

Saramati Post Graduate Men's Hostel

HANDBOOK OF INFORMATION

(2014-15)



**UNIVERSITY OF DELHI SOUTH CAMPUS
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1.0. ABOUT THE HOSTEL

Saramati Post Graduate Hostel for Men was established in the year 2000 by North East Council, Ministry of Home affairs, Govt. of India and University of Delhi, South Campus to provide accommodation facilities for the students of North Eastern states and students of University of Delhi, South Campus. It started functioning in the academic session of 2002-03. Saramati Post Graduate Men's Hostel is a hostel of residence for full time Post Graduate men students of North Eastern States, registered at University of Delhi, and for Post Graduate, M. Phil. and Ph.D. students of South Campus. The internal administration and other discipline of the Hostel are under the overall charge of the Provost.

2.0. ADMISSION TO THE HOSTEL

Application for admission to the Hostel should be made on the prescribed form that can be downloaded from the University of Delhi South Campus website (i.e. www.south.du.ac.in). The application form duly filled in, along with prescribed enclosures has to be submitted to the Hostel Office by the date notified on the Hostel Notice Board. The admissions will be made as per rules approved by the Managing Committee of the Hostel. These rules will be applicable to all the residents and shall be binding for all concerned. Hostel admission will be based strictly on the merit list of students admitted to a given course, as provided by respective departments. The Provost is the final authority for admission to the hostel. *Applicant should read this information bulletin carefully before applying.*

2.1. Eligibility for Admission

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

- i. The applicant should be a full-time bonafide post-graduate/Ph. D. student of the University of Delhi South Campus.
- ii. Hostel admission will be based strictly on merit list of students admitted to a given course, as approved by the respective department.
- iii. He should not be enrolled on a part-time or in an evening course.
- iv. His parents should not be residing in National Capital Territory. However, if seats remain vacant, local students may be considered for hostel accommodation for a period ranging from six months to one academic session.
- v. He should not be employed anywhere on full-time, part-time, ad-hoc or temporary basis. However, temporary or ad-hoc lecturers of University/ College may be allowed to stay so long as they are bona-fide research students (only during the first registration, i.e., first five years of the Ph.D. programme).
- vi. He should not have availed of Delhi University/College hostel facility for a course of the same level earlier. No student can avail of the hostel seat twice on the basis of a course/degree of the same level. In this context, for the purpose of admission to the hostel, the full-time courses like M.B.A., M.F.C., M.B.E., 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.
- vii. He should not have stayed for six or more years in any other post-graduate hostel(s) of the University/College(s).
- viii. He should have passed the examination of the last course attended. A certificate should be produced to this respect from the concerned Head of the Department.
- ix. Admission shall not be granted to a student against whom disciplinary action had been taken by a department /college/hostel of the University of Delhi.

- x. Suppression of information or giving wrong information pertaining to any of these eligibility criteria would make the defaulting student liable for disciplinary action as may be deemed fit by the hostel administration.
- xi. During the period of stay, if he fails to fulfill any of these conditions, he will have to vacate the hostel immediately.
- xii. The applicant should neither be a convict nor any criminal cases be pending against him.

2.2. Duration of Stay

A student shall be eligible to stay in the hostel for the duration of his course as per the details given below:

- i. M.A./M. Sc./MBA/MFC/ MBE/LL.M.: 2 years
- ii. M. Phil: 18 months or span period as laid down by the M. Phil. Committee of the Department concerned and approved by the Academic Council of the University, but in no case more than the maximum of two years.
- iii. Ph. D.: 5 years (students re-registered in Ph. D. after the expiry of first 5 years of enrolment in Ph. D. will not be eligible for admission to the hostel.)
- iv. LL.B./MCA: 3 years
- v. Maximum duration of stay in the hostel system: six years.

A resident shall vacate the hostel within a week after completing his:

- i. Statutory period of the course as specified above, or
- ii. M. Phil/Ph. D. thesis submission and under very special circumstances till viva-voce examination (with the written consent/recommendation of the supervisor). However Provost will be the final authority to allow a student to stay.
- iii. Students pursuing summer training as a part of course work.
- iv. Six years in the University hostel system, whichever is earlier.
- v. Resident have to vacate the hostel within 7 days after the end of academic session. They may be permitted to stay in the hostel temporarily as a 'resident guest', if they are appearing for examinations like CSIR/UGC NET or equivalent academic/research oriented examinations. Their application has to be supported by documentary proof with recommendation of the Head of the Department and approved by the Provost.
- vi. Stay of the visiting scholar, mode of payment etc.: Visiting Scholar/Trainee (Coming from Institutions located outside NCR) to the Departments/Centres situated at South Campus can stay in the hostel with due recommendation from the host faculty members of South Campus for a duration not exceeding three months. However, it can be extended up to total stay of six months with the permission of Provost as per merit of the case. Fees Rs. 150/- per day excluding meal charges. All relevant fees are to be paid in advance. Visiting Scholar or trainees who are staying in hostel can avail mess facility after paying the mess charges at par with the residents as applicable at that time along with an additional amount of Rs. 300/-
- vii. Student of first year of 2 years programme, and first and second year of 3yrs programme will to stay in the Hostel during Summer Vacation may be allowed to do so as "**Resident Guest**" by the Provost on their written request. The rules and regulations are as follows:

- a. This facility will be available only to students of first year of 2 years programme and first and second year of 3yrs programme.
- b. Per day charges would be Rs. 75/- per day (with additional charge of Rs.300 per month as amenities fee). This fee excludes mess charges.
- c. The mess charges would be as per actuals.
- d. All rules and regulations of hostel (including mess) will remain same and will apply over Resident Guest as it apply over a resident during period other than summer vacation.
- e. A resident must produce an undertaking to vacate the hostel if he fails to secure admission based on the laid down criteria.
- f. The maximum duration of stay will be 10 days after declaration of academic examination results or first interview date for hostel admission (whichever is earlier). No request will be entertained after expiry of deadline (not even based on medical ground). If a resident guest doesn't vacate the hostel on or before the due date, he can be evicted and a disciplinary action will be initiated against him.
- g. Each student has to take fresh admission at start of each academic session. The fee applicable for admission will be announced at start of an academic session.

2.3. Schedule of Admission

The admission to hostel would be done in three (3) phases as specified below:

Phase I:	25 th June to 16 th July
Phase II:	25 th July to 16 th August
Phase III:	16 th August to 7 th September

† Admissions for Ph. D. students can be considered throughout the year. However admissions are subject to the availability of seats.

† The ER students case will be entertained only at the end of admission process, subject to the availability of seats.

2.3. Declaration of assets to be kept in the hostel

Residents who intend to keep any vehicle have to submit following information at the time of admission:

- i. Copy of vehicle registration certificate.
- ii. Type of vehicle.
- iii. Copy of driving license.
- iv. If vehicle is not owned by the resident, resident must have to submit the details/identity proof and consent of the owner.

If a resident wish to keep laptop/desktop computer he has to submit following information

- i. Make and model.
- ii. Purchase receipt/bill.
- iii. MAC address.

3.0. READMISSION

- i. The residents are required to take readmission to the hostel as soon as they are promoted to the next year and readmitted to their respective courses in the University.

- ii. Research students have to provide a certificate indicating the progress of the research work from the Supervisor duly forwarded by the Head of the Department.
- iii. Readmission is not a right of a student. It depends on the conduct of the student. The Hostel administration reserves the right to deny readmission, if the academic performance or conduct of a resident has been found unsatisfactory.

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 the Supervisor (in case of M. Phil and Ph. D. Students) to the effect that the student is actively engaged in the research work and his work is satisfactory. M. A., M. Sc., LL. B., MCA, MBA, MBE, MFC and students of other categories shall submit a certificate from the Principal/Head of the Department concerned every six months (in July/August and January) to the effect that they are actively engaged in the studies of their University course, failing which their residency in the Hostel shall be terminated.

A student, who has serious problems of conduct, fails in the examination or fails to appear in the examination for any reason whatsoever (even on medical grounds) forfeits his right to re-admission. No student will be re-admitted and granted any extension on medical ground.

4.0. CANCELLATION OF ADMISSION

Admission will be cancelled under following conditions:

- i. Non-payment of residence dues for consecutive 2 months.
- ii. Keeping guests without permission.
- iii. Anti-social activities in or, out side the hostel.
- iv. Mischief causing damage to the hostel property.
- v. Ceases to be a regular/full time student.

5.0. DISTRIBUTION OF SEATS

As per the MoU signed between University of Delhi and North East Council, Ministry of Home Affairs, Govt. of India, 70% of seats are reserved for students belonging to North Eastern states. However, if North Eastern States students are not available, these seats would be made available to students of other states. Allocation of seats to various departments would be done keeping in view the merit of the student within the Department.

Distribution of seats for different categories of students is as follows:

- | | | |
|-------------|--|--|
| i. | Foreign Students | 10% |
| | Applications of foreign students have to be routed through the Foreign Students Advisor. They are also required to fulfill the following conditions: | |
| | (a) | Application should be duly forwarded by the Embassy of concerned country. |
| | (b) | Medical Fitness Certificate from the National Institute of Communicable Diseases, Sham Nath Marg, Delhi- 110054. |
| ii. | Scheduled Castes | 15% |
| iii. | Scheduled Tribes | 7.5% |
| iv. | Visually handicapped and other disabled | 3% |
| v. | Wards of war widows/disabled in army action | 1% |
| vi. | Outstanding sports person | 1% |

Application for sports quota should be routed through the Director, Sports Council, University of Delhi.

If the candidates from any of the above reserved categories are not available, such seats will be allocated to general category students.

6.0. ACCOMMODATION

The Hostel has 65 rooms to accommodate 130 students on twin sharing basis. In addition, the hostel also has two Air Condition Guest Rooms. The allocation of hostel rooms will be made up to the statutory number, and desired by the Hostel Authorities. If the students are not available for specific quota (s), the seats will be transferred to the general quota.

7.0. RULES OF RESIDENCE

- i. No resident is allowed to shift from one room to another without prior written permission of the Provost. No furniture should be shifted from one room to another.
- ii. The Hostel mess may/may not function during the summer vacation for those who are permitted (in writing) to stay in the hostel during this period. If the mess functions, the charges will be as per arrangements. No resident is allowed to take mess utensils/food out of the dining hall.
- iii. Residents must hand over the complete charge of their room before leaving the hostel at the end of the course and must obtain a clearance certificate from the hostel office. A copy/photocopy of clearance certificate is to be handed over to the Security Guard on duty before leaving the hostel premises.
- iv. Residents, who take up full-time jobs, discontinue their studies or research, or who have completed their Ph.D./M. Phil Programme in the middle of the session, shall inform the hostel office in writing and leave the hostel within one month clearing all dues.
- v. Residents working on a temporary basis and continue to be a bona fide students of a University/college may be allowed to stay in the hostel on payment of an amount as per rules. All such residents must inform the office immediately on getting the job.
- vi. Residents, who do not inform the Provost of their appointments and do not take his special permission to stay, will be charged penal rent of Rs. 2500/- per month from the date of their appointment.
- vii. Residents are not allowed to hand over the keys of their rooms to any person other than the hostel authorities.
- viii. Residents will not engage any unauthorized person for personal service in the hostel. No employee of the hostel will be engaged by the resident for his personal job.
- ix. Residents are expected to come to the Dining Hall, Common Room and Visitor's Room properly dressed.
- x. Every resident must inform the administration in writing about his absence from the hostel, if he stays out for more than 3 nights. He should also give the address at which he may be contacted. If necessary, in his absence the room of the resident will be double-locked and key of the hostel lock will be available with the security guard on duty.

- xi. In case any resident remains away from the Hostel for more than 7 days without informing the Hostel administration in writing, it will be presumed that he has left the hostel, and 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/any other room of the hostel. If the luggage is not claimed within two weeks, the Hostel administration may dispose it off in any manner considered suitable. A penal rent @ Rs. 25/- per day in addition to the normal charges for the period during which the luggage remains unclaimed shall be payable by the concerned person.
- xii. Admission shall be terminated in case of a student against whom disciplinary action has been taken by a department/college/hostel of the University of Delhi.
- xiii. The room/s of resident/s shall be double-locked if at any given point of time outstanding dues of hostel and mess (including late fee as applicable) exceed the amount of hostel and mess caution money.
- xiv. Residents are:
 - (a) Required to use their locks and not to leave the room unlocked when they are not in their rooms, in order to safeguard their personal belongings against theft.
 - (b) Not allowed to give their room keys to any unauthorized person.
 - (c) Required to keep their vehicle locked in earmarked place for parking.
 - d) Allowed to entertain their guests only in Visitor's Room from 9 AM to 9 PM. Violation of this rule may be considered as misconduct.**
 - e) Recreation Centre will remain open from 8.00 AM to 10.00 PM.
 - f) Use of alcoholic drinks, narcotics and drugs are strictly prohibited in the hostel. Any resident or his guest found (i) using alcoholic drinks or drugs in his room or (ii) in the hostel premises or (iii) allowing his room to be used for such purposes or under the influence of alcoholic drinks or drugs shall be expelled from the hostel with immediate effect.
 - g) Any of the hostel authorities has the right to enter the room of any resident at any time, if considered necessary or expedient.
 - h) Residents are required to obtain 'No Dues Certificate' from the hostel office at the time of taking admission ticket for their University examinations and for submission of M. Phil/Ph. D. thesis.
- xv. If a research student gets independent scholarship from agencies like CSIR, ICAR, UGC, ICMR, etc., under which resident is entitled for house rent allowance, he will have to pay HRA to the Saramati Post Graduate Men's Hostel.
- xvi. **Hostel administration believes in managing the hostel with the active participation of residents. On the Annual Day Function of the hostel, the resident who contributes the most in the corporate life of the hostel and at the same time found to be highly disciplined is awarded "Provost Trophy" as a token of reward for his services.**

8.0. VACATING ROOMS

- a) A resident should pay all his dues and obtain a clearance certificate from the hostel office to this effect before vacating the hostel. **He should inform the office at least 7 days before vacating the room.** The clearance certificate should be obtained during the working days. He must hand over the room key to the office before his departure.

- b) Refund of Caution Money will be made only after clearing all the dues.
- c) All financial and administrative transactions should be made during the working hours of the hostel.
- d) Ph.D. Student can avail the hostel facility up to 3 months after submission of Ph.D. thesis on guest basis after due recommendation from supervisor and head of the department.

9.0. FACILITIES

9.1. Medical facility

Any case of illness should be immediately reported to the Resident Tutor or warden. Residents are entitled to the services available at the World University Service Health Centre in the South Campus. In case of an emergency the medical facilities of some affiliated Nursing Homes may be obtained. The residents may contact hostel office for such facilities as and when required. The first aid box is available in the hostel office.

9.2. Sports

The hostel provides excellent sports facilities with indoor and outdoor games like a well-equipped Gym, Table Tennis, Badminton, Chess, and Carom, etc. Hostel organizes games at the end of the academic session and winners are given Prizes and Trophies on the Annual Day Function.

9.3. Internet/Computing Facilities

The hostel has the latest PCs and Macintosh System hooked to university network system, which provides seamless computing and Internet facility to the residents. Wireless network access is available to all residents.

9.4. Laundry

The hostel provides laundry facility to the residents at very reasonable rates.

9.5. Hot Water

All bathrooms of the hostel are equipped with modern solar heating water system, which provides round the clock hot water during the winter season.

9.6. Furniture and Fixture

All rooms in the hostel are provided with a bed, mattress, study table, chair, shoe rack and curtains.

10.0. GUESTS

- i. A resident should inform the Resident Tutor/Warden well in advance (at least one day) about the arrival of his guest, i.e., friend, relative, parents, etc. Female guest will not be allowed to stay overnight in the hostel.
- ii. All requests for permission for the guest to stay should be addressed to the Resident Tutor/Warden. He reserves the right, in consultation with the Provost, to cancel the permission for the stay of any guest at any time.
- iii. The resident will be directly responsible for the conduct of his guest. The guest should also produce the photo identification card while availing the guest facility in the hostel.
- iv. **No guest will be allowed to stay for more than 03 days in the Guest Room. A visitor cannot become guest of the residents too often.** In case an extension of stay is required permission must be obtained from the Provost.
- vi. The resident will not be allowed more than 10 requests for guest accommodation in an academic year, however not more than 3 days at a stretch.
- vi. The overnight stay of unauthorized quest(s) in the hostel will be considered a violation of the hostel discipline.

- vii. A member resident shall not entertain a person as a guest who has been expelled from the hostel or university or against whom disciplinary action is pending. Violation of the rule will render the member resident liable to disciplinary action, including his own expulsion from the hostel.
- viii. Guests will be charged at the rate of Rs.500/- per night for their stay in the hostel. Guests have to stay in the guest room only. No guest will be allowed to stay with the residents during the nights. All guest charges should be paid in advance. Guest room will be booked on first come first serve basis with at least one day advance booking.
- ix. As the financial year of the hostel closes on March 31, all the hostel charges, including that for March, must be cleared by March 10.
- x. No guest will be allowed to stay with the residents during the nights.
- xi. All payments towards to stay of the guests are to be made in advance.

10.1 Guest House

This hostel has two air conditioned Guest Houses where parents of the resident may be accommodated subject to the availability. Booking to avail the guest house must be made at least two working days in advance. The maximum duration of stay is 03 days. Charges for the parents (single or double) will be Rs. 600/- per day. In case, parent(s) is/are accompanied by the resident's sibling (above 12 years) the charges will be Rs. 1200 per day.

11.0. HOSTEL FEES

11.1. Fees on Admission

The following charges are payable by the residents at the time of admission:-

I. Admission Fee	Rs. 150
II. Medical Fee for the University Health Centre	Rs. 240
III. Hostel Association Fee	Rs. 500
IV. Kitchen Wares Charges	Rs. 300
V. Identity Card Fee	Rs. 50
VI. Caution Money (Refundable)	Rs. 8000
VII. Recreation Centre	Rs. 400
VIII. Garden Fee	Rs. 200
IX. Water heating system maintenance charges	Rs. 400
X. Establishment charges	Rs. 600
XI. Hostel Development Fund	Rs. 1000
XII. Health Insurance coverage for one year	subject to the guidelines of the University.

The fees listed above are not refundable, except the caution money which will be refunded by cheque to the resident on leaving the Hostel, provided he has cleared off all Hostel and Mess dues, including the Mess deficit, if any.

- The caution money may also be utilized for meeting defaults in respect of the payment of any fine and damage caused to the Hostel property.
- The caution money, if remain unclaimed for a period of six months, shall lapse to the Hostel funds and no claim will be entertained thereafter.

11.2. Fees for Foreign Students

The foreign students admitted in this Hostel are required to pay one time registration fee of US \$ 100 (Non-refundable) in Indian Currency or as per the University notification from time to time every year in addition to the usual hostel fee at the time of admission.

11.3. Fees for Physical Handicapped students

The students with physical disabilities residing in different Hostels/Halls of the university shall be exempted from payments of all fees and charges except refundable caution fees and the mess fees. The person with physical disabilities shall pay 50% of the Mess fee and the remaining 50% of the Mess fee will be reimbursed to the Hostels concerned by the university

11.3. Monthly Fees (August to April)

I. Room rent	Rs. 100
II. Upkeep and Maintenance charges	Rs. 500
III. Electricity charges	Rs. 400 (as per actual)
IV. Mess dues (provisional)	Rs. As per actual
V. Lawn Maintenance fee	Rs. 100
VI. Recreation Centre fee	Rs. 100
VII. Water charges	Rs. 50 (or as per actual)

* The mess charges or menu during the month of May, June and July may change/vary because of low occupancy in the hostel. The mess charges or menu during the month of May, June and July may change/vary because of low occupancy in the hostel.

Note: During the months of May, June and July air/desert cooler can be allowed to keep in the room with prior permission at monthly charges of Rs. 300/- per month. During months of December, January and February hot air blower/heat convector can be used (one in each room) with prior permission at monthly charges of Rs. 300/- per month.

The fees (Annual and Monthly) once paid are non-refundable except the Caution Money. The Caution Money will be refunded by cheque to the resident on leaving the hostel provided the candidate submit the no dues certificate issued from the hostel.

11.4. Schedule of Payment:

All hostel fees are to be paid on quarterly basis and mess charges are to be paid on monthly basis. All fees are payable in advance. During the month of **April to June, Residents can deposit hostel fee and mess charges on monthly basis.** All fees should be paid by the 10th of each month through bank and those who are not able to pay within 10th of the month are required to pay their fees with late fine (as applicable) in the office during office hours. The late fee fine structure is as follows:

- Late fee will be charged from the 1st day onwards at the rate of Rs.20 per day in addition to the usual charges, for each day of default during the month whose fee was due (i.e. till 30th/31st day of the month) and thereafter at the rate of Rs.50/- per-day (in case resident status is maintained). If the bill remains unpaid till the last day of the month, the meals of the resident may be stopped and eviction proceeding may be initiated. A resident may, however, be re-admitted with the permission of the Provost, on payment of a re-admission fee of Rs. 500/- in addition to the requisite fine.
- The resident going on long leave is also required to pay the fees within the stipulated period of time either in advance or by post in case of extension of stay.
- A resident, who intends to vacate the hostel accommodation before 15th in the month of April, May or June, will have to pay on daily basis at the rate of Rs. 50/- (excluding the mess charges). The hostel office needs to be intimated in writing about this at least a month in advance. Residents staying for more than 15th of the month will have to pay the entire monthly charges for that particular month. However mess fee rebate can be obtained for the period of absence with the written permission of Warden.
- If a resident leaves the hostel without paying his full hostel and mess charges, hostel authorities could adjust his hostel dues against the caution money. Further, if the total outstanding dues exceed the caution money amount, in that case, hostel administration would write to the examination branch to withhold his result.

- As the financial year of the hostel closes on March 31, all the hostel charges, including that for March, must be cleared by March 10.
- **Residents are required to open their bank account as and when their names are short listed before taking admission in the hostel. All hostel fees and mess charges are to be deposited in the State Bank of India on South Campus Branch, New Delhi.**

12.0. ELECTRICITY

Residents should not tamper with the electrical installation in the room or in the Hostel premises. Students are not allowed to use Electric Heaters, Air Conditioners, Refrigerators, Electric Irons, Immersion rods or any such equipment. However, they are allowed to use personal computers/hot air blower/heat convector/Room Air Coolers with due permission.

13.0. DINNING HALL

The mess of the Hostel will be run by the Mess Contractor, according to the rules framed for the purpose by the Hostel authorities.

- No rebate of any kind shall be given to the member for breakfast, lunch or dinner missed by him. However, if a resident is to attend a class/practical and is unable to take his lunch in the Hostel, he may be provided with packed lunch on request made in advance.
- A resident who has been permitted to be away from the Hostel for consecutively seven days or more will be given a 75% rebate per day including the period of absence during autumn and Winter breaks, provided he has informed the Warden/Resident Tutor in writing in advance.
- Rates of Mess Charges may also vary depending on market conditions.
- Food will not be served outside the Dining Hall to residents or their guests.** The residents can have their meals only in the Dining Hall as per the following schedule:

Breakfast :	8.00 to 9.30 A.M.	(On working days)
	8.30 to 10.00 A.M.	(On Sunday and other Holidays)
Lunch :	1.00 to 2.30 P.M.	
Dinner :	8.30 to 10.00 P.M.	

In case of illness, residents may be served food in their rooms with the permission of the Warden/Resident Tutor.

- Residents are not allowed to cook food inside their rooms.
- Residents are prohibited from taking mess utensils to their rooms.
- Smoking and alcohol is strictly prohibited anywhere in the hostel. Residents are expected to enter the Dining hall in a proper dress and maintain the decorum.

14.0. HOSTEL ASSOCIATION

i. The residents may form the hostel association for promoting academic, cultural and recreational activities only. The Provost, Warden and Resident Tutor shall have the right to attend any meeting of the association or its bodies.

ii. The Convener of the association shall take prior written permission of the Provost for all the hostel meetings and functions that the association intends to hold. Residents should maintain discipline and decorum of the hostel while conducting transaction of the association.

iii. All functions of the association should end normally by 10.00 PM. Prior permission in writing should be taken from the Provost, in case the function is to be extended beyond that time.

iv. The expenditure incurred on association activities shall be met from the association fund.

- v. There will be a Floor Coordinator for each floor.

15.0. MAINTENANCE OF LAWNS AND CLEANLINESS

The lawns around the hostel are meant for the benefit of the students and for improving the appearance of the hostel. Residents are expected to help and to take interest in their maintenance. They shall avoid crossing the lawns and shall use only the passages that are provided. Hedges shall not be tampered with, nor shall flowers be plucked. Cycling in the lawns, playing on the lawns and verandahs is strictly prohibited. Spitting on walls and floors is strictly forbidden. Walls, furniture and doors, any other property of the hostel etc., shall not be disfigured or damaged.

16.0. DISCIPLINE

16.1. General Discipline

- i. Each student should get an Identity Card from the Hostel Office and keep it in his personal possession for verification on demand.
- ii. Visitors will be received only in the Visitors' Room of the Hostel. They will not be entertained in the living room of the residents
- iii. Possession and/or use of alcoholic drinks, narcotic drugs etc. is strictly prohibited in the hostel.
- iv. No cooking is allowed inside the hostel room.
- vi. At the time of admission, every student shall be required to sign a declaration that he submits himself to the disciplinary jurisdiction of the Vice-Chancellor, the Proctor, the Provost and other authorities of the Hostel who may be vested with the authority to exercise discipline under the acts, the statutes, the Ordinances (XVB, XVC, XVD) and Rules that have been framed by the University and the hostel.
- vii. The Hostel authorities shall have the right to enter resident's room to make an inquiry/search, as and when considered necessary.
- viii. Residents are expected to give due respect to Hostel staff (office employees, mess and safai karmacharis, malis and security staff). If and when a resident encounters any problem with or lapse on the part of any employee/s he/they may report the same to Resident Tutor. In case the resident/s is/are not satisfied with the action taken by the RT in this regard, the matter may be brought to the notice of Warden. Provost will be the final authority for disciplinary action.
- ix. 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 a resident/s will be treated as an act of serious breach of discipline.
- x. Residents must ensure that vehicles kept by them in the premises of hostel are duly registered with appropriate authorities. All vehicles must be kept locked in the place allotted for this purpose by the hostel.
- xi. No resident shall indulge in any activity in the Hostel premises other than academic and the Residents' Association activities.
- xii. **No notice 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 provision shall be treated as an act of serious indiscipline on the part of the defaulter.**
- xiii. Notwithstanding any provision in the previous pages, the Provost is the final authority in matters of discipline, admission and over all functioning of the hostel.
- xiii. 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.

16.2. Ordinance XVB: Discipline regulations: The hostel abides by the disciplinary regulations of the University of Delhi Ordinance.

- i. All powers relating to discipline and disciplinary action are vested in the Vice-Chancellor.
- ii. The Vice-Chancellor may delegate all or such powers as he deems proper to the Proctor and to such other persons as he may specify on this behalf.
- iii. 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 to 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 grounds;
 - (i) causing disruption in any manner of the academic functioning of the University system;
 - (j) Ragging as per Ordinance XV-C.
- iv. Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him appropriate, the Vice-Chancellor, may in the exercise of his powers aforesaid order or direct that any student or students:
 - (a) be expelled; or
 - (b) 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 of 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 or 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 or they have appeared be cancelled.
- v. The Principals of the college, Heads of the Halls, Deans of Faculties, Head 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.

- vi. Without prejudice to the powers of the Vice-Chancellor and the Proctor as aforesaid, detailed rules of discipline and proper conduct shall be framed. These rules may be supplemented, where necessary, by the Principals of Colleges, Head of Halls, Deans of Faculties and Heads of Teaching Departments in this University.
- vii. At the time of admission, every student shall be required to sign a declaration that on admission he submits himself 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 there under by the University.

16.3. Procedure For Taking Disciplinary Action

- i. The Provost can for any default on the 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 warning, intimate the parents/guardian, Head of the department/supervisor, if any, impose 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 the entry to the hostel and recommending non-issuance or de-recognition of degrees, depending upon the gravity of the act of indiscipline committed by a resident.
- ii. The procedure for taking the disciplinary action:
 - (a) The Provost or on his direction the Warden/Resident Tutor will call for an explanation from the defaulting resident giving a minimum of three-day 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 his explanation, the Provost may take the appropriate disciplinary action straight away without holding an inquiry in the matter.
 - (d) The disciplinary action taken by the Provost will be final and the same may be intimated to the Head of the Department concerned, Supervisor, if any, and the parents/guardian and the local guardian, if any.
- iii. Procedure for forcible eviction:
 - (a) The forcible eviction shall be undertaken by an Eviction Committee to be constituted by the Provost and, if necessary, with the inclusion of University Security/Proctorial staff. All luggages, articles, books, documents etc. shall be put in sacks/bags/boxes/gatharis etc. or otherwise appropriately wrapped up. The same shall be duly sealed in the presence of the Eviction Committee and kept securely in 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 his claim on the luggage or he may be charged @ Rs. 5/- per day after the expiry of two weeks.

Ord. XVC: Prohibition of and Punishment for Ragging

- i. Ragging in any form is strictly prohibited, within the premises of College/Department of Institution and any part of University of Delhi system as well as on Public transport.
- ii. Any individual or collective act or practice of ragging constitutes gross indiscipline and the guilty resident would be immediately evicted from hostel without serving show cause notice on him and he would be further liable to punishment according to University of Delhi rules.
- iii. Ragging for the purposes of this Ordinance, ordinarily means any act, conduct or practice by which dominant power or status of senior student is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by other students and includes individual or collective acts or practices which
 - a) Involve physical assault or threat to 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.
- iv. The Principal of a College, the Head of the Department or an Institution, the authorities of college, of university hostel, of hall of Residence shall take immediate action on any information of the occurrence of ragging.
- v. Notwithstanding anything in Clause (iv) 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.
- vi. The Proctor may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of the ragging incident.
- vii. If the Principal of a College, 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 enquiry, he may so advise the Vice-Chancellor accordingly.
- viii. When the Vice-Chancellor is satisfied that it is not expedient to hold such an enquiry, his/her decision shall be final.
- ix. 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) and (c) the Vice-Chancellor shall direct or order rustication of a student / students for a specific number of years.
- x. 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.
- xi. In case any students who have obtained degrees of Delhi University are found guilty under this Ordinance appropriate action under Statute 15 for withdrawal of degrees conferred by the University shall be initiated.
- xii. For the purpose of this Ordinance, abetment to ragging whether by way of any act, practice or incitement of ragging will also amount to ragging.

- xiii. All institutions within the Delhi University system shall be obligated 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 XVD: 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 rules 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 centers, sports grounds, staff quarters and public places (including shopping centers, 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 of 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 of a derogatory nature have the purpose and/or 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 class room 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.

17.0. GENERAL INSTRUCTIONS

- i. Residents are required to abide by all instructions from the Hostel authorities, which are displayed on the Notice Board from time to time or conveyed otherwise.
- ii. Residents are expected to actively participate in the Hostel activities including managing of dinning hall and the maintenance of garden, etc.
- iii. Residents are not to plead ignorance of the rules and regulations contained in this Handbook of Information and also any notified modification made from time to time.

The Provost is the Final Authority in all matters.