominate the under mentioned as her local guardian during her stay in the hostel.

Name.....

(In block letters)

Relationship to the Resident

Address.....

.....

.....

Phone No: Mobile No:

Yours Truly

.....

Signature of Parent / Guardian

UNDERTAKING BY LOCAL (LADY) GUARDIAN

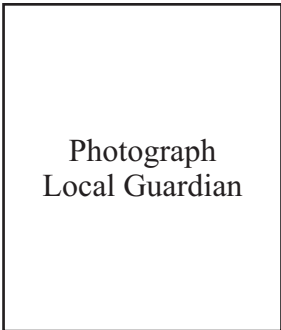
The Secretary
YWCA of Delhi
Rohini Working Women's Hostel
PSP Area, Rohini Sector 22
Delhi 110086

Dear Madam,

I,.....Resident of.....
.....
.....do hereby agree to be the
local guardian of Mrs. / Miss.....

I agree to take her away in times of illness or distress or as required by
the Management and on week-ends / permissible nights out and when
her tenure of stay is terminated.

Yours truly,



Signature of Local Guardian)

Name.....

(In block letters)

Relationship to the Resident.....

Address.....

.....

.....

Phone No: Mobile No: