



Information Bulletin



UNDER GRADUATE HOSTEL FOR GIRLS

UNIVERSITY OF DELHI



**DHAKA HOSTEL COMPLEX
MUKHERJEE NAGAR
DELHI 110009**

Information Bulletin 2019-2020



From the Provost's Desk

It gives me great pleasure to welcome you to the Under Graduate Hostel for Girls (UGHG). The hostel is an initiative of the University of Delhi and caters to the residential needs of the undergraduate community. It is the first hostel to accommodate students from 49 Colleges/ Departments comprising both the North and South campus of Delhi University.

The hostel provides a serene environment for the healthy development of the young girls coming from various parts of the country. To aid their all-round development, the hostel is equipped with sports facilities, a reading room, a common room and other facilities. The annual calendar includes lectures and cultural events, to provide intellectual and creative experiences, of lasting importance, for every student.

On behalf of the hostel authorities, I once again extend a very warm welcome and wish you a pleasurable and rewarding stay at the hostel.

I look forward to getting to know you as the year unfolds.

Rita Kakkar

Professor, Department of Chemistry,

University of Delhi

HOSTEL ADMINISTRATION

Chairman

Professor Madhu Vij, Faculty of Management Studies, University of Delhi

Provost

Professor Rita Kakkar, Department of Chemistry, University of Delhi

Warden

Dr. Sneh Lata Negi, Department of Hindi, University of Delhi

Resident Tutor

Dr. Sharmishtha Atreja, Department of Philosophy, University of Delhi

Important Telephone numbers

Delhi University Helpline (Information Centre)	011-27006900
24×7 Toll-free anti-ragging helpline	1800-180-5522 helpline@antiragging.in
Police Control Room	100
Proctor control room	27667291
Police Station, Mukherjee Nagar	27231131, 27231132
Helpline for Women	1091
Helpline for Senior Citizens & Students	1291
Fire	101
Obscene calls at mobile	1096
24×7 Hours Emergency Helpline	1077
Ambulance	102/ 1099
WUS Health Centre Emergency	27666257 (Direct)EPABX No.1662
Casualty	23831524,23968939

Contact us:

Under Graduate Hostel for Girls

University of Delhi, Dhaka Hostel Complex,

Banda Bahadur Marg, Dr. Mukherjee Nagar, Delhi-110009, INDIA

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Office Hours: 9:30 A.M. to 5:30 P.M. Monday - Saturday

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1. About the Hostel

The Under Graduate Hostel for Girls is a residence for full-time undergraduate girl students of the North and South Campus of the University of Delhi. The Hostel Complex is located at Dhaka, Mukherjee Nagar, Delhi-110009. The main objective of the Hostel is to provide a comfortable, homely stay, intellectual stimulation, cross-cultural interaction and freedom with responsibility to the residents. The Provost is the administrative Head of the Hostel. For internal administration and day-to-day discipline, the Warden and Resident Tutors assist the Provost.

The Hostel is aesthetically designed in a wide campus with seven blocks with a total of 344 rooms on double occupancy. The common room and open green area attached to it are meant to provide moments of leisure. A community area is also provided in each block for use by residents to promote interaction among students. Keeping in mind the health aspects of students, there is a sports facility. There is a designated well maintained visiting area for the visitors of the residents. Apart from these, a hygienically maintained dining place is there for the residents to enjoy their meals.

2. Distribution of Seats

The hostel has 344 rooms. Out of this, 17 rooms are allocated for exchange students and miscellaneous categories.

The distribution of the seats across various categories of students shall be according to the following scheme:

(i)	Scheduled Castes (SC)	15%
(ii)	Scheduled Tribes (ST)	7.5%
(iii)	Other Backward Classes (OBC) Non-creamy layer	27%
(iv)	Persons with Disabilities (PwD)	05%
(v)	Children/ Widows of Armed Forces Personnel (CW)	01%
(vi)	Sports/ ECA Quota	01% (as per University rules)
(vii)	Foreign students (FS)	01%

Note: The seats will be distributed among the 1st, 2nd and 3rd year students (B.A. / B.Sc. / B.Com.) and 1st - 4th year B.Tech. (CIC) students. The College/ Department/ CIC-wise allocation of seats is given in Annexure V.

Duration of stay in the Hostel: Admission is made to the hostel for a period of one academic year. The student may be readmitted up to a period of three years (four years for B.Tech.). For students under Exchange Program, the duration of stay shall be as per their Exchange Program duration.

Timeline for admission to the Hostel for the academic year 2019-20

28th June 2019: Online registration will start for both fresh admissions and re-admissions.

Readmissions: Form filling for readmission of previous year residents, subject to clearing of all papers, will also start. Previous year residents may reapply to the hostel within seven days of declaration of result. They are required to submit mark-sheets of both semesters of the previous academic year, duly endorsed by the Principal of the concerned college. A date for readmission will be declared after that. No readmission will be granted until and unless the mark-sheets are submitted and all papers are cleared by the applicant.

Fresh Admissions: Admissions will be strictly as per the merit/ cut-off list declared by the University of Delhi.

3. Eligibility for Admission

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

- 3.1 The applicant should be a full-time bona-fide undergraduate student of a College/ Department/ CIC, University of Delhi. Students enrolled in Correspondence/ Part-time/ Certificate / Diploma courses are not eligible for admission to the Hostel.
- 3.2 Her parents should not be residing anywhere in the National Capital Territory (NCT) of Delhi (Faridabad, Gurugram, Noida, Ghaziabad).
- 3.3 She should not be employed anywhere on full-time, part-time, ad-hoc or temporary basis.
- 3.4 Admission shall not be granted to a student against whom disciplinary action had been taken by her previous educational institution/ hostel.
- 3.5 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 All applicants are required to fill in the on-line registration form available at the hostel website www.ughg-du.org. A registration number will be allotted to them. The application forms, along with the Bulletin of Information, can be downloaded from the hostel website on online payment of Rs. 150/- for Unreserved (UR)/ Other Backward Classes (OBC) students and Rs.75/- for SC/ ST/ PwD students. The registration fee is non-refundable.
- 4.2 A hard copy of the filled-up application form, duly signed and forwarded by the Principal/ Head of respective Department/ Director - CIC, is also required to be submitted to the hostel office within 7 days of admission.
- 4.3 Self-attested photocopies of the following should be submitted along with the application form:
- 4.3.1 The College admission fee receipt.
 - 4.3.2 Class XII mark-sheet/ Mark-sheet of the last qualifying examination passed.
 - 4.3.3 Proof of residence certificate issued by a competent (local) authority as per Annexures A & B of the Application Form in original.
 - 4.3.4 Receipt of online payment.
 - 4.3.5 Aadhaar card of student, parents and local guardians.
 - 4.3.6 Students applying to the Hostel under reserved categories are also required to bring the following documents:
 - 4.3.4.1 Certificate of physical disability for students under PwD category.
 - 4.3.4.2 Caste certificate for students applying under OBC category (Non creamy layer) as per DU prospectus.
 - 4.3.4.3 Certificate from the University for CW and Sports/ ECA Quota.
- 4.4. Candidates must submit the completed application form to the Hostel office within seven days of admission to the respective College/ Department, failing which the application is liable to be rejected.
- 4.5 The lists of candidates shortlisted for interview will be notified separately on the Hostel notice board and hostel website (www.ughg-du.org).
- 4.6 The tentative schedule of admission lists is:

List I (based on forms received on or before July 8, 2019): July 15, 2019

List II (based on admission date on or before July 18, 2019): July 25, 2019

List III (based on admission date on or before July 30, 2019): August 6, 2019

Final List: To be notified, if required.

Note: If the required number of seats is filled up in the first few lists, subsequent lists will not be declared.

Students are advised to keep checking the website for updates.

4.6.1 Admission to the Hostel will be made as per merit, and in accordance with the policy laid down by the Admission Committee from time to time.

4.6.2 Admission is based on various criteria such as the number of seats allotted to a college, merit, subject, and date of admission.

4.6.3 Applications seeking admission to the Hostel will be finalized after an interview with the candidate, her parent/s **OR** one of her approved local guardians. A student under no circumstance can be a local guardian. If a candidate does not appear for interview, no second chance will be given for interview.

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

4.6.5 No admission will normally be made in any category after the admission process to the University is over.

4.6.6 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.

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

Admission for Foreign Students

4.7.1 Applications are to be routed through the Foreign Students' Advisor (FSA), University of Delhi.

4.7.2 Applications are to be forwarded by the respective Embassy.

4.7.3 A Medical Fitness Certificate from the National Institute of Communicable Diseases, 22 Sham Nath Marg, Delhi-110054 must be submitted.

Redressal of grievance with regard to admission

Complaints, if any, against the applicants short-listed for interview for being considered for admission to the hostel should be given in writing to the Provost within three days of 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 the Provost, Warden and Resident Tutor. The decision of the Hostel Admission Committee will be final.

5. FEE STRUCTURE

5.1. Fee Structure

A: Caution Money:

Rs. 5000/- (Refundable)

B: Annual Charges:

S.No.	Particulars	Amount in Rs.
1	Admission fee	200/-
2	M/o Furniture	500/-
3	Identity card and night leave book	110/-
4	Fixed electricity charges to be paid to TPDDL	3000/-
5	Electrical charges for common facilities	1000/-
6	M/o Electrical Accessories (Tube-lights, Fans, Starters, etc.)	1000/-
7	Hostel Development Charges	550/-
8	WUS Health Centre Charges	240/-
9	Computer charges	1000/-
10	Common room	500/-
11	Sports fee	250/-
12	Cultural activities	600/-
13	Student Welfare Association fund	400/-
14	Establishment charges	5000/-
15	Generator Maintenance	450/-
16	Laundry	2100/-
17	Medical charges	1000/-
Total		17900/-

C: Semester Charges

S. No	Particulars	Amount in Rs.
18	Housekeeping	2950/-
19	Electricity charges	2750/-
20	Water charges	1100/-
21	Room rent	500/-
22	General maintenance charges	1500/-
23	Pump House operation	500/-
24	Garden and Lawns maintenance	1200/-
25	Security charges	4000/-
	Total	14500/-

D: Mess Charges

26	Mess security (one time)	1500/-
27	Tentative monthly mess bill	2750/-+5% GST

5.1.1 The total amount payable at the time of admission:

Fees: A + B + 2C = 5000+17900+2×14500 = Rs. 51,900/-

Mess charges (July 20, 2019-May 19, 2020) = 27500+1375 (GST)+1500 (advance) = Rs. 30,375/-

As per Executive Council Res. No. 516 dated 24/02/1983, students with visual impairment are exempted from the payment of room charges and establishment charges of the Hostel.

5.1.2 Guest (stay for more than 15 days)

Caution Money: Rs. 5000/- (Refundable)

Amount in Rupees per month

S. No.	Particulars	Amount in Rs.
1	Housekeeping	650
2	Electricity charges	1200
3	Water charges	250
4	Room rent	1800
5	General maintenance charges	400
6	Pump House operation	150
7	Garden and Lawns maintenance	300
8	Security charges	900
9	Laundry	210
10	Medical charges	110
	Total	5970/-

Mess advance (one time) - Rs. 1500/-

Tentative mess charges—Rs. 2750/- + 5% GST = Rs. 2890/- per month

Total to be paid per month

First month – 5000+5970+1500+2890+240 (WUS)+110 (Identity card and leave book) = Rs. 15,710/-

Subsequent months: 5970+2890 = Rs. 8,860/-

5.2 The Electricity charges can be revised subject to increase in TPDDL rates.

5.3 Housekeeping and Security charges may be revised, subject to increase in minimum wages fixed by Delhi Government.

5.4 Monthly mess bill will be charged as fixed by the Mess contractor based on menu to be served. The account of the mess shall be controlled by the Hostel office. The menu will be decided by the Mess Committee in consultation with the mess contractor in the beginning of the semester. The mess advance will be adjusted in the month the resident leaves the Hostel.

5.5 Mess rebate @ 75% of the mess bill for the period would be given if a resident proceeds on leave for more than 7 consecutive days, excluding the days of departure and arrival, in a semester, after obtaining prior permission from the hostel authorities. No more than 25 days rebate during a semester would be admissible. The residents are required to fill the Mess Rebate form before proceeding on leave. No mess rebate will be given to guests.

5.6 The Mess would close down during vacations and would start functioning one day before the University reopens. In summer, the Mess would close in the last week of May.

E: Foreign Students

Foreign Students are required to pay an additional fee of \$100 as onetime payment (non-refundable), besides that mentioned in categories A, B, C & D, at the time of admission.

Refund on Cancellation/Withdrawal of Admission

5.8 In case a student applies for withdrawal within a week from the date of fee payment, then all fees except admission fee, i.e. Rs. 200/-, will be refunded to her.

In other cases, only the Caution Money and Mess Advance will be refunded after the resident has paid all her dues and vacated the room allotted to her. All refunds will be made by direct bank transfer.

5.9 The Caution Money can be claimed within a month of vacating the Hostel after clearing all Hostel dues. The same must be claimed within a period of six months after leaving the Hostel; otherwise, it will lapse. No interest will be paid for the Caution Money & Mess Advance deposited.

Hostel fee will be accepted by online payment only. No fee will be accepted in cash or by cheque/ Demand Draft. The resident will receive a link for fee payment on her registered mobile number. It is the duty of the resident to ensure that her mobile number is kept updated with the office.

5.10 A resident who intends to vacate the Hostel accommodation before the month is over has to pay the entire monthly charges for that particular month. However, students who leave the Hostel latest by the 9th of the current month can pay the monthly charges on guest basis for the number of days they intend to stay.

Note: Annual/ Semester fees are non-refundable.

6. Re-admission to the hostel

Admission to the hostel is made for a period of one academic year. Residents, who wish to re-join the hostel for the 2nd/ 3rd year and 4th year in case of B.Tech., need to apply afresh for each year.

- 6.1 All eligible students seeking Hostel readmission for the new academic session should register online and submit their Hostel application within one week of declaration of their result.
- 6.2 Proof of permanent residence must be submitted afresh at the beginning of each academic year.
- 6.3 Those students who were admitted on the basis of Sports or other quota are required to do so against the same quota, else they will be treated as fresh applicants.

6.4 The following residents will not be considered for re-admission

- 6.4.1 Those who have failed in their respective university examination, dropped out or have been detained because of shortage of attendance. (A change of course from Honours to Pass Course by a failed student will not entitle her to get readmission in the hostel.)
- 6.4.2 Those who have ER in one or more subjects in the Ist year examination.
- 6.4.3 Those who have ER in IInd year will not be considered for admission to the IIIrd year.
- 6.4.4 Those who have secured less than 40% marks in the first year and second year.
- 6.4.5 Those who were admitted on the basis of excellence in sports/ ECA but have not performed satisfactorily in those activities. A certificate to this effect from a competent authority has to be submitted along with the application for readmission.
- 6.4.6 Those who have violated the Hostel rules or committed acts of misconduct or indiscipline in their college or Hostel, and the Hostel Administration has decided to drop them.
- 6.4.7 Those who have not fulfilled the necessary attendance requirement of the concerned college.
- 6.4.8 Depending on the number of available seats, re-admission will be based on merit in the 1st year/ 2nd year University examination.

7. Hostel Rules and Regulations

- 7.1 The Hostel is ordinarily available to all residents from 19th July (evening) till the last day of their respective annual or II/ IV/ VI and, in case of B.Tech. students, II/ IV/ VI/ VIII semester of the University Examination. **All residents shall vacate their room within three days of completion of their above mentioned University examinations.**
- 7.2 All fresh entrants must be in the Hostel on the evening before the College reopens.
- 7.3 No relaxation of hostel timings shall be allowed to the students for attending coaching classes.

- 7.4 For students of evening colleges, special permission will have to be taken from the authorities after submission of the college time-table, duly endorsed by the Principal of the concerned college.
- 7.5 Residents must bring in their own crockery and cutlery for use in their rooms.
- 7.6 Each resident must bring her own mattress, pillow, blanket, linen, curtains, bucket, mug and table lamp. The Hostel will not provide these items.
- 7.7 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.
- 7.8 Residents can bring their own laptops. They will be responsible for their safety.
- 7.9 Cooking and ironing of clothes is strictly prohibited in the rooms.
- 7.10 No resident is allowed to go out of the Hostel after 7:30 pm. Violation of this rule could lead to strict disciplinary action, including expulsion from the hostel.
- 7.11 Daily attendance has to be marked in the Attendance Register during dinner time: 7:30 pm - 9.30 pm. All residents must be present unless prior leave has been sanctioned from the concerned Hostel authority. The attendance should not be marked in advance. Any such entry may lead to disciplinary action against the resident.
- 7.12 If any resident is found marking proxy attendance for another resident, both residents will face disciplinary action.
- 7.13 Every resident is responsible for proper maintenance of Hostel property. She 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.
- 7.14 The responsibility of keeping their rooms clean and tidy will rest with the residents.
- 7.15 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.
- 7.16 **Residents are required to pay their outstanding dues to obtain a “No Dues’ Certificate which, as per University decision, will be required for obtaining admission for their respective annual examinations.**
- 7.17 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. She must hand over the complete charge of her room to the Caretaker 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.

- 7.18 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 the 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.
- 7.19 Forcible eviction, if needed, shall be undertaken by an Eviction Committee constituted by the Provost and, if necessary, with the help of the University Proctor's team.
- 7.20 Admission shall be terminated in the case of a resident against whom disciplinary action has been taken by a College/ Department/ Hostel of the University of Delhi.
- 7.21 Lights and fans should always be switched off when leaving the rooms, common room, library, computer room, etc.
- 7.22 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 or fire. However, any case of theft is to be reported immediately only to the Hostel authorities. In no case will the resident report the matter directly to the police.
- 7.23 Residents are requested not to leave their belongings in verandahs, garden, laundry, toilets, etc. Unclaimed items shall be confiscated by Hostel officials.
- 7.24 Battery operated transistors and music systems may be played at low volume. Residents shall not do anything that causes disturbance to others.
- 7.25 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.
- 7.26 The Provost, Warden, RT or their nominee(s) shall have the right to enter the residents' room to make a surprise check or for an inquiry/ search, as and when considered necessary.
- 7.27 Proper entry of guests of residents in the register available with the security guard at the Hostel gate is mandatory.
- 7.28 Residents are expected to give due respect to the Hostel staff (office employees, mess, safai karamcharis, malis, security staff, etc.). If and when a resident encounters any problem with or notices any lapse on the part of any employee, she may report the same to the Resident Tutor/ Warden. In case the resident/s is/are not satisfied with the action taken by the RT/ Warden, the matter may be brought to the notice of the

- Provost. 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.
- 7.29 No notices can be put up on the Notice Boards of the Hostel without written permission/ signature of the Provost. Sticking of unauthorized bills, posters or notices in any of the public spaces within the Hostel premises is strictly prohibited and violation of this provision shall be treated as an act of serious indiscipline.
- 7.30 Photography within the hostel premises without the written permission of the Provost is strictly prohibited.
- 7.31 Residents are expected to come to the dining hall, common room, visitors' room and the Hostel Office properly dressed.
- 7.32 Residents are not allowed to entertain their visitors at the Hostel gate.
- 7.33 Residents are expected to actively participate in the various Hostel activities, including cultural activities, library and maintenance of garden, computer facility or any other duty assigned to the resident/s by the Provost/ Warden/ RT.
- 7.34 The residents are not allowed to privately engage any person for personal services. **No employees of the Hostel/ contract staff should be asked to do personal jobs by any resident.**
- 7.35 No resident shall give away her personal belongings/ old newspapers, etc. to the hostel/ contract staff directly at the time of leaving the hostel.
- 7.36 General complaints regarding civil/ electrical work on the floor should be reported in writing to the Caretaker/ Housekeeper with a copy to the Resident Tutor/ Warden.
- 7.37 Any complaint regarding mess must be immediately brought to the notice of the Warden.
- 7.38 **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.
- 7.39 Possession and use of electrical appliances such as heater, blower, electric iron, immersion rod, electric rice cooker, etc. in the Hostel by the residents is strictly forbidden.
- 7.40 The residents are warned not to tamper with the electrical installations in the rooms or in the Hostel premises, inclusive of water pump, to avoid danger to themselves and others.
- 7.41 No food or dirty utensils are to be left in the pantries. All trash is to be thrown in the dustbins provided for this purpose. Any utensils found in the pantries will be confiscated by the hostel staff.

- 7.42 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.
- 7.43 At the time of admission, every student shall be required to sign a declaration that she submits herself to the disciplinary jurisdiction of the Vice-Chancellor, the Provost and any other authority who may be vested with the authority to exercise discipline under the act, statues, the ordinances XV (B), (C) and (D) and rules that have been framed there under by the University and the Hostel.
- 7.44 All residents are required to keep their Identity Cards ready for inspection by the Security Guards and Hostel authorities.
- 7.45 Any complaint/ suggestion with respect to food, maintenance, cleanliness should be channelled through the Housekeeper/ Resident Tutor/ Warden.
- 7.46 During the summer months, there may be shortage of water. The authorities take utmost care to ensure adequate water supply. However, residents are warned against creating nuisance on this behalf due to circumstances beyond the Hostel Authorities' control.
- 7.47 **No payment of Fines, Guest Charges, Fees should be paid to any Hostel staff without obtaining proper receipt for the same.** The hostel administration will not be responsible for any loss due to failure to do so. Any complaint against the hostel staff regarding this should be made in writing to the Provost.

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.

Fine on Violation of Rules

- 7.48 A resident who violates any of the Hostel or University rules or creates disturbance to the harmony and ambiance of the Hostel is liable to appropriate disciplinary action by the Provost /Warden. The penalty for the violation may be Rs. 100/- 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.
- 7.49 Normally, caution money will be refunded by direct bank transfer. The resident must provide her correct bank account number and IFSC code of the bank.

8. Hostel Timings and Leave Rules for Residents

- 8.1 Residents are required to report to the Hostel by **8:00 P.M. sharp**. It is mandatory for every resident who is present in the Hostel premises to have herself marked present in the attendance register during dinner time. Failure to do so may attract a fine of Rs. 50/- per day.
- 8.2 No resident or her designated female guest is allowed to leave the Hostel premises **after 7:30 P.M.**
- 8.3 **Late night, short- and long-term leave:**

Important: Parents must specify on the Hostel admission form of their ward whether late night/ night out is to be granted to their wards 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 written permission from the Warden/ Resident Tutor/ Housekeeper.

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 and leave book. The loss of ID card and leave book is to be immediately reported to the office of the Hostel. New leave book can be obtained after getting permission from the Provost and paying the cost of the ID card and/ or leave book, in addition to a fine of Rs. 50/-.

- 8.3.1 A resident is permitted a total of six late nights till 10.00 p.m. per month at her own risk and responsibility. Prior permission to this effect is to be obtained from the Warden/ Resident Tutor/ Housekeeper.
- 8.3.2 If the resident on late night arrives after 10:00 pm, a fine of Rs. 50/- will be levied for the first two offences, after which a memo will be issued to her, with copy to her parents and college.

Note: Late night cannot be converted into night leave.

- 8.3.3 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. Complete contact details of the local guardians are to be provided, along with self-attested copies of valid photo-identity proofs.

- 8.3.4 Residents can avail leave of absence on **weekends** at their own risk after recording the necessary details in the Leave Register, such as address and telephone number of her parents or parents' approved local guardian. Besides weekend leave, a resident can avail **four night outs** in a month. A resident availing night leave without prior intimation will be liable to disciplinary action.
- 8.3.5 Permissions for leave of absence exceeding three consecutive days, i.e. long leave, may be granted by Warden/ Resident Tutor on application made in advance with proper recommendation from parents/ authorized Local guardian. The details are required to be recorded in the leave register and leave book, which is required to be signed by the concerned authority. Residents are required to pay all outstanding dues before proceeding on long leave.
- 8.3.6 In case of academic excursion/ field work, the residents must get their leave application duly forwarded by the Principal of the respective college/ Head of the respective Department/ Director CIC and submit the same to the Hostel office to get necessary permission before proceeding on leave.
- 8.4 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, signed by her Local Guardian/ Parents as the case may be to the Hostel office.
- 8.5 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 countersigned by the concerned Hostel authority.
- 8.6 Residents remaining absent without permission will be liable to disciplinary action including cancellation of admission. The Hostel authorities will be compelled to get her room vacated as per the Hostel rules and regulations and to allot it to another eligible student. In such cases, the luggage of the resident/guest resident would be handed over to her after she clears all the Hostel dues.

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

9. Facilities

The hostel boasts of the following facilities:

1. Lush gardens to provide a relaxing atmosphere for relaxation and study.
2. A clean and hygienic mess to cater to the residents. Four meals are served in a day.
3. Outdoor sports facilities, such as badminton.

4. The facility area sports air-conditioned gym, two study rooms, two TV rooms and one Computer Room. The facility area closes at 10:45 pm. In the winter months, (December and January), it will close at 10:00 pm. residents are requested to cooperate with the housekeepers.

10. Health, Bank and Post Office

- 10.1 The residents of the Hostel are to become members of the World University Service (WUS) of North Campus/ South Campus Health Centre, maintained by the University. The Centre's facilities are open during fixed timings notified by the Centre. In case of illness, residents should contact the Health Centre for assistance. When the Health Centre is closed, the residents are advised to contact the Chief Medical Officer or other sources for assistance through the Provost, Warden and Resident Tutor. Health Centre membership forms are to be filled in at the time of admission to the Hostel.
- 10.2 Any case of illness should be immediately reported to the authorities. First aid box is available in the Hostel in the medical room. A nurse is available between 12 noon and 8 pm on all weekdays and a doctor visits the hostel thrice a week.
- 10.3 In case a resident falls ill with a contagious/ infectious disease, she will have to shift to her authorized guardian's/ parents' house/ Infectious Diseases Hospital immediately. She will be allowed to rejoin the Hostel only upon her complete recovery. Fitness to rejoin the Hostel is to be obtained from the Delhi University WUS Health Centre. All such students must observe the prescribed period of quarantine before returning to the Hostel.
- 10.4 Bank and post office facility is available for students near Delhi University North campus main gate (NO. 1).

11. Timings of Mess and Dining Hall

- 11.1 The mess and dining hall will be run on contract basis. Contract will be given to a private contractor initially for a period of one academic year. The contract may, however, be extended after reviewing the performance in consultation with the residents. In case of non-satisfactory performance, the contract will be cancelled as per the terms and conditions laid in the contract/ agreement.
- 11.2 A Mess Committee consisting of the Warden/ Resident Tutor/ Housekeepers will decide the Menu and other details at the beginning of the semester.
- 11.3 The residents of the Hostel are expected to extend cooperation in running the Mess through the Mess Committee.

- 11.4 Food will not be served to the residents outside the dining hall. Food cannot be taken by the residents outside the dining hall without permission. In case of sickness, a resident may be allowed to have her diet in her room with prior permission of the Warden/ Resident Tutor/ Housekeepers.
- 11.5 No utensils will be allowed to be taken out of the mess. In case of violation, the residents will be liable to disciplinary action by the Hostel authorities.
- 11.6 A resident who desires to entertain a lady guest in the dining hall shall purchase the requisite coupon, on production of which food may be obtained for the guest.

Mess Charges for Guests per day per meal:

Breakfast	Rs. 35/-
Lunch	Rs. 50/-
Tea & Snacks	Rs. 15/-
Dinner	Rs. 50/-

These Meal Charges are liable to change from time to time.

Male guests will not be allowed for any meal in the dining hall.

Mess Timings in Hostel:

Breakfast		7.00 am to 9.00 am
Lunch	-	12.30 pm to 2.30 pm
Evening tea	-	5.00 pm to 6.00 pm
Dinner	-	7.30 pm to 9.30 pm

(Packed lunch facility will be available to the resident/s. The request for the same is to be made during evening tea time of the previous day. A Register to this effect will be available in the dining hall.)

12. Guests and Visitors of Bonafide Residents:

12.1. Following female guests may be allowed to stay with a resident after obtaining written permission from the Hostel administration:

- 12.1.1 In special cases, a lady friend, mother/sister of the resident is permitted to stay as guest, with prior permission of the Warden/ Resident Tutor. The prescribed guest forms are available in the Hostel office.
- 12.1.2 The permission to stay up to **three nights** in a month will be granted by the Warden/ Resident Tutor. The night stay charges for night-guests are Rs. 200/- per night (Rs. 125/- per day for lodging + Rs. 75/- per day for electricity and maintenance charges).
- 12.1.3 Full details of the guest are required. Guest and host both have to sign the Guest Register both at the time of entry and at the time of exit. The guest has to submit the identity card to the security guards at the gate.
- 12.1.4 Guests may have food in the Hostel mess by buying food coupons available in the mess.
- 12.1.5 The registered guests are required to be back in the Hostel in time and follow Hostel rules as laid down for residents of the Hostel. Applications for permission for late night/ night leave have to be made as per rules with signatures of both the guest and the host.
- 12.1.6 No guest will ordinarily be allowed to stay in the Hostel for more than three nights. In case an extension of stay is necessary, fresh permission may be sought from the Hostel authorities in writing. The maximum period of stay may not exceed seven days in a month.
- 12.1.7 A student against whom any disciplinary action has been taken by any Hostel or Department or College of Delhi University will not be allowed to stay in the Hostel as a resident or as a guest.
- 12.1.8 Applications from students coming from other Universities/ Institutions for attending Delhi University Conferences, consulting Delhi University Library, etc., and the Undergraduate Exchange Students to Delhi University are required to be submitted through proper channel well in advance. Such guests needing accommodation for more than one month are required to deposit Rs. 5000/- (refundable) in advance as caution money. They will be charged Rs. 200/-per day (Rs. 125/- per day for lodging charges + Rs. 75/- per day for electricity and maintenance charges). In addition, they will be required to pay Rs. 75/- per night as bedding charges. They are also required to buy meal coupons from the office in advance as per the charges fixed by the mess during their stay in the Hostel. Since meals are compulsory during stay in the Hostel, no concession will be given for skipping any meal (breakfast/ lunch/ tea/ dinner).

Note: The foreign students under exchange programme will pay \$100 as onetime fee (non-refundable) in addition to the above guest charges.

- 12.1.9 All guest charges including meal charges of the mess are to be paid in advance.
- 12.1.10 The overnight stay of any **UNAUTHORIZED PERSON** in the Hostel will be considered a severe violation of Hostel discipline. Any resident violating this rule shall be liable to disciplinary action.
- 12.1.11 The Hostel authorities reserve the right to refuse permission or cancel permission for stay of any guest at any time without assigning any reason.

13.2. Rules and Timings for visiting guests

13.2.1 VISITORS:

13.2.1.1 Male Visitors

Week Days	4:00 p.m. to 6:00 p.m.
Sundays and University Holidays	10:00 a.m. to 12:00 noon
	4:00 p.m. to 6:00 p.m.

No visitors are allowed on the day of HOLI.

The Residents are not permitted to receive any male visitor either in the Dining hall, common room or in their rooms of the Hostel.

13.2.1.2 Female Visitors

All days except on the day of HOLI	8.00 a.m. to 6.00 p.m.
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Visitors are to be received only in the Visitor’s area.

All visitors must leave the Hostel by the time specified above.

All the hostel rules are applicable to the guests/ visitors.

The concerned resident will be responsible for the conduct of her guest/ visitor.

14. Cancellation of Hostel Admission

Admission of a resident may be cancelled for any of the following reasons:

- 14.1 Involvement in ragging.
- 14.2 Non-payment of dues for more than 30 consecutive days.
- 14.3 Keeping guest/s without permission.
- 14.4 Cessation of regular studentship.

14.5 Violation of rules and discipline.

14.6 Suppression of facts and/ or providing wrong information.

14.7 Forging parents'/ authorized guardian's signature.

14.8 Making casteist, communal or racist remarks against other students.

Residents are not to plead ignorance of the rules and regulations contained in this Bulletin of Information and also any notified modification made from time to time. The same set of rules will be applicable to all the students under Exchange Program (National as well as International), as well as to all the Guest Residents.

15. Maintenance of Discipline in the Hostel (Ordinance XV- B, C & The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013)

At the time of admission, every student shall be required to sign a declaration that she submits herself to the disciplinary jurisdiction of the V.C./ Director, South Campus, the Provost and other authorities of the University who may be vested with the authority to exercise discipline under the Act, the Statutes, the Ordinances including Ordinance XV – B and C and The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 (14 of 2013) – website <http://wcd.nic.in/wcdactsex.pdf>, and rules that have been framed by the University.

RAGGING IN ANY FORM IS A CRIMINAL OFFENCE AND IS STRICTLY PROHIBITED. ANY OCCURRENCE OF THE SAME SHOULD BE IMMEDIATELY REPORTED TO THE PROCTORIAL COMMITTEE (SEE ORDINANCE XV - C)

ORDINANCE XV –B

1. All power relating to discipline and disciplinary action are vested with the Vice–Chancellor.
2. The Vice–Chancellor may delegate all or such powers as he/ she deems proper to the Proctor and to such other persons as he/ she may specify on his/ her behalf.
3. Without prejudice to the generality of power to enforce discipline under the Ordinance, the following shall amount to acts of gross indiscipline.
 - (a) Physical assault, or threat to use physical force, against any member of the teaching and non-teaching staff of any institution /Department and against any student within the University of Delhi.
 - (b) Carrying of, use of, or threat of use of any weapons;
 - (c) Any violation of the provisions of the Civil Rights Protection act, 1976;

- (d) Violation of the status, dignity and honour of the students belonging to the scheduled castes and tribes;
- (e) Any practice, whether verbal or otherwise, derogatory to women;
- (f) Any attempt at bribing or corruption in any manner;
- (g) Wilful destruction of institutional properties;
- (h) Creating ill-will or intolerance on religious or communal grounds;
- (i) Causing disruption in any manner of the academic functioning of the University system;
- (j) Ragging as per Ordinance XV-C.

4. Without prejudice to the generality of his/ her power relating to the maintenance of discipline as may seem to him/ her appropriate, the Vice-Chancellor may exercise his/ her powers aforesaid, order or direct

- (a) That any student or students be expelled, or
- (b) Any student or students be, for a stated period, rusticated, or
- (c) Be not for a stated period, admitted to a course or course of study in a college, Department or institution of the University, or
- (d) Be fined with a sum of rupees that may be specified, or
- (e) Be debarred from taking a University College or Departmental Examination or Examinations for one or more years, or
- (f) That the result of the student or students concerned in the Examination or Examinations in which he/ she or they have appeared be cancelled.

5. The Principals of the Colleges, Heads of the Halls, Provosts of University Hostels, Deans of Faculties, Heads of Teaching Departments in the University, the Director, School of Open Learning, and Librarian shall have the authority to exercise all such disciplinary powers over students in their respective Colleges, Institutions, faculties and Teaching Departments in the University as may be necessary for the proper conduct of the Institutions, Halls, Hostels, Libraries and Teaching in the concerned Departments. They may exercise their authority through, or delegate authority to, such of the teachers in their Colleges, Institutions or Department as they may specify for the purpose.

6. Without Prejudice to the powers of the Vice-Chancellor and the Proctor as aforesaid, detailed rules of discipline and proper conduct shall be framed. These rules may be supplemented, where necessary, by the Principals of Colleges, Heads of Halls, Dean of Faculties and Heads of Teaching Departments in this University. Each student shall be expected to provide himself/ herself with a copy of these rules.

7. At the time of admission, every student shall be required to sign a declaration that on admission he/ she submits himself/ herself to the disciplinary jurisdiction of the Vice-Chancellor and the several authorities of the University who may be vested with the authority to exercise discipline under the Acts, the Statutes, the Ordinances and the rules that have been framed thereunder by the University.

ORDINANCE XV-C

Prohibition of and Punishment for Ragging

The UGC has recently formulated very strict guidelines to curb the menace of ragging, which are available at their website www.ugc.in

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 persons/ students freshly enrolled or students who are in any way considered junior or inferior by the other students and includes or collective acts or practices which
 - (a) Involve physical assault or threat or use of Physical Force;
 - (b) Violate the status, dignity and honour of women students;
 - (c) Violate the status, dignity and honour of students belonging to the scheduled castes and tribes;
 - (d) Expose students to ridicule and contempt and affect their self-esteem;
 - (e) Entail variable abuse and aggression, indecent gesture and obscene behaviour.
4. The Principals of Colleges, Heads of Departments or Institutions, the authorities of a College, Provosts of University Hostels or Halls of Residence shall take immediate action on any information of the occurrence of ragging.
5. Notwithstanding anything in Clause (4) above, the Proctor may *suo moto* enquire 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 Procter 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 a College or Head of the 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 an enquiry, his/ her decision shall be final.

9. On receipt of a report under Clause (5) or (6) or a determination by the relevant authority under Clause (7) disclosing the occurrence of ragging incidents described in Clauses 3 (a), (b), (c), the Vice-Chancellor shall order or direct rustication of the 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 be not for a stated period, admitted to a course of study in a college, Department examination for one or more years or that the results of the students concerned in the examination or examinations in which they appeared be cancelled.

11. In case of the students who have obtained degrees or diplomas of Delhi University and are found guilty under this Ordinance, an appropriate action will be taken against them 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 the institutions within the Delhi University system shall be obliged to carry out instruction/ directions issued under this Ordinance, and to give aid and assistance to the Vice-Chancellor to achieve the effective implementation of the Ordinance.

THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013 (14 OF 2013) – WEBSITE
<http://wcd.nic.in/wcdact/womenactsex.pdf>

Note: Notwithstanding any provision in the previous pages, the Provost of the Hostel is the final authority in all the matters.

The following undertakings can also be filled-in/ obtained from the below-mentioned websites:

<http://www.antiragging.in>

<http://www.amanmovement.org>

ANNEXURE V

UNDER GRADUATE HOSTEL FOR GIRLS UNIVERSITY OF DELHI

ALLOCATION OF SEATS IN THE HOSTEL*

S. NO	NAME OF COLLEGE	SC	ST	OBC	GEN	TOTAL
1	ATMA RAM SANATAN DHARMA COLLEGE	2	1	3	6	12
2	BHARATI COLLEGE	2	1	4	8	15
3	COLLEGE OF VOCATIONAL STUDIES	2	1	3	6	12
4	DAULAT RAM COLLEGE	2	1	4	6	13
5	DELHI COLLEGE OF ARTS & COMMERCE	2	1	3	6	12
6	DESHBANDHU COLLEGE	2	1	3	6	12
7	DESHBANDHU COLLEGE (EVE.)	2	1	3	5	11
8	DYAL SINGH COLLEGE	2	1	3	6	12
9	DYAL SINGH COLLEGE (EVE.)	2	1	3	6	12
10	GARGI COLLEGE	2	1	4	8	15
11	HANSRAJ COLLEGE	2	1	3	6	12
12	HINDU COLLEGE	2	1	3	6	12
13	INDRAPRASTHA COLLEGE FOR WOMEN	2	1	4	6	13
14	INSTITUTE OF HOME ECONOMICS	2	1	3	6	12
15	JANKI DEVI MEMORIAL COLLEGE	2	1	4	8	15
16	KALINDI COLLEGE	2	1	4	8	15
17	KAMALA NEHRU COLLEGE	2	1	4	8	15
18	KIRORIMAL COLLEGE	2	1	3	6	12
19	LADY IRWIN COLLEGE	2	1	4	6	13
20	LADY SHRI RAM COLLEGE	2	1	4	6	13
21	LAKSHMI BAI COLLEGE	2	1	4	8	15
22	MAITREYI COLLEGE	2	1	4	8	15
23	MIRANDA HOUSE	2	1	4	6	13
24	MOTI LAL NEHRU COLLEGE	2	1	3	6	12
25	MOTI LAL NEHRU COLLEGE (EVE)	2	1	3	6	12
26	P.G. D.A.V. COLLEGE	2	1	3	6	12
27	P.G. D.A.V. COLLEGE (EVE.)	2	1	3	5	11
28	RAJDHANI COLLEGE	2	1	3	6	12
29	RAM LAL ANAND COLLEGE	2	1	3	6	12
30	ARYABHATTA COLLEGE	2	1	3	6	12
31	RAMJAS COLLEGE	2	1	3	5	11
32	SATYAWATI CO-EDUCATIONAL COLLEGE	2	1	3	6	12
33	SATYAWATI CO-EDUCATIONAL COLLEGE(EVE.)	2	1	3	6	12
34	SHAHEED BHAGAT SINGH COLLEGE	2	1	3	6	12
35	SHAHEED BHAGAT SINGH COLLEGE (EVE.)	2	1	3	5	11
36	SHIVAJI COLLEGE	2	1	3	6	12
37	SHRI RAM COLLEGE OF COMMERCE	2	1	3	5	11
38	SHYAM LAL COLLEGE	2	1	3	6	12

39	SHYAM LAL COLLEGE (EVE.)	2	1	3	6	12
40	SHYAMA PRASAD MUKHERJEE COLLEGE	2	1	5	7	15
41	SRI AUROBINDO COLLEGE	2	1	3	6	12
42	SRI AUROBINDO COLLEGE (EVE.)	2	1	3	5	11
43	SRI VENKATESWARA COLLEGE	2	1	3	5	11
44	SWAMI SHRADDHANAND COLLEGE	2	1	3	6	12
45	VIVEKANAND COLLEGE	2	1	4	6	13
46	ZAKIR HUSAIN DELHI COLLEGE	2	1	3	6	12
47	ZAKIR HUSAIN DELHI COLLEGE (EVE.)	2	1	3	6	12
48	B.Sc. (HONS)/B.A. (HONS) COURSES TAUGHT IN THE UNIVERSITY DEPARTMENTS	1	1	2	5	9
49	B.TECH (CIC)	2	1	5	9	17**
	TOTAL	92	46	166	309	613
	PERSONS WITH DISABILITIES (PwD) @ 5%					31
	SPORTS @ 1%					6
	CHILDREN/ WIDOWS OF ARMED PERSONNEL (CW) @ 1%					6
	FOREIGN STUDENTS @ 1%					6
	TOTAL					662

*These seats are distributed amongst the three years. The seats available for first year students are ~ 220.

**Out of these, one seat each is reserved for students under PwD, CW and Sports/ ECA categories. The seats are distributed across the four years.





UNDER GRADUATE HOSTEL FOR GIRLS

DHAKA HOSTEL COMPLEX,

MUKHERJEE NAGAR,

DELHI-110009