

**Handbook  
of  
Information and Rules**

**2018-2019**

**Ambedkar Ganguly Students' House for  
Women University of Delhi**



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# Information and Rules

## 2018-2019

### 1. THE HOUSE

The Ambedkar-Ganguly Students' House for Women is by and large a self-sustaining residence for women. The House with extensive lawns can accommodate upto hundred residents. The House is aesthetically divided into two spacious and airy wings. Each wing has four floors with each floor housing a common area that connects both wings. The House has a well equipped common room with a projector and a LCD television, a lobby, a gym room, an air conditioned reading room cum library, a computer room and a well maintained kitchen with dining hall. In addition, the House provides a fully functional central washroom with six fully automatic washing machines for the use of the residents. On each floor of the two wings, there are microwave ovens and refrigerators placed for the common use of residents. The House is located close to Mukherjee Nagar, Dhaka Colony and is part of the larger residential complex for Delhi University women students.

Regular bus service is available daily from the House to University campus and back. The bus schedule is displayed on the house notice board from time to time.

The House administration consists of the Provost, who is the Head of the House, the Warden and the Resident Tutor who look after the day-to-day administration with the assistance of the office and the House staff.

**HOUSE PREMISES IS A NO SMOKING ZONE**

### 2. ALLOCATION OF SEATS\*

Seats are reserved for post graduate women students of the Delhi School of Economics and its constituent Departments i.e. Economics, Geography and Sociology.

#### **Allotment of seats for Delhi School of Economics (General category students)**

<b>Department</b>	<b>No. of Students</b>
Economics	28
Sociology	11
Geography	11

Seats are reserved for women students belonging to the SC/ST/PWD categories. 50% seats are allotted to the women students belonging to SC/ST category and 5% is reserved for PwD women students.

All seats are allotted to the students in order of merit among the applicants from various disciplines with the following faculty-wise distribution:

<b>Faculty</b>	<b>No. of Students</b>
Faculty of Arts	11
Faculty of Law (LLB & LLM)	10
Faculty of Science	10
Faculty of Social Science	11
Faculty of Management Studies	02
Faculty of Mathematics	02
Faculty of Commerce & Business	03
Faculty of Music & Fine Arts	01

Hostel seats will be allotted as per Merit lists received from the Department.

### **3. ADMISSION**

Admissions to the House commence at the beginning of the University's academic session. Exact dates will be notified on the House notice board.

#### **A. Eligibility**

Full time bonafide, regular post graduate female students including those pursuing LL.B and B.Lib. Science of Delhi University, North campus.

#### **B. Non-Eligible Categories**

The following categories of students are not eligible for regular admission to the House:-

- i) Employed women, Research Associates and Ex-students.
- ii) Students enrolled in evening/correspondence/part-time/external courses.
- iii) Students who have failed or are not permitted to appear in examination and are not admitted as regular students.
- iv) Students who have already availed the hostel facility in this house or any other hall of residence of the Delhi University for a course at the same level earlier. In this context, for the purpose of admission to the House, full-time courses like LL.B., B.Lib., B.Ed. and integrated M.A. courses conducted by a University department shall be treated at par with M.A./M.Sc. courses.

v) **Students whose parents/spouse reside in NCT of Delhi-Faridabad, Noida, Gurgaon or Ghaziabad.**

vi) Students against whom disciplinary action has been taken by any department/ college/ hostel of the University of Delhi

**C. Admission Procedure**

Application forms for admission can be obtained from the office of Ambedkar–Ganguly Students’ House for Women on payment as follows:

Mode of payment	Cost of form for different categories	
By cash	Unreserved category Rs. 150	Reserved category (SC/ST/PWD) Rs. 100
By demand draft/money order* (only if ordered by post)	Rs. 200	Rs. 150

\*To be issued in favour of Provost, Ambedkar–Ganguly Students’ House for Women.

A fresh application is needed every year. Duly filled-in application forms are to be submitted to the House office following due process.

**Note:** Concession in procuring application form will be given to the reserved category applicants mentioned above only on production of corroborative document of proof.

**Timeline for submission of application form**

Research Students: Only after Registration.

Non-Research Students: Within 7 days from being admitted in the respective Department/Colleges.

However, students whose entrance results are declared in May/June may also apply only after 25<sup>th</sup> July 2018.

**The list of candidates to be interviewed and admitted to the House will be notified from time to time. Applicants will not be intimated individually. In their own interests, candidates are required to check the House notice board periodically. Candidates selected for admission will be required to pay the requisite fee along with three recent passport size photographs for the Identity Card and W.U.S. Health Center card.**

**Note:** A student, while seeking admission and during the stay in the house must fulfill the eligibility criteria stated above and should not be ineligible at any point in time on account of any one or more grounds stated at B above . During the period of stay, if any resident fails to fulfill any of these conditions, she will have to vacate the House immediately.

#### **D. Renewal of Admission**

**Admission is made for a period of one academic year. A fresh application is required for re-admission at the beginning of each academic session.**

Research students should apply for renewal of admission before 31<sup>st</sup> July 2018. They are required to submit a certificate from the Head of Department and Supervisor concerned to the effect that she is actively engaged in research work and her work is satisfactory.

Old residents who have passed their last annual/semester examination and seeking for renewal of admission in the same course of study should apply immediately after obtaining admission to the respective Department/Colleges. However, students whose results are declared in May/June may apply only after 31<sup>st</sup> July 2018. After scrutiny of the forms, interviews will be held for shortlisted candidates. Re-admission will only be granted on the basis of the performance in the last examination/s and past conduct in the Hostel.

**Admission will be based on the merit list of students admitted to a given course as provided by respective Departments. The Management and Staff of Ambedkar–Ganguly Students’ House for Women cannot be held responsible for any error arising out of error/s in admission lists sent from the Departments.**

**Suppression of facts/providing wrong information would lead to cancellation of admission. Disciplinary action, as may be deemed fit by the House authorities, can be imposed.**

**Note :-** A student while seeking admission as well as during the stay must fulfill the eligibility criteria at ‘A’ read with ‘B’ above.

During the stay of any resident if she becomes ineligible due to any of the ground stated at ‘B’, she will have to vacate the house immediately



#### 4. FEE STRUCTURE

The fee payable by each student are as follows:

**#A. Caution Money/ Security deposit** **Rs. 5000/-**

**#B. Mess security deposit** **Rs. 3200/-**

# Accepted at the time of admission, and refunded after adjustment of the dues, if any, post vacating the hostel

#### C. Annual Charges

1.	Admission Charges	Rs. 300
2.	Maintenance of Furniture & Equipments.	Rs. 500
3.	Common Room	Rs. 250
4.	Identity Card	Rs. 60
5.	Reading Room/Library	Rs. 250
6.	Electrical Accessories, Tube light & Fans	Rs. 500
7.	Electrical charges for common facilities (Geysers, Hot Plates, Washing Machines, Dryers, Audio/Visual Aids, microwave-oven, refrigerators, etc.)	Rs.1500
8.	Sports Fees	Rs.200
9.	W.U.S. Health Centre	Rs.240
10.	Hostel Development Fund	Rs.1000
11.	Cultural/Annual function	Rs.550
12.	Students' Welfare Association Fund	Rs.700
13.	Computer Room	Rs.1000
14.	Generator Maintenance Charges	Rs.450
	<b>Total C.</b>	<b>Rs.7500</b>

#### D. Quarterly Charges

1.	Establishment	Rs.1000
2.	House Keeping	Rs.1550
3.	*Electricity	Rs. 2500
4.	*Water	Rs. 800
5.	Room Rent	Rs.300
6.	Maintenance of premises	Rs.600
7.	Pump House Operation	Rs.100
8.	Maintenance of Garden & Lawns	Rs.650
9.	Security services	Rs.1775
10.	Bus charges	Rs.1800
	<b>Total D.</b>	<b>Rs. 11075</b>

\*Electricity and Water Charges are subject to change as per changes in NDPL/DJB rates.

### E. Monthly Charges

1. Mess charges Rs.3150\*

\*Fees can be revised as per actual cost.

**Total amount to be paid at the time of admission: Rs 26,775/- (A+B+C+D) plus Mess charges as applicable.**

**Note:** Foreign students are required to make a one-time non-refundable payment of \$100 i.e. its equivalent in rupees for the academic session 2018-19 in addition to the regular charges mentioned above.

### F. Payment of Quarterly Fees

Quarterly charges will be follows:

- (i) 1<sup>st</sup> Quarter : July to September, **payable at the time of Admission.**
- (ii) 2<sup>nd</sup> Quarter : October to December, **payable by the 10<sup>th</sup> October.**
- (iii) 3<sup>rd</sup> Quarter : January to March, **payable by the 10<sup>th</sup> January.**
- (iv) 4<sup>th</sup> Quarter : April to June, **payable by the 10<sup>th</sup> April.**

**It is mandatory for residents to pay three full quarterly charges, irrespective of the exact day of their admission to the House/ Department.** Charges for the last quarter are payable on a quarterly/ monthly/daily basis by the 10<sup>th</sup> of April.

The residents are required to show their examination fee receipt before the payment of hostel dues for the last quarter i.e. April to June.

The aforesaid fees do not apply in the case of employed students. Details of fees applicable to employed students is given in 10.B.(ii)

**Note:** PwD students are only required to pay the following: Caution money and mess security deposit at the time of admission, Annual charges including, Admission fees, Identity Card, W.U.S. Health Centre fees and Students' Welfare Association Fund and 50% of monthly Mess charges.

After the 10<sup>th</sup> of the stipulated month, defaulters will be charged a fine of Rs. 5/- for each day up to last day of the month and after that a fine of Rs.15/- per day will be charged.

**Failure to pay the fees within a month after the stipulated time will result in cancellation of admission.**

### Mode of fee payment -

Resident can pay their fee through NEFT only.

## 5. REFUNDS

All fees, except the Admission Charges, are refundable if notice for withdrawal is given within 7 days of getting admission to the House. Only the caution money and mess security deposit will be refunded if notice for withdrawal is given later. The caution money and mess security deposit shall lapse to the House funds, if unclaimed for a period of one year. No interest will be paid for these deposits.

## 6. DURATION OF STAY

A student shall be eligible to stay in the House for the statutory duration of course as per the details given below. *However, students' past conduct in the House will be taken into account at the time of readmitting her for the next academic term.* After scrutiny of the forms, interviews will be held for selected candidates. Re-admission will only be granted on the basis of performance in the previous semester exams, interview and past conduct in the Hostel.

**i) M.A. / M.Sc. / L.L.M. / M.B.A.: 2 years; ii) L.L.B./ M.C.A. : 3 years**

Residents are required to vacate the House within 7 days after the completion of their 2<sup>nd</sup>/4<sup>th</sup>/6<sup>th</sup> semester examination of the University of Delhi every year.

**iii) M. Phil. : 18 months altogether, as laid down by the M. Phil. Committee of the department concerned and approved by the Academic Council of the University.**

**iv) Ph.D. : 6 years**

In case of M.Phil students, at the time of re-admission (in the new academic session) the applicants shall be required to submit a certificate from the Head of Department and supervisor to the effect that she is actively engaged in research work and progress of her work is satisfactory.

The M.Phil/Ph.D. students staying in the House should inform the House authorities immediately whenever they submit their thesis/dissertation. Failure to do so will result in disciplinary action.

A resident should vacate the House within 7 days after the last paper in the examination conducted at the end of that academic session or submission of thesis/ dissertation of the course to which the student was admitted or completion of the statutory period of the course.

A student who wishes to extend her stay in the House on account of supplementary exams/mandatory internship/department approved project, will be allowed only after production of documentary proof. The resident so permitted to stay will be treated as a regular student till the end of their bonafide residency in the hostel and thereafter, she will be treated as a guest resident.

**Maximum period of stay in AGSHW including stay in any other hostel of Delhi University shall not exceed 6 years.**

## **7. MESS & DINING HALL**

The House has a well equipped modern kitchen and a spacious dining hall. The Dining Hall can accommodate upto 60 residents at a time. The Mess is run on a contractual basis under the supervision of the Warden/ Resident Tutor and assisted by the Housekeeper and Mess Secretary. The menu is finalized by the Mess Committee in consultation with the Warden/ Resident Tutor and is reviewed periodically.

***All residents of the House will be expected to join the Mess and no exceptions to this will be allowed.***

### **A. Meal Timings**

Meal in the hostel will be served during the following hours:

Breakfast	8:00 a.m. – 9:00 a.m. (Monday to Saturday)
	8:30 a.m. – 9:30 a.m. (Sunday)
Lunch	1:00 p.m. – 2:25 p.m.
Evening Tea	5:00 p.m. – 5:45 p.m.
Dinner	8:00 p.m. – 9:00 p.m.

The House management has the right to change these timings when the situation warrants. All changes will be notified on the House notice board. Residents are expected to be punctual with regard to meal timings. Meals will not be served either before or after the stipulated timings.

### **B. Mess Bill**

The mess charges are payable from the date of admission to the House and subsequently, on or before the 10<sup>th</sup> of every month. After the 10<sup>th</sup> of the stipulated month, defaulters will be charged a fine of Rs. 5/- for each day up to last day of the month and after that a fine of Rs.15/- per day will be charged. Mess charges are open to revision in case of price hikes, shortages or any other situation warranting the same.

Payment of mess fees at the time of admission and leaving the House:

Upto 5 days	- Rs. 105*/-per day
6 to 15 days	- half payment
More than 15 days	- full payment

\*Subject to revision of mess charges, from time to time.

### **C. Mess Rebate**

Only 75% rebate will be allowed to the residents if they don't avail mess service for more than 7 consecutive days. The date of arrival and departure

will not be counted. **The rebate shall only be given to those residents who have filled up the rebate form at least three days prior to leaving the House.** If any resident extends leave beyond the period applied, she shall intimate the same within 24 hours via email. She shall be allowed 50% mess rebate for the period of the extended leave.

***No mess rebate will be permissible for M.Phil. & Ph.D. students who stay in the House during summer vacations.***

## **8. VISITORS**

Gentlemen are not allowed into the premises of the House beyond the visitor's lobby. Lady visitors who stay beyond the visiting hours will be treated as the resident's guest and guest coupon for the same will have to be purchased by the resident (See 9.A-viii).

Residents are responsible for their visitor's behaviour. Residents may receive their visitors at the following timings.

### **A. Male Visitors**

Weekdays	4:00 P.M.- 8:00 P.M.
Sunday and all University Holidays	10:00 A.M.-1:00 P.M. (Morning) 4:00 P.M.-8:00 P.M. (Evening)

### **B. Female Visitors**

All Days	8:00 A.M.- 8.00 P.M.
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***No visitors will be allowed on the day of Holi & no resident is allowed to leave/enter the House premises before the notified time for that day.***

## **9. GUESTS**

The following categories of guests may be accommodated in the House:-

### **A. Personal Guests**

Residents are permitted to lodge their women friends/relatives as guests in their rooms under the following terms and conditions:-

- i) Guests are permitted to lodge only up to 7 days in a month.
- ii) Number of guests must not exceed one at a time.
- iii) Guests are not permitted to stay in the resident's room in case the resident is on leave/not present in the House premises.
- iv) The behaviour of the guest is the sole responsibility of the resident host.

- v) During their stay, guest are expected to follow the rules of the House and behave with dignity and decorum.
- vi) Residents desirous of keeping guests overnight must intimate the Warden/Resident Tutor in advance along with all details such as name and address of the guests and should get registered before 8:00 p.m.
- vii) Guest charges of Rs. 100/- per night per person is to be paid by the resident in advance to the Housekeeper/Office In-Charge and a proper receipt obtained for the same. A rebate of Rs. 50/- is given to the above charge if the guest is a student of Delhi University after production of a document as proof such as a valid Identity card issued by DU.**
- viii) Meal charges for guests are as follows:-
 

Breakfast	:	Rs. 30/- per head
Lunch/Dinner	:	Rs. 50/- per head
Special Lunch/Dinner	:	Rs. 70/- per head

***It is the responsibility of residents to seek permission from the House authorities for lodging their guests. House Management has the authority to refuse permission to any resident from keeping guests.***

### **B. House Guests**

Depending on the availability of rooms and at the discretion of the Provost, guest room facilities are available to the following category of female guests:

- i) Visiting faculty of various departments to the Delhi University.
- ii) Delegates to Conferences and Seminars organized by Delhi University and its affiliated colleges.
- iii) Participants at workshops/ training programmes organized by Delhi University and affiliated colleges.

A nominal charge of Rs. 200/- per day will be charged from this category of guests. In addition, such guests may avail mess facilities by purchasing guest coupons from the Mess Contractor at meal times at the rates specified under 9. A(viii).

House guests will be admitted to the House for the duration of the conference, seminar, workshops and training programmes only. A copy of the invitation letter is required for the same.

### C. Guest Residents

Depending on the availability of rooms and at the discretion of the Provost, the following category of students may be accommodated as Guest Residents:

- i) Students who fulfill academic requirements as laid out for regular admission on individual basis.
- ii) Research scholars of Delhi University or outstation Research Scholars including foreign students desirous of staying during summer vacation in the hostel.
- iii) Students, who are permitted to stay during summer vacation in the hostel on account of supplementary exams of the University of Delhi or mandatory internship as per the course pursued.

The above categories of students who have been allotted seats in the House as Guest Resident after consideration by the Provost will have to make the following payments:

- a. Caution Money and mess security deposit Rs. 4000/-(refundable)
- b. Lodging Charges @ Rs. 200/-per day
- c. Mess Charges Rs. 3150/-\* per month (compulsory)
- d. SWA fund Rs. 500/-
- e. Bus Charges (calculated on monthly basis)  
Upto 15 days Rs. 30/-per day  
More than 15 days Rs. 20/- per day

**Note :-** Guest whose stay is more than 3 months in the House shall be liable for one time payment of the following charges in an academic year

- a. Common room facility Rs. 200/-
- b. Reading room/Library Rs. 200/-
- c. Charges for common electrical facilities Rs. 1200/-  
(washing machine, oven, refrigerator, hot plate, Iron etc.)

These charges are not applicable to those bonafide residents of that academic year, who are extending their stay on guest basis.

\* Fees can be revised as per actual cost.

***The guest charges are to be paid in advance by 5 of each month.  
Thereafter, fine will be charged @ Rs.5/- per day.***

**Note:**

- (i) Foreign students are required to make a one-time non-

refundable payment of \$100 in addition to the regular guest charges if their stay exceed 30 days.

- (ii) No mess rebate is allowed to guest residents in general. However, a guest resident who has been permitted to stay in the House for not less than 3 months will be allowed to avail the mess rebate as per the mess rebate rules applicable to the regular residents (7.C).

## **10. HOUSE RULES**

The residents of the House must abide by the rules and regulations of the House and maintain dignity and decorum in their behavior in the House. The House Management reserves the right to frame new rules and regulations from time to time. New rules and regulations will be displayed on the House notice board. It is the duty of the residents to apprise themselves about these new rules and follow them. Ignorance of the rules will not be an excuse.

### **A. Conduct and Discipline**

- i) Residents are expected to maintain a dignified code of conduct in the dining hall, common room, visitor's room and office, as befitting post-graduate students of the University of Delhi.
- ii) Residents are not allowed to engage any person, including the safai karamcharis and other staff of the hostel, for service of any kind, personal or otherwise, without prior permission. A penalty of Rs. 1000/- will be levied against any student found to be indulging in this practice.
- iii) Residents shall not do anything that causes disturbance to other residents or to the peace and order of the House.
- iv) Ragging is strictly prohibited in the House premises. Instances of ragging and sexual harassment will be dealt with according to University Ordinances and rules.
- v) Any kind of cooking inside the rooms is prohibited.
- vi) Voluntary/involuntary collection of money in the House by any resident(s)/SWA, for any purpose whatsoever, is not permitted without the prior permission of the Hostel authorities.
- vii) Residents cannot interfere in the administration and management of the hostel by the hostel authorities.
- viii) Possession and consumption of alcoholic drinks, narcotics and drugs by residents and guests is strictly prohibited. Serious action, including expulsion will be taken against those students who are found consuming alcohol or any other intoxicant or having it in



their possession. **Residents entering the hostel in an inebriated state shall be viewed seriously and appropriate action may be taken by the hostel authorities.**

- ix) Residents are not permitted to plug-in the internet connection available in the Computer Room to their laptops.
- x) All residents are required to always keep their Identity Card ready for inspection by the hostel authorities or security guard at the gate. In case of loss, a duplicate Identity Card will be issued on payment of Rs.60/- and after production of a copy of the complaint filed at the concerned Police Station.
- xi) Violation of any of the House rules by a resident will make her liable to disciplinary action, including a minimum penalty of Rs. 100/- or expulsion.
- xii) Residents are required to abide by all rules and instructions given in the Handbook of Information and Rules as well as those which are notified on the Notice Board from time to time. They are not to plead ignorance of the same.
- xiii) The Provost, Warden, Resident Tutor or their nominee shall have the authority to enter any room and to make a surprise check of the room as and when considered necessary.
- xiv) The House administration is authorized to evict any resident/guest from the House premises, if in their judgment, such a resident/ guest becomes ineligible to occupy the room or becomes liable for eviction on the ground of indiscipline.
- xv) 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 other authorities of the University who are vested with the authority to exercise discipline under the Act, Statutes and the Ordinances including Ordinance XV (B), (C), (D) of the University and Rules that have been framed by the University and the Hostel from time to time.
- xvi) In case of any grievances, resident may approach the hostel authorities in the following order:
  1. Resident Tutor
  2. Warden
  3. Provost
  4. ChairpersonIf required, the Chairperson of the House may be approached by the residents only through the hostel authorities.

***The cleaning staff will work on a rotational basis on different floors. Residents are not permitted to modify the rotation on any grounds whatsoever.***

***Loud music and Sports Activity such as badminton, volley ball, etc. which disturbs the serenity of the House atmosphere is strictly prohibited inside of the House courtyard.***

#### **B. Employed Students**

- i) Residents who take up full time jobs and/or discontinue their studies in the middle of the session shall inform the House office in writing and leave within 10 days after clearing all dues.
- ii) Residents getting adhoc/temporary / permanent employment should inform the office immediately. They may be permitted to stay till the end of the academic session (i.e. 30<sup>th</sup> June), provided they continue to be full time bonafide regular students. They will have to pay Rs. 125/- per day as room rent in place of the usual room rent. However, Residents getting temporary/ad-hoc employment in Delhi University/ College, may be permitted to stay in the House subject to a surcharge of Rs. 7500 or 30% of pay/consolidated pay per month, whichever is higher over and above the normal charges payable on or before 10<sup>th</sup> of every month. A fine of Rs. 5/- for each day up to last day of the month and after that a fine of Rs.15/- per day will be charged if the surcharge is not paid in time.
- iii) The residency of those residents, who fail to intimate to the authorities about their employment status, will be terminated and they will be required to vacate the House accommodation immediately after clearing their dues.

#### **C. Local Guardian/Contact person**

- i) Residents are expected to give the addresses and telephone numbers of two different local guardians who can be contacted in case of emergencies, including medical emergencies.
- ii) Any change in address and telephone number of parents and/ or local guardians/contact persons should be intimated to the office immediately by the residents. The residents are required to regularly update the addresses and contact numbers of parents and/ or local guardians with the Housekeeper.

**Applicants must include the names, addresses and phone numbers of at least two persons who can be contacted in the event of an emergency including medical emergency. The House management cannot be held responsible if the designated persons cannot be contacted in an emergency due to non- existence/ non-availability of the phone numbers provided.**

#### **D. Leave Rules**

- i) Leave is admissible to the residents for the purpose of attending conferences, seminars, conducting field work, visiting home town or local guardian.
- ii) Leave must be intimated to the House authorities well in advance.
- iii) In case the period of leave desired exceeds seven days, the leave application must be countersigned by the supervisor and Head of the Department or a letter from the parent/guardian may be sent to the office requesting for the said leave.
- iv) In case of academic excursion/field work, residents must get their leave application forwarded and recommended by the Head of the Department and submit the same to the House office for permission well in advance.
- v) No resident shall proceed on long leave without intimation to the House authorities and without clearing any pending dues/mess-dues, etc.
- vi) Extension of leave is permissible by writing to the House authorities for permission. Telephonic intimation must be followed by a signed application sent to the house office by email: **agshw237@gmail.com**.
- vii) Absence without intimation for extension exceeding 30 days may involve cancellation of admission. In such cases the luggage of the resident/guest resident would be handed over to her after she clears all the dues.

#### **E. Night Out**

- i) A resident must sign the night out register before going on night out.
- ii) A resident desirous of availing three or more consecutive Night outs, is required to submit a consent letter of her local guardian or parents on return.
- iii) Extension of leave is permissible by writing to the House authorities for permission. Telephonic intimation must be followed by a signed application sent by email within 24 hours after the expiry of the original leave. The application may be sent to the House office by email: agshw237@gmail.com.
- iv) If any resident is found to be on night out repeatedly for 15 days or more in a month, the authorities may deem that the resident is not in need of a hostel accommodation and she may be asked to vacate the hostel and allot the seat to another applicant who may be in greater need of hostel.

***Proper entry for Night out should be made in the Night out register.***

***Absence from the House without intimation of leave is a serious offence and repeated offence will invite disciplinary action including eviction. Please note that telephone intimation for extension of leave & night out will not be considered unless accompanied by signed letter sent by email within 24 hours of the expiry of original period of leave.***

***ABSENCE FROM THE HOUSE FOR LEAVE OR NIGHT OUT WITHOUT INTIMATION WILL BE VIEWED SERIOUSLY AND INVITE DISCIPLINARY ACTION.***

#### **F. Attendance**

- i) Attendance shall be taken between 8:00 p.m. to 9:00 p.m. by the Housekeeper/in her absence by the Resident Tutor.
- ii) Any resident who has not given attendance between 8:00 p.m. to 9:00 p.m., but is present in the hostel by 10 p.m., shall record their presence in the register placed at the gate.
- iii) Any resident who is ill and unable to mark her attendance is required to inform in writing and submit the same through another resident to the Housekeeper/Resident Tutor before 9:00 p.m. on that day.
- iv) No resident shall leave the House premises after giving attendance. Only in cases of emergency a resident may be allowed to leave the House premises after giving attendance with prior permission from the house authorities.
- v) If any resident comes back to the Hostel between 10:00 p.m. to 12:00 a.m. it will be considered to be a late entry. A maximum of 10 late entries are permissible to a resident in a month.
- vi) If a resident comes back to the hostel after 12:00 a.m., she will be considered to be on Night out. A maximum of 15 night outs are permissible to a resident in a month.

Note: Attendance system may be amended by the Managing Committee as per functional and operational requirements of the House.

#### **G. Mess Rules**

- i) Residents are required to indicate their dietary preference (Vegetarian/Non-Vegetarian) to the Mess contractor in writing by the first week of every month and changes shall not be allowed thereafter in that month.

- ii) Residents are required to sign in the register during dinner timings for packed lunch of the next day and collect the same during breakfast timings. Those who avail of packed lunch are not entitled to be served lunch in the mess on that day.
- iii) Failure to collect packed lunch after requisitioning for the same will invite a fine.
- iv) Food will only be served in the mess utensils. Residents are not allowed to remove the mess utensils from the dining hall.
- v) Food can only be taken out of the dining hall with prior permission of the Housekeeper in exceptional circumstances determined on a case to case basis. In no case will a resident having a personal guest be allowed to take meal/food out of the dining hall.
- vi) Sick diet consisting of Khichdi and bland vegetables is avail on written request. Residents availing sick diet will not be served the normal diet.
- vii) Any requests for special diet of any kind must be intimated to the Warden in writing and will be decided on a case to case basis. Residents may not approach the mess contractor directly with requests for modified or special diets.
- viii) Extra helpings of all pre-plated items are available on payment from the service counter.
- ix) Extra helping of snacks and tea is available on payment for residents who wish to purchase the same for their guests at tea time.
- x) Residents are not permitted to enter the kitchen premises. Kitchen premises are strictly out of bounds for the residents, unless they are authorized to enter the same during mess duty by the Warden.
- xi) Residents are expected to behave with courtesy and decorum towards mess staff.
- xii) Menu shall not be modified by the Mess Committee/Mess Contractor without prior permission from the Warden/Resident Tutor.
- xiii) Every resident shall mandatorily do 2 mess duties in one academic session.

***Any form of indiscipline in the Mess and Dining hall will invite strict disciplinary action.***

#### **H. Theft and/or Loss of articles**

- l) Residents are solely responsible for their possessions and valuables. Residents should lock their doors whenever they go out from their rooms, even for a short period. The residents who wish to park their cycle/scooter in the House premises must take prior

permission from the Warden and permitted cycle/scooter must be kept properly locked by the resident.

- ii) The House is not responsible for loss of valuables due to theft or fire. However, any case of theft is to be reported immediately to the House authorities.
- iii) Residents are requested not to leave their belongings in the verandahs, garden, toilets etc.

***If any resident is caught latching another resident's door from outside, she will be fined Rs.1000/- for each act and a letter will be sent to the concerned HOD and to the parent informing both of her behaviour. If any resident is caught stealing or attempting to steal another's property/item, strict action will be taken against her, including expulsion from the hostel.***

#### **I. Furniture and House Property**

- i) No resident on her own accord shall shift from the room allotted to her to another room. No furniture should be shifted from one room to another and no additional furniture can be brought into the House without prior permission.
- ii) Every resident is responsible for the care of the House property. Residents will be charged individually or collectively, as the case may be, for all damage to the House property which they use.
- iii) Residents are not allowed to hand over keys of their room to any person other than the House authorities.
- iv) Residents are expected to co-operate with the House authorities to maintain their rooms, bathrooms and surroundings clean and tidy. They are not to disfigure walls and other surfaces in the House. Pasting posters on the House walls is not permitted.
- v) Lights and fans should be switched off when leaving the rooms, common room, reading room, etc. Residents are liable to be fined for leaving the lights in their rooms switched on while they are away from the House premises.

#### **J. Library**

The books in the House library are issued for a period of 7 days. If resident does not return back the books after the stipulated period a fine of Rs. 1/- per day will be charged for the next 3 days and thereafter a fine of Rs. 5/- per day will be charged. If any resident

loses the library card a fine of Rs. 50/- will be charged. The resident who loses the book/s issued to her has to bear not only the cost of the book/s lost but also the incidental cost of acquisition. The books are issued during the following timings:

**8:00 a.m. to 1:00 p.m. (Monday-Friday)**

#### **K. Use of Electrical Appliances**

- i) Cooler shall be permitted to be brought into a resident's room only after obtaining prior permission from the House Authorities. Resident shall pay Rs.350/- per month or Rs.175/- for 15days or less, for use of cooler after obtaining permission.
- ii) The House provides electric iron for the use of residents for a specified time.
- iii) The timings for Computer room & Geyser timings will be notified in the House notice board from time to time.
- iv) The use of electrical appliances such as heater, stove, immersion rod, iron, etc. in the House by the residents is strictly forbidden. If any resident is found using any of these appliances, a fine of Rs. 1000/- will be levied for each item used.
- v) The residents are warned against tampering with the electrical installations in the rooms or in the House premises.
- vi) Washing machines have been made available for use by residents. These are to be used under the strict supervision of the House Keeper/authorised person. Each resident is allowed to use the washing machine facility twice in a week. The timings/ slots for the washing machines are displayed on the House notice board. Washing machines will not be operated when the Housekeeper or any of the authorised staff is not on duty. Residents are not allowed to wash heavy clothes such as heavy curtains, carpets, door mats, etc. and should use only low foaming detergent powder for washing clothes.

***A resident is expected to switch off the lights or fan in her room when she is not in the room.***

#### **L. Vacating the Room**

- i) A resident before leaving the House should pay all the dues and get clearance from the office at least 7 days in advance.
- ii) Applications for gate passes must be made well in advance when the Housekeeper/Office-in-charge is on duty.

- iii) **On the day of leaving the House, a resident should handover the room to the Caretaker during office hours i.e. 9.30 am to 5.00 pm and get the gate pass signed by the Housekeeper/Office-in-charge.**
- iv) No resident will be permitted to remove her luggage from the House premises without a valid gate-pass signed by the Housekeeper/Office-in-Charge.
- v) Refund of caution money and mess security deposit will be made within a week of the resident vacating her room in the House through NEFT only. In no case will the caution money and mess security deposit be refunded during the residents' stay in the House. Residents are required to give proper bank details in caution money/mess security deposit form for refunding these amounts. The hostel shall not be liable for any problem arising in the refund process resulting from any mistake/incomplete bank details provided by the resident.

**The House management can only be responsible for the residents' well being when they are in the House premises and conduct themselves according to the rules of the House.**

## **11. ILLNESS & MEDICAL EMERGENCIES**

All cases of illness should immediately be reported to the House authorities, who would inform the resident's local guardians. If incorrect contact numbers of local guardians are given or they do not pick up their phones or their numbers are unreachable, House authorities will not be held responsible for not informing the resident's local guardians, in case of medical emergencies. No medical or conveyance expenses will be borne by the House under any circumstances. All students of Delhi University are members of the W.U.S. Health Centre. However, in their own interest residents are advised to purchase some form of medical insurance to cover the cost of hospitalization in case of emergencies.

### **A. World University Services (W.U.S.)**

The residents of the House are members of the World University Service Health Centre maintained by the University of Delhi. To avail its facility residents are required to fill up a prescribed form available at the House office and submit the same at the time of admission to the House.

### **B. Contagious and Infectious Diseases**

In case a resident falls ill with notified contagious and/or a communicable disease, she will have to shift to her parents/ local guardian's house/



hospital immediately. She will be allowed to rejoin the House only after the prescribed quarantine period and on production of Fitness Certificate from the W.U.S. Health Centre.

### **C. Illness/special care**

Residents with illness or those requiring special care are requested to shift to their local guardian's house immediately. The House is not equipped to provide the same.

## **12. STUDENTS' WELFARE ASSOCIATION (SWA)**

The regular bonafide residents of the House will form Students' Welfare Association with the object of promoting academic, cultural and sports activities under the general supervision of Provost, Warden and Resident Tutor. A General Body of the residents may elect the office bearers in the presence of the House authorities after following proper election procedure as laid down by the House authorities.

\* The rules applicable to DUSU election to the extent applicable to SWA election will be followed.

### **A. The SWA Executives**

The Executives of SWA shall consist of President, General Secretary, Mess Secretary, Sports Secretary and Cultural Secretary. The SWA will function for one academic year. Those nominated are expected to serve the full term and any mid-term resignations will not be accepted barring extraordinary circumstances. Hence, nominations should be carefully considered before submitting the same to the House authorities. The Executives of SWA do not enjoy any special privileges and all House rules apply equally to them. They are expected to behave with discipline and decorum at all times. The President's nomination will be from residents enrolled for second year masters programme and all others executive members may be from first year masters/LLB/MHROD or other programmes.

Members of SWA should take prior written permission from the Warden and Resident Tutor for all meetings/functions. No meeting with outside participants can be held without prior permission from the Warden and Resident Tutor. The House Authorities can attend any meeting of the Association or its bodies.

Advance taken for expenditure in connection with any function should be rendered with proper bills/vouchers within 10 days after the function. No request for advance will be entertained unless countersigned by the

Warden and Resident Tutor. **The request for advance must reach the office 7 days prior to the date on which the function is to be held.** The House authorities may refuse to grant permission for any function to be held without assigning any reason.

#### **B. Duties of SWA Executive Members**

The President of SWA is expected to co-ordinate the activities of the SWA and look into the general welfare of the residents and bring these to the notice of the House authorities. She is also expected to assist the Cultural Secretary in organizing the cultural activities of the House. The President will convene the meeting of the SWA and inform the House authorities of the same, well in advance of the meetings.

The General Secretary is expected to keep the minutes of all SWA meetings and present the same for signature to the House authorities. She will also prepare the budget for SWA activities in the current term for presentation before the House authorities. In the event of the President being unable to continue, under extraordinary circumstances, the General Secretary is expected to take over her duties. She will also assist the President in coordinating the activities of SWA.

Mess Secretary is expected to form a mess committee of at least 8 members, who are bonafide residents of the House and are not executive members of the SWA. The Mess Secretary along with the mess committee shall prepare a suitable menu in consultation with the Warden/RT. Menu will be reviewed every 2 months by the same committee. Change in menu shall be communicated through the office by the authorities. **The menu for Annual House Night and all other functions are to be finalized by the Mess Secretary in consultation with the Warden and RT. The Mess Secretary has no authority to pass on instructions to the mess contractor and/or the mess staff without the written permission of the Warden/RT.** Mess Secretary and the mess committee may be assigned any mess duty by the Warden/RT. In case the Mess Secretary is unable to continue her duties, under extraordinary circumstances, any bonafide resident may be nominated for the position by the House authorities.

The Cultural Secretary is to form a cultural committee of at least 8 members, who are bonafide residents of the House and are not executive members of the SWA. The Cultural Secretary along with the cultural committee is expected to plan the schedule of all cultural programmes and functions that are to be held in the entire year and submit the same for approval to the Resident Tutor. Once the schedule is approved by the Resident Tutor the budget for all the cultural activities must be prepared

and presented before the Provost and Warden after it is approved and counter-signed by the Resident Tutor.

The Sports Secretary is expected to form a committee of four members, who are *bonafide* residents of the House and are not executive members of the SWA. The Sport Secretary along with the sports committee are expected to work out the modalities of using the gym by the residents in consultation with the Resident Tutor and the Housekeeper.

In addition, General Co-ordination Committees like Anti Ragging and Prevention of Sexual Harassment Committee, Anti-Discrimination Committee, Anti smoking and Prevention of Substance Abuse Committee, Sanitation Committee, Information Committee, Disaster Preparedness Management Committee, Northeast Students Welfare Committee etc. may be formed under the advice and supervision of the Warden, Resident Tutor and the Housekeeper.

C. Residents shall form different committees for smooth functioning of the hostel under the guidance and advice of the hostel authorities. These committees shall work in sync with SWA.

### **13. 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 Vice Chancellor, the Provost and other authorities of the University who be vested with the authority to exercise discipline under the Act, the statutes, and Ordinances including Ordinance XV-B, C, and The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013)-website <http://wcd.nic.in/womenactsex.pdf>, and rules that have been framed by the University.

#### **A. Ordinance XV-B**

1. Powers relating to discipline and disciplinary action are vested in the Vice Chancellor.
2. The Vice Chancellor may delegate all or such powers as he/she deems proper to the Proctor and such other persons as he/she may specify on this behalf.
3. Without prejudice to the generality of power to enforce discipline under the Ordinance, the following shall amount to act 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 any weapons;
  - c. Any violation of the provisions of the Civil rights Protection Act,1976;
  - d. Violation of the status, dignity and honour of students belonging to the scheduled castes and tribes;
  - e. Any practice whether verbal or otherwise, derogatory of women;
  - f. Any attempt at bribing or corruption in any manner;
  - g. Willful destruction of institutional property;
  - h. Creating ill-will or intolerance on religious or communal ground;
  - i. Causing disruption in any manner or the academic functioning of the University System;
  - j. Ragging as per Ordinance XV-C.
4. Without prejudice to the generality of his/her powers relating to the maintenance of discipline as may seem to him/her appropriate, the Vice-Chancellor, may in the exercise of 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 courses or courses 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 Examination 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, Deans of Faculties, Heads of Teaching Departments in the University, the Principal, School of Correspondence Course and continuing Education 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 and teaching in the concerned Department. They may exercise their

authority through, or delegate authority to, such of the teachers in their colleges, Institutions or Departments as they may specify for these purposes.

6. Without prejudice to powers of the Vice-Chancellor and the Proctor as aforesaid, detailed rules of discipline and proper conduct shall be framed. *These 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 Statues, the Ordinances and the rules that have been framed thereunder by the University.

#### **B. Ordinance XV-C**

##### **Prohibition of and Punishment for Ragging**

**The UGC has recently formulated strict guidelines to curb the menace of ragging, which are available at their website [www.ugc.ac.in](http://www.ugc.ac.in)**

1. Ragging in any form is strictly prohibited, within the premises of College Department of 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 purpose 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 the other students and includes individuals 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 verbal abuse and aggression, indecent gestures and obscene behaviour.
4. The Principal of the college, the Head of the Department or on Institution, the authorities of Colleges, Provost of University Hostel 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 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 ragging incident.
7. If the Principal of College or Head of the Department of Institution or the Proctor is satisfied that for some reason, to be recorded in writing, it is not reasonably practical to hold such an inquiry, he/she may so advise the Vice-Chancellor accordingly.
8. When the Vice-Chancellor is satisfied that it is not expedient to hold such as enquiry, his/her decision shall be final.
9. On the 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 clause 3 (a), (b) & (c) the Vice-Chancellor shall direct or order 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, departmental examination for one or more years or
11. That the results of the student or students concerned in the examination or examinations in which they appeared be cancelled.
12. In case the students who have obtained degrees or diplomas of Delhi University are found guilty under this Ordinance, appropriate action will be taken against them under Statue 15 for withdrawal of degrees or diplomas conferred by the University.
13. For the purpose of the Ordinance, abetment to ragging will also amount to ragging.
14. All Institutions within the Delhi University system shall be obliged to carry out instructions/directions issued under this Ordinance, and to give aid and assistance to the Vice-Chancellor to achieve the effective implementation of the Ordinance.

**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.**

**C. Ordinance XV-D**

**Appendix A**

**The Sexual Harassment of Women at work place (Prevention Prohibition and Redressal) Act 2013**

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 (14 of 2013) and rules framed thereunder :

<http://Indiacode.nic.in/act-in-pdf/142013pdf>

**NOTWITHSTANDING ANY PROVISION IN THE PREVIOUS PAGES THE PROVOST IS THE FINAL AUTHORITY IN DECIDING ALL DAY TO DAY MATTERS.**

**Undertaking for Anti ragging**

The format of undertaking for anti ragging is available at the following two websites:

<http://www.antiragging.in>

<http://www.amanmovement.org>

A student is required to submit the copy of the receipt/ acknowledgement of the registration at any of these sites same within a week of taking admission to the hostel.