Ranked Topmost Women’s College in the region in a survey conducted by "INDIA TODAY"

Rated Among Top 25 Colleges for Commerce at the National Level by THE WEEK MAGAZINE

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 except on Visitors' day.
• 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.
Welcome to the MCM Hostel

Dear Students,

We ardently welcome each new entrant into the MCM Family, a family which you join to learn 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 MCM 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 the constant support of a team of doctors in the case of any physical ailment of a resident and a students helpline-Gitanjali when emotional assistance is required.

You come out of the protective nests of your homes into the nestling arms of MCM and soar aloft higher and higher skies.

We are there to make every moment of your stay at MCM Hostel cherishable, enjoyable and valuable.

So enter the portals of MCM and add value to your life and career.

Wishing for your happy stay

Principal & all the members of MCM Family
ABOUT OUR HOSTEL

MCM 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 for 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 vermi-composting 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 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.
VALUE ADDED FACILITIES

- Well furnished rooms to create home-like environs.
- Bathrooms with latest fittings and proper maintenance of hygiene.
- Well-equipped Medical Room and Dental Clinic with qualified doctors to offer prompt medical care as and when required.
- Express Cyber Cafe, STD Shop and photostat facility.
- Artfully designed Reading Lounges for suitable academic ambience.
- Three messes equipped with desert cooler, T.V. and music system for sumptuous breakfast, lunch and dinner. Bain Marie heating facility for quick service.
- Fully modernized kitchen/mess with latest equipments 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 in the evening.
- An Evening Cafeteria with a wide variety of snacks, baked items, cold drinks and South Indian and Punjabi food.
- Fresh fruit/juice shop to ensure good health of the residents.
- Open air theatre for creative expression.
- Beauty parlour for personal upkeep.
- Transportation may be made available to the students for tuition. (Personal Vehicles are not allowed).
HOSTEL ADMISSION DOCUMENTATION

• Mere submission of application form does not ensure admission.
• Admission is strictly on merit and on the availability of seats.
• Admission will be provisional till the time of declaration of University Examination results.
• The students seeking admission to the Hostel are to submit the Hostel form appended to the Hostel prospectus on the day of college admission, duly signed by the parents/guardians.
• All students, old and new, seeking Hostel accommodation are required to fill in the Hostel form at the time of applying for admission to the college.
• All Hostel seekers should first approach their respective Class Admission Committee and later report to the Hostel Admission Committee.
• A fitness certificate by an authorized medical practitioner should be attached. 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. Any wrong declaration will result in the cancellation of Hostel seat and/or forfeiture of security on detection.
• A copy of the medical certificate must also be attached with the Visitor’s form.
• The Principal holds the discretion to grant or refuse admission to the Hostel to any student without giving any reason.

HOSTEL FEE WILL BE ACCEPTED ONLINE OR THROUGH DEMAND DRAFT
REQUIREMENTS FOR HOSTEL ADMISSION

HOSTEL FEE

• Hostel fee will be accepted online through www.feejunction.com or Demand Draft in favour of Principal, MCM DAV College for Women, Chandigarh.

• NO CASH WILL BE ACCEPTED

• Fee and dues once paid will not be refunded.

ONLINE PROCEDURE

• Log in - www.feejunction.com

• Select MCM DAV College for Women, Chandigarh > Select the Course Category> Fill up the Form

• Pay online through Internet banking/Debit Card / Credit Card.

Note:

p Fee is to be deposited only after the completion of college and hostel admission process. It is mandatory to collect College fee slip and Hostel fee slip before making the payment.

p Before making payment verify the total amount of fee with the amount mentioned in fee slip. In case of any discrepancy, please check the entries.

p The onus of paying the correct fee, is on the student.

p On-line fee will be accepted only on the date of admission by 10.00 p.m., failing which the seat is liable to be cancelled.

HOSTEL RESERVATION

• Hostel seat is allotted for one academic year only.

• Admission will have to be sought afresh in every academic session.

• Under Graduate 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 house tests and Annual Examinations have not been upto 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 same will be sent by the college.

• Reservation can be claimed only on the first two days of admission.

• 5 seats are reserved for the foreign students.

List of documents to be attached with the Hostel Admission Form

1. Detailed marks card of the previous exam passed.
2. Medical Fitness certificate.
3. Date of Birth Certificate.
4. 18 passport size photographs of the candidate.
5. 4 passport size photographs of the parents.
6. 4 copies of photographs of local guardians.

NOTE: Photographs should not be attached but carried by the residents.
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.
- In case a student changes her stream after

CRITERIA FOR RESERVATION
(for the next session)

1. **75% attendance** to be maintained per month in the Hostel and College separately. The attendance will be counted till the last official teaching day.
2. At least **60% aggregate** in September and December House Examinations separately.
3. **Timely return** to Hostel after various outing / holidays.
4. Presentation of **good conduct** of the resident in the Hostel, with other Hostellers and College Authorities.
5. Maintenance of **exemplary discipline.**
6. Proper **upkeep** of Hostel property.

HOSTEL ADMISSION (from BA to B.Com/B.Sc./BBA/BCA or vice-versa) the Hostel committee should be informed on the same day so that the student is allotted a room with the boarders of her own class.
- Students **admitted late** will be allotted rooms 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.

RULES FOR VACATING THE HOSTEL

1. 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.
2. At the end of the session residents may leave the Hostel only after clearing all dues and taking the University Exams.
3. It is mandatory to stay in the Hostel during all University Examinations. Appearing in the examination from outside shall be treated as indiscipline and no Hostel reservation shall be given.
RECREATION LOUNGE
for developing personal bonds

DESIGNER ROOMS
for quality lifestyle
LEAVE RULES

1) 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.

2) Residents will be granted permission to attend family functions **only if they have the requisite attendance in classes, have appeared in the September and December examinations and have adhered to the rules and regulations of the college.**

3) If any student **extends her leave period of night stay**, the **parents/guardians should inform** the Hostel warden in advance.

4) The **warden can sanction leave up to two days.** Any leave more than that needs the **sanction of the Principal.**

5) A leave of not more than 3 days will be granted in case of any emergency. **The Principal is the only authority to grant leave in such cases.**

6) The residents can avail the services of the **consultant physician/gynaecologist/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 only on prescribed outing days.** Residents are advised to **fix appointments with outside doctors accordingly. No out-of-turn applications for visits to any outside doctor will be entertained.**

7) **Attendance will not be granted for medical leave or any other leave taken by the student.**

8) **Students who do not report for 20 days will not be allowed to stay in the Hostel.**

MESS RULES AND FOOD FACILITY

- Various **varieties of good vegetarian food at reasonable rates are served in the hostel.**
- **No reduction is made in the mess charges even if a resident stays away.**
- **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.
- The cooking area is not open to the residents.
- Residents **must behave properly with the mess staff.**
Bon Appetit

Bain Marie System for fresh and hot kitchen service
Dear Parents (Please ensure that it is done)

1) At the time of joining the Hostel, the parents / guardians are required to submit to the Principal, the name and the address of the local guardians on the specified form.
2) It is mandatory for the parents to put down their signatures in front of the Hostel Committee.
3) Identity cards will be issued to the parents and local guardians by the Hostel authority.
4) Visitors’ I-cards should not be left with wards.
5) Any facts / documents / correspondence from parents must be certified as genuine by the concerned resident.
6) Parents are advised to check the attendance card, house test 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.
7) 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.
8) Change of Address / Telephone No. to be informed to the Warden in writing by the Parents.

For Visitors

1) A resident is allowed to meet a visitor only with the prior permission of the warden and after making an entry in the visitor’s register.
2) The visitors will meet their wards in the reserved place.
3) No parents/guardians will be allowed to go to the resident’s room.

Dear Local Guardians

1) Having Local Guardians is compulsory.
2) Only a married couple above 30 years is eligible to be the local guardian.
3) Single male shall neither be considered as local guardian nor will they be allowed to visit the residents.
4) 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 `100/-.

Only parents/authorised local guardian should be in possession of Visitor I-Cards

It is mandatory for Hostel residents to carry I - Cards
A friend hears the song in your heart and sings it to you when you forget the words

RULES FOR OUTING

1) The outings will be allowed to the residents only with parents/local guardians with prior permission taken in writing.

2) However, students may be given permanent authority by their parents on a printed proforma on the basis of which they may be allowed to go out on their own (Printed forms will be available with the warden/college office).

3) A resident can leave the hostel only on outing days and needs to obtain a gate-pass from the block warden, which is valid for one student only/one day only. Residents must enter their timings of departure and arrival in the outing register (Day out / Night out / coaching).

4) The resident should positively return to the hostel by 6 pm otherwise she shall be punished.

5) Residents will strictly adhere to the timings of their return i.e. 6:00 pm in case of DAY OUTS and attendance time in case of NIGHT OUTS. The next DAY OUT/NIGHT OUT shall stand cancelled in case of reporting late. Students are not authorised to convert Day out into Night out even on parental consent.

6) The warden has the right to deny outing to a resident in case of returning late from NIGHT OUT/any kind of misconduct.

7) Residents will not be allowed to stay in the Hostel during the summer vacation after the University Examinations (theory and practical) are over.

8) 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.

9) If a resident frequently overstays during her leave, her Hostel seat maybe 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
Ru-ba-roo for exchange of creative ideas

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.
• Celebration of Birthday parties is not allowed in the rooms.

HOSTEL MAINTENANCE

• Furniture will be provided by the College. 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. She will have to return the furniture issued to her before she leaves the Hostel. Room must be left clean on vacating.
• The Hostel residents should not paint or paste posters on the walls and doors of their rooms/corridors. Defaulters would be fined.
• The Hostel will be closed daily from 10 am to 12 noon for cleaning purpose.

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.
ATTENTION HOSTELLERS

1) Residents are not allowed to visit any block/room other than their own.

2) Residents are not permitted to stay in the Hostel from 10.00 am to 12.00 noon. 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.

3) 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 specifying between 9.00 am and 5.00 pm, specifying the particulars of their ward.

4) Attendance in evening assembly is compulsory for all residents. Mobiles are not allowed during assembly time.

5) Any kind of shouting, creating rumours, knocking or any other act likely to create disturbance is strictly prohibited within the Hostel premises.

6) Residents should observe proper discipline in common room and mess and follow a formal dress code.

7) Meals and eatables should not be taken to the rooms.

8) Mobile phones can be used in the rooms only.

9) Any matter of dispute with fellow boarders should be reported immediately to the Warden/Principal.

10) Residents must observe study hours strictly from 10.00 pm to 11.00 pm. Lights must be switched off after study hours.

11) They must be in their rooms from 10.00 pm to 6.00 am. Action will be taken against the student found absent from her room or moving about during the above mentioned hours.

12) Residents must switch off fans and lights before leaving for night out, day out and during college hours.
TEN COMMANDMENTS
for MCM 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 by 6:30 pm.

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 cards (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 wilful 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.

The following payment is to be made online at www.feejunction.com or through a Demand Draft in favour of Principal, MCM DAV College for Women, Chandigarh.

HOSTEL CHARGES

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Fee</td>
<td>₹ 1,000/-</td>
</tr>
<tr>
<td>Annual Charges</td>
<td>₹ 14,500/-</td>
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MONTHLY CHARGES

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Rent @ ₹ 500/- pm</td>
<td>₹ 6,000/-</td>
</tr>
<tr>
<td>Electricity &amp; Water Charges @ ₹ 500/- pm</td>
<td>₹ 6,000/-</td>
</tr>
<tr>
<td>Welfare Fund @ ₹ 500/- pm</td>
<td>₹ 6,000/-</td>
</tr>
</tbody>
</table>

CHARGES FOR VALUE ADDED FACILITIES

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coir Mattress + Pillow + Pillow Cover</td>
<td>₹ 1,500/-</td>
</tr>
<tr>
<td>Bed Sheet + Curtains + Bucket + Mug</td>
<td></td>
</tr>
<tr>
<td>Laundry:</td>
<td></td>
</tr>
<tr>
<td>Washing &amp; Ironing Facilities (every day)</td>
<td>₹ 1,500/-</td>
</tr>
<tr>
<td>Caution Money (Security)</td>
<td>₹ 1,000/-</td>
</tr>
<tr>
<td></td>
<td>Total ₹ 37,500/-</td>
</tr>
</tbody>
</table>

For Mess Charges go to page 17
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.
### WEEKLY HOSTEL MENU

<table>
<thead>
<tr>
<th>Days</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Evening</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Poha, Daliya Tea</td>
<td>Aloo Beans, Black Chana Chawal (Basmati) Tandoori Roti, Dahi Raita</td>
<td>Tea Bread Pakora</td>
<td>Salad, Dal Moongi Masari Bharta, Roti Kheer</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Milk/Tea Tawa Parantha Methi Aloo</td>
<td>Aloo Baigan, Kadi Pakora Roti, Chawal (Basmati) Ice Cream</td>
<td>Tea Dal Tikki</td>
<td>Salad, Keema Matar Dal Mah Chana Tandoori Roti</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Toast With Butter &amp; Jam, Milk/Tea Veg Cutlets</td>
<td>Aloo Shimla Mirch Rajmah Chitra, Chawal (Basmati), Roti, Dahi Raita</td>
<td>Tea Samosa</td>
<td>Salad, Palak Paneer, Chana Dal With Methi Saunf Tandoori Roti, Suji Halwa</td>
</tr>
<tr>
<td>Thursday</td>
<td>Stuffed Parantha Tandoori, Butter Cubes, Milk/Tea</td>
<td>Cabbage Matar, White Chana, Dahi Raita, Chawal (Basmati), Tandoori Roti Ice Cream</td>
<td>Tea, Bread Shallow Fry</td>
<td>Salad Yellow Mah Dhuli Mix Veg, Roti</td>
</tr>
<tr>
<td>Friday</td>
<td>Aloo Prantha With Butter Cubes Milk/Tea</td>
<td>Aloo Gobhi, Sambhar Chawal (Basmati) Roti</td>
<td>Tea Veg Cutlet</td>
<td>Salad, Moongi Sabut Veg Kofta, Tandoori Roti Fruit Custard</td>
</tr>
<tr>
<td>Saturday</td>
<td>Amritsari Kulcha Butter Cubes Milk/Tea</td>
<td>Chilly Nutrela Matar Paneer Tandoori Roti</td>
<td>Tea Bread Rolls</td>
<td>Salad, Dal Masari, Seasonal Vegetable, Matar Pulao, Roti</td>
</tr>
<tr>
<td>Sunday</td>
<td>Chana, Bhatura Milk/Tea</td>
<td>Fresh Veg, Malai Kofta Roti</td>
<td>Tea Cake Rusk</td>
<td>Salad, Dum Aloo Mah Sabut, Roti Chawal (Basmati), Sevian</td>
</tr>
</tbody>
</table>

**Note:** The following payment is to be made online at www.feejunction.com or through a Demand Draft in favour of Principal, MCM DAV College for Women, Chandigarh.

No cash will be accepted.

**MESS CHARGES**

₹ 37,500/- per annum

For Hostel Charges go to page 15

Fee once paid will not be refundable

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**Concept Visualizers:** Mrs Sukhpreet Bhatia, Ms Jasmine Anand

**Technical Support:** Mr Ashish Mudgal
Hostel Creed

As a member of the hostel I will respect the rights of others and act honestly and decently with integrity.

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

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 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 and a collective duty.

We must aspire to excellence, to do our best in whatever we are doing.
MCM DAV College for Women

Sector 36-A, Chandigarh 160 036, India. Tel: 0172 2603355 Hostel 2624921/Extn. 23, 24
E-mail: principal_mcmdavcollege@yahoo.com | Website: www.mcmdavcw-chd.edu

Price: By Hand ₹ 700/-
By Regd. Post: ₹ 750/-