

## **Mata Gujri Girls' Hostel** **2017-18**

Considering the needs of a large number of girl students from outside Delhi, Sri Guru Tegh Bahadur Khalsa College decided to develop hostel facilities in 2012. Named after the Sikh martyr, Mata Gujri ji, the hostel is located in the vicinity of college campus. With 49 rooms, it can accommodate the 147 undergraduate girl students of the College.

Emblem of compassion, commitment and unflinching faith, Mata Gujri, wife of Sri Guru Tegh Bahadur Sahab, the Ninth Guru and mother of the fearless saint-soldier, Sri Guru Gobind Singh, grandmother of four young martyred Sahibzadas – Ajit Singh, Jujhar Singh, Zorawar Singh, and Fateh Singh, stands as the modern-day metaphor for courage and strength. She played a pivotal role during the adverse period from about 1650 to 1705 for the people of the subcontinent. Fighting against the tyranny of the then rulers of India – like Guru Tegh Bahadur Sahab – Mata Gujri ji refused to accept authoritarianism and stood for social justice and egalitarian social order. The life story of Mata Gujri ji is a lighthouse for younger generations.

Apart from the various facilities the hostel provides, every care is taken to ensure a comfortable and a happy stay for the resident students.

### **Criteria for admission**

1. Only those students who have secured admission into regular courses in SGTB Khalsa College, University of Delhi, are eligible for Hostel accommodation. First year students admitted to the College shall have to apply separately for the Hostel. Students whose parents reside in or around the National Capital Region of Delhi (Gurgaon, Noida, Greater Noida, Ghaziabad, Faridabad, Sonapat etc.,) are not eligible for a Hostel seat. Proof of residence, such as Adhaar card is to be submitted along with application.
2. Admission to the hostel cannot be claimed as a matter of right by those who have been residents in the preceding years. There will be no automatic admission to the Hostel in the 2<sup>nd</sup> and 3<sup>rd</sup> years.
3. A hostel seat in the 2<sup>nd</sup> and 3<sup>rd</sup> year will be allotted, subject to availability, considering performance of the resident in the previous class. Performance will be determined by giving weight age to the following:-
  - Attendance in lectures, tutorials and laboratory in the previous year/s.
  - Internal Assessment
  - Performance in the University Examination
  - Discipline in College & Hostel
  - Warden's recommendation
4. Medical certificate of fitness (as per Performa) given in the application form is to be submitted.

### **Procedure for admission**

Prospectus and Application form for admission to the hostel will be available at the college office on payment of Rs. 100/-.

1. The First year undergraduate student desiring admission in Hostel should submit the application form appended at the end of the prospectus duly filled in. Incomplete forms will be rejected. The Application form, complete in all respects along with the required enclosures. The last date for application shall be a day after the expiry of the third list. Late admission forms will not be considered.
2. The allotment of hostel will be based on merit depending on the marks obtained in the last qualifying examination. Separate merit lists shall be made for separate courses. Depending on the available seats, for each course, a list shall be displayed within a week of the last date of the receipt of application. A student whose name appears on the list shall have to deposit the fee within three days, else it shall be deemed that the person is not interested and the next person/s on the merit list shall be given the allotment.
3. A limited number of seats will be reserved for students admitted under the sports or extra-curricular activities category.
4. The application form should be accompanied by the self attested photocopies of the following documents.
  - Fee Receipt issued by the college
  - Date of Birth Certificate
  - Class XII Mark sheet
  - Residential proof e.g. Adhaar Card
  - Persons with Disability (PWD) Certificate if applicable
  - Six Passport Size Photographs
  - Two Photographs and photo ID of the Local Guardian
5. The candidate has to appear in person at the time of admission to the hostel for an interview. She is required to present the college fee receipt as proof of admission to the college.
6. Both at the time of admission and re-admission, the student is to be accompanied by her parents and local guardian. Parents are requested to authorize a responsible person, located in Delhi, as the local guardian, to the satisfaction of the authorities and also submit/authorize her/his photograph, along with the application form.
7. The Local guardian will represent the parents and take charge of the ward in case of prolonged illness, unforeseen emergencies, university holidays and vacations.
8. The college reserves the right to ask for a change of local guardian.
9. Students on the waiting list are advised to check the hostel notice board and the College web-site regularly for relevant information.
10. Students seeking re-admission must contact the hostel office soon after the declaration of their results.

11. Foreign student/students who are abroad may contact the hostel office through their local guardian.

### **Readmission**

1. Readmission is made every year with all the formalities applicable to a new admission.
2. Students will be admitted on the basis of merit only.
3. Admission will not be granted, if
  - she has failed in the University examination.
  - she has indulged in unfair means in the University examination.
  - she has not fulfilled the college attendance requirement of at least 66.7%.
  - she has violated the hostel rules or has been guilty of breach of discipline or has committed acts of misconduct.
  - she has been admitted on the basis of sports but has not participated in sports on a regular/satisfactory, basis.

### **Date of joining and leaving the Hostel**

1. The hostel starts functioning one day before the college session starts.
2. As a rule all resident students are expected to be in the hostel on the evening of the opening day of each session. If they fail to do so, the authority may cancel their accommodation.
3. The hostel will close down for the summer vacations on a day after the even semester examinations. Therefore, the students must vacate the hostel the next day of the end of even semester examination and carry all their belongings and luggage. They must hand over their keys at the hostel office.
4. For leave in Mid-session/vacation/short holidays, the parents/local guardian will write well in advance to the Principal/ Warden.

### **Accommodation and Facilities**

1. Each room is shared by three students.
2. All rooms are fitted with ceiling fans and an AC.
3. Each room is provided with one wardrobe, one table, a chair and a cot along with mattress, and pillow for each student.

\*AC supply shall be made available from 2.00 pm to 5.00 pm and 10.00 pm to 4.00 am depending upon the power supply from NDPL. Despite the best efforts to ensure smooth functioning, in case of any repairs of the electrical equipment and/or disruptions in the power supply, the residents are expected to cooperate and bear with the hostel staff.

\*\* Delhi being a grossly water deficit city, water shortages are very frequent. The residents are advised to use the water very judiciously. In extreme cases this may also result in water rationing.

### **Mess and Dining Hall**

1. Mess Timing

Meal	Time
Breakfast	7.30 am to 9.00 am
Lunch	12.30 pm to 2.00 pm
Tea	4.30 pm to 5.30 pm
Dinner	7.30 pm to 9.00 pm

2. The Hostel provides both vegetarian and non-vegetarian food.
3. A resident is expected to come for meals properly dressed. Wearing night apparel is strictly prohibited.
4. Meals will not be served outside the dining hall except in case of illness.
5. Packed lunch may be arranged for those who have late classes only if prior intimation is given.
6. The mess closes during the summer vacation on the last day of permissible stay
7. The mess charges are billed till this last date.
8. Students who would be leaving the hostel for short periods such as in the mid semester or after the odd semester examinations will be charged mess dues only for the days they are in the hostel.

### **Games, Entertainment and other Facilities**

1. The hostel has a common room where facilities for indoor games like carom board and chess along with television viewing are provided.
2. The hostel is attached to a vast play field. For those interested in sports, the college provides ample all round facilities. The resident students are encouraged to participate in all games, gym etc.
3. The Hostel is under CCTV surveillance for safety of students.
4. Washing machines have been installed in the hostel. The attendant operating the machine will take care of the washing requirements of the residents.
5. For study and borrowing books, the college library is kept open between 9:00 a.m.to 5:00 p.m. during college working days.

## Visitors

1. A visitor room is attached to the hostel premises where resident students receive visitors approved by their parents.
2. Visitors are allowed into the visitor's room area from 4.30 pm to 6.00 pm between Nov.1 and Feb.28 and 5.00 pm to 7.00 pm between March 1 and Oct. 31.
3. Visitors list with specific names and address, filled in and duly signed by the parent/local guardian must be submitted to the warden at the time of admission. An open list is not accepted.
4. Visitors must sign the visitor's book on their arrival in the hostel and fill up the necessary details and provide documents for verification as requested by security Guard.
5. Students are not permitted to meet visitors at the hostel gate.
6. No visitors shall be allowed to any other part of the Hostel except the visiting room.
7. Visitors are NOT allowed to use the hostel facilities.
8. Attending to visitors in night apparel is strictly forbidden.

## Medical Facilities

1. All resident students are to be registered with the World University Service (WUS) Health Center, University of Delhi.
2. In case of emergency, a student is taken to the nearest hospital and the local guardian is informed.
3. The local guardian will take charge of the ward thereafter and the medical expense will have to be borne by him/her in this connection.
4. The entire responsibility for treatment rests with the parents/local guardians.

## Hostel Rules and Regulation at a glance

- Residents are expected to display acceptable forms of behavior anywhere within the hostel compound and the institute premises.
- Residents are solely responsible for their activities outside the institute premises and should follow the acceptable norms of socio-legal behavior.
- Smoking, consuming liquor and drugs are strictly prohibited. Strong disciplinary action would be taken if this rule is violated.
- Noise level, volume of radio, etc must be kept low at all times to allow others, the opportunity to study or sleep in comfort. These rules are intended for the Resident to follow so as to achieve a conducive living environment for all the residents
- Playing of games and tape-recorders in the corridors, and hostel lawns is not allowed. Offenders are liable to disciplinary action.
- Students are required to maintain silence in the corridors.
- Night apparel is not permitted in the dining hall or in the visitor's room.
- All the residents will remain present at the time of Roll call.
- Students must report at the hostel by 7.00 pm between Nov.1 and Feb.28 and 7.30 pm between March 1 and Oct.31.
- Exceptions may be made in case of emergencies.
- Any student taking part in any cultural/ sports event outside SGTB Khalsa College must take prior permission from the Principal/Warden.
- The students are required to sign in a register every time they leave the hostel premises (except for attending classes, visiting the college library, canteen) to fill in the required details themselves and sign again the same register when they come back. Defaulters are liable to be fined/grated/expelled.
- Residents are entitled to Night leave/Late night leave.
- A resident is allowed a total of 2 Night leaves /Late Night leaves per month.
- Parents must specify whether late night/night out leave is to be granted to their daughter and note that the college shall not, be responsible for the resident when she is outside the college campus.
- Before availing leave, prior sanction (at least a day in advance) shall be obtained, duly entered in the Permission slip Book.
- Night out is allowed to visit the local guardian, on weekend and on holidays with prior permission of the hostel warden.
- Residents on night leave on Saturday must report by 6:30 pm on Sunday.
- Residents on night leave on Sunday must report by 8:00 am on Monday
- Any student failing to return to the Hostel after expiry of her leave, without prior intimation, will be liable to disciplinary action which could be expulsion from the hostel, withdrawal of leave privileges for a specified period or heavy fine for a period outstayed.
- To leave station, the permission of the warden must be obtained.
- Leave will not be sanctioned on telephone call from the local guardian.
- Out station leave will be given only on a letter from the parents.
- Students wanting to go home during preparatory leave/overstay or early departure before/after the autumn /winter vacation will not be considered for rebate in the mess charge
- Residents must hand over possession of the room to the warden before leaving and obtain a Clearance certificate from her.
- No baggage can be left in the room or the hostel premises at the year end.
- No crockery or food is to be taken out of the dining hall. Food should not be wasted.
- Students are expected to keep their rooms, bathrooms and their surrounding tidy.
- They are accountable for any misuse or loss of hostel property allotted to them.
- Detection of other's property in the room may result in disciplinary action.

- Use of electrical appliance like heaters, hotplates, immersion rods etc, in the hostel room is strictly prohibited.
- Defacing walls, doors, corridors and cupboards by writing, painting or pasting posters, notes etc. with glue/tape is not permitted. Any violation, whatever the extent, will lead to severe disciplinary action.
- No residents can engage any person for service of any kind.
- Offering of payment/tips, rewards, token of appreciation or gifts of any kind for any services rendered by any worker of hostel is prohibited.
- The Hostel has a well equipped Launderette. Residents are encouraged to make use of this facility.
- Residents are not permitted to change rooms or sleep anywhere other than in their allotted room without the consent of the Hostel Authority in writing.
- The college playing fields may be used by the residents in the evening.
- Severe action will be taken against students, who abet other students, whether in breaking the rule or in undermining the discipline of the hostel.
- Ragging in any form is a criminal offence and is strictly prohibited. Please read the Ordinance XV-C (Annexure 1).
- Any violation of the hostel rules would lead to fine/suspension/vacating the hostel seat or all three.
- All residents' students must abide by any new rule/rules that may be introduced during any part of the year.

### **Up keep of the Hostel**

1. Residents are responsible for the up-keep, cleanliness and tidiness of their rooms at all times including the common areas in the hostel.
2. Common Hostel furniture must not be moved from its existing position/place without the consent of the Hostel Authority.
3. No additional furniture will be allowed in the room.
4. All fans, light and electrical appliances must be switched off when not in use. Defaulters will be fined Rs. 200/- in the case of a fan or a light is not switched off before proceeding for vacation.
5. Placing of baggage/bag or unwanted item outside the room or anywhere in hostel except the allotted room is not allowed to avoid obstruction to other residents.
6. Cooking is not permitted in the room.
7. No student shall carry on activities in her room which cause disturbance or annoyance to her neighbors in the hostel. Disciplinary action will be taken against such student by the hostel authorities.
8. The Hostel Management reserves the rights to enter, inspect or spot checks the rooms in the interest of proper conduct of the Residents, or the orderly and efficient administration and proper use of the rooms, or to maintain/repair the premises but only in the presence of the Residents.
9. Rooms are subject to inspection by the warden at any time. Disciplinary action will be initiated against offenders.

Residents are advised not to keep jewelry, large sums of money or any other valuable in their room. The hostel authorities will be not be responsible for any loss.

### **Silence Bell**

1. Silence bell rings at 10:00 pm after which al residents students are expected to be in their respective rooms and maintain silence thereafter, in the hostel. Defaulters will be fined Rs. 20/- per night.
2. TV will be switched off at 10:00 pm.

### **Revision of Rules and Regulations**

- The College reserves the Right to revise the Rules & Regulation, Terms & Conditions from time to time and will keep the residents informed of any changes in the form of memoranda and/or notices on the Notice-Board.
- A residents under the purview of this institution is governed by the rules and regulations herein mentioned.
- Residents found breaking any Rules & Regulations, Terms & Conditions are liable for expulsion from the hostel/disciplinary action.

### **Termination of hostel Tenancy**

Disciplinary action shall be initiated or Hostel facility shall be withdrawn at any point of time without giving any notice, if it is found that, the resident is misusing the facility or not following the rules and regulations of the Hostel or found involved in any illegal activity anywhere inside/outside the hostel.

### **FEE (payable annually in two installments)**

The students will be admitted only after receipt of fees at the time of admission.

Particular	Amount	2 Equal Installment
Hostel Security (Refundable)	10,000	5000
Admission Fee	9,000	4500
Establishment fee	9,000	4500
Room Charges:	31,000	15500
Electricity and water	7200	3600
Hostel maintenance and Repair	6,000	3000

Furniture and Fixture	2,000	1000
*Laundry	4500	2250
Stationary and Printing	17,00	850
Garden	900	450
Medical	500	250
Health Centre	360	360
Identity Card and Permission Slip	400	400
Development Fund	10,000	5000
Mess Fee **	@Rs.150 and taxes per day	No of days

\*To be revised

\*\* Students who would be leaving the hostel in the semester end break shall have to pay mess charges till the day they leave.

**The first installment has to be paid on the day of admission/re-admission.**

**The second installment is to be paid on the first day of the re-opening after winter break. A fine of Rs. 20/- per day is charged as late fee after the due date.**

Till 31<sup>st</sup> August the charges will be the same for all fresh admissions/re-admission.

If a student joins the hostel after 31<sup>st</sup> August, the mess charges will be considered from month of admission in the Hostel. Mess charges will be charged for the full calendar month and not any part thereof.

#### **Mode of payment**

1. All payments are to be made on line. Please contact Mrs.Prema for detail
2. Admission fee is not refundable.

### **ANNEXURE 1**

#### **ORDINANCE XV-C PROHIBITION OF AND PUNISHMEN FOR RAGGING**

- 1) Ragging in any form is strictly prohibited, within the premises of any college/Department or Institution and any part of Delhi University system as well as on public transport.
- 2) Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under this Ordinance.
- 3) Ragging for the purposes of this Ordinance, ordinarily means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by other students and includes individual or collective acts or practices which:
  - a. Involve physical assault or threat to use of physical force;
  - b. Violate the status, dignity and honor of women students;
  - c. Violate the status, dignity and honor of students belonging to the schedule caste and tribes;
  - d. Expose students or ridicule and contempt and affect their self esteem;
  - e. Entail verbal abuse and aggression, in decent gestures and obscene behavior
- 4) The principal of the college, the Head to the department or an Institute, the authorities of the college, of University Hostel or Halls or Residence shall take immediate action on any information or the occurrence of ragging.
- 5) Notwithstanding anything in clause (4) above, the Proctor may also, suo motu enquire into any incident of ragging and make a report to the Vice-Chancellor of the identity of those who have engaged in ragging and the nature of the incident.
- 6) The Proctor may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of the ragging incident.
- 7) If the Principal of the college or Head of Department or Institution or the Proctor is satisfied that for some reason, to be recorded in writing it is not reasonably practical to hold such an enquiry, he/she may so advise the Vice-chancellor accordingly.
- 8) When the Vice-Chancellor is satisfied that it is not expedient to hold such enquiry, his/her decision shall be final.
- 9) On the receipt of report under clause (5) or (6) or a determination by the relevant authority under clause (7) disclosing the occurrence of ragging incident described in clause 3(a),(b) and (c) the Vice-Chancellor shall direct or order rustication of a student or students for a specific number of years.
- 10) The Vice-Chancellor may in other cases of ragging order or direct that any student or students be expelled or he not, for a stated period, admitted to a course or study in a college, departmental examination for one year or more years or that the results of the student or students concerned in the examination or examinations in which they appeared, be cancelled.
- 11) In case any students who have obtained degree of Delhi University are found guilty under the ordinance, appropriate action will be taken under statute 15 for withdrawal of degrees or diploma conferred by the University.
- 12) For the purpose of this Ordinance, abetment to ragging will also amount to ragging.
- 13) All institutions within the Delhi University system shall be obligated to carry out instructions/directions issued under this Ordinance, and to give aid and assistances to the Vice-Chancellor to achieve the effective implementation of the Ordinance.

Note: 'Order of the Vice-Chancellor in pursuance of ordinance XVC:

Where incident (s) of ragging are reported to the Vice-Chancellor by any authority under this ordinance, the students (s) involved in ragging shall be expelled for a specified term designated in the order, non-students involved in reports of ragging will be proceeded with under the Criminal Law of India; they will also be rendered ineligible for a period of five years from seeking enrollment in any of the institutions of the University of Delhi. Students against whom necessary action is taken under this note will be given post decisional hearing, with strict adherence to the rules of natural justisRI GURU TEHGH BAHADUR  
KHALSA COLLEGE

**MATA GUJRI HOSTEL FOR GIRLS  
SRI GURU TEGH BAHADUR KHALSA COLLEGE  
UNIVERSITY OF DELHI  
DELHI-110007**

**APPLICATION FROM FOR ADMISSION FOR THE YEAR 2017-18**

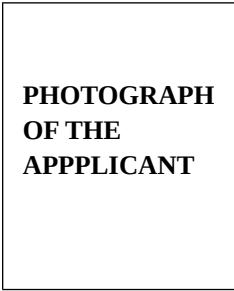
Admission o.....	Principal's Sign.....	Warden, Sign.....
Receipt No.....	Amount.....	Cashier's Sign.....

**IMPORTANT**

- All entries must be in capital letters.
- Immediately after the admission to the college is completed, students seeking admission in the hostel should register themselves at the hostel office. Please note that without registration, admission to the hostel will not be considered.
- Application form received after the due date will not be considered.

**CLASS TO WHICH THE APPLICANT IS ADMITTED**

Course.....	Year.....
Department.....	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
...	
CATEGORY (Tick One)	<input type="checkbox"/> GENERAL <input type="checkbox"/> SC <input type="checkbox"/> ST <input type="checkbox"/> FR OTHER
(Support with document)	
LAST EXAM. PASSED .....	MARKS (in%).....
(Support with attested mark sheet)	
P.C.M./P.C.B.....	AGGREGATE.....



**1. APPLICANT DETAILS**

a. NAME     SURNAME

b. DATE OF BIRTH           

Day                  Month                  Year

c. NATIONALITY:     Indian                                   Other

d. Have you ever a resident of any other Hostel:                  Yes                   No

Name of the hostel .....

e. Have you ever suffered from any illness? If so, When and nature of illness? .....

**2. FATHER'S/GUARDIAN'S DETAILS**

a. NAME:..... SURNAME.....

b. Occupation..... c. Monthly Income.....

d. Residential Address.....

Phone(O).....(R).....Cellular .....

**LOCAL GUARDIAN'S(LG'S) NAME**

e. LG's Residential Address: .....

Phone(O).....(R).....Cellular.....

DRCH Serial No.

Received from Mr./Ms.....  
Application for admission to Hostel  
Dated.....

Receiving Assistant  
Sri Guru Tegh Bahadur Khalsa College

ANNEXURE A

**(Medical Certificate)**

**To be completed by a registered Medical Practitioner**

Name.....

Age.....Height.....Weight.....

Date of the last vaccination.....

Date of the last inoculation against cholera/typhoid.....

Does the student suffer from any chronic/contagious disease? If so, nature there of .....

Blood Group.....

Is the student susceptible to any allergy? If so, give details.....

This is to certify that I have examined Ms.....

Daughter /Wife/ward of Shri.....and found her medically fit to stay in the hostel.

-----  
(Specimen Signature of the Student)

To be signed in the presence of  
The Medical Officer

-----  
(Signature of the Medical Officer)

with full name, qualification,  
Address and stamp

Date.....

In addition to the above medical fitness declaration, foreign students are also required to produce a Medical certificate form the National Centre of Disease Control, 22 Sham Nath Marg, Delhi-110054

Note:

1. Incomplete form will not be considered.
2. Change of address should be notified by the applicant to be Principal/Warden immediately.
3. Local Guardian is required to submit 2 Passport size photographs along with the form.

ANNEXURE B

**(Undertaking)**

1. I undertake that I will not smoke, take or serve alcoholic or take drugs in the Hosetel premises. I also undertake that I will not keep cigarettes, alcoholic drinks or drugs etc., in my possession in the Hostel premises. I undertake to abide by all the rules and Regulation of the Hostel. I shall not plead ignorance of rules and regulations that may be notified from time to time.

In case the University Examination extant beyond 23ed May ( the last date for closure of the Hostel), I will vacate the room and make my own arrangement outside.

Any violation of a rule or breach of code of conduct by me will be treated seriously any may result in my having to surrender the hostel seat.

-----  
(Signature of the Parents) (Signature of the Local Guardian) (Signature of the Student)



**(VISITORS TO THE HOSTEL)**

S. No.	Name	Relation	Full Address	Contact No.	Signature
1.					
2.					
3.					
4.					
5.					
6.					

Note: Student is required to submit 2 Photograph of each visitors along with the form.

**(PERSONS WITH WHOM STUDENT MAY GO OUT)**

S. No.	Name	Relation	Full Address	Contact No.	Signature
1.					
2.					
3.					
4.					
5.					
6.					

**(HOME WHERE STUDENT MAY STAY FOR THE NIGHT)**

S. No.	Name	Relation	Full Address	Contact No.	Signature
1.					
2.					
3.					
4.					
5.					
6.					

I may be contacted for any official purpose or emergency that may arise during her stay in the hostel.

Name of Local Guardian.....

Relation to Candidates .....

The Parent's relation with the Local Guardian.....

Residential Address.....

Telephone (o).....

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(Signature of the Local Gardian)

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(Signature of the Parent)

(Parents/ Guardian may inform the Principal/Warden for any change in the list given below)

**(Undertaking)**

I undertake that I will not indulge myself in ragging and ragging related activities.

If found indulged in such malpractices then serious action [expulsion from Hostel/college or both/criminal proceedings] may be initiated against me.

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(Signature of the Parents)

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(Signature of the Local Guardian)

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(Signature of the Student)

**ANNEXURE C**  
**(IN CASE OF EMPLOYED PARENTS)**

CERTIFICATE FROM EMPLOYER OF FATHER/MOTHER OF THE APPLICANT

This is to certify Mr./Mrs.....Father/Mother of Miss.....  
an applicant for admission to Mata Gujri Hostel For Girls, SGTB Khalsa College, University of Delhi is working in this  
office as (designation).....and at present is posted at  
.....and his/her office address is .....Also certified  
Mr.Mrs.....is presently residing at.....

Date:.....

-----  
Signature  
Name & Office Address with seal

**Note:** In case both the parents are employed, two separate certificates from their respective offices are to be submitted.

**ANNEXURE D**  
**(IN CASE OF SELF EMPLOYED PARENTS)**

CERTIFICATE FROM FIRST CLASS GAZETTED OFFICER CURRENTLY POSTED AT THE PLACE OF RESIDENCE  
OF THE PARENTS

Mr./Mrs.....Father/Mother of Ms. ....an  
application for admission to Mata Gujri Hostel for girls, SGTB Khalsa College, University of Delhi a person retired from  
service/running business namely.....

Also certified that Mr./Mrs.....is presently  
residing at .....

Date:.....

Signature

Name & Office Address with seal I Certified that the above submitted information is correct and nothing has been concealed.  
In case, any wrong information is found at any time, strict disciplinary action may be taken against me.

Date.....Place.....Signature of Application.....