



# **YOUNG WOMEN'S ASSOCIATION (Regd.)**

***RULES REGULATING THE CONDITIONS  
OF  
ACCOMMODATION IN THE WORKING  
WOMEN HOSTEL NO. I  
(ADYA JHA HOSTEL)***

**C-3, S.D.A. Hauz Khas, New Delhi – 110016  
Phone: 011- 26569364, 26535637  
2024**

## YOUNG WOMEN'S ASSOCIATION RULES & REGULATIONS

### 1. **Objectives: -**

To provide accommodation for working single women and female students above the age of 18 years, without any distinction on the ground of race, religion, colour, caste, creed, language or nationality.

### 2. **Accommodation: -**

Each resident is provided with a bed, mattress, a table, a chair, a cupboard, light and fan. There is a T.V. room, a lounge and a reading room for the common use of all the residents. Residents are not allowed to bring their private furniture to their rooms or seats without obtaining prior written permission from the management.

### 3. **Application for Admission: -**

Admission to hostel is restricted to employed single women and female students above 18 years (married or unmarried). Application for admission must be submitted to the Hostel Warden on the prescribed Admission Form available in the hostel office on payment of fees and must be accompanied by:-

- (a) A letter from parent/legal guardian addressed to the Warden to be sent by post/email approving her stay in the hostel, appointment of local guardian and taking responsibility to settle dues of ward, in case of default.
- (b) Two letters of reference on proper letter head from persons in position (not related to the applicant).
- (c) A certificate of health fitness from a registered doctor on their letter head clearly indicating the registration number and seal.

- (d) Three passport size recent photographs signed by the applicant.
- (e) A letter from the employer on the firm's letter head giving full details of date of appointment, name and type of post (permanent/temporary), total monthly pay signed by the employer carrying official seal. A fresh certificate will be obtained at time of each extension subject to maximum 3 as per rule 5 herein under.
- (f) ) A letter from the local guardian intimating their address and telephone number (both residence and office) stating that they take full responsibility of the applicant and responsibility to settle dues in case of default.
- (g) Preference for the type of accommodation single/double/triple seater/dormitory must be indicated clearly in the application form.

The application, not complete in all respects, shall not be entertained.

**4. Selection of Candidates: -**

Selection for admission to Hostel shall be made by the Admission Committee of Young Women's Association. The candidate, when called, will have to appear before the Admission Committee for interview along with her Delhi based local guardian, at her own expenses. Physical presence of local guardian is mandatory at the time of interview in the Admission Meeting. The candidate can be asked to produce additional documents which the Admission Committee consider necessary including but not limited to:

- (a) If shifting from another hostel, submit NOC and character certificate from the previous hostel.
- (b) In case of differently abled, latest certificate issued by a government hospital/ government authorised agency

disclosing the percentage and nature of disability. Notarized / attested true copy from Class I officer of such certificate must accompany the application form and candidate must produce the original at the time of interview.

The decision of the Admission Committee shall be final. If the candidate fails to occupy the accommodation within the specified period, the offer of accommodation will be treated as cancelled automatically.

**5. Police verification / requisite permissions:**

The candidate must fill the police verification form online by furnishing all the particulars. In case of foreign national, permission from FRRO is required for which the candidate must furnish the requisite forms and obtained the necessary permissions.

**6. Period of Stay: -**

The Hostel provides accommodation for 12months subject to 2 renewal for a total period of 3 years. Further 1 year extension on double license fee can be considered, subject to availability of accommodation and at the discretion of the Admission Committee. At the end of 4 years, no extension will be granted under any circumstances whatsoever and the period of stay will be treated as unauthorised and the inmate shall have to pay Rs. 1500/- per day as penalty towards unauthorised stay for maximum period of 15 days excluding electricity/mess. In case of unauthorised stay, YWA will be constrained to take due legal recourses.

It is made clear that hostel facility has been provided on licence basis and there is no relation of landlord and tenant between the parties.

**7. Change of employment status: -**

If and when a resident changes her job she will have to inform the management in writing. Also she will submit a letter from the

new employer on the firm's letter head giving full details of date of appointment, name and type of post (permanent/temporary), total monthly pay signed by the employer carrying official seal.

**8. Cooking: -**

Residents are not be allowed to cook in rooms, as mess is compulsory. For tea/ coffee /hot water a pantry is available.

**9. Maintenance of Hostel premises etc: -**

The Resident shall be responsible for the proper upkeep of room, furniture and fittings and is liable to pay for any damage, if any, as decided by the management of YWA.

**10. Hostel charges and payments: -**

Hostel charges are fixed according to nature of accommodation. Rates are subject to revision by the management from time to time. The table of rates in force at any time may be obtained from the hostel office. Broad details of the charges to be paid for admission to the Hostel are as under: -

- (a) Charges for the application form      Rs. 150/- (non-refundable)
- (b) Registration fee                              Rs. 300/- (non-refundable)
- (c) Admission fee                                 Rs. 350/- (non-refundable)
- (d) Security deposit is refundable within one year after leaving the hostel after settlement of all dues by the resident.
- (e) One full month's charges viz licence fee etc. if the stay commence between 1<sup>st</sup> to 15<sup>th</sup> of a month and half month if stay commences on any day after the 16<sup>th</sup> of the month.
- (f) ) Monthly Charges must be paid by online transfer / cheque / Demand Draft in advance latest by the 9<sup>th</sup>, of each month. A late fee at the rate of Rs.25/- per day will be charged if payment is made after 9<sup>th</sup> of the month and Rs. 50/- per day after 15<sup>th</sup> of the month.

(g) Failure to make payment by the end of the month may result in the cancellation of seat allotted and eviction.

**11. Termination of stay: -**

Residents intending to leave the hostel for good must give one month's clear notice in writing or pay full charges for one month in lieu of the notice period. Month will be counted from the date such notice is received in the Hostel Office. (1<sup>st</sup> to 30<sup>th</sup> / 16<sup>th</sup> to 15<sup>th</sup> Net Month)

All charges must be paid in full before vacating the hostel.

A resident who become unemployed will intimate the hostel warden in writing, immediately. Such resident will be allowed to continue in the hostel for a maximum period of one month only. On the expiry of grace period of one month, she must vacate the accommodation.

**12. Refund of security deposit: -**

Security deposit is refundable to a resident after vacating the seat provided, she has cleared all the dues and paid charges, if any, for damages, breakages etc. The resident must submit to the Warden 'No dues' certificate viz clearance certificate from the Office along with her application for refund of security. No adjustment of dues against the security deposit will be allowed.

The Security refund may be claimed within one year of leaving the hostel. If not claimed within the stipulated time, the same will be forfeited.

**13. Inspection of rooms: -**

The rooms will be liable to inspection by the hostel warden daily. They will also be open to inspection by the members of the management from time to time. A spare key will always be available with the hostel warden, at all times.

**14. Hostel Gate: -**

The residents will observe timings of the hostel. The gate will remain open from 5.30 AM to 10 PM. In case of students, the student will report by 8 PM.

**15. Absence from Hostel during Holidays:-**

Residents proposing to spend a night or some days out of the hostel will inform the Hostel Warden in writing one or two days before leaving, giving the address and telephone number, if any, where she could be contacted in case of an emergency. She will also make necessary entries in the Register maintained for the purpose.

**16. Illness: -**

Any case of illness, the resident shall report the matter to the hostel warden, who will in turn inform the local guardian. In case of contracting infectious diseases requiring isolation or quarantine, the resident will shift from the hostel for which arrangements may be made by self/ local guardian/ legal guardian or employer. In case of shifting to hospital, all expenses will be borne by the resident, local guardian/ legal guardian.

**17. Valuable and cash: -**

No responsibility will be taken by the management for loss of cash or valuable or of any articles belonging to a resident. The residents are advised to take due precautions to secure their belongings.

**18. Extra Charges: -**

Written permission of the hostel management would be essential for the use of electric gadgets, vehicle parking etc. for which rates are fixed and revised by the management from time to time.

**19. Visitors: -**

The visitor is to be received in the visitor room only. Residents are not allowed to take visitors to their rooms. If under special

circumstances, a resident wants to take female visitors to her room she must take special permission of the warden. Visitors' times are as follows: -

**Summer (April to September): -**

Week Days 5.00 PM to 8.00 PM

Public Holidays & Sundays 8.00 AM to 1.00 PM

**Winter (October to March): -**

Week Days 5.00 PM to 8.00 PM

Public Holidays & Sundays 9.00 AM to 2.00 PM

(Morning)

5.00 P.M. to 8.00 P.M.

(Evening)

The Warden will maintain a visitor's register and its mandatory for visitor to make necessary entries with signature.

**20. Conduct rules: -**

- I. Smoking, consumption of drugs, liquor, any intoxicating substances, gambling are strictly prohibited in the hostel premises. Non adherence will be liable for eviction from the hostel.
- II. Residents should be properly attired in common areas.
- III. Residents will maintain decorum in the hostel Shouting, fighting, grouping will not be tolerated.
- IV. No pets are allowed.
- V. Residents shall not engage hostel employees or outsiders to do their personal work in the hostel.
- VI. The hostel premises cannot be used for private business (physical or online).
- VII. Misinterpretation of any facts at time of admission or during the stay in the hostel will be viewed seriously.



VIII. In case of any grievance, the resident will first approach the management of YWA to resolve the issue. The resident approaching any other authority/department regarding hostel matters directly, without first addressing the issue with the management will be viewed seriously and may result in eviction from the hostel. In this case, the decision of the management is final

**21. Miscellaneous: -**

A resident is a mere licensee and has no exclusive possession of room or the seat allotted to her. The Management and control of the Hostel premises is with the Young Women's association. A resident uses the premises with the express and tacit permission of the Association. A resident is bound to move to another room or seat when called upon to do so by the management. Licence to stay will be cancelled and the resident shall leave the hostel immediately in default of payment of hostel charges every month or on disciplinary grounds such as drunkenness and other unseemly behaviour and also on account of breach of any of the conditions set forth in these rules. The decision of the management on the question whether there has been any such breach or not shall be final and binding on the resident.

**22. Mandatory: -**

A candidate selected for admission to the Hostel will read these rules and regulations and confirm the same by signing on all pages and certify as follows on the last page with signature and date:

**"I have read the rules and shall abide by the same."**



