



**MAHARAJA LAKSHMAN SEN MEMORIAL COLLEGE
SUNDERNAGAR (H.P.) - 175018**

UGC 2(f),12(B) Status

NAAC - 'B' Accredited College

KRISHNA KUMARI GIRLS' HOSTEL



HOSTEL INFORMATION BROCHURE



From Principal's Desk

I extend a warm welcome to all the entrants into the Krishna Kumari Girls' Hostel of Maharaja Lakshman Sen Memorial (MLSM) College, Sundernagar, H.P.

The Alma-Mater plays a vital role in shaping the overall personality of a student, and more when one stays with her peers in the student-friendly atmosphere.

At MLSM College, Girls' Hostel is located within the college campus and is also an integral part of the College. Hostel affairs are coordinated under the guidance and supervision of the resident warden. The warden is assisted by the hostel committee and the students' union. The hostel committee under the chairmanship of the Principal frames the rules and regulations of the hostel and is the final authority in matters concerning the hostel.

Due to the limited seats, hostel admission has always been a sought-after affair. The fact that admissions are only granted to the meritorious students provides an assurance about the quality. MLSM College Girls' Hostel aims to provide a convenient and a comfortable stay for the outstation students. It also works to minimize the cost in terms of time so that the hostel residents can use the same for other significant purposes. The girls' hostel also satisfies the vital objective of ensuring the safety of girls.

When almost the whole world is going through unprecedented times due to the COVID-19 pandemic, we understand the challenges that might be faced by the resident girls. The institution is trying its best to cater to all the educational needs of the students by adapting to the virtual learning techniques. All efforts shall be made to make these techniques even more effective. Perhaps, we need to be prepared to take our lives ahead with all our normal activities according to the new normal. It is strongly advised to watch for any latest updates and related developments on the college website (www.mlsm.in).

I hope that your stay at the hostel will add value to both your life and career in the upcoming time.

Wishing you all a very happy and healthy stay.

DR. C. P. KAUSHAL

Krishna Kumari Girls' Hostel

HOSTEL ADMINISTRATION

Chairperson

Dr. C. P. Kaushal

Principal

Warden

Ms. Kamlesh Sen

Assistant Professor, Department of Physical Education

9418379199

Hostel Committee

Convener

Ms. Archana Kapoor

Associate Professor, Department of Life Sciences

9418262375

Mr. Sanjay Sharma

Associate Professor, Department of Commerce

9418156486

Dr. Mainika Kapoor

Assistant Professor, Department of Physics

9418190667

Dr. Sonika Sharma

Assistant Professor, Department of Chemistry

9459742944

Office Staff

Mr. Krishan Singh

Hostel Clerk

9817081555

Mr. Budhi Singh

Night Security Guard

9857342529

Ms. Sneha Lata

Day Security Guard

Ms. Anita

House Keeper

Contact us:

Phone: 01907-266339, 267339

Email: mail.mlsm@gmail.com

Office Hours: 10.00 A.M. to 5.00 P.M.

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1. About the College:

The late Raja Lalit Sen of Suket created a Trust in 1976 by donating the palace building and the adjoining area of 100 bighas of land and liberal donations for the furtherance of various activities of social uplift with the main stress being on the spread of education in the state. To honour the sacred memory of his late father, the Trust was named Maharaja Lakshman Sen Memorial Trust.

2. About the Hostel:

In 1998 girls hostel was constructed in the name of **Rajmata Krishna Kumari** at the cost of 65 lacs, including a grant of Rs. 25 Lacs from UGC.

The Hostel is a residence for full-time undergraduate/Post-graduate girl students. The Hostel Complex is located in the college campus. The main objective of the Hostel is to provide a safe, comfortable, homely stay, intellectual stimulation, cross-cultural interaction and freedom with responsibility to the residents. The warden (Family resident in the hostel building) is the administrative head of the Hostel for internal administration and day-to-day discipline. The Hostel is aesthetically designed for 110 girls. The common room, terrace and open green area attached to it is meant to provide moments of leisure. The entire hostel is surrounded by boundary wall and having day and night security guard.



Keeping in mind the health aspects of student there is sports facility. Solar Geysers are also installed in the hostel to provide hot water throughout the year. There is a designated well maintained TV and reading area for the borders and a visiting room for the visitors of the residents. Apart from these, a hygienically maintained dining hall run by contractor is there for the residents to enjoy their meals.

3. Eligibility for Admission:

The students satisfying the following criteria will be considered eligible for admission:

- 3.1 The applicant should be a full-time UG/PG student of the MLSM College.
- 3.2 She should not be employed anywhere on full-time, part-time, ad-hoc or temporary basis.
- 3.3 Admission shall not be granted to a student against whom disciplinary action had been taken by her previous educational institution.
- 3.4 Suppression of information or giving wrong information or false attestation pertaining to any of these eligibility criteria would make the defaulting student liable for disciplinary action including expulsion from the Hostel.

4. Admission Procedure

- 4.1 The application forms along with the bulletin of information can be obtained from the office of the college at a cost of Rs. 200/-.
- 4.2 All applications for admission to the Hostel must be duly signed by Warden and the Principal.
- 4.3 A self-attested photocopy of the following should be submitted along with the application form:
 - 4.3.1 The College admission fee receipt.
 - 4.3.2 Class XII marks sheet/ marks sheet of the last qualifying examination passed.
 - 4.3.3 Medical certificate as per the Performa given in the Bulletin.

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4.4 Candidates must submit the completed application form to the Hostel office within 2 days of admission to college.

4.5 The first list of candidates to be admitted to the Hostel will be notified separately on the Hostel/ College notice board.

Note:

4.5.1 Admission to the Hostel will be made as per the merit list supplied by the concerned Department and in accordance with the policy laid down by the Admission Committee from time to time.

4.5.2 Applicants seeking admission to the Hostel will be finalized after an interview with the candidate, her parents or one of her approved local guardian. A student under no circumstances can be a local guardian.

4.5.3 The dates of admission in Hostel are liable to change in case of changes in the admission schedule of the University.

4.5.4 Candidates accepted for admission will be required to pay the requisite fees and submit one additional passport size photograph for Identity card. If any candidate fails to pay the fees within the stipulated time as notified, her admission will be treated as cancelled and her seat will be allotted to the next in the merit list.

4.5.5 All certificates are subject to verification by the concerned authority. The Hostel office will accept self-attested copies of mark sheets provided by applicant if otherwise is not stated.

Complaints, if any, against the applicants short listed for admission to the hostel should be given in writing to the Principal/Warden within three days after the display of the list. These complaints would be reviewed by the admission committee and necessary action will be taken if deemed justified. The Admission Committee of the Hostel will comprise of the Warden and Hostel Committee. The decision of the Hostel Admission Committee will be final.

5. Fee Structure and Schedule for Payment

ANNUAL CHARGES		
S.No.		In Rupee
1	Hostel admission fee	800
2	Furniture Charges	500
3	Mess security (Refundable)	1500
4	Hostel Security (Refundable)	1000
	Total	3800
MONTHLY CHARGES		
1	Room Rent	500
2	Water and Electricity Charges	300
3	Service charges	300
4	Hostel activity charges	50
	Total	1150

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5.1 Schedule of Payment

- 5.1.1 At the time of admission, the annual charges and monthly fee fund to be taken with the college fees.
- 5.1.2 Refund of fees may be considered in accordance with the relevant rules as amended from time to time.

Late Payment of Fees

- 5.1.3 Fees are payable in advance. All fees should be deposited as and when notified.
- 5.1.4 A fine of Rs. 5/- per day up to 10 days from the notified date.
- 5.1.5 A fine of Rs. 10/- per day after the expiry of 10 days to the end of the respective month.
- 5.1.6 A resident who fails to pay the dues for more than one month may be required to vacate the Hostel accommodation with immediate effect. A resident may, however, be re-admitted with the permission of the Principal, on payment of a re-admission fee of Rs. 500/- latest by 10th of the next month together with the requisite fine for late payment.
- 5.1.7 The residents going on long leave with prior permission are also required to pay the Hostel fees for the stipulated period in advance.

6. Hostel Rules and Regulations

First and foremost, all students are expected to acquaint themselves with the hostel rules and regulations. Lack of awareness about the rules will not be seen as a reason for not following them.

- 6.1 The Hostel is ordinarily available to all residents from the day of their admission till the last day of their respective courses. All residents shall vacate their room within three days after the completion of their respective courses.
- 6.2 All fresh entrants must be in the Hostel on the evening before the College

reopens.

- 6.3 Each resident must bring her own mattress, pillow, blanket, linen, curtains, bucket, mug and table lamp. The Hostel will not provide these items.
- 6.4 Students must occupy rooms specifically allotted to them. They are not allowed to change rooms except with the written permission of the Warden.
- 6.5 You will need to share your room with another student and you have to adjust with each other. And be friendly and helpful to other hostel members.
- 6.6 Residents can bring female visitors to their rooms only after making proper entries in the concerned register kept with the Security Guards at the gate.
- 6.7 Give priority to your studies. Remember your parents have let you to study outside because they trust you.
- 6.8 The students are advised not to keep large amount of cash or valuables in the room. The student is responsible for the safety of her belongings inside the room. Avoid carrying valuable things as you alone will be responsible for their safety. Insurance of Laptops/ Valuables: It is the responsibility of the Hostel residents to get their laptops and valuables, if any, insured themselves.
- 6.9 Cooking is strictly prohibited in the rooms
- 6.10 **Following hostel rules and timings is a must. Any violation can result in strict**



Hostel Girls with senior citizens at Old Age Home Sundernagar.

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action being taken by the warden, including expulsion. Admission shall be terminated in the case of a resident against whom disciplinary action has been taken by a college /Department /Hostel Warden.



- 6.11 Every resident is responsible for proper maintenance of Hostel property. They will be charged three times the actual cost of the damaged item of the Hostel property they use, individually or collectively, as the case may be.
- 6.12 The responsibility of keeping their rooms clean and tidy will rest with the residents.
- 6.13 No resident is allowed to shift from the room allotted to her to another room. However, the administration shall have the right to shift any resident to another room with a view to ensure the double occupancy of rooms in the Hostel. No furniture should be shifted from one room to another without prior written permission of the Hostel authority.
- 6.14 Residents are required to pay their outstanding dues to obtain a "No Dues' Certificate which as per college decision will be required to appear in annual examinations.
- 6.15 A resident must obtain a Clearance Certificate and a gate pass from the Hostel office at least three days before she intends to vacate the Hostel. A resident must hand-over the complete charge of her room to the Caretaker/Warden along with the clearance certificate, while vacating the Hostel accommodation. Gate pass is to be handed over to the Security Guard on duty before leaving the Hostel premises with her luggage.
- 6.16 In case any resident remains away from the Hostel without informing the Hostel administration in writing, it will be presumed that she has left the Hostel, and Hostel administration reserves the

right to take possession of the room and re-allot it to another eligible student. The luggage of the resident concerned, if any, will be deposited in the store /any other room of the Hostel. If the luggage is not claimed within three months, the Hostel Administration may dispose it off in any manner considered suitable. A penal rent @ Rs. 20/- per day in addition to the normal charges for the period during which the luggage remains unclaimed shall be payable by the concerned person.

- 6.17 At the time of admission every student shall be required to sign a declaration that she submits herself to the disciplinary jurisdiction of the college.
- 6.18 Lights and fans should always be switched off when leaving the rooms, common room, dinning room etc. (SAVE ENERGY)
- 6.19 The residents are to keep their rooms locked when they leave the room. The Hostel is not responsible for loss of valuables due to theft. However any case of theft is to be reported immediately to the Hostel authorities.
- 6.20 Residents are requested not to leave their belongings in verandahs, garden, laundry, toilets, etc. Unclaimed items shall be confiscated by Hostel officials.
- 6.21 Playing of loud music and disturbing the quite atmosphere by any other means is not permitted as it disturbs the fellow

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hostel mates. You may use earphones while listening to music. Playing any kind of outdoor games inside the hostels/corridors is not permitted.

- 6.22 Residents should intimate in writing to the office immediately any changes in the addresses and telephone number of parents, and in case of local guardian duly verified by the parent/s.
- 6.23 The Principal, Warden and female member of Hostel committee shall have the right to enter the residents' room to make a surprise check or for an inquiry/search, as and when considered necessary.
- 6.24 Proper entry of guest of residents in the register available with the security guard at the Hostel gate is mandatory.
- 6.25 Residents are expected to give due respect to the Hostel staff (office employees, mess staff, safai karamcharis, malis, security staff etc.). If and when residents encounter any problem with or notice any lapse on the part of any employee, she may report the same to Warden. In case the resident/s is/are not satisfied with the action taken by the warden, the matter may be brought to the notice of the Hostel Committee. Any act of misconduct towards the Hostel employee on the part of the resident/s will be treated as an act of serious

breach of discipline.

- 6.26 No notices, paintings and posters can be put on the Notice Boards, Rooms or in Hostel premises without written permission/ signature of the administration. Sticking of unauthorized bills, posters, painting or notices shall be treated as an act of serious indiscipline.
- 6.27 Residents are expected to come to the dining hall, common room, visitor's room and the Hostel Office properly dressed.
- 6.28 Residents are not allowed to entertain their visitors at the Hostel gate.
- 6.29 Participate in functions or programs organized in the hostel, in this way you will develop your extra-curricular activities.
- 6.30 Residents are not allowed to privately engage any person for personal services. No employees of the Hostel should be asked to do personal job by any resident.
- 6.31 General complaints regarding civil/electrical work on the floor should be reported to the Prefect /Warden.
- 6.32 Any complaint/suggestion with respect to food, maintenance, cleanliness should be channeled through Prefect/warden/ Hostel Committee/ Principal.
- 6.33 Possession/use of Alcoholic drinks, Narcotics, Drugs and Smoking is strictly prohibited in the Hostel premises. Severe disciplinary action including expulsion from the Hostel will be levied if any resident is found using or possessing these prohibited items.
- 6.34 Possession and use of electrical appliances such as heater, blower, electric iron, immersion rod, etc. in the Hostel by the residents is strictly forbidden.



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- 6.35 The residents are warned not to tamper with the electrical installations in the rooms or in the Hostel premises to avoid danger to themselves and others.
- 6.36 Residents who discontinue their studies in the middle of the session shall inform the Hostel office in writing and vacate the Hostel accommodation immediately after clearing all the dues.
- 6.37 All residents are required to keep their Identity Cards ready for inspection by the Security Guards and Hostel authorities.
- 6.38 Learning cultures: One feature of hostel life is you must learn to share your room with a person from another state or region. This can be a real learning experience. There may be initial adjustment problems, but gradually you learn about other cultures.

Fine on Violation of Rules

- 6.39 A resident who violates any of the Hostel or College rules or creates disturbance to the harmony and ambience of the Hostel is liable to appropriate disciplinary action by the Warden. The penalty for the violation may be Rs. 500/- or more and/or any other disciplinary action as decided by the authorities. Residents are liable to be expelled from the Hostel on repeated violation.

RAGGING IN ANY FORM IS BANNED INSIDE AND OUTSIDE THE HOSTEL. STRICT ACTION WILL BE TAKEN AGAINST THE DEFAULTERS. NO LENIENCY WILL BE SHOWN TO THE OFFENDERS. SUSPENSION AND OR WITHDRAWAL FROM THE HOSTEL/ COLLEGE IS ONE OF THE ACTIONS TAKEN PROMPTLY. SUPREME COURT HAS ALSO DEFINED RAGGING AS A CRIMINAL OFFENCE.

The inmates are expected to maintain social distancing and wear face mask in the campus and in places wherever necessary.

Residents are required to abide by all rules and instructions given in the information bulletin and those which are notified on the notice board from time to time. They are not to plead ignorance of the same. Disciplinary action will be taken against those who violate these rules.

7. Hostel timings and leave rules for resident

- 7.1 Timing in the hostel attendance/gate closing will be in accordance to the seasons and resident can't stay out of Hostel after prescribed time.
- 7.2 No resident or her designated female guest is allowed to leave the Hostel premises after prescribed time.
- 7.3 Late night, short- and long-term leave:

7.3.1 Leave (to go home) will be allowed only after 15 Days.

Important: Parents must specify in writing whether late night/night out is to be granted to their ward or not. In case, such permission is granted, the responsibility for their ward during late night/night out rests on parents and the local guardians of the residents, not on the Hostel administration.

Note: No resident can leave the Hostel for late night or night out without the written permission of the Warden. Late Night cannot be converted into night leave. Leave will not be sanctioned on telephone call from the local guardian. No resident will be permitted to stay overnight at any place except those authorized by the parents.

Each resident will be issued an Identity Card. The loss of ID card is to be immediately reported to the office of the Hostel. New ID Card will be issued at the of Rs.50/-.

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- 7.3.2 Parents must submit on the Hostel application form the names of not more than two persons as local guardians along with their complete contact details. The local guardian/s will be responsible for the welfare of his/her ward in case of an emergency/illness.
- 7.3.3 In case of academic excursion/field work the residents must get their leave application duly forwarded by the College Principal/Head of the respective Department and submit the same to the Hostel office to get necessary permission before proceeding on leave.
- 7.3.4 In case a resident is on leave and wants to extend her leave she should write or intimate the same to the Hostel authorities for permission in advance and send a FAX signed by her Local Guardian/Parents as the case may be to the Hostel office.
- 7.3.5 Before returning to the Hostel, the Leave Book must be duly signed by the parent/authorized guardian as the case may be, and after coming back to the Hostel, it must be counter-signed by the concerned Hostel authority.
- 7.3.6 Saturday will be the outing day for shopping.
- 7.3.7 Hostel will remain closed if resident are less than 10.

- 7.3.8 The resident who is going to their local guardian or to their homes must write on the register kept for the purpose: The address, Time & date of their arrival & departure, relation.
- 7.3.9 Guardians can meet their wards on every Monday and Friday between 2:00-5:00PM. No one can meet the boarders in the hostel on other days expect in case of emergency, with the prior permission of the warden, in case they are coming from outside, Sundernagar.

Repeated long absence from the Hostel is liable for disciplinary action.

Mess Timings in Hostel:

Breakfast-	8.00 am. to 9.00 am
Lunch-	12.30 pm to 2.30 pm
Evening Tea -	5.00 pm to 6.00 pm
Dinner -	8.00 pm to 9.00 pm

Note: Mess diets will be off only if any student stays out of hostel more than two days.

Hostel Functions with Full Zest

- | | |
|------------------|--|
| 1. Freshers Year | 5. Founder's Day |
| 2. Janmashtmi | 6. Holi |
| 3. Diwali | 7. Competitions like Mehndi & Rangoli etc. |
| 4. Lohri | 8. Farewell |



Glimpses of hostel activities



THREE GOLDEN RULES



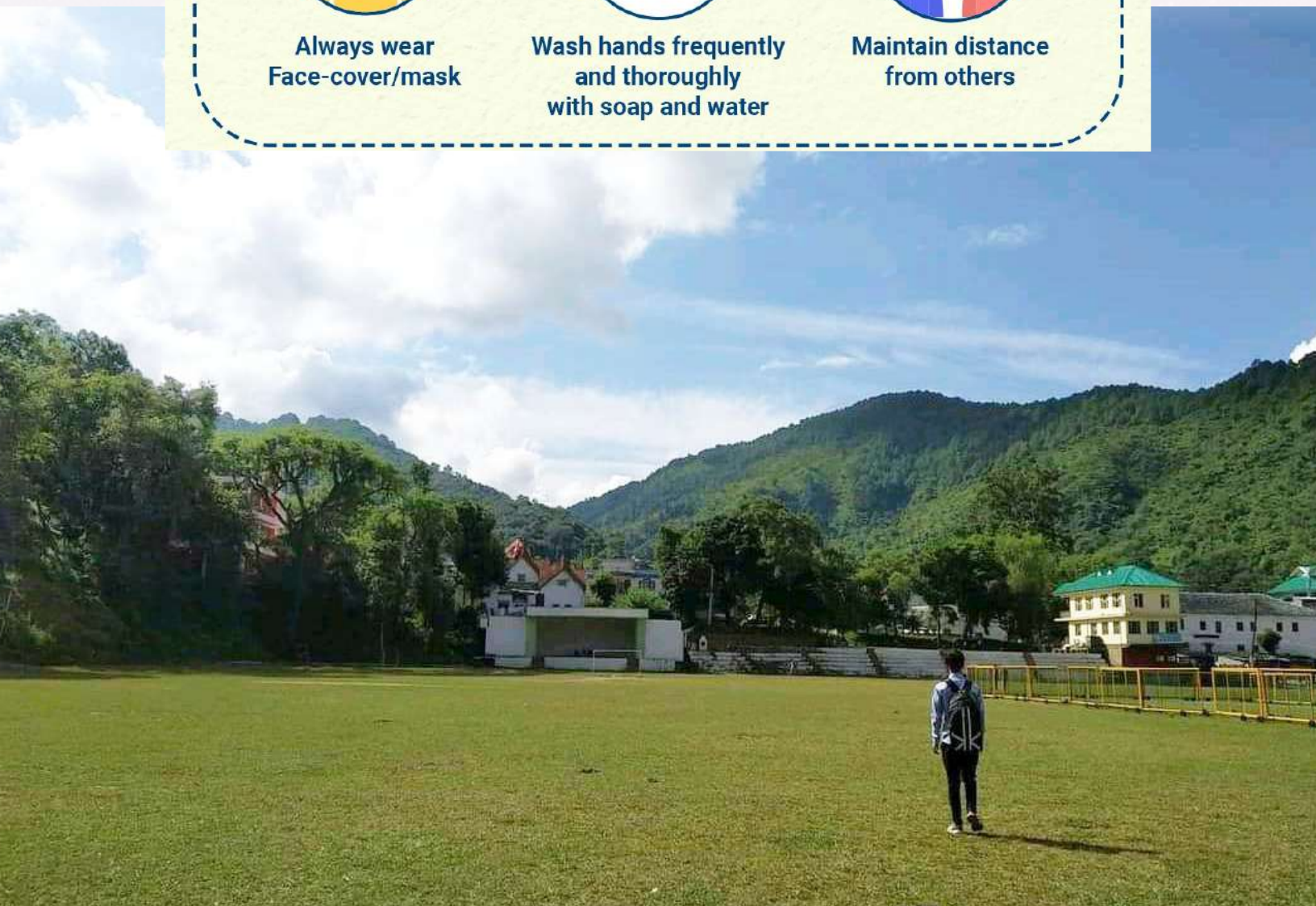
Always wear
Face-cover/mask



Wash hands frequently
and thoroughly
with soap and water



Maintain distance
from others



**Ragging is a cognizable offence, severely punishable under law.
It is totally prohibited in and around the college Campus & Hostels**

MLSM College Sunder Nagar

Phone: 01907-266339, 267339

Email: mail.mlsm@gmail.com

Rs. 200/- (At College Counter)

Rs. 250/- (By Post)