

Hostel Prospectus 2020-21

MATA KHEEVI HOSTEL



GGSCW

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GURU GOBIND SINGH COLLEGE FOR WOMEN

SECTOR 26
CHANDIGARH

STAY SAFE STOP COVID-19



The whole world is passing through unprecedented times due to the outbreak of COVID-19 pandemic with teaching-learning and research activities badly disrupted. In the present circumstances, the major concern is to ensure health, safety and security of the students, faculty and staff. Keeping this in mind, the College will strictly adhere to the instructions received from Ministry of Human Resource Development, University Grants Commission, Panjab University and Director Higher Education, UT, Chandigarh.

COVID-19 Protocol:

1. Wearing masks is compulsory for all visiting the Campus.
2. Social distancing to be maintained and crowding to be avoided in the Campus
3. Students should cooperate with security guards at the college entrance to get their body temperature checked, on arrival.
4. Students with co-morbid conditions or having symptoms related to COVID-19 should refrain from coming to College.
5. All students should observe/follow COVID-19 protocol and safety precautions issued by Ministry of Health and Family Welfare, Govt. of India like frequent hand washing/sanitization and maintenance of proper hygiene. Sanitization stations have been put up at pivotal point in the College as well as the Hostel.
6. The College will strictly follow the COVID-19 protocol and safety measures as per norms issued by DHE/ Panjab University, Chandigarh.
7. In case of any suspected Covid-19 infection, the COVID-19 Awareness Committee will isolate the person and inform authorities, as per protocol. **COVID-19 HELPLINE NUMBERS are: 0172-2752038, 2752031, 2704048**

Principal's Message



Dear Students,

It gives me great pleasure to welcome you all to be a part of GGSCW family. Believing that "If everyone is moving together, then success takes care of itself," the staff of Guru Gobind Singh College for Women moves with a mission of providing its students with the best possible facilities and environment that could help them develop into innovative, collaborative and compassionate learners prepared to learn and contribute to our ever changing world. The hostel life is a union of diverse cultures, which blends into a harmony for a rich and memorable experience. I am confident that your interaction with your fellow mates will enrich your experience of other cultures and nationalities and help you become a more responsible citizen of our global village.

My warm wishes are with you for your outstanding academic careers. I am confident that we will have a productive and enriching year ahead.

Dr. Jatinder Kaur
Principal

College Profile

Since its inception in 1973, the College has been marching towards excellence in the field of higher education for women. Known for channelizing the intellectual and creative energy of the students in the right direction, Guru Gobind Singh College for Women is consistently developing the young talent into disciplined and confident individuals, who can take challenging responsibilities both in personal and professional life. The College motto 'Shubh Karman Te Kabhun Na Taron', which means 'never to stray from the path of righteousness' is deeply embedded in the collective consciousness of all those who are associated with this citadel of learning. The Institution offers a wide array of programmes of study at Graduate and Post-graduate levels. Our students have been performing exceptionally well, and many of them have done the College proud by securing top positions in University Examinations.

Keeping pace with a rapidly changing economic, social and technological environment, the College has been expanding its academic portfolio by introducing programmes of study which are more relevant in the present times. The College has been upgrading necessary infrastructural facilities to deliver a high quality educational experience to its students. A number of educational tours and trips are organized throughout the session, so that the classroom knowledge can be supplemented. Seminars, workshops and talks are organized around topics and issues that are fundamental to the lives we lead, which promote discussion, critical thinking and reflection among students.

The excellent performance of our students in academics, cultural, social and sports activities bespeaks of our commitment towards their wholesome development. There are many ways in which the students can perform socially useful work through various outreach programmes. Various Societies and Clubs provide ample opportunities to the students to showcase their talents and skills. The budding sportswomen are not only provided with the best sports facilities but are also given

incentives like free hostel accommodation and freeships to facilitate their performance. The College takes pride in its Sports achievements, winning Over-All Sports Championship Trophy of Panjab University consecutively for many years. This year the College won Ten Sports Championship by bagging First Position in Panjab University Inter College Tournament.

The College is in the competent hands of the Principal, Dr. Jatinder Kaur, under whose dynamic leadership the College has made tremendous progress. The College has excellent and dedicated staff members who strive hard to develop the students into intellectually superior and ethically strong individuals.



Mata Kheevi Hostel

The College hostel named after Mata Kheevi, wife of the second Sikh Guru, Guru Angad Dev ji, truly reflects her mission to provide comfort and hospitality to its residents. The College Hostel has been in existence for the past four decades. Chief Warden, Ms Sukhdeep Kaur; Warden and Assistant Warden along with the dedicated staff showcase sheer devotion with the principles of Sewa and Langar established by Mata Kheevi ji. The Hostel committee comprising of Dr Jaspreet Kaur, Ms Sukhmeen Kaur, Dr Aman Thour, Ms Harpreet Kaur and Ms Meenu Sharma takes great interest in its smooth functioning.

The Hostel, with latest facilities and modern amenities, has capacity for 350 boarders. The hostel has well lit, ventilated and properly furnished rooms, a Dining Hall with modern kitchen, a Common Room with LCD. All the important days and festivals are celebrated by the boarders with great enthusiasm, and the functions organised by them for their incoming and outgoing students are memorable. The Hostel is managed by the Hostel Wardens under the supervision of the Chief Warden and Hostel Committee.

In order to foster a feeling of mutual respect and understanding among the boarders, a Hostel Head Girl and the Hostel Prefects are appointed.

In wake of Covid-19, the College Hostel will provide accommodation on First cum First serve basis. Students



desirous of taking Hostel accommodation after getting admitted to the College can deposit a sum of Rs. 10,000/- towards Hostel Admission Fee and Student Room Rent.

- The hostel is situated in the College premises amidst tranquil ambience. It offers a pleasant living experience to its residents who come from different states of India and other countries.
- All rooms are well furnished and have been planned as self sufficient units to create home like environment.
- The hostel building also comprises a Gurdwara fringed by the lush green environs of a garden.
- Reading lounge in the Common Room to provide suitable academic ambience.
- Common Room with indoor games, magazines and LCD is open in the evenings on all weekdays for the recreation of residents. On Sundays and holidays it remains open for the entire day.
- The Dining Hall/Mess is equipped with the Bain Marie heating facility for quick service.
- Hostel provides requisite modern facilities, which include Water Coolers with Aqua guards and Geysers in the bathing area.
- Washing machine facility is also available on payment basis.
- Residents can avail courier service and post box facility on demand.
- Canteen service is available for residents up to 7:30 PM.
- There is an exclusive branch of the State Bank of India in the College premises.

Free boarding facility is provided to the outstanding Sports Women admitted to the College.

Instructions for Admission

- Accommodation in the hostel is available to the College students on the basis of merit and availability.
- At the time of admission, a student must be accompanied by her Parents/Guardian for an interview with the Warden / Hostel Committee.
- Admission to the hostel is done for one academic session only.
- All students, old as well as new, seeking Hostel accommodation are required to fill in the hostel form at the time of applying for admission to the College. This form must be signed by the Parents /Guardian.
- **A Medical Fitness Certificate duly certified by Medical Practitioner will have to be submitted along with Admission form** (Medical Performa is available on the Hostel Link on College website www.ggscw.ac.in). Students suffering from any chronic disease /infection like T.B., epilepsy will not be admitted.
- *Any wrong declaration will result in the cancellation of the hostel seat.
- Student is required to bring passport size photographs of parents and of the local guardian at the time of joining the hostel.
- At the time of admission to the hostel, the Parents/Guardians are required to submit detailed information of the local guardian i.e. Name, Address, Contact Number and Aadhar Number of the Local Guardian.
- Single male will not be considered as Local guardian.
- Students (male/female) will not be considered as local guardians.



- Principal is the final authority for admission to the hostel. She may refuse admission to any student without assigning any reason.
- Filling up the Hostel Form or submission of Hostel application does not ensure admission.
- Student should deposit the Hostel fee on the day of

Allocation of Rooms

- Rooms are allotted on the basis of criteria / procedure laid down by the authorities from time to time.
- Rooms are allotted by the hostel warden in consultation with the Principal /Chief Warden.
- Residents are not allowed to interchange the rooms allotted to them without the prior permission of the Principal / Hostel Warden.

her admission itself otherwise her admission will stand cancelled.

- A wrong statement of facts or willful concealing of information will lead to expulsion of the student.
- Student once admitted in the Hostel continues to be an inmate throughout the year. The room rent will be forfeited if the inmate decides to leave the hostel mid session.

- After a room is allotted, the student should check the fittings in her room at the time of occupation. If there is any deficiency or inadequacy it should be brought to the notice of the hostel warden immediately.
- Resident shall be responsible for the fittings /fixtures, of the room allotted to them. At the time of handing over, at the end academic session the fitting / fixtures should be in order.



Instructions for Hostel Admission

For Guru Gobind Singh College for Women Students:

1. Fill up the Hostel Admission Application Form on the Admission Portal.
2. Complete the Hostel Admission Application Form with required details and information.
3. Pay the application charges as well Hostel Fee.*
4. Take a print of the Hostel Admission Application Form to submit at the time of physically joining the Hostel. (According to the instructions given by Govt. of India from time to time.)
5. Any further information regarding Hostel will be communicated to you on your Registered Mobile number.

Hostel Admission Form for Other SES Institution Students is available on the College website www.ggscw.ac.in

1. Download the Hostel Form given in the link
2. Print the Form and complete it in all respects along with Student's and Parent's Signature.
3. Email the scanned copy of the completed Hostel Form as well as Admission proof of your respective Institution to feclerk.ggscw26@gmail.com
4. Account details for submitting Application charges and Hostel Admission fee will be communicated to you on your registered email address.

***Candidate should deposit a sum of Rs. 10,000/- towards Hostel Admission Fee and Student Room Rent to confirm accommodation in the Hostel.**



Rules for Parents / Guardians

- Student are required to submit Passport size photographs of their visitors.
- In total four Visitor Identity Cards will be issued to each student. Only those visitors who have the identity cards will be allowed to meet the resident.
- Parents /Guardians are required to produce a list of probable visitors of the resident with their specimen signature. Parents/Guardians also need to submit their specimen signatures. No one except the ones from the visitors list will be allowed to meet / take her out either from the College or from the Hostel.
- Residents will not be allowed to meet or visit persons other than the persons authorized by Parents /Guardians.
- Visitors will be allowed to meet the resident only with the prior permission of the Warden and after making an entry in the visitor's register. Visitors are allowed to meet their ward only on visiting days during the visiting hours.
- Visitors can meet their wards in the visitor's Room only.

- Visitors are not allowed to use hostel facilities. No visitor shall be allowed to loiter around the hostel vicinity.
- Parents /Guardians are allowed to visit their wards only on the designated days. In case of any urgent matter they must seek permission from the Chief Warden.
- Local guardians authorized by parents of the residents are intended to take care of students welfare and provide moral support. In case the original visitor's identity card is lost, a duplicate card can be issued against the payment of Rs 100/-.
- Right of entry to the hostel is reserved. Parents /visitors are prohibited from entering the rooms in the hostel.

Visiting Timings:

Saturday : 3 PM to 5 PM | Sunday : 10 AM to 4 PM

In times of any emergency if the Parents/ Guardians want the student to visit them, the message must reach College/Hostel through an email from the parents to the hostel warden on the following email address: hostelggscw@gmail.com



Code of Conduct

The following rules should be abided by all students residing in the Hostel. Violation of these rules will make students liable for disciplinary action including expulsion from the Hostel. Parents and students are expected to extend their fullest cooperation by adhering to the rules formulated by the College /Hostel from time to time. Students will be personally and collectively responsible for any loss or damage to the Hostel furniture, electrical fittings or other fixtures in all the rooms and also in the common facilities of the Hostel.

- Residents are not permitted to stay in Hostel during College hours. In case of an emergency, special permission / leave from Warden must be taken.
- Any student found staying in the room during College hours will be penalised and a fine of Rs 100/- per day will be imposed on her.
- Residents are responsible for their belongings. They should not keep valuable items in their rooms.

- Every resident has to cooperate with Hostel Prefects and Hostel Warden to maintain discipline.
- The College will not be responsible for any loss incurred due to their negligence or any other reason whatsoever.
- All lights and fans must be switched off before leaving the room failing which a fine will be imposed.
- Any student found in possession of or having taken alcoholic drink or any kind of narcotic /intoxicating drug will be expelled immediately from the Hostel and will also be liable for suspension from the College.
- Residents are liable to expulsion/ disciplinary action if they are found involved in unionism or politicizing the hostel atmosphere.
- The hostel fee/ security deposit and other charges are subject to revision from time to time.



Hostel Outing Rules

- Sunday outings are granted from 10:00 AM to 5:30 PM.
- One Night Out in a month is allowed with Parents/ Guardian's permission through an email in advance.
- Resident going out of the hostel needs to get the sanction from the Hostel Warden in the Outing Card issued to her.
- Returning late after a Day Outing or overstay of Night Out is liable to pay a fine of Rs. 100/-
- For the weekend Night Out the resident should return by 5.30 PM on Sunday.
- The next Day Outing/Night Out will be cancelled in case of late reporting.
- If any student extends her Night Stay, the Parents/ Guardians should inform the Hostel Warden in advance.
- Resident going out of the Hostel needs to obtain a gate pass from the Hostel Warden, Entry in Hostel register is must.
- Outing on working day /hours will be allowed by the Principal / Chief Warden only.

Hostel Inspection Rules

- The Principal / Chief Warden / Hostel Committee inspects the Hostel every now and then in order to ensure that the residents are comfortable and are utilizing their time in a constructive manner.
- All rooms including cupboards and belongings are open to inspection by the persons authorized by the Principal.

Hostel Mess Rules

- Good hygienically cooked food at reasonable rates is served to the residents.
- Decorum and table manners are to be maintained, and food is to be properly shared out.
- Residents must observe meal timings. Meals are not served before or after the fixed hours.
- All the residents are supposed to take their meals at the prescribed time in the mess and can not carry food to their rooms.
- Cooking in the rooms is strictly prohibited.
- Cooking area of the Mess is not open to the residents.
- Residents shall dress in appropriate attire at all times within the hostel premises especially the dining hall (shorts /nighties / short dresses are not allowed).
- No reduction is made in the mess charges even if resident decides to stay away from the Hostel.



Medical Care

Proper medical attention is provided to ensure physical well being of the residents and proper treatment is given in case of any illness.

- First Aid kit is available with the Warden/head girl.
- Any case of illness shall be reported to the visiting doctor immediately. If necessary, the resident shall be shifted to the hospital on the advice of the doctor
- A lady doctor visits the hostel twice a week for consultation. In case of a major ailment the residents are referred to PGI, General Hospital or a specialist as the case may be and the parents /local guardian is informed accordingly.
- All expenses that may be incurred in the treatment of illness / injuries will be borne by the parents /guardian of the resident.
- In case a resident is undergoing treatment for any medical condition, she will be allowed to go for check up only if the College has been informed in written about the ongoing treatment at the time of admission.

Visiting Doctor

Doctor's Visiting Timings

Tuesday : 3 PM to 5 PM | Thursday : 3 PM to 5 PM

Please Note: In the best interest of the resident all the Parents/Guardians are advised to inform the College authorities if their daughter/ward is suffering from any medical condition/ailment either physical or psychological at the time of admission.

Leave Rules

- No resident can leave the hostel without the prior permission of the Hostel Warden /Principal.
- Monthly outings/weekend leave will be granted by the Warden. Outings/leave on other days working hours or special occasions will be granted by the Principal only on the written recommendation of the parents /guardian.
- Overstay of residents on leave /winter break shall entail a fine of Rs. 100 per day.
- Medical leave will be given only on the recommendation of a qualified Govt. doctor (of CMO rank) who should certify the duration of such leave.
- Leave on medical grounds should be obtained within 3 days of reporting sick.

Rules of Withdrawal

- Resident who wishes to vacate the Hostel must apply to the Principal in person through the Hostel Warden. She should also attach a letter of permission from her parents.
- No resident will be permitted to leave the hostel until she has cleared all her dues.
- Security is not refundable if the seat is vacated in mid session.
- Fee is not refundable if the seat is not occupied after the normal admission of the College is over.
- Hostel authorities have the right to withdraw the hostel facility of a resident at any point of time without giving any notice, on disciplinary grounds.

List of Articles to be Brought by the Hostel Students

- Full bedding (Mattress, bed sheets pillow, pillow covers, Bed covers, quilt)
- Do not keep any jewellery electrical appliances, extra cash, expensive camera, etc.
- Keep mobile phone at your own risk.
- Torch
- Umbrella
- Table cloths
- Bucket & mug
- Hangers
- Water camper & flask/ thermos



Whom to Contact

PRINCIPAL

Dr Jatinder Kaur 97819-96284

CHIEF WARDEN

Ms Sukhdeep Kaur 83604-55046

HOSTEL COMMITTEE

Dr Jaspreet Kaur 98728-88075

Ms Sukhmeen Kaur 98884-00093

Dr Aman Thour 98787-94477

Ms Harpreet Kaur 98723-00008

Ms Meenu Sharma 94172-96063

Internal Complaints Committee (ICC)

Dr Jatinder Kaur (Principal)

Dr Jaspreet Kaur

Dr Aman Thour

Dr Savneet (Psy)

Dr Sujata Vohra

Hostel Warden

Mr T S Cheema (Supdt)

Two Students' Representatives

Hostel Email Address
hostelggscw@gmail.com

Grievance Redressal Cell

Ms Sukhdeep Kaur (Chief Warden)

Dr Reena Parti

Dr Aradhana

Dr Aman Thour

Dr Gurvinder Singh

Mr T S Cheema (Supdt)

Two Students' Representatives

Anti Ragging Cell

Ms Harbinder Mahajan

Dr Aradhana

Dr Aman Thour

Hostel Warden

Two Students' Representatives



GGSCW



GURU GOBIND SINGH COLLEGE FOR WOMEN

Sector 26, Chandigarh

A premier Multi Faculty Post Graduate Institution (NAAC Re-Accredited)

An Institution of Sikh Educational Society, Chandigarh

Tel: 0172-2792757, 7961610, Email : principalggscw@yahoo.in, URL : www.ggscw.ac.in