



# DAV CENTENARY COLLEGE

KOTKHAI (SHIMLA) HP 171202

NAAC Re-Accredited "B" Grade

Affiliated to H.P. University, Shimla

(Under DAV College Managing Committee, New Delhi)

**SESSION 2026-27**

Space for Photo

## Girls' Hostel Admission Form

### Personal Information

- Full Name: \_\_\_\_\_
- Date of Birth: \_\_\_\_\_
- Age: \_\_\_\_\_
- Father's Name: \_\_\_\_\_
- Mother's Name: \_\_\_\_\_
- Permanent Address: \_\_\_\_\_
- Contact Number (Student): \_\_\_\_\_
- Contact Number (Parent/Guardian): \_\_\_\_\_
- Email ID: \_\_\_\_\_

### Academic Information

- Course Enrolled: \_\_\_\_\_
- Roll Number: \_\_\_\_\_
- Year/Semester: \_\_\_\_\_
- Department: \_\_\_\_\_

### Hostel Preferences

- Room Type (if applicable):  Single  Shared
- Any Medical Condition/Allergies: \_\_\_\_\_
- Blood Group: \_\_\_\_\_
- Emergency Contact Person: \_\_\_\_\_
- Relationship to Student: \_\_\_\_\_
- Emergency Contact Number: \_\_\_\_\_

### Undertaking by Student

I, \_\_\_\_\_ (Name of Student), hereby declare that the information provided above is true to the best of my knowledge. I agree to abide by the **rules and regulations of the Girls' Hostel at DAV Centenary College, Kotkhai**, and understand that disciplinary action may be taken in case of violation.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

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### Undertaking by Parent/Guardian

I, \_\_\_\_\_ (Name of Parent/Guardian), hereby give consent for my ward to stay in the Girls' Hostel of DAV Centenary College, Kotkhai. I assure that she will follow the hostel rules and maintain discipline.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

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### Office Use Only

Sr. No.....

Fee Receipt No. ....Amount.....Date.....

Class.....Roll No.....Admission No.....Room Allotted:.....

Warden's Signature: \_\_\_\_\_

Date:     /     /

Principal's Approval: \_\_\_\_\_

Date:     /     /



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## Parent/Guardian Anti-Ragging Declaration For Girls Hostel

I, \_\_\_\_\_ (Name of Parent/Guardian), resident of \_\_\_\_\_

(Full Address), do hereby solemnly affirm and declare as under:

1. That my daughter/ward \_\_\_\_\_ (Name of Student), has been admitted to **DAV Centenary College, Kotkhai** and is residing in the Girls Hostel.
2. That I am fully aware of the law and rules regarding ragging as per the **UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009** and the directions of the Hon'ble Supreme Court of India.
3. That I assure the college authorities that my daughter/ward will not be involved in any form of ragging inside or outside the hostel premises.
4. That I understand ragging is a **punishable offence** under law and disciplinary action may include suspension, expulsion, or criminal proceedings.
5. That I undertake to advise my daughter/ward to strictly abide by all hostel and college rules, maintain discipline, and refrain from any activity that may be construed as ragging.
6. That in case my daughter/ward is found guilty of ragging, I shall accept any action taken by the college authorities in accordance with the law.

**Signature of Parent/Guardian:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Relationship with Student:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

## **Anti-Ragging Rules – Girls Hostel**

1. Zero Tolerance Policy
  - Ragging in any form—physical, verbal, psychological, or online—is strictly prohibited.
  - Any student found guilty will face immediate disciplinary action, including expulsion and legal proceedings.
2. Respect and Dignity
  - All residents must treat fellow students with respect, regardless of age, background, or year of study.
  - Harassment, bullying, or intimidation is not permitted under any circumstances.
3. Safe Environment
  - Hostel premises are to remain safe and inclusive.
  - No student shall create fear, discomfort, or humiliation for another student.
4. Reporting Mechanism
  - Any incident of ragging must be reported immediately to the Hostel Warden, College Anti-Ragging Committee, or Principal.
  - Complaints will be treated confidentially and investigated promptly.
5. Consequences of Ragging
  - Suspension or expulsion from hostel/college.
  - Cancellation of admission.
  - FIR lodged with local police under UGC and Supreme Court directives.
6. Parental Involvement
  - Parents/guardians will be informed immediately if their ward is involved in ragging.
  - They must cooperate with hostel authorities in corrective measures.
7. Awareness and Undertaking
  - Every student and parent/guardian must sign the Anti-Ragging Declaration at the time of admission.
  - Students must attend orientation sessions on anti-ragging laws and hostel discipline.
8. Positive Hostel Culture
  - Senior students are encouraged to mentor juniors in academics and hostel life.
  - Activities promoting friendship, cooperation, and inclusivity will be organized regularly.

# Girls Hostel Rules

## 1. Admission & Stay

- Hostel accommodation is allotted only to enrolled students of the college.
- Students must sign the hostel admission form and anti-ragging declaration at the time of entry.
- Rooms are allotted by the warden; no student may change rooms without prior permission.

## 2. Discipline & Conduct

- Residents must maintain discipline, decorum, and respect towards fellow students and staff.
- Ragging, bullying, or harassment in any form is strictly prohibited.
- Loud music, shouting, or disruptive behavior is not allowed inside hostel premises.
- Use of abusive language or involvement in fights will lead to disciplinary action.

## 3. Attendance & Timings

- Hostel gates will close at **9:00 PM**; late entry is not permitted without prior approval.
- Students must sign the attendance register daily.
- Night-outs or leave from the hostel require written permission from the warden and intimation to parents.

## 4. Visitors

- Visitors are allowed only during designated hours and must register at the hostel office.
- Male visitors are strictly prohibited inside hostel rooms.
- Parents/guardians may meet their wards in the visitor's area only.

## 5. Cleanliness & Maintenance

- Rooms must be kept neat and tidy; inspections may be conducted by the warden.
- Students are responsible for hostel property (furniture, fixtures, etc.) and must not damage or deface it.
- Any damage will be charged to the responsible student.

## 6. Safety & Security

- Residents must not tamper with electrical fittings or use unauthorized appliances (e.g., heaters, stoves).
- Fire safety rules must be strictly followed.
- Students must carry their hostel ID cards at all times.

## 7. Food & Mess

- Meals will be served only during fixed timings in the hostel mess.
- Wasting food or removing utensils from the mess is prohibited.
- Complaints regarding food should be addressed to the mess committee or warden.

## 8. Health & Well-being

- Any illness must be reported immediately to the hostel warden.
- Students are expected to maintain personal hygiene and participate in hostel health awareness programs.

## 9. Prohibited Activities

- Smoking, alcohol, drugs, and gambling are strictly banned.
- Political or unauthorized meetings inside the hostel are not allowed.
- Use of hostel premises for commercial activities is prohibited.

## 10. Leave & Vacating

- Students must apply for leave in advance and obtain approval.
- On vacating, rooms must be handed over in proper condition.
- Hostel fees are non-refundable once admission is confirmed.