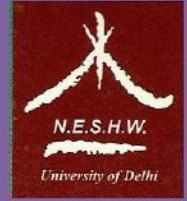




UNIVERSITY OF DELHI



North Eastern Students' House for Women



Handbook of Information and Rules

2016-2017

Hostel Administration

Chairperson Prof. Madhu Vij (Department of Management Studies) Tel. Office – 27666382-84	Provost Prof. Subhadra Channa (Department of Anthropology) Tel. Office – 27667329
Warden Dr. Farida Irani (Department of Germanic & Romance Studies) Tel. Office – 27666426	Resident Tutor Dr. Avitoli G. Zhimo (Department of Anthropology) Tel. Office – 27667329

Office Hours

Monday-Friday
&
Saturday (1st & 3rd)
9:30 a.m. to 5.30 p.m.

Telephone Numbers of the University Authorities

	Direct	EPABX (27667725)
Vice-Chancellor	27667011	1100
Pro-Vice-Chancellor	27667899	1102
Dean (Colleges)	27667066	1105
Dean (Students' Welfare)	27667092	1134
Registrar	27667853	1116
Proctor	27667291	1120, 1123
Joint Control Room	27667221	

North Eastern Students' House for Women
University of Delhi

***Handbook
of
Information and Rules
2016-2017***

North Eastern Students' House for Women
University of Delhi Hostel Complex
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NORTH EASTERN STUDENTS' HOUSE FOR WOMEN,

University of Delhi

The University of Delhi is a Central University. The President of India is the Visitor of the University and the Vice President of India is the Chancellor. Professor Yogesh K. Tyagi is currently heading the University as its Vice Chancellor.

To cope with the increasing rush of students from abroad and other parts of the country, the University of Delhi Hostel complex was set up on Banda Bahadur Marg, close to the North Campus. The North Eastern Students' House for Women (NESHW) is one of the five hostels housed in this complex. NESHW is designed primarily keeping in view the requirements of the sizeable number of girl students from the North Eastern States. It offer 24×7 security as well as a host of facilities such as hygienically prepared food, laundry facilities, an air conditioned computer room, a gym, a reading room etc. The hostel runs a morning to evening shuttle service to ferry residents to and fro between the hostel and the North Campus. All rooms are single seaters with attached balconies.

In an endeavour to acquaint the fraternity of Delhi University with the rich and vibrant culture of the North-East, the residents of the hostel have been organizing colourful annual festivals. The traditional dances and the colourful fashion show light up the Hostel Night with the participation of the residents. The hostel also organizes other cultural events like the annual Fete with food stalls from the North East among others. The residents also enthusiastically celebrate festivals and important occasions like Independence Day.

An Orientation programme to inform new residents about hostel life, activities and rules will be jointly organised by the hostel authorities and the senior residents 1st week of September.

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Information and Rules 2016-2017

The North Eastern Students' House for Women (NESHW) was established in 2002 and is by-and-large a self-sustaining residence for women. The Provost is the Head of the Hostel. The day-to-day administration is looked after by the Warden and the Resident Tutor, assisted by the Housekeeper and Office Staff.

1. Distribution of Seats

- 1.1 There are 101 seats in the North Eastern Students' House for Women, of which **71** are reserved for students from the seven states of the North Eastern Region and Sikkim. These seats are allotted to the applicants in order of merit giving representation to the seven states as per the reservation policy formulated by the North Eastern Council in consultation with the respective State governments. The state-wise allocation of seats for students from the North Eastern Region is given below:

Name of the State		No. of Seats
Arunachal Pradesh	-	8
Assam	-	21
Manipur	-	8
Meghalaya	-	8
Mizoram	-	8
Nagaland	-	8
Tripura	-	9
Sikkim	-	1
TOTAL		71

Note: These seats are distributed across the various disciplines offered at Delhi University.

- 1.2 At the time of application students are required to submit the following documents:
- (1) Permanent Resident Certificate,
 - (2) SC/ST/OBC Certificate (if belonging to these categories) from their state.
- 1.3 The **30** seats for other states are allotted in order of merit among the applicants from various disciplines with the following faculty wise distribution:

Faculty	No. of Students
Faculty of Arts	06
Faculty of Law	02 (LLB-01 & LLM-01)
Faculty of Music	01
Faculty of Science and Nano Sciences	06
Faculty of Mathematics	02
Faculty of Commerce and Business	02
Faculty of Social Science	07
Faculty of Management Studies	04
Total	30

- 1.4 Out of the 30 seats meant for students from other states, 15% are reserved for SC, 7.5% for ST, 7.5% for visually & physically challenged, 1% for Wards of War widows or 1% for sports quota.**

Note: Applicants belonging to any of the special categories listed above should attach a certificate attested by a competent authority to that effect.

2. Eligibility for Admission

2.1 Eligible Categories

The following categories are eligible for admission to the hostel.

- (i) Regular post-graduate students of the North Campus.
- (ii) Regular students of LLB, LLM and B. Lib. Sciences Students of North Campus.

2.2 Non-Eligible Categories

- (i) Employed women, Research Associates and Ex-Students.
- (ii) Students enrolled in evening/correspondence/part-time/external courses.
- (iii) Students who have failed and are not admitted as regular students.
- (iv) Students whose parents/husband are resident of the National Capital Territory.
- (v) Students who are employed anywhere on full-time, part-time, ad-hoc or temporary basis.

- (vi) Students who have availed of Delhi University/College hostel facility for a course of the same level earlier.
- (vii) Students against whom disciplinary action has been taken by any department/college/hostel of the University of Delhi.
- (viii) As per the proceedings of the meeting held between the NEC & the Resident Commissioners of North Eastern States on 20.08.2002 M.Phil/Ph.D students are not entitled for admission to the hostel.

Note: A student, while seeking admission and during the stay in the hostel must fulfil the eligibility criteria stated above. During the period of stay, if any resident fails to fulfil any of these conditions, she will have to vacate the hostel immediately.

Suppression of facts/ providing wrong information is liable for cancellation of admission.

2.3 Renewal of Admission

A fresh application is needed for re-admission at the beginning of each academic year. Old students seeking renewal of admission in the same course of study should apply at the earliest, but not later than July 31, 2016. The hostel will re-open on July 24, 2016. Late applications will not be entertained. Admissions are renewed for one academic year only.

All students seeking renewal of admission will be interviewed. By the end of July, the list of students to be interviewed shall be put up.

Students whose results have not been declared will be granted **provisional re-admission** and in case she fails to clear the exam will have to leave the hostel. They will be required to submit attested copies of their results within 10 days of its declaration.

3. Admission Procedure

3.1 Admission Committee:

Admission to the hostel will be done through an Admission Committee chaired by the Provost with the Warden and Resident Tutor as members.

3.2 Admission Process:

- (i) Application forms can be obtained from the office of NESHW on payment of Rs.150/- for general category and Rs.100/- for candidates belonging to Scheduled Caste/Scheduled Tribes/PwD categories. Application forms are also available by post against a payment of Rs.200/-(demand draft/money order). The duly filled application form should be submitted to the hostel office by post-graduate students **within one week** of being admitted in the respective Department/Colleges.

- (iii) Applicants seeking admission to the hostel will be short-listed for interview by the Admission Committee. The list duly signed by the Provost/Chairperson will be displayed on the hostel Notice Board. The applicants included in the short-list will be called for an interview with the Admission Committee. The final list of selected applicants will be put up on the hostel notice board.
- (iv) Applicants are required to check the Hostel Notice Board for the status of their application. Candidates accepted for admission will be required to bring along **two** recent passport size photographs for the Identity Card and to pay the requisite fee **within the notified time**.
- (v) No telephonic inquiries regarding admission will be entertained.
- (vi) Admission to the hostel will be done in two phases as specified below:

Phase I: Latest by 7th August 2016

Phase II: Latest by 31st October 2016

Each of these phases may consist of one or more short lists and admission made accordingly.

3.3 Admission Criteria:

- (i) **Admission is made strictly on the basis of merit as decided by each Department, provided the applicants satisfy the eligibility criteria.**
- (ii) A student who has taken admission to any one of the PG hostels of Delhi University will not be considered for admission to another PG hostel till she completes the course on the basis of which she had taken admission to the earlier hostel.
- (iii) If admission to a course is made through a written test/interview such that the Department provides a merit list for admission, the same merit will be followed for admission to the hostel. Lobbying for a candidate will lead to her disqualification.
- (iv) In case a Department has categories/preferences for admission to a course, the same order will be followed for admission to the hostel.
- (v) All types of reservation quotas of seats, as approved by the University of Delhi, shall be strictly implemented.
- (vi) Only those applicants, who have participated in sports events **at the state or national level**, shall be considered for admission under the Sports quota. Applications received in this category will be required to be endorsed in order of merit by the Sports Council of the University of Delhi. The hostel shall seek endorsement only in those cases wherein the claim of the student is accompanied by an authentic certificate.

Note: If any candidate fails to pay the fees within the stipulated time, her admission will be treated as cancelled.

4. Duration of Stay

- 4.1 A student is eligible to stay in the hostel for the maximum extent coinciding with the duration of her course as per the details given below:

- i) M.A./M. Sc./LLM./MBA/MCA: 2 years
- ii) LLB: 3 years.

However, the permissible duration of stay will be for only one academic year, i.e. July 2016 to May 2017. After this, the student will have to apply for re-admission.

- 4.2 **The student should vacate the hostel within 7 days of the end of the examinations of the University.**

The hostel will close on 31st May, 2017. Those students who have their examinations after 31st May are required to submit proof of their last date of examination duly authenticated by the Head of the Department concerned at least 15 days before the extension is required. With effect from 1st June 2017 guest residency charges will be applicable (refer 6.1 below).

5. Redressal of grievances with regard to admission to the hostel

- 5.1 Complaints, if any, against the applicants short-listed for interview should be given in writing to the Provost within three days of notification. These complaints will be reviewed by the Admission Committee and action taken if deemed necessary.
- 5.2 The Admission Grievance Committee consists of the following members:
Provost as Chairperson, Warden, Resident Tutor and two Managing Committee representatives.

6. Guest Residents

The following types of guests are allowed to stay with the written permission of the hostel administration:

- 6.1 For residents requiring short term stay beyond the 7 days already permitted after the last examination, an extension may be permitted for **academic reasons**. Request for such an extension exceeding 7 days of stay should be forwarded and recommended by the Head of the Department and should be submitted at least 15 days before the last day of examination. The charges for one day is Rs.155/- and mess charges if applicable.
- 6.2 One guest room, fully A/c with an attached bath is available. Applications from lady teachers/students coming to Delhi University for any legitimate academic purpose should be submitted through the proper channel well in advance.

The charges for such a guest residency are given below:-

Caution Money	Rs.1000/- (refundable)
Room Rent and Maintenance charges	Rs.400/- per day or Rs.2500/- per week
Mess Charges	As applicable
Laundry room (Optional)	Rs.50/- per day
Bus fee (Optional)	Rs.50/- per day
Contribution to SWA Fund	Rs.200/-

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 resident.

6.3 Authorized Guests:

A guest sharing a room with a bonafide resident as her host: Residents are permitted to lodge their women friends/relatives as guests in their rooms under the following terms and conditions:-

- i) A guest is permitted only on **one** occasion in a month.
- ii) Number of guests must not be more than **one** at a time.
- iii) The maximum period of stay in the hostel shall not exceed **10 days** for any guest in a month. If an authorized guest extends her stay beyond the stipulated period she will be treated as a guest resident and will pay charges accordingly (Clause 6.1)
- iv) A Guest is not permitted to stay in the residents' room in case the resident is on leave/not present in the House premises.
- v) Behaviour of the guests is the sole responsibility of the resident host.

vi) During their stay, guests are expected to follow the rules of the Hostel and behave with dignity and decorum.

vii) Guest charges have to be paid to the Housekeeper/JACT as given below:

a. A guest who is a bonafide student of Delhi University/ any other educational institution (photocopy of Students' Card to be submitted on arrival):

Rs. 50/- per day + Mess charges.

b. A guest who is a relative/friend of the resident but not a student:

Rs.155/- per day + Mess charges

Note: Guests of a guest are not permitted in the hostel.

viii) A guest register will be maintained by the HK/Security services under the supervision of the Resident Tutor. A guest is required to indicate the time and date of her arrival and departure in the guest register.

Note: 1. A guest must vacate the room by **11:00 a.m.** on the day of departure; failure to do so will result in payment of guest charges for the day.

2. Once a guest has signed out, she will not be allowed to re-enter the hostel as a visitor.

3. Check out times and other norms must be strictly adhered to. If any resident/her guest fails to comply with the same then that resident will not be allowed to keep a guest any time in the future for the entire duration of her stay in the hostel.

ix) Meal charges for a guest are as per the Breakfast, Lunch and Dinner coupons.

A resident who is receiving a guest should inform the Housekeeper/Office of the same latest by 5:00 p.m. by filling in the necessary application form. No last minute guests will be entertained.

7. Fees

The fees payable by each student are as follows:

A¹	CAUTION MONEY	Rs.5000
B	ANNUAL CHARGES (Rs.)	
1.	Admission Charges	200
2.	Furniture Maintenance	350
3.	Common Room	300
4.	Identity Card	100
5.	Reading Room/Library	300
6.	Computer Room	1000
7.	Electrical Accessories, Tube-lights & Fans	500
8.	Generator Maintenance charges	500
9.	Electricity charges for common facilities like Geysers, Hot Plates, Photocopier, Microwaves, Washing Machines, Gym, Refrigerators, etc.	1500
10.	Sports Fee	225
11.	W.U.S. Health Centre	240
12.	Hostel Development Fund	800
13.	Cultural/Annual Function	600
14.	Students Association Fund	200
	TOTAL – B	6815

C	QUARTERLY CHARGES	
1.	Establishment Charges	1000
2.	Housekeeping	750
3. ²	Electricity Charges	2400
4.	Water Charges	800
5.	Room Charges	300
6.	Maintenance Charges	500
7.	Pump House Operation	400
8.	Maintenance of Garden and Lawns Charges	500
9.	Bus Charges	2200 ³
10.	Administrative Charges	750
11.	Laundry Room	<u>250</u>
	TOTAL – C	9850

At the time of admission, a bank draft for a sum of Rs.21,665/- in favour of the Provost, NESHW, payable at Delhi, should be deposited in the hostel office, along with two passport sized photographs and Mess charges in cash.

¹ Refundable after 15 days of vacating the hostel. The caution money, if unclaimed for a period of one year, shall lapse to the Hostel funds. No interest will be paid for caution money and mess deposits.

² Electricity and Water charges per head are revisable on change in NDPL/DJB rates.

³ Bus charges of Rs.6600/- pa will be collected in three installments (Rs.2200/- each) in the first three quarters.

Note:- In case a student does not join, but informs the hostel office within a week after the notified date of her withdrawal, all fees, except the Admission Charges, will be refunded. Beyond 7 days, except caution money, nothing else will be refunded. No fee except the caution money, will be refunded if the student joins the hostel and wants to leave even within seven days. All refunds will be made by cheque only.

8. Payment Schedule and Procedure

8.1 Quarterly charges will be collected as follows:

- i) 1st quarter: 21st July to 20th October, **payable at the time of admission.**
- ii) 2nd quarter: 21st October to 20th January, payable by the **30th of October.**
- iii) 3rd quarter: 21st January to 20th April, payable by the **30th of January.**
- iv) 4th quarter⁴: 21st April to 31st May, payable by the **30th of April.**

(The payment schedule might change depending on the new university calendar with semester system)

Fees shall be collected on all working days between **9:30 a.m. and 1:00 p.m.**

After the 30th of the stipulated month, defaulters will be charged a fine of Rs.5/- for each day up to 15 days, Rs.10/- for each day for the next 5 days and Rs.15/- per day for the next 10 days. The late fine for payment cannot be waived off under any circumstances.

8.2 The rooms of residents, who fail to clear their dues **within 30 days** after the due date, will be double locked without any prior notice and admission will be automatically cancelled. Such residents may however be considered for re-admission by the Provost on payment of a re-admission fee of Rs.1000/- in addition to the fine for non-payment of dues.

8.3 Residents are required to show their examination fee receipt before the payment of hostel dues for the 4th quarter.

Before leaving the hostel a resident should pay all dues and get clearance from the hostel office **at least 7 days in advance.** On the day of leaving the hostel she should hand over the room during office hours that is, between **9:30 am to 5:30 pm** and get the gate pass signed by the hostel office. A copy/photocopy of the clearance certificate is to be handed over to the Security Guard on duty before leaving the hostel premises. The Guard on duty should submit this copy to the Hostel office for record.

⁴ For the last quarter, i.e. from 21st April, fees shall be charged from the residents on per day basis.

In case a resident is leaving the hostel on a Sunday/Gazetted Holiday, she should ensure that she has taken the gate pass well in advance. No gate passes will be issued in the absence of the administrative personnel.

9. Mess and Dining Hall

The hostel has a well-equipped kitchen. The Dining Hall can accommodate up to 60 residents at a time. The Mess is run on a contractual basis under the supervision of the Warden, who is assisted by the Housekeeper and Mess Secretary(ies). The menu is to be finalized by the Mess Committee in consultation with the Warden and will be reviewed seasonally.

9.1 Meal Timings

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

Breakfast	7:30 am - 9:00 am
Lunch	1:00 pm - 2:30 pm
Evening Tea	5:00 pm - 5:30 pm
Dinner	8:00 pm - 9:00 pm

The hostel management has the right to change these timings as the situation warrants. All changes will be notified on the Hostel notice board. Residents are expected to be punctual as regards meal timings.

9.2 Mess Bill

The mess charges (to be decided) are payable from the date of admission to the hostel and subsequently, on or before the 10th of every month.

The hostel mess will not function during June-July, 2017.

After the 10th of the stipulated month, defaulters will be charged a fine of Rs.5/- for each day up to 15 days, Rs.10/- for each day for the next 5 days and Rs.15/- per day till such time as the mess bill is cleared. The late fine for payment cannot be waived in any case under any circumstances.

9.3 Mess Rebate

No rebate is admissible for absence of less than 7 consecutive days from the hostel **excluding** the day of departure and arrival. Only 75% rebate will be allowed and shall be given to those residents **who have filled up the rebate form well in advance.**

Upto 75 days rebate only will be given in the whole session.

9.4 Mess duties

All residents are required to do mess duty at least once a month by rotation. The list will be prepared by the Mess Secretary. Failure to do so will invite penalty and/or disciplinary action.

9.5 Mess Rules

- a. Residents are required to indicate their dietary preference (Vegetarian/Non-vegetarian) to the Housekeeper in writing by the first week of every month. This dietary preference will be applicable to all meals served **including Breakfast**.
- b. Residents are required to sign in advance for the packed lunch and collect it on time. Those who avail of packed lunch are not entitled to be served lunch in the mess.
- c. No late lunch and late dinner will be served.
- d. Failure to collect packed lunch after requisitioning for the same will invite a fine of Rs.50/-.
- e. Food will only be served in the mess utensils. Residents are **not permitted to take mess utensils** out of the dining room. If on inspection of the resident's rooms by the hostel authorities, along with the mess committee members, any resident is found to possess mess utensils, a penalty will be imposed and/or disciplinary action will be taken.
- f. **No food can be removed from the dining hall without the prior written permission from the Housekeeper/Resident Tutor/Warden.**
- g. Sick diet consisting of Khichdi and bland vegetables is available on written request. Residents availing sick diet will not be served the normal diet in addition to the sick diet. **Residents wishing to avail of this facility must inform the Housekeeper at least 30 minutes in advance.**
- h. **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 contractor directly with requests for modified or special diets.**
- i. Kitchen premises are strictly out of bounds for all residents, with the exception of the Mess secretaries and Mess Committee members
- j. Residents are requested to behave with courtesy and decorum towards mess staff. Any complaint against the mess should be routed through the housekeeper and written in the complaint book should not be directly communicated to the mess staff. **They are also strongly requested not to waste food. If on inspection food is found to be wasted, every resident will have to pay a fine of Rs.50/- for every such day.**

Any form of indiscipline in the Mess and Dining hall will not be tolerated and will invite strict disciplinary action, including eviction.

10. Rules and Regulations for Residents

The residents of the hostel are expected to abide by the rules and regulations of the Hostel and maintain dignity and decorum in their behaviour in the hostel. Undisciplined behaviour and violation of Hostel rules will not be tolerated and will invite disciplinary action.

The hostel management reserves the right to frame new rules and regulations from time to time. New rules and regulations will be displayed on the hostel notice board. It is in the interest of the residents to keep themselves informed about these new rules.

- 10.1 Residents are expected to give the addresses and telephone numbers of two different local guardians who can be contacted in case of emergencies.

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. Residents are required to regularly update the addresses and contact numbers of parents and/or local guardians with the Housekeeper.

- 10.2 Residents are solely responsible for their possessions and valuables. Residents who park their vehicles in the hostel premises are to keep them properly locked. They must ensure that the vehicles parked in the hostel premises are duly registered with the appropriate authorities. **The hostel is not responsible for loss of valuables due to theft or fire.** Any case of theft is to be reported immediately to the hostel authorities. Residents are requested not to leave their belongings in the verandahs, garden, toilets etc, if found, such items will be confiscated.
- 10.3 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 hostel without prior permission.
- 10.4 Every resident is responsible for the care of the hostel property. Residents will be charged individually or collectively, as the case may be, for all damage to the hostel property which they use. Disciplinary action may be taken against such residents, if required.
- 10.5 Residents are expected to co-operate with the hostel authorities to maintain their rooms, bathrooms and surroundings clean and tidy. They are not to disfigure walls and other surfaces in the hostel.
- 10.6 **Residents are expected to give due respect to the Hostel staff (office employees, mess and safai karamcharis, malis and security staff). If and when a resident encounters any problem with or lapse on the part of any employee(s), 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 in this regard, the matter may be brought to the notice of the Provost.**

However, residents shall not take the law in their own hands and do anything to hurt the honour and dignity of hostel employees. Any act of misconduct towards the hostel employees on the part of resident(s) will be treated as an act of serious breach of discipline.

- 10.7 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.100/- (Rs.50/- as fine and Rs.50/- as cost of the duplicate Identity Card).
- 10.8 Residents are not allowed to hand over the keys of their room to any person other than the Hostel authorities.
- 10.9 Residents are not allowed to engage any person for service of any kind, personal or otherwise, without prior permission.
- 10.10 **Lights and fans should be switched off when leaving the Rooms, Common Room, Reading Room etc. Residents whose room lights and fans are not switched off during their absence will be fined Rs.25/- per day.**

Residents should not waste water and close all the taps after use. Any water leakage should be reported to the office immediately and noted in the complaints register. Failing to do this would invite a fine.

- 10.11 The Hostel authorities can enter any room and to make a surprise check of the room as and when considered necessary.
- 10.12 **Residents may use a Room Cooler/Computer in their rooms, with prior permission, at a cost of Rs.250/- each per month. Since the electrical installations in the hostel cannot carry any extra load, the use of electrical appliances such as heater, stove, immersion rod etc. in the hostel by the residents is strictly forbidden. Residents are warned against tampering with electrical installations in the rooms or in the hostel premises, including the water pump. Disciplinary action will be taken against those who violate these rules.**
- 10.13 **Hotplates and microwave ovens are provided for heating milk or preparing tea only. Cooking meals by the residents, both inside and outside the room, on the hotplates and in the microwave ovens is prohibited. If any resident is found doing so, the facility will be withdrawn for the rest of the year.**
- 10.14 **Possession and consumption of cigarettes, alcoholic drinks, narcotics and drugs by residents and guests is strictly prohibited. Serious action including expulsion will be taken against those residents who are found to consume alcohol or any other intoxicant or have it in their possession. Residents and their guests are expected not to enter the hostel in an inebriated state.**
- 10.15 **Rules regarding employment:**

- a) Residents who take up full time jobs and/or discontinue their studies in the middle of the session shall inform the hostel office in writing and leave within 10 days after clearing all dues.
- b) Residents getting ad hoc/temporary/permanent employment should inform the office immediately. Provided they continue to be full time bonafide regular students, they may be permitted to stay till the end of the academic teaching session (i.e. 20th May). They will have to pay Rs.60/- per day as room rent in place of the usual room rent of Rs.300/- per quarter.
- c) 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 hostel accommodation immediately after clearing their dues. Such residents, who do not inform the Provost of their appointments and do not take special permission from her for stay, will be charged a penal rent of Rs.3000/- per month from the date of their appointment.

10.16 No resident shall indulge in any activity in the Hostel premises other than academic and SWA activities. Further, all residents are expected to cooperate with the Cultural Secretary in organizing the Cultural events in the hostel like the Hostel Night.

10.17 Residents are not allowed to wash heavy items such as curtains, carpets, door mats, bags etc. for reason of hygiene and maintenance of the washing machines. Failure to respect this rule will invite penalty and/or disciplinary action.

10.18 **No notices can be put up on any of the notice-boards of the Hostel without written permission/signature of the administration. Sticking of unauthorized bills, posters, or notices in any of the public spaces within the hostel premises is strictly prohibited and violation of this regulation shall be treated as an act of serious indiscipline on the part of the defaulter.**

10.19 M. A. (Prev.), M.Com. (Prev.), M.Sc. (Prev.), LLB 1st Year and 2nd Year students may leave their luggage (two pieces only of maximum size 3'×2'×2' and weight 50 kg) in the hostel in a designated room during the summer vacations. They will be charged Rs.25/- per piece per month. Students are required to collect their luggage before 24th July 2017 or they will be charged a penalty of Rs.5/- per day and in case any student does not collect her luggage by 31st July 2017, it will be disposed off without any prior notice.

10.20 Residents are required to abide by all rules and instructions given in the handbook of information and rules and which are notified on the Notice Board from time to time.

They are not to plead ignorance of the same.

<p>Undisciplined behaviour and violation of Hostel rules will not be tolerated and will invite disciplinary action.</p>

10.21 Visiting Timings (Male Visitors)

Weekdays	4:00 pm - 8:00 pm
Sundays & all University Holidays	10:00 am - 1:00 pm 4:00 pm - 8:00 pm

Residents can receive male visitors in the hostel lobby during visiting hours. Residents are not permitted to receive male visitors either in the dining hall, common room or in their rooms in the hostel. All visitors must leave the hostel at the specified time laid down by the hostel.

10.22 Visitor Timings (Female Visitors)

All Days	8:00 am – 8:00 pm
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No visitors will be allowed on the day of Holi.

11. Attendance and Leave Rules

11.1 Attendance:

The attendance is taken every night by the Housekeeper at dinner time between 8:00 p.m. to 9:00 p.m. Every resident not availing of any leave facility must ensure that she has signed the attendance register even if she does not have dinner.

Failure to do so will result in the resident being marked as having taken a night out without prior intimation and will be counted as such.

Hostel gates will be locked by 10:00 p.m. In case a resident wants to go out after signing the attendance register but wants to return before 10:00 p.m. she should note in the register at the gate both the time of going out and coming in. Failure to return before 10:00 p.m. will be considered as a night out.

11.3 Night-outs

Residents who intend to remain absent overnight from the hostel are required to make necessary entries in the night leave register giving the address and phone number of their destination.

Residents are allowed 12 night outs per month.

Any resident wishing to avail of 3 or more night outs in a week can do so after submitting a written application and getting prior approval of the hostel authorities for the same. In her application the resident must give an address and/or contact number.

Extension of night out is permissible by writing to the hostel authorities for permission. The application may be faxed to the hostel office (011 27603042) or sent via e-mail. Telephonic intimation must be followed by a signed application sent by fax or email

Absence from the hostel without intimation will be viewed seriously and invite disciplinary action including eviction.

11.4 Long Leave:

- a) 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 hostel office for permission well in advance of proceeding on such leave.
- b) No resident shall proceed on long leave without clearing pending dues/mess-dues etc. In case a resident is on leave and wants to extend her leave, she should write to the hostel authorities for permission at least **3 days in advance**. Intimation by parents through email or fax is necessary.
- c) Absence exceeding 30 days may involve cancellation of admission with the hostel authorities getting her room vacated as per procedure. In such cases the luggage of the resident/guest resident would be handed over to her only after she clears all dues.
- d) Any resident who remains away from the Hostel for more than 7 days without informing the Hostel administration in writing, will be presumed to have left the hostel, and the hostel administration reserves the right to take possession of the room and re-allot it to another student. The luggage of the resident concerned, if any, will be deposited in the store 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.5/- per day in addition to the normal charges for the period during which the luggage remains unclaimed shall be payable by the concerned person.

The hostel authorities can only be responsible for the security of the residents within the premises of the hostel.

11.5 Disciplinary action in case of breaking of attendance and leave rules

If any of the above rules are not respected the following disciplinary action will be taken by the hostel authorities.

- i) **First time offenders** will receive a warning and the corresponding number of night outs will be deducted from the following month's quota.
- ii) If the resident breaks the rules **a second time**, all night outs will be suspended for the following month and the local guardian will be asked to inform the parents.
- iii) In case of **a third time offender**, her parents will be informed in writing and requested to withdraw their ward from the hostel.

12. Maintenance of Discipline

- 12.1 Residents are expected to maintain a dignified code of conduct in the dining hall, common Room, visitor's room and office that befits a post-graduate student of the University of Delhi.
- 12.2 Residents shall not do anything that causes disturbance to other residents or to the hostel authorities.
- 12.3 There shall be no ragging in the hostel.

13. Rules regarding use of computer facilities:

- 13.1 In view of a large number of residents using the computers, residents are requested not to save/store any data on desktop or computer drives. The hostel will not be responsible for loss of data on any computers.
- 13.2 The keys of the computer room can be taken from the Housekeeper/Office by signing in the register. The resident can keep the keys for a maximum of 2 hours after which she must return them to the authorities after closing the room. The regular timings for the use of the computer room are: **7:30 a.m. to 9:00 p.m. The computer room will not operate beyond the regular timings.**
- 13.3 While the hostel will take necessary action to block undesirable sites on the internet, it shall be the sole responsibility of the residents to ensure that they do not visit social networking or other such sites, or indulge in any undesirable activity on the internet. Failure to report undesirable activity by other residents will also be treated as an offence.
- 13.4 Residents will switch off all lights, fans and ACs on leaving the computer room. Failure to do so will attract a fine of Rs.100/- for the first offence, and on subsequent offence, the resident will be debarred from all computer facilities.

14. Procedure for taking disciplinary action against a resident:

- 14.1 **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 may be vested with the authority to exercise discipline under the Act, the Statutes, the Ordinances including Ordinance XV (B), (C) and (D) and Rules that have been framed by the University and the Hostel from time to time.**
- 14.2 A Resident, who violates any of the Hostel or University rules or creates disturbance in the hostel, is liable to appropriate disciplinary action by the Provost. Such disciplinary action could include a minimum penalty of Rs.100/- and/or expulsion.

- 14.3 The hostel administration is authorized to evict any resident/guest from the hostel premises, if, in their judgement, such a resident/guest becomes ineligible to occupy the room or becomes liable for eviction on grounds of indiscipline.
- 14.4 **The Provost can for any default on part of a resident, such as suppression of information in the application for admission, act of indiscipline, violation of any of the duly prescribed rules, indulgence in indecent or violent behaviour, or for any other reason deemed sufficient for taking a disciplinary action, issue a warning, intimate the parents/guardian, Head of the Department/Supervisor, if any. She may also impose a fine, double-lock the room/cancel the allotment of room of a resident/expel or forcibly evict a resident at the risk and cost of the resident or take any other disciplinary action, including banning entry to the hostel depending upon the gravity of the act of indiscipline committed by the resident.**
- 14.5 The procedure for taking disciplinary action is as follows:
- a) The Provost or, on her direction, the Warden/Resident Tutor will call for an explanation from the defaulting resident giving a minimum of three days notice.
 - b) On receiving the reply from the concerned resident, the Provost may get the entire matter enquired into by any appropriate person/committee and take the necessary action on receiving the report of the inquiry officer/committee.
 - c) If no reply is received from the defaulting resident within the time stipulated in the letter seeking her explanation, the Provost may take the appropriate disciplinary action straightaway without holding an inquiry in the matter.
 - d) The disciplinary action taken by the Provost will be final and the same may be done under intimation to the Head of the Department concerned, Supervisor, if any, and the parents/guardian and the local guardian, if any.

14.6 Procedure for forcible eviction:

Forcible eviction shall be undertaken by an Eviction Committee to be constituted by the Provost and, if necessary, with the inclusion of the University Security/Proctorial staff. All luggage, articles, books, documents etc. shall be adequately packed. The same shall be duly sealed in the presence of the Eviction Committee and kept securely in the Hostel store/any other room under proper lock and key. The luggage so kept may be collected by the owner within two weeks, failing which the owner may forfeit her claim on the luggage or she may be charged demurrage @ Rs. 5/- per day after the expiry of two weeks.

15. Students Welfare Association (SWA)

- 15.1 Subject to the rules of discipline of the hostel and the University, the regular bonafide residents of the hostel may form a Resident Students Welfare Association according to an approved

constitution with the object of promoting academic, cultural and sports activities under the general supervision of the Provost, Warden and Resident Tutor and will function for the period: July, 2016 – May, 2017.

- 15.2 The Executive of the SWA shall consist of the President, General Secretary, Mess Secretary(ies) (upto two in number), Sports Secretary and Cultural Secretary (ies).
- 15.3 The term of office bearers of SWA shall be coterminous with the term of their admission to the hostel.
- 15.4 A General Body of the residents with a quorum of two thirds of the residents may elect the office bearers in the presence of the Hostel authorities after following the proper election procedure.
- 15.5 No rule in the Constitution of the SWA shall run counter to: (i) the University Act, Statutes, Ordinances, rules and regulations, decision of Executive and Academic councils of the University, ii) rules/provision as approved by the Managing Committee of P. G. hostels and enshrined in the 'Handbook of Information and Rules'.
- 15.6 The SWA shall work towards the achievement of the objectives as specified in clause 15.1 given above. The association shall incur all expenditure only with the prior written permission of the hostel authorities.
- 15.7 **Notwithstanding anything contained in the Constitution of a hostel SWA, the President of the association shall take prior permission in writing to the hostel authorities for holding any meeting or function in the hostel.** The hostel authorities reserve the right to stop any activity which according to them is not conducive to hostel life or which is likely to have a negative impact on the congenial atmosphere and harmony of the hostel.
- 15.8 The President of the Association should take prior written permission from the Provost for all functions.
- 15.9 The Executive Committee will prepare its budget and have it approved by the Provost.
- 15.10 All collections and expenditure should have the approval of the Provost and should be made through the hostel office. All collections are to be deposited with the hostel office and proper receipts should be obtained. Advance taken for expenditure in connection with any function should be rendered with proper bills/vouchers within **10 days** of the function.
- 15.11 The hostel authorities shall have the right to attend any meeting of the Association or its bodies.

15.12 Duties of S.W.A Executive Members:

- a) The President of S.W.A. is expected to co-ordinate the activities of the S.W.A. and look into the general welfare of the residents and bring those to the notice of the Hostel authorities. She is also expected to assist the Cultural Secretary in organizing the cultural activities of the

hostel. The president will convene the meeting of the SWA and inform the Hostel authorities of the same, well in advance of the meetings.

- b) **The General Secretary is expected to keep the minutes of all S.W.A meetings and present the same for signature to the hostel authorities. She will also prepare the budget for S.W.A. activities in the current term for presentation before the hostel 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 co-ordinating the activities of S.W.A.
- c) Mess Secretary(ies) is/are expected to form a mess committee of at least 8 members, who are bonafide residents of the Hostel and are not executive members of the S.W.A. The Mess Secretary along with the mess committee shall prepare a suitable menu in consultation with the Warden. The Menu will be reviewed every 6 months by the same committee. The menu for hostel night and all other functions are also to be finalized by the Mess Secretary in consultation with the Warden. The Mess Secretary and the mess committee may be assigned any mess duty by the Warden. In case the Mess Secretary is unable to continue her duties, under extraordinary circumstances, any bonafide resident may be nominated to the position by the Hostel authorities.
- d) The Cultural Secretary is to form a cultural committee of at least 8 members, who are bonafide residents of the Hostel and are not executive members of the S.W.A. **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. The budget can only be presented to the Provost and Warden after it is approved and counter-signed by the Resident Tutor.**
- e) The Sports Secretary is expected to form a committee of 4 members, who are bonafide residents of the Hostel and are not executive members of the S.W.A.

In addition, general co-ordination committees may be formed under the advice and supervision of the Warden, Resident Tutor, and the Housekeeper.

16. Medical Facilities

- 16.1 All cases of illness should immediately be reported to the hostel authorities, who would inform the resident's local guardians. The hostel authorities will not be held responsible for not informing the resident's local guardians, in case of medical emergencies, if incorrect contact numbers of local guardians are given. No medical or conveyance expenses will be borne by the hostel under any circumstances.
- 16.2 All students of Delhi University are members of the W.U.S. Health Centre. **A prescribed form is available at the hostel office for this purpose.** This should be filled in and submitted at the

time of admission. 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.

16.3 A First Aid Kit is available with the Housekeeper.

16.4 In case a resident falls ill with contagious/infectious disease, she will have to shift to her parents'/local guardian's house/I.D. hospital immediately. She will be allowed to rejoin the hostel after observing prescribed quarantine on production of Fitness Certificate from the W.U.S. Health Centre.

17. Additional Facilities

Residents can avail of the following facilities:

- a) A Bus Service to ferry the students from the hostel in the Dhaka Girls' Hostel complex to the Delhi University campus and back.
- b) 12 desktop computers, equipped with a broadband connection and housed in an air-conditioned computer room.
- c) Round the clock hot water supply in the bathrooms through solar power heating.
- d) Hot & Cold water dispensers and water coolers.
- e) Four Microwave ovens for reheating food.
- f) A common room equipped with a LED TV with cable connection, DVD player and Music System. Board games such as chess, carom, etc.
- g) A reading room provided with magazines, newspapers, etc., which can also be used by residents for study purposes.
- h) A spacious lobby for visitors and residents.
- i) A laundry room, equipped with fully automatic washing machines.
- j) A Gym.
- k) An outdoor badminton court.
- l) A total of 4 hotplates, distributed on the various floors.
- m) 3 refrigerators for non-vegetarians and 2 for vegetarians, placed near the common room for use by the residents.

- n) An additional LED TV in the dining hall.
- o) A well-maintained garden.
- p) A well-stocked library from which residents may borrow books.

Note: Eatables are not permitted in the reading room, computer room and Gym.

<p>Notwithstanding Any Provision In The Previous Pages, The Provost Is The Final Authority In All Matters.</p>

ANNEXURES

Ordinance XV-B, XV-C and XV-D are reproduced below:

Ordinance XV-B

Maintenance of Discipline among Students of the University

1. All 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 to 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 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 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. wilful destruction of institutional property;
 - 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 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 course 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 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, Deans of Faculties, Heads of Teaching Departments in the University, the Principal, School of Correspondence Courses 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 Departments. 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 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 University.

Ordinance XV-C:

Prohibition of and Punishment for Ragging

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 purposes of this Ordinance, ordinarily means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by 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 an 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 an 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 that the results of the student or students concerned in the examination or examinations in which they appeared be cancelled.
- 11. 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 Statute 15 for withdrawal of degrees or diplomas conferred by the University.
- 12. For the purpose of this Ordinance, abetment to ragging will also amount to ragging.
- 13. All Institutions within the Delhi University system shall be 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.

Ordinance XV-D:

Prohibition of and Punishment for Sexual Harassment

1. Short Title and Extent

The present ordinance is based on the Policy against Sexual Harassment by the Delhi University and seeks to maintain and create an academic and work environment free of sexual harassment for students, academic and non-teaching staff of the Delhi University. The ordinance will also apply to outsiders and residents, on the Delhi University campus, to the extent specified herein these rule and procedures.

2. Definitions

- i) “Students” includes regular students as well as current ex-students of Delhi University.
- ii) ‘Teaching Staff’ include any person on the staff of the Delhi University or any colleges or institution affiliated to it, who is appointed to a teaching and/or research post, whether full time, temporary, ad-hoc, part-time, visiting, honorary, or on special duty or deputation and shall also include employees employed on a casual or project basis.
- iii) ‘Non-Teaching Staff’ includes any person on the staff of the Delhi University or of any colleges or institutions affiliated to it, who is not included in the teaching staff. It includes employees who are full-time, temporary, ad-hoc, part-time, visiting honorary, or on special duty or deputation, and employees employed on a casual or project basis.
- iv) “Member of the University” includes all those included in categories I-III above.
- v) “Resident” includes any person who is a temporary or permanent resident of any of the accommodations or premises allotted to an employee by the University of Delhi or by any of its affiliated colleges or institutions.
- vi) “Outsider” includes any person who is not a member of the University or a resident. It also includes, but is not limited to, any private person offering residential, food and other facilities to students, teaching staff or non-teaching staff of the Delhi University or any college or institution affiliated to Delhi University.
- vii) “Campus” includes all places of work and residence in the Delhi University or any college or institutions affiliated to the Delhi University. It includes all places of instruction, research and administration, as well as hostel, health centres. Sports grounds, staff quarters and public places (including shopping centres, eating places, parks, streets and lanes) on the Delhi University campus or the campus of any college or institution affiliated to the Delhi University.
- viii) “Sexual harassment” includes any unwelcome sexually determined behaviour, whether directly or by implication and includes physical contact and advances, a demand or request for

sexual favours, sexually-coloured remarks, showing pornography or any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Explanation: “Sexual harassment” shall include, but will not be confined to, the following:

- a) When submission to unwelcome sexual advances, requests for sexual favours, and verbal or physical conduct of a sexual nature are made, either implicitly or explicitly, a ground for any decision relating to employment, academic performance, extracurricular activities, or entitlement to services or opportunities at the Delhi University.
- b) When unwelcome sexual advances, and verbal, non-verbal and/or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or e-mail, gestures, exhibition of pornography, lurid stares, physical contact, stalking, sounds or display or a derogatory nature have the purpose and/or effect of interfering with an individual’s performance or of creating an intimidating, hostile, or offensive environment.
- c) When a person uses, with a sexual purpose, the body or any part of it or any object as an extension of the body in relation to another person without the latter’s consent or against the person’s will, such conduct will amount to sexual assault.
- d) When deprecatory comments, conduct or any such behaviour is based on the gender identity/sexual orientation of the person and/or when the classroom or other public forum of the University is used to denigrate/discriminate against a person or create a hostile environment on the basis of a person’s gender identity/sexual orientation.

3. Scope of the Ordinance

This Ordinance shall be applicable to all complaints of sexual harassment made:

- i) By a member of the university against any other member of the university irrespective of whether the harassment is alleged to have taken place within or outside the campus.
- ii) By a resident against a member of the university or by a member against a resident irrespective of whether the sexual harassment is alleged to have taken place within or outside the campus.
- iii) By an outsider against a member of the University or by a member of the University against an outsider if the sexual harassment is alleged to have taken place within the campus.
- iv) By a member of the university, against an outsider if the sexual harassment is alleged to have taken place outside the campus. In such cases the Committee shall recommend that the university college authorities initiate action by making a complaint with the appropriate authority. Further the committee will actively assist and provide available resources to the complainant in pursuing the complaint.

4. Complaint Mechanism

Implementation of the University policy against sexual harassment shall be achieved through:

- i) **College Complaints Committees**, which shall be set up in each college of the University of Delhi as complaints and redressal bodies.
- ii) **University Units Complaints Committees**, which shall be set up in clusters of University Departments/Centres as complaints and redressal bodies.
- iii) **Central Pool Complaints Committees**, which shall be complaints and redressal bodies (one each for the North and South Campus) for those units that are not affiliated to any college/department/institution and have not been included in either CCC or UUCC
- iv) **The Apex Complaints Committee**, which shall be an apex regulatory and appellate body of the University of Delhi for redressal and resolution of complaints.

5. Redressal

- i) UUCC/CCC/CPCC/ACC may ask the College/University to suspend the alleged harasser from an administrative post/class if her/his presence is likely to interfere with the enquiry.
- ii) The victim of sexual harassment shall have the option to seek transfer of the perpetrator or her/his own transfer where applicable.
- iii) Notwithstanding the contents of any other ordinance relating to service conditions etc., the head of the institution upon receipt of the enquiry report, shall refer the same to the Governing Body/Executive Council (EC) and take disciplinary action on the basis of recommendations of the Complaint Committees provided that in the case of termination of service the existing rules of the university will also be forwarded.
- iv) The disciplinary action shall be commensurate with the nature of the violation.

A. In the case of University/College employees, disciplinary action may be in the form of :

- i) Warning
- ii) Written apology
- iii) Bond of good behaviour
- iv) Adverse remarks in the Confidential Report
- v) Debarring from supervisory duties
- vi) Denial of membership of statutory bodies
- vii) Denial of re-employment
- viii) Stopping of increments/promotion

- ix) Reverting, demotion
- x) Suspension
- xi) Dismissal
- xii) Any other relevant mechanism.

B. In case of students, disciplinary action may be in the form of:

- i) Warning
- ii) Written apology
- iii) Bond of good behaviour
- iv) Debarring entry into a hostel/campus
- v) Suspension for a specified period of time
- vi) Withholding results
- vii) Debarring from exams
- viii) Debarring from contesting elections
- ix) Debarring from holding posts
- x) Expulsion
- xi) Denial of admission
- xii) Declaring the harasser as “persona non grata” for a stipulated period of time
- xiii) Any other relevant mechanism.

C. In the case of third party harassment, the University/College authorities shall initiate action by making a complaint with the appropriate authority.

USEFUL TELEPHONE NUMBERS

W.U.S. Health Centre (Emergency) 27666257

Chief Medical Officer 27667908

St. Stephens's Hospital 23982978

Taxi Stands:

Indra Vihar 27432580, 27218743

Mukherjee Nagar 27651932

Ramjas College 27667100

Reids Line 27667150

Vijay Nagar 23974528

Police Station:

Police Control Room 100

S.H.O. Mukherjee Nagar 27231131, 27231132

Helpline for Women 1091, 23317004

Fire 101

Ambulance 102

