

UNDER GRADUATE HOSTEL FOR GIRLS
UNIVERSITY OF DELHI
DHAKA HOSTEL COMPLEX, MUKHERJEE NAGAR
DELHI-110009

Application Form for Admission 2024-25

FORM NO.....
COURSE.....
COLLEGE.....

RECENT PHOTOGRAPH OF THE APPLICANT ATTESTED BY PRINCIPAL OF THE COLLEGE
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INSTRUCTIONS

1. All entries are to be filled in ink/ ball-point pen by the candidate in English/ Hindi.
2. The Application must be accompanied by Photographs and attested copies of the following certificates.
 - a. Fee receipt of admission to the course in original.
 - b. Self-attested mark-sheet of last examination passed.
 - c. Documents supporting reserved category status attested by Gazetted/Class I Officer, if applicable.
 - d. Document supporting admission under sports quota/ ECA by competent authority.
 - e. Permanent Residence Certificate of parents/ husband as specified in the information bulletin.
 - f. Anti-ragging undertaking by student and parents. Annexures I & II (see also www.du.ac.in).
 - g. Undertaking by student and parents (Annexures III and IV).
 - h. Certificate from employer of father/ mother/ husband in service (Annexure A). In case of self-employed parents/ husband, certificate from a First Class Gazetted Officer currently posted at the place of residence of the applicant (Annexure B).
 - i. Receipt of online payment.
3. Incomplete forms will not be considered.
4. Furnishing incorrect information will lead to cancellation of admission to the hostel.
5. The admission will be valid for the current academic session only.
6. The applicants are advised to check on the hostel notice-board and website (www.ughg-du.org) regarding interview dates, admission lists, etc. No individual communication shall be sent.

APPLICANT'S DETAILS

Name (in block letters).....

Course..... University of Delhi Enrollment No.....

College/Department.....

Subject Year (I/ II/ III)

Date of admission.....

Merit list ranking (for admission through entrance).....

Examination last passed..... Year of passing.....

Name of examination board.....

Marks obtained out of total marks..... Marks (%).....

Best of three/ four subjects (basis of admission) (%).....

Category (Tick the applicable one)

UR SC ST OBC

Foreign SPORTS /ECA PwD CW

Scholarship availing, if any

Amount of Scholarship.....

Date of Birth..... Nationality.....

Marital status.....

Permanent residential address.....

Address for correspondence.....

Email ID..... Phone number.....

Father's/ Husband's Name.....

Employed/ self-employed /retired Occupation.....

Mother's name.....

Employed/ self-employed/ retired Occupation.....

Father's office address.....

..... Telephone no.....

Mother's office address.....

..... Telephone no.....

CERTIFICATE FROM COLLEGE

Certified that Ms is a bonafide, full time student of class of the College/

Department..... She is neither employed nor is an ex-student.

Her position in Admission list/ Merit list no. I/II/III/IV/V is..... / her best of 3 / 4 (basis of admission) is..... and she has deposited the college fee for the academic year 2024-25 vide Receipt no..... dated.....

Date.....

Signature of the Prinicipal of College/ HoD/ Director- CIC

Name.....

Seal.....

ONLY FOR FOREIGN STUDENTS

1. Recommendation of the Foreign Students' Advisor, University of Delhi.

Foreign Students' Advisor

Name.....

Signature with official seal.....

2. Recommendation of the concerned Embassy

Name of the recommending authority.....

Designation.....

Signature with official seal.....

MEDICAL FITNESS DECLARATION

1. I declare that I am not suffering from any infectious, chronic or any other disease which makes me unfit for stay in the hostel.
2. In case I have any medical problem requiring any specific facility in the hostel, the same is indicated along with supporting documents.

Signature of the applicant.....

In addition to the above medical declaration, foreign students are also required to produce a Medical Certificate from the National Institute of Communicable Diseases, 22 Sham Nath Marg, Delhi -110054 as per terms of Letter No. F-14-686ESII dated 20th April 1987, from the Human Resource Development, Department of Education, Government of India, and New Delhi.

FINANCIAL GUARANTEE AND DECLARATION BY PARENTS/HUSBAND

(Please tick as applicable)

1. I certify that the applicant is seeking admission with my consent and that I shall be responsible for her financial liabilities to the hostel.
2. I permit/ do not permit my ward to avail the facility of night out as per hostel rules, at her/ my risk and responsibility, at the local guardian/s address/es provided below, duly approved by me/ us, after due permission from the concerned hostel authority.
3. I permit/ do not permit my ward to avail the facility of late night till 11.00 pm, as per hostel rules, at her/ my risk and responsibility after obtaining due permission from the concerned hostel authority.
4. I shall be responsible for payment of fees in time. In case I fail to do so, the hostel is free to take legal action against me.
5. I appoint the following two persons as local guardians* for my ward Ms.....

Local Guardian 1

Name.....
Residential address.....
Official address.....
Tel. no. of residence..... Tel. no. of Office.....
Signature of local guardian

Local Guardian 2

Name.....
Residential address.....
Official address.....
Tel. no. of residence..... Tel. no. of Office.....
Signature of local guardian

Date.....
Signature of Father/Mother/Husband.....
Name.....

*Please note that the local guardians may be contacted for any official purpose or emergency that may arise during her stay in the hostel. No student can be a Local Guardian.

DECLARATION BY THE CANDIDATE

(Please tick as applicable)

1. This application is being made in full knowledge of my parents/ husband and local guardian.
2. I declare that my parents/ husband do/ does not reside within 80 km of Delhi.
3. I hereby declare that in case I absent myself from the hostel for more than a month without prior permission/ intimation to the Hostel authorities, the room allocated to me is liable to get vacated by the Hostel authorities.

4. I declare that I am neither employed nor doing any paid job anywhere, full or part time.
5. I am not an ex-student.
6. I have read the rules and regulations of the hostel contained in the Information Bulletin and undertake to abide by them. I shall not plead ignorance of regulations that may be notified from time to time.
7. I vouch for the correctness of the particulars given by me in the application form. I understand that in case particulars given by me are found to be inauthentic, my admission will be cancelled.
8. I declare that I do not possess a Ration card/or my name has not been included in any Ration card in the National Capital Territory.
9. I hereby declare that I shall be responsible for any kind of theft/ fire in my room.
10. I undertake to inform the authorities, in writing, any change in any of the particulars given above as and when they occur.

I also undertake to submit myself to the disciplinary jurisdiction of the Vice-Chancellor, Proctor, 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), (C) and Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013, and the rules that have been framed thereunder by the University and the Hostel.

11. I also understand that the Provost is the final authority in all matters.

Date.....

Place.....

Signature of the applicant

Countersigned by parents/husband.....

Name of the signatory.....

ANNEXURE-A

(IN CASE OF EMPLOYED PARENTS/ HUSBAND)

CERTIFICATE FROM EMPLOYER OF FATHER/ MOTHER/ HUSBAND OF THE APPLICANT

This is to certify that Mr./Mrs. Father/ Mother/ Husband of Ms..... an applicant for admission to Under Graduate Hostel for Girls, University of Delhi, Delhi-110009 is working in this office as (designation)..... and at present is posted at.....and his/ her office address is.....

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

Date:.....

Signature

Name & address of office with seal

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

ANNEXURE-B

(IN CASE OF SELF EMPLOYED/ RETIRED PARENTS/ HUSBAND)

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

Mr./MrsFather/ Mother/ Husband of Ms an
applicant for admission to Under Graduate Hostel for Girls, University of Delhi, is a person retired from service/
running business, namely at Also certified that Mr./Mrs.
.....is presently residing at

Date:.....

Signature

Name & address of office with seal

ANNEXURE – I

ANTI-RAGGING UNDERTAKING BY THE STUDENT

I, _____ (Full name of student with admission/ registration/ enrolment number)

D/o. of Mr. /Mrs. /Ms. _____, having been admitted to Under Graduate Hostel for Girls, have received a copy of UGC Regulations on Curbing the Menace of Ragging in Higher Education Institutions, 2009 (hereinafter called the “Regulations”), carefully read and fully understood the provisions contained in the said Regulations.

2. I have, in particular, perused Clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused Clause 7 and Clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that:
 - (a) I will not indulge in any behaviour or act that may be constituted as ragging under Clause 3 of the Regulations.
 - (b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under Clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to Clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote ragging: and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

Signature of deponent

Name: _____

VERIFICATION

Verified that the contents of this undertaking are true to the best of my knowledge and no part of the undertaking is false and nothing has been concealed or misstated therein.

Verified at _____ (Place) on this the _____ (Day) _____ of _____ (Month), _____ (Year)

Signature of deponent

Name:

ANNEXURE II

ANTI-RAGGING UNDERTAKING BY PARENT/ GUARDIAN

I, Mr./Mrs./Ms. _____ (full name of parent/ guardian) Father/ Mother/ Guardian of _____ (Full name of student with admission/ registration/ enrolment number), having been admitted to Under Graduate Hostel for Girls, have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.

- 2) I have, in particular, perused Clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused Clause 7 and Clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/ she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
 - a) My ward will not indulge in any behaviour or act that may be constituted as ragging under Clause 3 of the Regulations,
 - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under Clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to Clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
- 6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

Signature of deponent

Name:

Address:

Telephone/Mobile No.:

VERIFICATION

Verified that the contents of this undertaking are true to the best of my knowledge and no part of the undertaking is false and nothing has been concealed or misstated therein.

Verified at _____ (place) on this, the _____ (day) _____ of _____ (month) _____ (year).

Signature of deponent

Name:

ANNEXURE III

UNDERTAKING BY THE STUDENT

I, _____ (name of student with admission/ registration/ enrolment number) do hereby solemnly affirm that I shall not participate in any act of discipline that will disturb the peace and harmony of the hostel, will not indulge in vandalism or any other action that will spoil the image of the hostel and Delhi University.

I fully understand that my admission is liable to be cancelled if I indulge in such activities.

Declared this (day) (month) of (year).

Signature of deponent

Name

ANNEXURE IV

UNDERTAKING BY THE PARENTS

We, _____ (name of father and mother of student), parents of _____ (full name of student) do hereby solemnly affirm that our ward shall not participate in any act of indiscipline that will disturb the peace and harmony in the hostel, will not indulge in vandalism or any other action that will spoil the image of the hostel and Delhi University.

I fully understand that my ward's admission is liable to be cancelled if she indulges in such activities.

Declared this (day) (month) of (year).

Signature of deponent

Name

Address

Mobile No.

For Office use only

Admitted

Pending

Not admitted

Cancelled

Resident Tutor

Warden

Provost

UNDERTAKING BY HOSTEL RESIDENTS

I _____, with enrolled for the (B.A/ B.SC/ B.COM) programme in the Department/ College of _____ I, do hereby undertake that as a Resident at Under Graduate Hostel for Girls, I hereby solemnly promise that:

1. I will at all the times maintain the discipline and decorum of the hostel.
2. I will not misbehave with the hostel staff (office employees, mess employees, safai karamcharis, malis, security staff etc.)
3. I will not use any addictive substance like tobacco, alcoholic drinks, narcotics, drugs and smoking, etc. in the hostel premises.
4. I will never indulge myself directly and indirectly in any type of ragging activity.
5. I will not involve in any union / group in hostel.
6. I will not involve in any confrontation/ fight/ quarrel/ indiscipline activity in the hostel.
7. I will maintain my valuables in my own custody. The hostel is not responsible for any loss and damaged.
8. I will not change my allotted room without permission from the authority.
9. I will not leave the hostel premises without permission from the parents and hostel authorities.
10. I will maintain hygiene and cleaning in the hostel.

I hereby read and understood all the rules and regulations of the hostel, I give my undertaking to abide by the rules and regulations. In case of any violation, I will be liable for disciplinary **action/ penalty/ rusticate** from the hostel.

Student's signature : _____
Name of the student : _____
Contact No. : _____

ACKNOWLEDGMENT

I _____, father/mother of _____, I have read the terms of above undertaking and understand that the above rules are for the my ward's benefit and improvement. I also understand that if she fail to comply with these terms. She will be liable or suitable action as per hostel rules. I undertake that she will strictly follow the above rules and regulations.

Parent's Signature : _____
Name of the Parent : _____
Address : _____

Contact no. : _____

RECEIPT
UNDER GRADUATE HOSTEL FOR GIRLS

Form no.....

Application form for hostel admission 2024-25.

Date.....

Name of the applicant

Subject.....Course.....

College/Department.....

Signature of the dealing assistant.....

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