

Tel/Fax : 011-26560063

Mobile : 9811577282



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

**RULES REGULATING THE CONDITIONS
OF
ACCOMMODATION IN THE WORKING
WOMENS HOSTEL NO. II**

**AVENUE-21 G-BLOCK, SAKET
NEW DELHI-110017**

2015

YOUNG WOMEN'S ASSOCIATION

RULES & REGULATIONS

1. Objectives :-

To Provide accommodation for working women without any distinction on ground of religion, caste, race or nationality.

2. Accommodation :-

Each resident is provided with a box bed, mattress, a table, a chair and a cupboard.

There is a T.V. room, a lounge and a big well-stocked library for the common use of all the residents.

The residents can read News papers and magazines in the library itself and get books issued.

There is a Canteen running for the benefit of the residents.

Residents are not allowed to change their rooms or seats without obtaining prior written permission from the management.

Residents are not allowed to bring their private furniture to their rooms. Lights & Fans are provided by the association.

3. Application for Admission :-

Admission to hostel is restricted to employed women only. Application for admission must be submitted to the Hostel warden on the prescribed admission form available in the hostel office on payment and must be accompanied by:-

(a) Two letters of reference on proper letter head from persons in position (not related to the applicant) one of whom shall be a lady of social standing. (Local)

(b) a certificate of health from a registered doctor on his/her letter head or on prescribed form

(c) Three passport size recent photographs signed by the applicant.

(d) a letter from the employer on the firm's letter head giving date of appointment, name of post, type of post (permanent/temporary) total monthly pay with details of salary and all allowances (dearness, house rent, transport, compensatory, officiating etc), signed by him/her elegibly and carrying the seal of the firm with employers designation.

(e) a letter from the local guardian intimating his/her address and telephone number of residence and office. If any, and stating that he/she takes full responsibility of the applicant.

(f) a self addressed stamped envelope.

(g) a letter from father addressed to the Warden to be sent by post approving her stay in the histel and local guardian.

(h) Preference for the type of accommodation single/double/triple 'seater/dormitory must be indicated clearly in the application from.

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 local guardian at her own expenses. The candidate can be asked to produce additional documents, the Admission Committee consider these necessary. The decision of the Admission Committee shall be final. If she fails to occupy the accommodation within the specified period, the offer of accommodation will be treated as cancelled automatically.

Special Note :- (i) The hostel provides accommodation for **Three years** only. A resident shall have to vacate the accommodation on the expiry of Three years of her stay in the hostel for which she will be given one month's notice.

(ii) 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 date of appointment, name of post, type of post (Permanent/Temporary), total monthly pay with details of basic salary and allowances (dearness, house rent, transport, compensatory, officiating etc) signed by him/her legibly and carrying the seal of the firm with employer's designation.

5. Cooking :-

Residents will not be allowed to do cooking in rooms, as mess is compulsory. For tea coffee, pantry is available.

6. Maintenance of Hostel premises furniture etc :-

The Residents shall be responsible for the proper upkeep of room, furniture, kitchen, bathrooms and fittings there in. Any damage to these and the mirrors, glass panes, electric fittings etc will be replaced by the residents concerned or their guardians. Any type of damage to the Hostel belongings will have to be compensated by the concerned residents.

No resident shall remove furniture or any kind of fittings from the place allotted to her. Cost of replacement of tube-lights and bulbs of the room and bathrooms will be paid and shared by the occupants.

No class IV employee will be allowed inside the rooms. No vender or seller will be permitted inside the hostel premises without the written permission of the management.

7. 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/-

(b) Registration fee Rs. 300/-

(c) Admission fee Rs. 350/-

(d) Security deposit of Rs. 8000/- (refundable within one year after leaving the hostel for single seater Rs. 10,000/-)

(e) One full month's charges viz licence fee etc. If the admission is between 1st to 15th of a month.

Monthly Charges must be paid in cash in advance latest by the 9th, of each month. A late fee at the rate of Rs. 10/- per day will be charged if payment is made after 9th of the month. Payment by cheques will not be accepted.

Failure to make payment by the end of the month may result in the cancellation of the seat allotted. The management in that case will have right to re-entry without the intervention of the court and shall not be responsible for the loss of any belongings of the defaulting resident.

8. 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.

9. Hostel gate :-

Residents are expected to return to the hostel normally by 10.00 P.M. Hostel gate will close at 10.00 P.M. No resident is allowed to enter the Hostel premises after 10.00 P.M. in the morning the gates will open at 5.30 A.M.

10. 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 entries in the Register maintained for the purpose. The resident, when leaving will fill in the register the date and time of departure and address and telephone number of destination. On return she will fill in the register the date and time at which she returned to the Hostel. Management will in no way be responsible for her belongings in the hostel during her absence.

11. Lights :-

Room lights must be put off by 12 mid night. The defaulter will be liable to pay a fine of Rs. 10/- each time she/they keep the room light on after 12 in the night.

12. Illness :-

Any case of illness shall be reported immediately to the Hostel Warden who will inform the local guardian.

13. Valuables and cash :-

No responsibility will be taken by the Hostel management for loss of cash or valuable or of any articles belongings to a resident. The residents are advised not to keep valuables and big amounts of cash in their rooms.

14. Extra Charges :-

Written permission of the Hostel management would be essential for the use of electric gadgets.

Extra Charges for electric gadget T.V., room cooler and car/ scooter parking etc. are fixed and revised by the management from time to time. Use of video is not permitted in the hostel.

15. Visitors :-

The visitors are to be received in the visitors 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 for visiting are :-

Summer (April to September) :-

Week Days

5.00 P.M. to 8.00 P.M.

Public holidays & Sundays

8.00 A.M. To 1.00 P.M.

Winter (October to March) :-

Week days

5.00 P.M. to 8.00 P.M.

Public holidays &

Sundays

9.00 A.M. to 2.00 P.M.
(Morning)

5.00 P.M. to 8.00 P.M.
(Evening)

The Warden will maintain a visitor's Register, Each visitor will fill up and sign the register.

16. Conduct rules :-

1. Smoking, drugs and liquor are strictly prohibited. Defaulters will be liable to punishment by the management.
2. Residents should be properly dressed for the mess office and the common room, They may not come in dressing gowns, house coats or night wear or shorts.
3. Residents shall not bring men into the residential areas beyond the Common Room.
4. Any unseemly behaviour on the part of a resident will render her liable for expulsion from the Hostel.
5. Residents shall not keep pets in the hostel.
6. Residents shall not engage hostel servants or outsiders to do their personal work in the hostel.

17. 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. (1st to 30th / 16th to 15th Net Month)

All charges must be paid in full before termination of stay.

A resident who becomes unemployed will intimate about it in writing to the Hostel management 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.

18. 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 and loss of library book.

The resident must submit to the warden ' No dues' certificate viz clearance certificate from the Librarian and the canteen Contractor along with her application for refund of security.

Note :- No adjustment of dues against the security deposit will be allowed. All dues must be cleared before applying for refund of security.

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.

19. 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.

20. Important Note :-

A candidate selected for admission to the Hostel shall buy one more copy of the booklet of rules. On the front page and the last page of this 2nd copy she will write "I have read the rules and shall abide by the same." After writing this she will sign and date it. This signed copy would be kept in her file as proof of having read the rules.