

# Aravali Post Graduate Men's Hostel

Handbook of Information 2016-17



**University of Delhi, South Campus**  
**Benito Juarez Road, New Delhi-110021, INDIA**

### **Provost**

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### **OFFICE STAFF**

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### **Hostel Reception**

**Ext: 7355**

**Office Hours: 9:30 A.M. to 5:30 P.M.**

\*To be used in case of emergency only.

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## **1.0. ABOUT THE HOSTEL**

Aravali Post Graduate Hostel for Men was established in 2005 by University of Delhi, South Campus to provide accommodation facilities for the Research scholars and Post Graduate students of University of Delhi, South Campus. The hostel provides single room accommodation and other facilities for students registered for Ph.D., M. Phil. And Post Graduate courses at South Campus. The internal administration and other discipline of the Hostel are under the overall supervision of the Provost.

## **2.0. ADMISSION TO THE HOSTEL**

Application for admission to the Hostel should be made on the prescribed form, which can be downloaded from University of Delhi, South Campus website <http://south.du.ac.in> or <http://www.du.ac.in>. Forms are also available from the Hostel Office. The application form duly filled in along with a bank draft of Rs. 150/- (Rupees one hundred and fifty only) in favour of Provost, Aravali P. G. Men's Hostel, payable at Delhi has to be submitted to the Hostel Office by the date notified for the purpose 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. Applicants should read this information bulletin carefully before applying.

### **2.1. Eligibility for Admission**

- i. The applicant should be a full-time bonafide Ph. D. or post-graduate 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 of Delhi or its Colleges 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 of stay 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. 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.)
- 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. M.A./M. Sc./MBA/MFC/ MBE: 2 years not later than 31<sup>st</sup> May.
- iv. Maximum duration of stay in the Delhi University 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 very special circumstances till viva-voce examination (with written permission of the Provost),
- iii. Students pursuing summer training as a part of course work.
- iv. Six years in the University hostel system, whichever is earlier.
- v. **Visiting scholars/summer trainees** (coming from institutions located outside NCR) to the Departments / Centers situated at South Campus can stay in the hostel with the due recommendation from the host faculty members of South Campus for a duration not exceeding three months. However the stay could be extended to three more months by the Provost on the basis of individual merit of the case on advance payment of Rs. 100/- per day excluding meals.
- vi. Residents preparing for UGC/CSIR NET exams/ Internship may extend their stay till the date of their examination/completing their internship as a part of their curriculum. In order to avail this facility the residents need to furnish exam ID Card (mandatory that center is at Delhi only) / letter duly forwarded by HOD in case of internship. The caution Money of these residents would not be returned till they vacate the hostel and will not be allowed to entertain any additional guest during their extension period.

Charges for these resident guest will be Rs. 150/- per day excluding meals.

vii. Visiting scholar or trainee who are staying in hostel can avail mess facility after paying the mess charges at par with the residents applicable at that time along with the additional charge of Rs. 300/- per month as Mess Amenities Charge.

### **2.3. Schedule of Admission**

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

Phase I: 25<sup>th</sup> Jun to 16<sup>th</sup> July  
Phase II: 25<sup>th</sup> July to 16<sup>th</sup> August  
Phase III: 16<sup>th</sup> August to 7<sup>th</sup> September

- i) Admissions for Ph.D. students can be considered throughout the year. However admissions are subject to the availability of seats.
- ii) The ER students case will be entertained only at the end of admission process, subject to the availability of seats.

### **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 re-admission, if the 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., 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 (illegal guests).
- iii. Anti-social activities in or out of the hostel.
- iv. Mischief causing damage to the hostel property.
- v. Ceases to be a regular/ full time student.

## 5.0. DISTRIBUTION OF SEATS

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

- |  |   |             |
|--|---|-------------|
| <b>i.</b>  | <b>Foreign Students</b>   | <b>10%</b>  |
| <p>Applications of foreign students have to be routed through the Foreign Students Advisor. They are also required to fulfill the following conditions:</p> <ul style="list-style-type: none"><li>(a) Application should be duly forwarded by the Embassy of concerned country.</li><li>(b) Medical Fitness Certificate from the National Institute of Communicable Diseases, Sham Nath Marg, Delhi- 110054.</li></ul> |   |             |
| <b>ii.</b>   | <b>Scheduled Castes</b>   | <b>15%</b>  |
| <b>iii.</b>  | <b>Scheduled Tribes</b>   | <b>7.5%</b> |
| <b>iv.</b>   | <b>Visually handicapped and other disabled</b>  | <b>3%</b>   |
| <b>v.</b>  | <b>Wards of war widows/disabled in army action</b>  | <b>1%</b>   |
| <b>vi.</b>   | <b>Outstanding sports person</b>  | <b>1%</b>   |
| <b>vii.</b>  | <b>The percentage of the seats to be reserved for Other backward Classes (OBC) candidates for the academic year 2010-11 would be according to University notification (if any, in future) in this regard.</b> |             |

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. However this can be changed as per the requirement approved by the Provost.

## 6.0. ACCOMMODATION

The Hostel has accommodation for 74 students. In addition, the hostel also has one guest room and one dormitory / utility room. The allocation of hostel rooms will be made up to the statutory number, and 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 Warden / Provost. No furniture should be shifted from one room to another without prior written permission of hostel administration. No resident is allowed to take mess utensils/food out of the dining hall.
- 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 the period.

If the mess functions, the charges will be as per arrangement. 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. The Guard on duty should submit this copy to the Hostel Office for record.
- 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 who continue to be 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 hostel authorities in writing 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 3 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 hostel and mess dues outstanding (including late fees applicable) towards them 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) They are not allowed to give their room keys to any unauthorized person.
  - (c) Required to keep their vehicle locked in earmarked place for parking.
  - d) Residents are allowed to entertain their guests only in Visitor room from 9am to 9 pm only. Violation of this rule may consider 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 banned 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 is found 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) Resident are required to obtain 'No Dues Certificate' from 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 DBT, CSIR, ICAR, UGC, ICMR, etc., under which resident is entitled for house rent allowance, he will have to pay HRA to the Aravali 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 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) Regard of Caution Money will be made only after clearing all the dues.
- c) All such financial and administrative transactions should be made during the working hours of the hostel.
- d) A Ph. D. Student can be permitted by the Provost to avail the hostel facility up to 3 months after submission his 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 infrastructure facilities with indoor games like Table Tennis, 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

The hostel has the latest computers hooked to university network system, which provides good computing, and Internet facility to the residents. Wireless network access is also available to the students.

### 9.4. Laundry

The hostel provides laundry facility, common with Saramati Hostel, to the residents at very reasonable rates.

### 9.5. Hot Water

All bathrooms of the hostel are equipped with geyser water heating 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, easy chair and curtains.

## 10.0. GUESTS

- i. A resident should inform the Resident Tutor/Warden well in advance 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 produce the photo identification card while availing 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, permission should be obtained from the Provost. The resident will not be allowed more than ten requests for guest accommodation in an academic year, however not more than three days at a stretch.

- v. The overnight stay of unauthorized guest(s) in the hostel will be considered a violation of the hostel discipline.
- vi. 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.
- vii. Guests will be charged at the rate of Rs.400/- per night for their stay in the hostel. Guests have to stay in the guest room only. All guest charges should be paid in advance. Guest room will be booked on first come first serve basis. In case, guest room is not available, the guest will be accommodated in the dormitory/utility room on charge of Rs. 200/- per day per person.
- viii. No guest will be allowed to stay with the residents during the nights.

## 11.0. HOSTEL FEES

### 11.1. Fees On Admission: Rs. 14790/- (Rs. 4790/-+Rs.8000/-+ Monthly Fee @Rs. 2000/-)

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

I. Admission Fee	Rs. 200
II. Medical Fee for the University Health Centre	Rs. 240
III. Hostel Association Fee	Rs. 500
IV. Kitchen Wares Charges	Rs. 300
V. Water Heating System maintenance Charge	Rs. 500
VI. Identity Card Fee	Rs. 50
VII. Establishment Charge	Rs. 1000
VIII. Recreation Centre	Rs. 500
IX. Garden Fee	Rs. 300
X. Hostel Development Fund	Rs. 1200
XI. <b>Caution Money (refundable)</b>	Rs. <b>8000</b>
XII. Health Insurance Cover for one year as per actual rate For Rs. 50000/- based on age of the resident.	

- \* The payment of Health Insurance is to be made in the form of bank draft, to be made in favour of the Insurance Company and information will be made available by Hostel Office in due course .

\*The caution money may also be utilized for meeting defaults in respect of the payment of any fine or damage caused to the Hostel property.

\*The caution money, if applied for remain unclaimed for a period of six months, shall lapse and will remain in 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 US \$ 100, equivalent to Indian Currency (Non-refundable) every year in addition to the usual Hostel fee at the time of admission or as per notification of University of Delhi from time to time.

### 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 (July to June) : Rs. 2000/-**

I. Room rent	Rs. 200
II. Upkeep and Maintenance charges	Rs. 500
III. Electricity charges	Rs. 900
IV. Mess dues (provisional)	As per actual*
V. Lawn Maintenance fee	Rs. 150
VI. Recreation Centre fee	Rs. 200
VII. Water charges	Rs. 50 or actual

\* The mess charges/menu during the month of May, June and July may change /vary because of less strength in the hostel.

**Notes:-**

- 1. The fees (Annual and Monthly) once paid are nonrefundable except the caution money. The caution money will be refunded by cheque to the resident on leaving the hostel after he has cleared off all hostel and mess dues including the mess deficit, fines, penalties if any.**
2. For keeping Air Cooler (Desert Cooler) in the room on permission for four months May, June, July & August, charges will be Rs. 300/- per room per month (Optional). In winter i.e. December, January and February electric blower or heat convector of 1KW can be used with a charge of Rs. 300/- per room per month. Electric heaters are not allowed in any circumstances.

**11.4. Schedule of Payment:**

All hostel fees (to be paid quarterly) and mess charges (to be paid monthly) are payable in advance. All fees should be paid by the 10<sup>th</sup> of each month except at the time of admission. The late fee fine structure is as follows:

- Late fee will be charged from the 1<sup>st</sup> 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. 30<sup>th</sup> /31<sup>st</sup> ) and thereafter @ Rs. 50/- per day (in case resident status is maintained).
- If the hostel charges remain unpaid till the last day of the months, 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.
- A resident who fails to pay his quarterly hostel dues for more than one month may be asked to vacate the hostel accommodation with immediate effect. 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 residents going on long leave are 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 after his course examination, is permitted to stay up to next three days of his last exam in case the exams are scheduled by the prescribed academic session by the university.
- In case exams are finishing in the month of May, concurrent with the academic session, he has to vacate hostel by 31<sup>st</sup> May. He will be charged for the month of May.

- g. 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.
- h. 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.
- i. After 31<sup>st</sup> March, the fees of postgraduate students (M.A./M. Sc. /MBA/MBE/MFC) can be paid on monthly basis.
- j. **Residents are expected 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.O. 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, students can use personal computers, coolers and heat convecter with due permission.

## 13.O. 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.

- a. 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.
- b. 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.
- c. Rates of mess charges may vary depending on market conditions
- d. **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 :	08:00 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.

- e. Residents are not allowed to cook food inside their rooms.
- f. They are prohibited from taking mess utensils to their rooms.
- g. Smoking is strictly prohibited in the Dining Hall as well as anywhere in the hostel. Residents are expected to enter the Dining hall in a proper dress and maintain the decorum.
- h. All bonafide members are required to take food from mess for the whole year.

## 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, with ink, pencil, Chalk or knives etc.

## 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. visitor will be received only in the visitor's 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.
- v. 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.
- vi. The Hostel Authority shall have the right to enter resident's room to make an inquiry/search, as and when considered necessary.
- vii. 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.

- viii. 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.
- ix. 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.
- x. No resident shall indulge in any activity in the Hostel premises other than academic and the resident's association activities.
- xi. 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.
- xii. 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 honor 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 behavior, 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 done under intimation 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 luggage's, 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 participation in 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 honor of women students;
  - c) Violate the status, dignity and honor 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 behavior.
- 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" all those included in the 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 who is not a member of 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 behavior, whether directly or by implication and includes physical contact and advances, a demand or request of sexual favors, sexually-colored 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 favors, 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, 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 another person without the letter consent or against the person's will, such conduct will amount to sexual assault.

- d) When deprecatory comments, conduct or any such behavior 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 identify/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 dining 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.**



**ARAVALI POST GRADUATE MEN'S HOSTEL  
UNIVERSITY OF DELHI SOUTH CAMPUS, NEW DELHI -110021**

**APPLICATION FORM FOR THE YEAR.....**

Bank draft no.....Amount.....Bank.....

For official use only

Form No.....Registration No.....Room Allotted.....

Paste a recent  
self-attested  
photograph do  
not staple

- Instructions:**
1. Please use capital letters while completing the form.
  2. Incomplete forms will not be considered.
  3. Incorrect Information may cause cancellation of admission.
  4. The admission if granted will be valid for the current academic session only.

**CATEGORY FOR WHICH THE APPLICATION IS ACCEPTED**

Course.....Year.....Department.....

Category (Tick one )                      GEN                      SC                      ST                      OBC                      OTHER  
(Support with dully attested document)

Last exam passed.....Marks.....  
(Support with dully attested document)

- (i) Name (in capital).....  
(ii) Mother's Name..... (iii) Father's Name.....  
(iv) Nationality..... (v) Date of Birth.....  
(vi) Marital Status «Married/Unmarried» (vii) Academic Status« PG Student/Research Student  
(viii) Correspondence Address.....  
.....Phone No.....  
Permanent Address.....  
.....Phone no.....

**(x) Educational Qualifications: (Attach self-attested copies of certificates)**

Examination (s) Passed	Year	University	Subject	Marks Obtained	Total Marks	% Marks/ Grade
M. Phil						
M.A. /M. Sc.						
M.B.A./M.Com.						
B.A./B.Sc./B.Tech./B.Com.						
Others						

- (xi) Have you been resident of other hostel maintained by the University of Delhi or any of its college or institutions? Yes/No.....  
If yes, please state name of the hostel(s) and duration of stay .....
- (xii) Details of scholarship/fellowship.....
- (xiii) Are you employed, if yes, please give details .....
- (xiv) Would you use your own PC in the Hostel..... Yes/No.....

**(xv) Father's detail**

Name..... Occupation/Designation.....  
Residential Address.....  
.....Phone  
No.....  
Official Address.....Phone  
No.....

**(xvi) Guardian's Details:**

Name:.....Occupation/Designation.....  
Residential Address .....  
.....Phone No.....  
Official Address.....Phone  
No.....

**(xvii) For Ph. D. / M. Phil students only:**

Name of the Department.....Date of arrival in India.....  
Passport No.....Place and date of Issue.....  
(Photo copy of receipt to be attached)  
Topic of research.....

**(xviii) For Foreign Students only:**

Nationality.....Date of arrival in India.....  
Passport No.....Place and date of Issue.....  
Date of issue of Visa.....Valid up to.....  
Place of last stay, if any, in India.....

**(xix) Declaration by the Applicant:**

- (a) I declare that the entries given above are correct and that I undertake to inform the authority in writing of any change, if any of the particulars given above as and when they occur.
- (b) I have carefully read the rules and regulations governing the admission and residence in The Aravali Post Graduate Men's Hostel, University Of Delhi, South Campus and I agree to abide by the same and all such rules and regulations as may be hereinafter be made in this regard. I know that any violation of the rules and regulations will disqualify me from continued membership of the hostel and I may be asked to leave the hostel forthwith.
- (c) I also undertake to submit myself to the disciplinary jurisdiction of the Vice Chancellor, Provost, Warden and other authorities of the University, who may be vested with authority to exercise discipline under the act, statutes, Ordinances and rules that have been framed there under or may hereafter be framed.
- (d) I also undertake to vacate the room on or before the expiry of the academic year.
- (e) I declare that my parents do not reside in Delhi.

I certify that the information furnished above is true to the best of my knowledge and belief and nothing has been concealed thereof , in case , any incorrect/wrong information found at any time , strict disciplinary action can be taken against me.

Date: .....

Place: .....

Signature of Applicant

FOR OFFICE USE ONLY

Admitted/ Not Admitted

Resident Tutor

Warden

Cashier

Section Officer

22

Provost

(Annexure "A")

**DECLARATION TO BE SIGNED BY RESEARCH STUDENTS**

I, ..... hereby declare that I am a bonafide full time research student in subject ..... Working for the M.Phil./ Ph. D . degree of University of Delhi. My Registration date is.....and I have deposited tuition and other fees vide receipt no.....dated.....If I take up employment during ..... the ..... tenure of my residency in the hostel, I undertake to inform the hostel authorities about it immediately. Progress of the research work .....

Signature of the Supervisor

Signature of the Student

**Signature of the Head of the Department with official seal**

(Annexure 'B')

**NON-RESEARCH STUDENTS  
CERTIFICATE OF THE HEAD OF THE INSTITUTION**

This is certify that Mr. ....S/o ..... bonafida student of ..... department of..... and pursuing.....(class and course) and his admission to the Aravali Post Graduate Men's hostel is recommended. He is neither employed nor ex-student. His position in Admission/merit list No. I/II/III..... is Sl. No.....and he has deposit the University fee for the Academic year.....Vide receipt No.....

Date.....  
Head of the Institution with Seal

Signature

(Annexure 'C')

## FINANCIAL GUARENTEE AND DECLARATION BY THE APPLICANT'S LOCAL GUARDIAN

1. I certify that the applicant is seeking admission with my consent and that I shall be responsible for his financial liabilities in the hostel. In case, the resident leaves the hostel without payment of any dues , I will be personally responsible to clear all dues.
2. I may be contacted for any official purpose or emergency that may arise during his stay in hostel.

Name of the local Guardian.....  
Relationship with candidate.....  
Residential address.....Phone  
No..... Official address  
.....Phone No.....

Signature of Local Guardian

Signature of Guardians

(Annexure 'D')

**RECOMMENDATIONS OF THE FOREIGN STUDENTS ADVISORS**  
(FOR FOREIGN STUDENTS ONLY, ATTACH SEPARATE SHEET, IF REQUIRED)

Signature  
(Foreign Students Advisor)

[illegible]



**MEDICAL FITNESS DECLARATION**

1. I, declare that I am not suffering from any infection, chronic or any other disease, which make me unfit for stay in the hostel.
2. In case I have any medical problem requiring any specific facility in the hostel, the same is indicated along with supporting document.
3. My blood group is.....

Signature of the Applicant

**MEDICAL CERTIFICATE**

(To be filled in by Medical officer of the University Health Center or any other Medical Officer of the rank not below that of the civil surgeon, after proper check up of the student)

This is to certify that I have examined Mr.....S/o  
Shri.....on.....and have found him medically fit/unfit  
for stay in the University hostel.

Date.....

Signature of the Doctor  
With rubber stamp and designation

The foreign students are also required to produce the medical certificate form the National Institute of Communicable Disease , 22 Sham Nath Marg, Delhi-110054, in terms of letter no. F-14/6/86/8 ±ESII dated 20<sup>th</sup> April 1987, from the Ministry of Human Resources Development , department of Education, Government of India, New Delhi.