COLLEGE BUILDING



COLLEGE CAMPUS ENTRANCE 1



COLLEGE CAMPUS ENTRANCE 2



COLLEGE CAMPUS



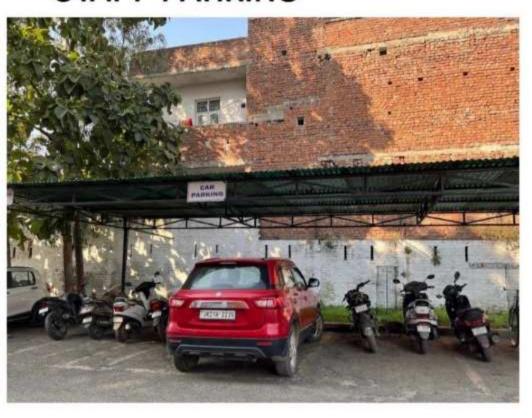
COLLEGE CAMPUS COMPOUNDED WALL



COLLEGE CAMPUS PLANTATION



STAFF PARKING



STUDENTS PARKING



DOGRA EDUCATION TRUST



ELECTRICAL STOCK REGISTER

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DOGRA EDUCATION TRUST



PLUMBERING STOCK REGISTER

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ADMINISTRATIVE BLOCK



TRANSPORT



ACCOUNTS OFFICE



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LIBRARY





RULES OF LIBRARY

DOGRA LAW COLLEGE

Library Rules

- Maintain Silence in the Library.
- Eatables and Drinks are not allowed in the library.
- Respect Library Material and Furniture.
- Identity Card is Compulsory for getting access to the library.
- Newspapers, Magazines, Reporters and Journals must be ready only in
- the library and not be issued.
- Fine of INR 1/- per day upon failure to return the books on the due date of return.
- Every student of DLC is allowed to borrow two library books for a period of
- 15 days.
- All the students entering the library shall keep their bags and
- other peresonal belongings at the entrance.
- Students should not write, mark or underline anywhere in the book or any reference material available in the library.
- Every student must sign the register available at the entrance.

BOOK RECOMMENDATION FORM

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DOGRA LAW COLLEGE

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"Matushri Bhawan", Bassi Kalan, Bari Brahmana, Jammu LIBRARY ID CARD ISSUE RECORD

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BOYS HOSTEL

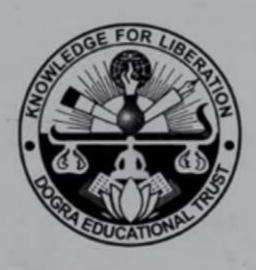
GIRLS HOSTEL



Ph. No.: 01923-220893

COLLEGE 4005 Bassi Kalan, Bari-Brahmana, Jammu (J&K)

ISO 9001-2000 Certified



HOSTEL RULES & REGULATIONS

INTRODUCTION

The Dogra Educational Trust, started the Dogra College Hostels in 1995 with the aim to provide all basic amenities to the outstation students both boys and girls. The hostel complex is magnanimous and impressive with a peaceful atmosphere and scenic view in the lap of nature.

Dogra College Hostels are ISO 9001-2000 certified and are based on the Quality Policy focussed on Values, Mission.

Vision. The multistoreyed hostel buildings comprises of spacious and well ventilated rooms, the hostel complex has round the clock security.

The hostel mess is run by the caterer duly approved by the management. The hostel also has a T.V and Reading room. Recreation Room, a Dinning Hall, a separate mini-kitchen and all the necessary amenities are provided to the boarders.

HOSTEL RULES AND REGULATIONS

- Every student seeking admission in the hostel shall produce the receipt duly issued by office of the concerned college stating his/ her permitted period of stay in the hostel, amount of hostel fee paid, balance if any, and the date upto which the balance is to be paid.
- 2. The allotment of a room in hostel to each boarder shall be I decided by the College Hostel Committee (CHC). But once I the room has been alloted, no change can be effected. The CHC, however, has the right to shift a boarder to any other room or accommodation or cancel his/her admission in case of breach of discipline or violation of hostel rules. The rooms are allotted on first come first basis.
- Every boarder shall abide by all the rules and regulations of the hostel with regard to discipline, study and other activities.
- Hostel dues once paid shall not be refunded irrespective of the period of stay of a boarder in the hostel.
- Hostel Resident Warden shall exercise full control over the boarders' activities in and around the hostel and shall have their roll-call in the evening to ensure their physical presence in the hostel.

- The boarders will elect six members for Hostel Advisory Committee (HAC). The committee members shall assist the Warden in the administration of discipline and smooth functioning of the hostel. They shall endeavour to maintain a congenial social environment in it.
- 7. The hostel gate shall open at 6:00 am and close at 7:00 pm in summers while in winters, it shall be closed at 6:00 pm. Nobody shall be allowed to enter the hostel after the stipulated time.
- 8. Meals are served in the dining halls of the hostels as per the timings and menu fixed by the College Management and College Hostel Committee in consultation with Hostel Advisory Committee. Each boarder is required to make entry in the Meal Register before taking the meal. Carrying of meals to the rooms is strictly prohibited.
- 9 Boarders can enjoy the facility of playing games in the hostel during the hours fixed by the College Hostel Committee.
- 10. Regular health check-up facility by an authorized medical practitioner is provided free of cost to the boarders which is mandatory. However, first-aid and simple medication is available in the hostel and is provided as and when required. In case of emergency or serious illness of a boarder, a vehicle is available in the hostel round the clock for shifting the patient to the hospital immediately.
- 11. Safe custody and proper up-keep of furniture, fittings, fans, utensils and other articles, both within the rooms and premises, shall be the joint and several responsibility of the boarders. In case of damage or loss the same shall have to be made good by the boarders failing which an appropriate action shall be taken against him/her/them.
- 12. (a) Use of electric heaters (room heater and cooking heater) and other electrical and electronic appliances i.e. music systems, televisions, refrigerators, coolers, etc. in hostel rooms is not permitted. The defaulters shall be liable to fine and necessary disciplinary action.
 - (b) For ironing of clothes a specific place has been earmarked exclusively for the boarders.

- 13. Boarders can use the mini-kitchen only for boiling water or milk, etc. Cooking is strictly prohibited. The time for, using cooking gas is from 9 p.m. to 11 p.m. After using the gas burner it should be ensured that the burner has been switched off properly.
- 14. Boarders are advised not to keep extra cash and costly jewellery items in their possession in the hostel rooms. If they do so, they shall be doing so at their own risk and responsibility. In no case shall the College or CHC be responsible for any such loss.
- 15. No boarder shall keep any lethal weapon or firearm in his/her possession within the room or the hostel premises
- 16 Indulgence in any political, sectarian or anti-social activity (i.e. use of drugs or any kind of intoxicant etc.) within the hostel premises is prohibited as hostels are meant exclusively for academic and social pursuits. Defaulters will be expelled from the hostel.
- 17 In case a boarder has any grievance against any employee or functionary of the hostel, he/she is advised not to deal directly with such person but report the same to the Estate Officer.
- 18. Each boarder is provided with a teacher-guardian and in case of any difficulty regarding studies or financial matters or any other problem he/she is free to discuss the same with his/her teacher guardian.
- 19. No boarder shall leave the hostel to stay temporarily with his/her relative without the prior permission of the Principal, subject to the production of a written request from his/ her guardian.
- 20. The boarders can go for outing every Saturday from 3 p.m. to 5 p.m. to the local market in Bari-Brahmana for necessary purchases only after seeking permission from the Warden. In case of emergency they can go out on other days also but after submitting written application thereby seeking permission from the Hostel Warden.
- 21 If a boarder wants to visit Jammu city on a holiday or Sunday he/she shall have to take prior permission from the

- Principal and after obtaining such permission he/she shall make necessary entries, including the complete address of place of visit, in the required register available in the hostel
- 22 Registers are maintained to regulate the entry and exit of the boarders. Each boarder shall make entries in the entry register while going out of the hostel gate and while returning from outside and shall also mention the purpose of going out.
- 23. a) Only those visitors are allowed to meet the Hostel residents whose names have been mentioned in the Hostel Admission Forms.
 - (b) The Warden shall be available to the guests only during visiting hours
 - (c) No visitors will be received during the college hours and after 6.00 p.m. in summer and 5.30 p.m. in winter.
- 24. To facilitate academic work of the boarders complete silence shall have to be observed in the hostel, especially from 9:00 p.m. to 11:00 p.m. daily. Every boarder is expected to contribute his might for the creation of congenial educational atmosphere.
- 25. Lights of every room of the hostel shall be switched off by 11 p.m. In case any boarder wants to study during late hours, he/she shall use table lamp without disturbing his/her room mates.
- 26. Each boarder shall wake up at 6.00 a.m. or early
- 27. Evening attendance of all boarders shall be taken at 7:00p.m. All boarders are required to present themselves in proper dress in the hostel lawn for attendance.
- 28. The boarders are required to maintain cleanliness in their rooms as well as in the hostel premises
- 29. English/Hindi Newspaper facility is provided in the reading room.
- 30. T. V. Room shall be locked at 10.00 p.m sharp.
- 31. Ragging is strictly prohibited in the hostel. Any boarder indulging in ragging shall be liable to necessary disciplinary action.

- 32 No boarder shall indulge in any amusement, which disturbs other boarders.
- 33. Each boarder shall prepare a time schedule for his/her study of different subjects in the hostel and the same shall be laid by him/her on his / her study table, so that it is available to the Warden whenever he/she visit any room.
- 34. During college hours all the boarders are required to be in the college and no one shall remain in the hostel without the permission of the Principal and the same shall be ensured by the Warden.
- 35 The Management/Principal/Chief Warden / College Hostel Committee shall pay surprise visits to the hostel at any time of his/her choice to conduct a thorough checking of the mess and of all the rooms of boarders in order to assess the hygienic and other state of affairs of mess, the rooms or any other part of the hostel premises. Boarders are expected to be within the hostel premises engaged in an activity appropriate to the hour of visit.
- 36. Each boarder at the time of admission shall have to sign an undertaking, printed on the enclosed application form, to the effect that he/she shall abide by the rules and regulations of the hostel published by the college. A similar declaration has to be got signed by his/her father/guardian.

List of Members of College Hostel Committee (CHC)

- Principal / HoD of the concerned college
- 2. Chief Warden
- One senior faculty member of the respective college
- 4. Warden

List of Members of Hostel Advisory Committee (HAC)

- Two boarders of Dogra College of Education
- 2. Two boarders of Dogra Law College
- 3. Two boarders of Dogra Institute of Elementary Teacher Training

IMPORTANT

The boarders shall bring the following items on the day they join the hostel:

- Bed sheets (all white and unembroidered) & Bed Covers.
- 2. Pillow
- 3. Blanket / Quilt with cover
- 4. Table Cloth (white, large size)
- 5 Mug & Bucket.
- 6 Photographs of Parents and Visitors

VISITING TIME AND HOURS

Only Father/Mother/Real Brothers/Sisters and visitors mentioned in the application form are permitted to visit their wards, that too with the special permission of the Principal

SUMMER

(April to September)

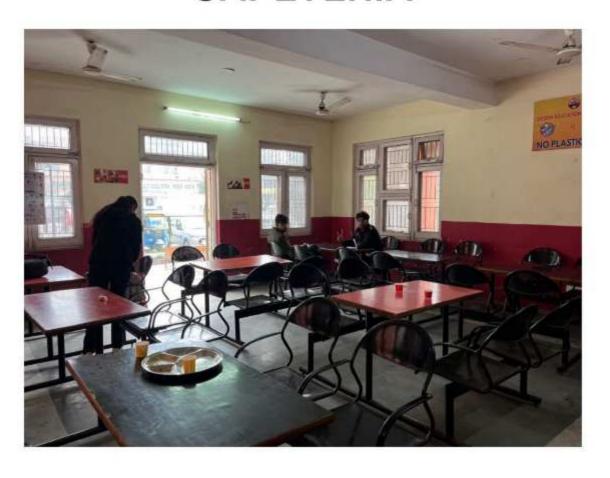
Days	Time
Saturday	3-00 p.m. to 6.00 p.m.
Sunday	9-00 a.m. to 12-00 noon 3-00 p.m. to 6-00 p.m.

WINTER

(October to March)

Days	Time
Saturday	3-00 p.m. to 5.30 p.m.
Sunday	9-00 a.m. to 12.00 noon
	3-00 p.m. to 5.30 p.m.

CAFETERIA



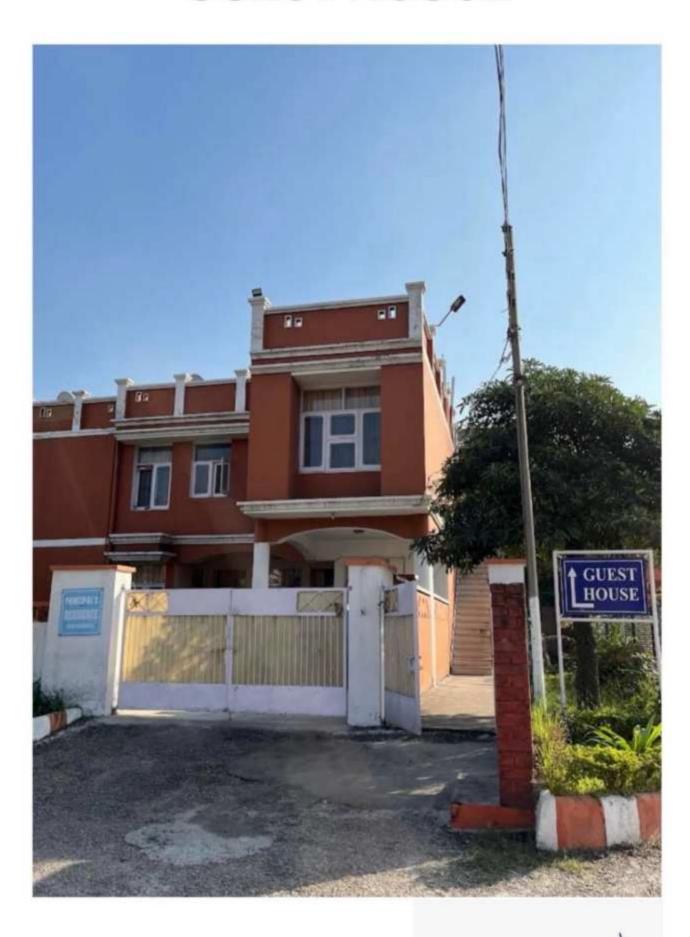
IMPORTANT INSTRUCTIONS/ WARNINGS Dogra College Canteen warmly welcomes All the students of Dogra Law College, Dogra College of Education and Dogra Degree College with a caution to adhere to the following instructions/

- ·Maintenance of discipline, decorum and decency of etiquettes by everyone is mandatory.
- ·Smoking, chewing of pan- masala, spitting etc are totally banned and prohibited in the cafeteria.
- ·Speaking loudly, gossiping, sitting idle, using abusive and unpolished language, wandering and loitering are completely restricted and disallowed.
- ·Shouting, quarrelling, using in toxicants, damaging canteen property, carrying illegal and objectionable material in the cafeteria shall be punishable acts under law and order maintenance statues of the college.
- ·Playing music on the mobile phones, singing and creating nuisance Pare objectionable and prohibited in the canteen.
- ·Cheating, telling a lie, stealing and misbehaving etc are heinous and immoral acts and one should desist from this all.
- ·Using dust-bins for waste and disposable items is a sign of decency and good manners.

Violation of any of the norms by any student shall tantamount to " disciplinary action" against him/ her by the college authorities as the college canteen is fully governed by the norms of the college.

Note: It Is Your Canteen; Help Us Keep It Clean & Tidy, Make It An Attractive Place To Sit In For Enjoyment.

GUEST HOUSE



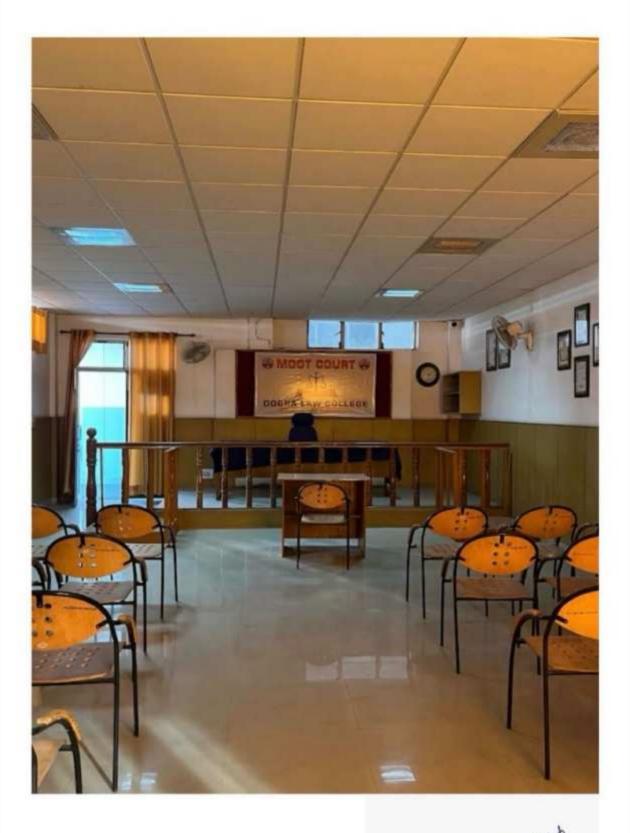
OFFICE OF THE EDUCATIONAL TRUST BARI-BRAHMANA, SAMBA IMPORTANT INSTRUCTIONS FOR GUEST HOUSE FACILITY

- 1. Rate of occupancy for one day =Rs 500/-} Check out Time 12:00 Noon.
- 2. Payment against Booking shall have to be made in advance.
- 3. Charges once paid are non-refundable.
- 4. Guest House Facility is available only for Parents, Guardians & Guest Faculty.
- 5. No student is allowed to stay in the Guest House.
- 6. Guest House Facility can be availed by the Principal's permission only.
- 7. At least two days prior permission must be sought for availing Guest House Facility.
- 8. Use of Alcohol, Smoking & Chewing of Tobacco etc is strictly prohibited in the Guest House.

AUDITORIUM



MOOT COURT



CONFERENCE HALL



SECTION OFFICE



PHOTOCOPY MACHINE



PRINTER



NCC OFFICE



Name & Communication SECRETARY DOGRA E DOGRA EDUCATIONAL TRI DOGRA LAW COLLEGE DO ISAMMU JAMMU B1133 India Customer GSTIN:	EDUCATIONAL TRUS	STST	x Invoice*	Customer ID 7: Account Number 7: Invoice Number N Invoice Date 1: Customer Type L Leased Circuit id 100054	000888172 000897982 IDCJK2303977281 7/04/2023 EASED CIRCUIT 4204 9/05/2023
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Previous Balance	Last Payment	Bandwidth & Other Current Charges	Tax Amount	Account Balance	Amount Payable
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Supplier's Address: North Block, Bahu Plaza, Trikuta Nagar, Jammu-180012, Jammu and Kashmir Name & Communication Address of the Customer Leased Circuit Bill/Tax Invoice* SECRETARY DOGRA EDUCATIONAL TRUST Customer ID 7000888172 7000897982 DOGRA EDUCATIONAL TRUST DOGRA LAW COLLEGE DOGRA DEGREE COLLEGE- BARI BRAHMANA IN JAMMU-JAMMU Account Number Invoice Number Invoice Date NDCJK2303977321 181133 18/04/2023 Customer Type LEASED CIRCUIT Leased Circuit id 1000544204 Due Date Customer GSTIN: 10/05/2023 Deposit 0.00 Legacy Circuit Id ONLINE Reverse Charge Applicability: No **Account Summary** Previous Balance Bandwidth & Other Current Charges Last Payment Tax Amount Account Balance Amount Payable -18786.12 0.00 17770.00 3198.60 2182.48 Amount In Words: Two Thousand One Hundred Eighty Three Rupees and Zero Paisa 2183.00 Summary of Current Charges Lead A/Bill to Address:-DOGRA EDUCATIONAL TRUST DOGRA COLLEGE OF EQUCATION DOGRA LAW COLLEGE DOGRA DEGREE COLLEGE BARI BRAHMANA BARI BRAHMANA-JAMMU IN Amount(Rs) Lead B Address:-Recurring Charges 17770.00 One Time Charges 0.00 Circuit Type :Internet Circuit/ 10 MBPS LLA:- 9 LLB :- CHD :- 0 NON-MLL N Usage Charges 0.00 Recurring Charges Adjustments 0.00 Product Plan Period Rate Charges Discount Circuit Rent-SAC-998414 Internet Circuit 0.00 01/04/23 to 30/06/23 NA 17500.00 Modem Discount-HSN-9973 Internet Circuit Taxes 01/04/23 to 30/06/23 0.00 3198.60 0.00 LC ONT Type-A Internet Circuit 01/04/23 to 30/06/23 270,00 **Total Charges** 270.00 20968.60 Total Charges (Rs.) 17770.00 Tax Details Description Tax Rate Amount Taxable Value CGST 9.00% 1599.30 17770.00 17770.00 0 SGST/UTGST 9.00% 1599.30 GST REGISTRATION NUMBER:01:AABCB5578G1 CIN: U74899DL 2000G OI107739 Scan QR COde to make Online UPI Payment Dear Customer Please dial toll free 1800-425-1957 (24 Hour) for any complaint regarding leased circuit. Dear Customer, Income Tax Department, Govt of India has granted certificate no. 197(1)/AABCB5576G/2022-23/1 Dt 22/06/2022 (can be downloaded from https://bsnl.co.in/opencms/bsnl/BSNL/about_us/pdf/Certificate_197AABC_2022.pdf) to BSNL relating to TDS at lower rates applicable from 22/06/2022to_31/03/2023. TDS may be Accounts Officer (TR) recovered at the lower rates mentioned in the certificate issued by Income Tax Department. This is a Computer generated Bill and hence does not require any Signature. *Original For Recipient/Duplicate For Supplier Counter Foil BHARAT SANCHAR NIGAM LTD Invoice No: NDCJK2303977321 Account No.: 7000897982 Invoice Date: 18/04/2023 Leased Circuit id.: 1000544204 Due Date: 10/05/2023 Amount Payable: 2183.00 Mode of payment Credit / Debit Card Cash Cheque/DD EFT Cheque/DD No. Dated **医多种性 医多种性** Bank Branch Pigase Charge Rs. Masters Diners Amex Against Card no. Visa Expiry Date Signature Card Holder's Name ase make crossed Cheque/DD/Pay order for Amount Payable (Rounded Up) in favour of AO (Cash), BSNL, JAMMU