



**P. G. MEN'S HOSTEL
UNIVERSITY OF DELHI
DELHI – 110007
Telephones: (Off): 27666752**



**HAND BOOK OF INFORMATION AND RULES
2019-2020**

ABOUT US

P.G. Men's Hostel was inaugurated by Professor R.C.Mehrotra, the then Vice-Chancellor on 24.10.1975 with one hundred single bedded rooms. During the last few years, it has not only grown in times of physical assets such as air condition library, a computer lab with internet connected computers, printer, scanner and a decent modern gym, a laundry room with semi automatic washing machines, solar water geysers, a newspaper room, a magazine room, two badminton courts, but also in respect of intellectual property and human resource. We may enumerate a few of the leading lights of this institution like Mr. Vinod Dua Media Personality, Mr. Harsh Kumar Executive Director (Finance) Ministry of Railways, Mr. Prem Kumar Barthwal Jt. Registrar Delhi High Court, Mr. A. S. Cheema, IPS among others.

A variety of academicians like Prof. Ashok Vajpai, Prof. M.M.Goyal, Economist, Sh. Jitender Sharma, Senior Advocate, Supreme Court, Prof. Krishan Kumar Former Director NCERT, Prof. Nandu Ram Sociologist, Om Prakash Balmiki, Dalit thinker, Hon'ble Justice A.K.Sikri., Prof. Kancha Ilaiah, Ms. Deepti Priya Mehrotra, Dr. N. Sukumar Delhi University, have delivered talks on diverse issues. P.G.Men's fraternity brings out three annual magazines: *Resurgence*, *Science for Society and Perspectives- Law Journal*.

**P. G. MEN'S HOSTEL
UNIVERSITY OF DELHI
DELHI – 110 007.
Telephones: (Off): 27666752**

**HAND BOOK OF INFORMATION AND RULES
2019-2020**



UNIVERSITY ROAD, DELHI – 110007

SPECIAL FEATURES/FACILITIES

WELFARE FEATURES:

- Employees' Welfare Fund-Honorarium, Interest Free Loan
- Residents' Welfare Fund, Interest Free Loan.
- Air-Conditioned Ajit Singh Memorial Library
- Air-Conditioned Computer Lab. with Internet & Print out facility
- Washing Room
- Reading Room
- Common Room/TV Room/ News Paper Room
- Visitor Room

SPORTS FACILITIES:

- Modern Gym-Morning-Evening Sessions
- Badminton Court, Table Tennis, Carrom, Cricket etc.

HOSTEL ANNUAL PUBLICATIONS:

- Legal Perspectives
- Science for Society
- Resurgence

DEBATES AND LECTURES:

- Ajit Singh Yadav Memorial Debate (**Annual**)
- Debates on Current Issues – National and International
- Lectures by Academics/other Resource Persons on important occasions

ADMINISTRATIVE TEAM

Provost
Warden
Resident Tutor

Prof. P.D. Sahare
Dr. Mushtaq A. Qadri
Dr. Dhanraj T. Masram

OFFICE STAFF

Section Officer
Care-Taker
Mess Clerk
Office Attendant

Sh. Puran Chand
Sh. Dhyan Pal Singh
Sh. Harinder Singh
Sh. Chhabben Ali

Security Guard

Sh. Diwan Singh

Safai Karamcharis

Sh. Rajinder Kumar
Sh. Suraj Pal
Sh. Joginder Singh

MESS STAFF

Mess_Bearer

Sh. Govind Singh
Sh. Raje Singh
Mohd. Idrish

Mess Helper

Sh. Bhawan Singh
Sh. Chander Singh
Sh. Rajender Singh
Smt. Mangai Devi

CONTENTS

S.N	CONTENTS	PAGE NO.
1	Admission to the Hostel	7
2	Eligibility for Admission	7
3	Admission Procedure	9
4	Distribution of Seats	10
5	Duration of Stay	12
6	Grievance Redressal	12
7	Admission Schedule	13
8	Payment of Dues	13
9	Rules of Residence	15
10	Hostel Residents' Council	16
11	Games and Common Room	17
12	Rules regarding the Hostel Dining Hall	17
13	Furniture and Appliances	18
14	Guests	18
15	Discipline	21
16	Health	22
17	Internet Facilities	22
18	Library	23
19	Gym Charges	23
20	General Information	24
21	Disciplinary Action	24
22	Ord. XV-B: Maintenance of Discipline among Students of the University	25
23	Ord. XV-C: Prohibition of and Punishment for Ragging	26
24	Ord. XV-D: Prohibition and Punishment for Sexual harassment (Prevention, Prohibition and Redressal) Act, 2013 (Ministry of Law and Justice)	27
25	The scheduled castes and schedule tribes: (Prevention of atrocities) Amendment act 2015 (1 of 2016)	28

P. G. MEN'S HOSTEL
UNIVERSITY OF DELHI
DELHI – 110007

The Post-Graduate Men's Hostel is a "Hall of Residence" established by and under the jurisdiction of the University of Delhi. It provides boarding, lodging and other facilities to 100 bonafide full-time, post-graduate male students of the University of Delhi. The Hostel is administered by the Provost with the assistance of a Warden and a Resident Tutor. Provost is the head of the Hostel. Provost, Warden and Resident Tutor are appointed by Executive Council of the University from among the teachers of the University. The hostel has a Managing Committee duly constituted by the University. The decisions of the Managing Committee regarding duration of stay, allotment of seats to different disciplines, subjects, categories, resident and guest status, fees, service conditions of administrative staff and other rules for residents will be final and binding on all concerned.

1. ADMISSION TO THE HOSTEL

The applications are invited from the Post-graduate and research students of Delhi University for admission to the Hostel as early as possible in the proximity of the re-opening of the University after the summer vacation. However, M. Phil. students may apply as and when they are admitted to the M. Phil. course. *Applications for admissions on the basis of Ph. D. course will be accepted after meeting of the respective Boards of Research Studies*, wherein the admissions are made. However, there admissions are considered as per the scheduled given in clause VII.

The students desirous of seeking admission to the P.G. Men's Hostel need to apply on the prescribed application form.

- 1.1 The Application Form (**without Hand Book of Information and Rules**) for **admission/re-admission** can be obtained from the Hostel office on payment of Rs.100/- (Rs.50/- in the case of SC/ST/Person with Disability) in cash.

The Application form can also be accessed and downloaded from the website www.du.ac.in of the University of Delhi. **The downloaded Application Form for admission shall be submitted along with a Demand Draft of Rs.100/- (Rs.50/- in the case of SC/ST/Person with Disability) in favour of "P.G. Men's Hostel Provost A/c". Downloaded application form without Demand Draft will not be accepted.**

- 1.2 **The duly filled in application form along with the required documents should reach the Hostel office by the notified date for the purpose.**
- 1.3 **Admission Committee:** Admission to Hostel will be done through an Admission Committee consisting of the Provost (Chairperson), the Warden (Member) and the Resident Tutor (Member).

2. ELIGIBILITY FOR ADMISSION

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

- 2.1 The applicant should be a full-time bonafide fresh post-graduate student of the University of Delhi or he should be a full-time fresh degree student admitted to a post-graduate Faculty/Department/College of the University of Delhi.
- 2.2 **Student enrolled in any** part-time or in an evening course shall not be eligible for admission to the hostel.
- 2.3 He and/or his parents should not be residing as well as owning a house in the Delhi/NCR State.

- 2.4 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 bonafide research students (only during the first registration, i. e., first five years of the Ph. D. programme) and not completed total stay of six years in any of the hostel(s) in the University of Delhi.
- 2.5 He should not have availed of Delhi University hostel facility at P. G. level 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.
- N.B.** For the purpose of admission to the Hostel, the full-time courses like LL.B and integrated M.A./M.Sc courses conducted by a University Department shall be treated at par with M.A./M.Sc. courses.
- 2.6 He should not have completed six years of stay in any Post-graduate Hostel(s) of the University.
- 2.7 *He should have passed in all papers/subjects of the examination/course last attended.*
- 2.8 *He should produce a Character Certificate of good behaviour from the last Hostel of University of Delhi in case he resided in a Hostel*
- 2.9 *Admission shall not be granted to a student against whom disciplinary action had been taken by a Faculty/Department/College/Hostel of the University of Delhi. He should not have any criminal record/case.*
- 2.10 *Preference will be given to a candidate who is not having a gap year in the course applied for.*
- 2.11 *Applicants shall give declaration on Solemn affirmation:*
- 2.11.1 I declare that the entries given above are correct and that I undertake to inform the authorities, in writing, of any changes in any of the particulars given above as and when they occur.
- 2.11.2 I have carefully read the rules and regulations governing the admission and residence in the P.G. Men's Hostel, University of Delhi, Delhi –110007 and I agree to abide by the same and all such rules and regulations as may here-in-after be made in this regard. **I know that any violation of the rules and regulations will disqualify me from continued residency of the Hostel and I may be asked to leave the Hostel forthwith and further I would forfeit the right to admission to the Hostel.**
- 2.11.3 **I also undertake to submit myself to the disciplinary jurisdiction of the Vice-Chancellor, Proctor, Provost, Warden, Resident Tutor and other authorities of the University, who may be vested with the authority to exercise discipline under the Act, Statutes, Ordinances and Rules that have been framed or may hereafter be framed.**
- 2.11.4 **I also undertake to vacate the room on or before the expiry of the academic year.**

- 2.12 A student, while seeking admission and also during the stay in the Hostel must fulfill the criteria stated above. During the period of stay, if he fails to fulfil any of these conditions, he will have to vacate the Hostel immediately. 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.

3. ADMISSION PROCEDURE

- 3.1 Applicant seeking admission to the Hostel will be short-listed by the Admission Committee. Such a short-list signed by the Provost will be duly notified and the applicants included in the short-list will be invited for an interview with the Admission Committee by giving a minimum of three-days notice. **Inclusion of an applicant's name in the short list does not automatically entitle him to admission.** After eliminating the cause(s) of grievance(s), if any, the interviews will be conducted and the final list of applicants selected for admission from the short-listed candidates will be signed by the Provost and duly notified, inviting selected applicants to take admission by paying the admission charges by a given specific date.
- 3.2 The admission is made for a period of one academic year and a fresh application is needed for re-admission at the beginning of each year.
- 3.3 **If a student fails to take re-admission within ten days after declaration of his result or the due date, whichever is later, he will be charged Rs. 5/- per day as late admission fee and after the expiry of one month from the due date or date of declaration of results, he will forfeit his right to re-admission and will be evicted.**
- 3.4 ***Except the M. Phil. and Ph. D. scholars, residents will vacate the rooms either on or before the last day of the academic year or immediately after his last university examination being held at the end of the academic year.*** If one overstays without permission of Provost, one forfeits his right to fresh admission in the Hostel as well as in other Hostels of the University. Residents willing to stay in the Hostel during the summer vacation **may be allowed to do so as Resident Guests by the Provost on their written request. However, it is not the right of the resident to stay in the hostel during the summer vacation.**
- 3.5 Admission is made ***strictly on the basis of merit as decided by each Department,*** provided the applicants satisfy the eligibility criteria. Any canvassing in this regard may be considered as disqualification for admission.
- 3.6 A student who has taken admission to any P. G. Hostels of Delhi University will not be considered for admission to another P. G. Hostel, till he completes the course on the basis of which he had taken admission to the earlier hostel
- 3.7 If admission to a course is made through an **entrance test/interview** such that the Department provides the **entrance test/Rank list** for admission, the same list will be followed for admission to the Hostel.
- If admission **to a course** is made on the **basis of marks/merit list** in the qualifying examination, the same merit list would be followed for admission to the Hostel.
- However, it is the discretion of the Admission Committee of the Hostel to use any out of the above mentioned lists to select eligible candidate for admission.
- No weightage will be given for any other parameter(s) or factor(s) for admission to the Hostel in this case

- 3.8** In case a Department has categories/preferences for admission to a course, the categories/preferences for admission to the Hostel will be in the same order as followed by the Department.
- 3.9** **Only those applicants shall be considered for admission under the Sports quota, who had participated in sports events at the state or national level. Name(s) of applicant(s) seeking admission under the sports quota will be required to be endorsed in order of merit by the Sports Council of the University of Delhi. The Hostel shall seek endorsement of the Sports Council only in those cases wherein the applicants had participated in sports events at the state or National/ International levels and when the claim of the student is accompanied by an authentic certificate.**
- 3.10** All types of reservation quotas of seats as approved by the University of Delhi shall be strictly implemented.

4. DISTRIBUTION OF SEATS

- 4.1** The Hostel has a total of 100 single-seated rooms, in addition to one Guest Room (Male parents/guardian). The allocation of seats for different categories of students among various faculties is as follows:

Clause	Faculty/Department	UR**	SC**	ST**	F**	CW**	SP**	Total
4.1.1	Faculty of Law	8	4	2	2	1	0	17
4.1.2	Faculty of Science	14	3	2	3	1	2	25
4.1.3	Delhi School of Economics and Faculty of Management Studies	2	1	0	1	0	1	5
4.1.4	Faculty of Music and Fine Arts	1	0	0	0	1	0	2
4.1.5	Faculty of Arts and Social Sciences	20	6	3	3	1	2	35
4.1.6	Faculty of Mathematical Sciences	3	1	0	1	1	0	6
4.1.7	Department of Education C.I.E.(For M.Phil./Ph.D only)	1	0	0	0	0	0	1
4.1.8	Cluster Innovation Centre (CIC)	4	0	0	0	0	0	4*
	Total	53	15	7	10	5	5	95
4.1.8	PWD [#] Handicapped/ Visual/ Ortho/Hearing/ Cerebral Palsy	To be distributed amongst all the Faculties/ Departments. <u>Criteria:</u> % of disability followed by merit in the respective Faculty/Department.						5
GRAND TOTAL								100

**UR	#PWD	**SC	**ST	**F	**CW	**SP	*
Un-Reserved	Differently abled	Scheduled Cast	Scheduled Tribe	Foreigner	Children/Widows of the eligible Armed Forces Personnel	Sports	Double Seated

Admission in the above categories will be made on the basis of merit prepared by the hostel, (based on the merit supplied by the Faculty/Department) provided the applicant fulfils all the other eligibility criteria. If number of applicants under these categories in any of the faculties is less than the prescribed seat(s) the same can be allotted to applicant(s) of the same category from other faculty/subjects. Only after exhausting all the applications received by the Hostel under a particular quota, the remaining seat(s) can be shifted to another quota/category of the same or any other faculty/subject.

4.2 Faculty/Department-wise Seat Distribution in the Un-Reserved Quota:

S. No.	Name of Faculty	Total seats	Department/Course	Seats
1	Faculty of Law	8	LLB I year	2
			LLB II year	2
			LLB III year	2
			LLM I year/LLM II year/Ph. D.	2
2	Faculty of Sciences	14	Anthropology	1
			Botany and Environmental Science	3
			Chemistry	3
			Geology	1
			Physics and Astrophysics	4
			Zoology	1
			Dr. B.R. Ambedkar Centre for Bio-Medical Research	1
3.	Delhi School of Economics and FMS	2	Economics	1
			Sociology/Geography/ FMS	1
4.	Faculty of Arts / Faculty of Social Sciences/ Faculty of Commerce	20	English	2
			Hindi	1
			Sanskrit	1
			Punjabi	1
			Germanic and Romance Studies/ Slavonic and Finno-Ugrian Studies	1
			Linguistics	1
			Modern Indian languages and Literary Studies	1
			Psychology	1
			Philosophy	1
			Urdu/Arabic/Persian	1
			History	3
			Political Science	2
			Adult & Continuing Education/ East Asian Studies	1
			African/Buddhist Studies/ Commerce	2
			Department of Journalism (for the students of 7 th Semester onwards)	1
5	Faculty of Mathematical Sciences	3	Mathematics	1
			Operational Research/Statistics	1
			Computer Science	1
6	Faculty of Music & Fine Arts	1	Department of Music	1
7	Faculty of Education (For M.Phil./Ph.D only)	1	Department of Education (For M.Phil./Ph.D only)	1
8	CIC	4	CIC (Double seated)	4
TOTAL		53	TOTAL	53

- 4.3 In case no application or inadequate number of application(s) is/are received under the quota of any course/subject/faculty, the vacant seat(s) of such a course/subject/faculty may be allocated to subject(s) of a sister department(s) or faculty(ies) by the Admission Committee.

If candidates for SC/ST are not available among the applicants in a faculty, seats reserved for SC/ST candidates of the faculty will be filled up by the candidates of the same categories from other Faculties/Departments. In no case the seats reserved for SC/ST category could be filled by un-reserved category.

5. DURATION OF STAY

- 5.1 A student shall be eligible to stay in the Hostel for the duration of his course as per the details given below:
- 5.1.1 M.A./M.Sc./LL.M/MBA : 2 years
 - 5.1.2 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.***
 - 5.1.3 Ph.D: 5 years.
 - 5.1.4 LL.B./M.C.A. : 3 years
 - 5.1.5 Maximum duration of stay collectively in the P. G. Hostel (s) of University of Delhi: 6 years.
- 5.2 A resident shall vacate the Hostel within a week after completing his:
- 5.2.1 Statutory period of the course as specified above, or
 - 5.2.2 M. Phil./Ph.D. thesis and viva-voce examination or
 - 5.2.3 Six years in the University hostel system (in whatever capacity after the first admission), ***whichever is earlier out of the three options.***
- 5.3 A student who fails in the examination or who 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**
- 5.4 At the time of readmission (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 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.**

6. GRIEVANCE REDRESSAL FOR ADMISSION

Complaints, if any, against the applicants short-listed for interview for being considered for admission to the Hostel should be given in writing to the Provost within three days after the display of the list. These complaints, if necessary, would be reviewed by the admission committee. In view of the fact that names of applicant(s) have to be compulsorily notified in the form of a short-list prepared for admission, the name(s) of applicant(s), whose objection(s) has/have been sustained by the Admission Committee, shall not be automatically included into the final list under preparation for admission. However, the seat(s) under dispute will not be filled and the name(s) of the student(s) whose objection(s) had been sustained will be considered for inclusion in the next admission short-list to be notified as per the schedule given below in clause 7. The decision of the Admission Commission will be final and binding in any grievance redressal for admission.

7. ADMISSION SCHEDULE

The admission to the Hostel shall be completed in three (3) phases as specified below:

Phase I : Latest by 18th of August

Phase II : Latest by 18th of October

Phase III : Latest by 31st of March

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

8. PAYMENT OF DUES

The following fees are payable by the residents:

8.1 Annual Charges:

Clause	Description	Amount
8.1.1	Admission	Rs. 50.00
8.1.2	WUS Health Centre	Rs 240.00
8.1.3	Club	Rs 150.00
8.1.4	Hostel Development Fund	
	a) Indian Students	Rs 350.00
	b) Foreign Students	Rs 6500.00
8.1.5	Crockery (Misc. Fund)	Rs. 200.00
8.1.6	Identity Card* (Misc. Fund)	Rs. 25.00
8.1.7	Caution Money:	
	(a) Mess (Refundable)	Rs.3500.00
	(b) Hostel dues (Establishment) (Refundable)	Rs.1500.00
8.1.8	T. V. Fund: (Misc. Fund)	
	(a) For first admission to the Hostel	Rs. 200.00
	(b) For old residents	Rs. 150.00
8.1.9	a) Mess Advance	Rs.1000.00
	b) Mess Maintenance	500.00
8.1.10	Miscellaneous Fund	Rs. 100.00
8.1.11	Gym Charges (Misc. Fund)	Rs. 500.00
8.1.12	Library Fund (Misc. Fund)	Rs. 100.00
8.1.13	Cultural Activities Fund	Rs. 1000.00
8.1.14	Sports fee	Rs. 500.00

*Four copies of coloured passport size photograph should be submitted by the resident for the purpose of issuance of I.d. & W.U.S. Health Centre Card at the time of taking admission.

- 8.2** The above dues are to be paid at the time of admission. Caution money is refundable to a resident on leaving the Hostel, after clearing all dues. **Caution money, if unclaimed for a period of one year after leaving the Hostel shall not be refunded and will be adjusted under the heads:** (i) *Hostel Development Fund (HDF)* – 40%; (ii) *Employees' Welfare Fund (EWF)* – 25%; (iii) *Miscellaneous Fund (MF)* – 15% (iv) *Residents' Welfare Fund (RWF)* – 10%. (v) *Computer Centre and Library Operation Fund* – 10%. Mess Advance is also refundable after adjusting all mess dues up to the time of vacation of the Hostel by a resident. **If Mess Advance remains unclaimed for a period of one year after a resident leaves the Hostel shall not be refunded and will be adjusted under the heads:** (i) *Hostel Development Fund (HDF)* – 40%; (ii) *Employees' Welfare Fund (EWF)* – 25%; (iii) *Miscellaneous Fund (MF)* – 15% (iv) *Residents' Welfare Fund (RWF)* – 10%. (v) *Computer Centre and Library Operation Fund* – 10%.

8.3 MONTHLY CHARGES

Clause	Description of charges	Amount
8.3.1	Establishment Charges	Rs. 150.00
8.3.2	Room Maintenance Charges	Rs. 90.00
8.3.3	Room Rent	Rs. 10.00
8.3.4	a) Electricity	Rs. 770.00
	b) Water Charges	Rs. 170.00
8.3.5	Mess Charges (Subject to adjustment of actual cost)	Rs. 2500.00
8.3.6	a) Washing Machine charges (per month)	Rs. 50.00
	b) Guests of all categories (per day)(Misc. Fund)	Rs. 03.00
8.3.7	a) Medical charges (per month)	Rs. 50.00
	b) Guests of all categories (per day)(Misc. Fund)	Rs. 03.00
8.3.8	Library and Computer Room charges (per month)(Misc.Fund)	Rs. 100.00
	Guests of all categories	
	Computer (per day)	Rs. 03.00
	Library (per day)	Rs. 03.00
8.3.9	Gym Charges: (Misc. Fund)	
	a) Guests of all categories(per day)	Rs. 03.00
	b) Outsiders (per work-out)*	Rs. 50.00
	(Male ward of the Hostel employees and Hostel Administration are exempted from the Gym charges)	
8.3.10	Common Room Charges	
	Guests of all categories (Misc. Fund) (per day)	Rs. 03.00
8.3.11	Crockery Fund (per day) (Misc. Fund) from guests only	Rs. 03.00

*Permission to outsiders is discretionary and the Provost is to decide about it keeping in view the interest of the institution.

- 8.4** The hostel and mess dues are payable in advance by 10th of every month. If dues are not paid by the due date, a fine at the rate of Rs. 3/- per day will be charged till the end of the same month thereafter from the next month @Rs.5/- per day will be charged which shall be deposited in the hostel a/c as per details given below:

Fine	Provost A/c	Mess A/c
Rs.3/-	Rs.1/-	Rs.2/-
Rs.5/-	Rs.2/-	Rs.3/-

The late fee shall be calculated on compounding basis (month wise) till the day of depositing the fee/dues. Those residents who fail to clear hostel and mess dues by 21st day of the every month their rooms may be double locked without any prior notice. If any resident violates these rules repeatedly without any valid reason the Hostel Administration may initiate the process for cancelation of his admission

- 8.5** Late payment fine cannot be waived. This can be done only in special circumstances for those residents who had taken prior written permission from the Hostel administration for such a waiver. The Hostel administration shall have the full authority to ascertain the genuineness of the inability of a resident to pay these dues on time.

- 8.6 A resident awarded/already receiving a fellowship (UGC, CSIR, etc.) is bound to inform the Hostel administration immediately. **If he fails to do so it will be taken as suppression of information. He will be required to pay room rent as per his entitlement of HRA under the fellowship.**
- 8.7 The status of the fellowship should be got verified by the applicant from the supervisor in the recommendation.

9. RULES OF RESIDENCE

- 9.1 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 without prior written permission of Hostel administration.
- 9.2 Residents are responsible for the safety of Hostel property. The residents found responsible for causing any damage to the Hostel property will be charged individually or collectively as the case may be. Disciplinary action may be taken against such residents, if required.
- 9.3 **All residents, except research students shall vacate their rooms latest by 30th June after their final examination (annual/even semester-II and IV) failing which Hostel administration would take appropriate action to evict such illegal occupants. *No food will be served by the Hostel Mess to such occupants or Illegal occupants will be charged for food at the rate of coupons irrespective of food being taken or not.***
- 9.4 **Extension for stay beyond the permitted date as *Resident Guests* may be allowed to residents eligible for re-admission only by the Provost. Such guests will pay Rs. 30/- per day for their stay and they could avail of the mess facility at par with regular bonafide residents. The M. Phil. and Ph. D. students shall inform the Hostel office in writing about their intention to stay in/to leave the Hostel during the period of summer vacation.**
- 9.5 The Hostel mess may/may not function during the summer vacation for those who are permitted in writing to stay in the Hostel during that period. If the mess functions, the charges will be as per arrangement.
- 9.6 **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.**
- 9.7 Residents who take up full-time jobs, discontinue their studies or research, or 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.
- 9.8 Residents working on a temporary basis who continue to be bonafide students of the University of Delhi 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.
- 9.9 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 in addition to the actual HRA included in his salary from the date of their appointment.
- 9.10 **Residents are not allowed to hand over the keys of their rooms to any person other than the Hostel authorities. No person(s), other than the permitted guest is/are allowed to stay in the room in absence of the resident.**

- 9.11 Residents are not allowed to engage any person for personal service. **No employee of the Hostel should be asked to do personal job by any resident.**
- 9.12 Residents are expected to come to the Dining Hall, Common Room and Visitors' Room adequately and properly dressed.
- 9.13 Every resident must inform the administration in writing about his absence from the Hostel if he stays out for more than 3 days. He should also give the address at which he may be contacted. **If necessary, in his absence the room of a resident will be double locked with key of the Hostel lock always available with the Security Guard on duty.**
- 9.14 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 authorities reserve 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 or any other room of the Hostel. If the luggage is not claimed within three months, the Hostel Administration may dispose it off in any manner considered suitable. A penal rent @ Rs. 5/- per day in addition to the normal charges for the period during which the luggage remains unclaimed will be payable by the concerned person.
- 9.15 **Admission shall not be given to a student against whom disciplinary action has been taken by a Department/College/Hostel of the University of Delhi. In case the disciplinary action is taken against a student who is already residing in the Hostel, his admission to the Hostel will stand terminated automatically.**
- 9.16 The room(s) of resident(s) shall be double-locked if at any given point of time Hostel and Mess dues outstanding towards residents **exceed the amount of Hostel and Mess caution money, i.e. Rs.5000/- (Rs. 1500/- + Rs.3500/-).**

10. HOSTEL RESIDENTS' COUNCIL

- 10.1 Subject to the discipline of the Hostel, the residents with a specific objective to promote academic/intellectual, cultural and recreational activities in the Hostel may elect P. G. Men's Hostel Residents' Council according to the Constitution adopted by the general body of residents of the Hostel.
- 10.2 No rule in the Constitution of the Residents' Council shall run counter to:
 - 10.2.1 University Act, Statutes, Ordinances, rules and regulations, decisions of Executive and Academic councils of the University
 - 10.2.2 Rules/provisions as approved by the Managing Committee of P. G. Men's Hostel and enshrined in the 'Hand Book of Information and Rules'
- 10.3 **The Residents' Council Constitution/Council shall have no official approval of the Managing Committee/Administration of the P. G. Men's Hostel.**
- 10.4 **The Residents' Council shall in no way interfere with the office work and administration of the Hostel and shall confine its activities strictly to the promotion of academic/intellectual, cultural and recreational activities in the Hostel.**
- 10.5 The Council shall incur all expenditure only with the prior written permission of the administration.
- 10.6 **The term of office bearers of residents' council shall end on the last day of the academic year of the university.** However the term shall begin immediately after the election of the office bearers in the new academic year.

- 10.7 Notwithstanding anything contained in the Constitution of the P. G. Men's Hostel Residents' Council, **the Chief Councillor of the Council shall take prior permission in writing of the administration for holding any meeting or function in the Hostel.** The administration reserves the right to stop any activity which, according to the administration, goes against the healthy development of the hostel life or which is likely to lead to vitiation of the congenial atmosphere and harmony in the hostel.

11. GAMES AND COMMON ROOM

Facilities for certain games and recreation are provided in the Hostel Common Room. These facilities are available strictly for the residents of the Hostel and their bonafide guests. The Common Room will remain open on all days from 7:00 hours to 24:00 hours (i. e. midnight). **The Visitors' Lounge/Reading Room will remain open from 7:00 hours to 22:00 hours.**

12. RULES REGARDING THE HOSTEL DINING HALL

- 12.1 The Hostel mess is a subsidised co-operative venture and is run on 'no profit-no loss' basis. The mess will be operated/managed by a Mess Committee consisting of nominated and available representative of all states. A Member of the Mess Committee shall function as Mess Convenor for a month each by rotation (in alphabetic order of names of states) and shall be responsible for the smooth running of the Mess for the month of his convenor ship. In case, due to some unavoidable circumstances, the elected Mess Committee Members are not available for discharging the duty of Mess Convenor ship, the administration may give this responsibility to any resident whom the administration would deem fit.
- 12.2 **Food will not be served outside the Dining Hall for residents or their guests.** In case of illness, the residents may be served in their rooms with permission of the concerned authority. **In no case, a resident or his guest may enter the kitchen either to collect food or to communicate any grievance regarding food to the kitchen staff.**
- 12.3 A resident who desires to entertain a guest in the Dining Hall shall in advance purchase appropriate number of coupons for the required meals against cash payment.
- 12.4 The administrative control of the Mess Staff in such matters as granting of leave, transfer of an employee from one specific kind of job to another, arrangement of substitute staff in cases of temporary vacancy(ies) etc., rests solely with the Hostel Administration.
- 12.5 *Smoking is not permitted in the premises of the Hostel.*
- 12.6 **The residents should not carry any Mess utensils outside the Dining Hall.**
- 12.7. A resident who is absenting himself from the Hostel (after filling the requisite Rebate Form) and does not take food in the Hostel mess will be given rebate @ decided by the Hostel Administration in consultation with the members of the Mess Committee.

- 12.7.1 Full Mess rebate will be given to a resident for his absence provided his application should be recommended and forwarded by his Supervisor and HOD that he is leaving for research purpose. Mess rebate should be given for full month(s) (not for fraction of a month). He should have to pay full hostel fee, i.e., establishment charges, room maintenance charges, room rent, electricity and water charges, etc. for the period of his rebate.

In case he surrenders the room of the hostel, full fee rebate will be admissible for the period of his leave. Re-allotment of the room shall depend upon the availability of room (In no case the candidate shall pressurize for the same room)

- 12.7.2 **No Mess rebate will be given to the resident residing on Guest basis after their final examination.**

13. FURNITURE AND APPLIANCES

- 13.1 Adequate furniture is provided for use in each room. No additional furniture should be brought to rooms without written permission.
- 13.2 Since the electrical installations in the Hostel cannot carry extra load, only the following electrical appliances can be used by the residents in their rooms with prior written permission of the administration and on payment of following charges.
- 13.2.1 Heater/Room Heater Rs 100/- p. m. or part thereof.
- 13.2.2 Kettle/Iron/Immersion rod Rs. 50/- p. m. or part thereof
- 13.2.3 Room Cooler Rs. 100/- p. m. or part thereof
- 13.2.4 Television – Rs. 50/- p. m.
- 13.2.5 Computer – Rs. 50/- p. m.
- 13.2.6 Fridge charges Rs.100/-p.m.
- 13.3 Residents should not tamper with the electrical installations in their rooms or anywhere else in the Hostel premises.

14. GUESTS

14.1 Authorised Guests:

A resident who wants to keep an authorised guest (male) in the Hostel room allotted to him, **is required to take prior permission of the Hostel Administration**, on a prescribed form available in the Hostel office, and the concerned resident shall be responsible for the conduct of his guest. **The Hostel administration reserves the right to refuse permission or cancel the permission for stay of any guest at any time without assigning any reason.** The host of each authorised guest will pay @ **Rs.30/-** per day plus normal common room and other daily charges. Such guests can have food in the mess by buying the coupons.

- 14.2 **Authorised Guest(s) of residents will ordinarily be allowed to stay only for up to 10 days with exception of very near relatives. However, if a resident seeks in writing an extension of stay for guest(s), in appropriate cases the permission for an extended stay may be granted by the administration at its discretion. Without prior permission all guests would be treated illegal and the resident will loose his residency.**

- 14.3 A resident is ordinarily not allowed to keep a visitor other than the permitted guest(s) in his room

- 14.4 **The overnight stay of UNAUTHORISED PERSONS in the Hostel will be considered a violation of Hostel discipline. Any resident violating this rule will be liable to disciplinary action including cancellation of admission.**
- 14.5 **A student expelled from any University Hostel cannot stay as guest in the Hostel.**
- 14.6 Residents should inform the office about arrival of guest well in advance.
- 14.7 **Resident Guests (RG):** Those students who may be allowed to stay in the Hostel after the expiry of the academic year till the re-admission to the next year of the course subject to the Hostel remaining open during summer vacation. Such guests will pay @ Rs. 30/- per day. **However, the normal common room, electricity & water charges and other daily charges will be collected from them.** They can have food at par with regular students in the Hostel mess.
- 14.8.1 **Resident Guest Under Extension (RGE) (M.Phil. & Ph.D. residents covered under rule 5.1.1 and 5.1.2 of Handbook of Information & Rules):**
- In special cases, written request duly forwarded by the HOD from the residents whose tenure of bonafide residency expires, is required if they wish to stay as RGE in the hostel for the purposes of completing research work etc. for a period of 3 (three) months or as the Hostel Administration deems fit, may be considered by the Hostel Administration subject to the availability of rooms. Such guests are required to pay guest charges @ Rs. 70/- per day in advance. **However, the normal common room, electricity & water charges and other daily charges will be collected from them.** They can have food at par with regular residents in the Hostel mess.
- 14.8.2 **In respect of LL.B/LL.M/M.A/M.Sc./FMS and M.Com**
- Residents whose final examination is over and their tenure of bonafide residency expires and wants to stay in the hostel on guest basis for valid academic purpose are required to give their request in writing which may be considered by the Hostel Administration. If permission is granted, such guests are required to pay guest charges @ Rs. 100/- per day in advance plus **the normal common room charges, electricity & water charges and other daily charges on daily basis.** Such guests can have food in the mess by buying the coupons.
- 14.9 Scholars from other Universities/Institutions attending a Conference/Seminar/Workshop organised by any Department or Faculty of the University or for collecting data/consultation of library may be considered for accommodation as guests, provided space is available, on the request of Head/Dean/Co-Coordinator for a payment of @ Rs. 120/- per day plus **the normal common room charges, electricity & water charges and other daily charges in advance on daily basis.** Such guests can have food in the mess by buying the coupons.
- 14.10 A bonafide resident working on a part-time job or a temporary/ad-hoc post of lecturer for a period of less than one academic year may be allowed to continue to stay in the hostel by the administration. **Such residents shall be required to submit a copy of their appointment letter immediately in the office of the Hostel. They will be required to pay normal mess and common room charges and other dues. The following rules shall also apply to residents allowed to stay under this clause:**
- 14.10.1 **In case, such a resident is able to produce a certificate from the employer stating that he is not drawing any HRA from the employer, the resident would be required to pay monthly charges as per sub-clauses 8.1 and 8.3.**

14.10.2 **In case a certificate is not produced, the resident shall be required to pay full HRA claimed from the employer.**

14.11 **Other Guests:** The Delhi University PG/Research students who need to stay near the Campus for reasons such as performance of laboratory experiments, terminal examination or any other valid academic purpose may also be considered for guest status by the Provost. These applicants shall be considered only when they are recommended by the concerned head of the Department/Dean of the Faculty and a guarantee is given by their Supervisors or a responsible person working in the University of Delhi. **The maximum period of stay for these guests will be 3 months in case of post-graduate students and 2 terms of 3 months each in case of research students.** They would be required to pay Rs. 120/-* per day room rent in addition to the electricity, water, usual Common room and other daily charges. **Such guests can have food in the mess by buying the coupons.**

Former residents in need of accommodation for academic reasons like submission/re-submission of thesis/dissertation or for appearing in University examination will be accommodated on a priority basis.

14.12 The Provost may allow appropriate persons in specified categories, viz., old residents of P. G. Men's Hostel, parents or blood relations of bonafide residents and Delhi University P. G. students when sponsored by bonafide residents, to stay temporarily in any vacant accommodation (till fresh admissions are made in the new academic session or if and when room(s) falls/fall vacant till the notification of the next admission list) in the Hostel premises **for the maximum period of availability of such an accommodation @ Rs. 120/-## per day plus the normal common room charges, electricity & water charges and other daily charges in advance on daily basis and can have food in the mess by buying the coupons.** If a room is shared by two or more persons, each one of such guests shall pay @ Rs. 60/- per day and electricity, water and other daily charges.

##In case, the bedding is provided by the hostel, the bedding charges as per market rate will be charged extra.

14.13 Collections from the guests of all categories, Canteen, STD/Photocopying booth (except the electricity charges) and HRA (after crediting regular monthly charges to Provost's account), sale of Hand Book of Information and Rules (after meeting its production cost) and any other net saving/collection/earning of the Hostel shall be divided as follows: (i) *Hostel Development Fund (HDF)* – 40%; (ii) *Employees' Welfare Fund (EWF)* – 25%; (iii) *Miscellaneous Fund (MF)* – 15% (iv) *Residents' Welfare Fund (RWF)* – 10%. (v) *Computer Centre and Library Operation Fund* – 10%.

The amounts credited into these heads shall be utilised at the discretion of the Hostel administration as per University rules. **The expenditure from the HDF, and MF and RWF shall be incurred under intimation to the Chairman, Managing Committee. Further, expenditure above Rs. 25,000/- and up to Rs. 50,000/- shall be done with the approval of the Chairman, which will have to be got ratified by the Managing Committee at its next meeting. Any expenditure of Rs. 50,000/- or above shall require prior approval by the Managing Committee.**

The amount accruing in RWF will be utilised to help needy residents. Provost in consultation with Warden and Resident Tutor will grant an appropriate amount of money as a lump sum or on monthly basis on written request(s) of residents needing help. The administrative team will determine the acuteness of the need and the same will be recorded in writing while deciding to give the grant in aid to needy students. The amounts accumulating in the EWF will be utilised as given below:

- 14.13.1** The 80% of the amount accumulating in the EWF up to 31st March every year will be distributed among all the employees (permanent and those working on ad-hoc and daily wages bases for considerable length of time) equally as far as possible in the first half of April;
- 14.13.2** The balance 20% of the accumulated amount be converted into a Corpse Fund from which amounts on loan be given to employees in case of serious situations cropping up in their families. Such an amount will be recoverable from the borrowing employee(s) in equal instalments during the remaining period of his/her service in the Hostel.

15. DISCIPLINE

- 15.1** Each resident student should get an Identity Card from the Hostel office and keep it in his personal possession for verification on demand.
- 15.2** **Normally the visitors will be received only in the Visitors' Room of the Hostel till 8.00 p.m. Violation of this rule shall attract suitable disciplinary action by the Hostel Administration.**
- 15.3** Possession and/or use of alcoholic drinks, narcotic drugs and smoking etc. are strictly prohibited in the hostel. If found, in possession or caught using such alcoholic drinks & drugs, the resident(s) would be liable to disciplinary action including cancellation of admission and eviction of room.
- 15.4** **No cooking is allowed inside the Hostel room.**
- 15.5** **All visitors must leave the hostel by a specified time (to be laid down by each Hostel individually) i.e. by 10 p.m.**
- 15.6** **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.**
- 15.7** 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 (XV-B and XV-C) and Rules that have been framed by the University and the Hostel.
- 15.8** The Hostel administration shall have the right to enter resident's room to make inquiry/search, as and when considered necessary.
- 15.9** Residents are expected to give due respect to Hostel staff (office employees, mess and safai karamcharis, malis and security staff). If and when resident(s) encounters any problem with or lapse on the part of any employee(s) he/they may report the same to Resident Tutor/Warden. In case the resident(s) is/are not satisfied with the action taken by the RT/Warden in this regard, the matter may be brought to the notice of Provost. **However, it is expected of residents that they do not take the law in their hands and do nothing to hurt the honour and dignity of Hostel employees. Therefore, 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.**
- 15.10** **No resident shall be allowed to make use of the office telephone for personal work.**

- 15.11** Residents must ensure that vehicles kept by them in the premises of the Hostel are duly registered with appropriate civic authorities. All vehicles must be kept locked in the place allotted for this purpose by the Hostel.
- 15.11.1 Residents who wish to park their vehicle in the hostel premises must submit a copy of the Registration Certificate of the particular vehicle in the office of the hostel failing which the resident shall not be allowed to use the parking space of the hostel.
- 15.11.2 Visitors of the residents are not allowed to park their vehicle inside the hostel premises.
- 15.11.3 Guest of the resident who are staying overnight in the hostel and wish to park their vehicle in the hostel premises must submit a copy of the Registration Certificate of his vehicle with the security guard failing which parking facility may be denied to him.
- 15.11.4 The parking of the vehicle inside the hostel premises shall be at owner's risk.
- 15.12** No notices can be put up on any of the notice-boards of the Hostel without written permission/signature of the administration. **Sticking of unauthorised 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.**
- 15.13** No resident shall indulge in any activity in the Hostel premises other than academic and the Residents' Council activities.
- 15.14** Any rule given in this handbook is subject to change. In case any rule is added, changed or modified, the same shall be applicable to existing residents also from the date of approval of minutes of the meeting of Managing Committee by the Chairman, Managing Committee, P.G. Men's Hostel or from the date if specifically mentioned in the Managing Committee decision/resolution.
- 15.15** In case of violation of hostel rules, if any, the Provost is authorised to constitute a Committee who will look into the case(s) of violation of the hostel rules to take necessary action in this regard.

16. HEALTH

- 16.1** The residents of the Hostel are members of the World University Services Health Centre, maintained by the University of Delhi. The Health facilities are available to them.
- 16.2** Any case of illness should be immediately reported to the administration.
- 16.3** First aid box is available in the Hostel.

17. INTERNET FACILITIES

Modalities for use of internet facility in the Hostel:

- 17.1** The residents and authorised guests shall **be allowed to use the computer(s) ordinarily for one hour on first come first served basis**. The time slot for using the computer can be relaxed.
- 17.2** **Playing games or watching pornographic photos/videos/movies on the computers is strictly prohibited.** The users violating this clause will be summarily debarred from using the Hostel Computer lab.

17.3 The users will be responsible for any damage or misuse of computer hardware.

17.4 The computer facilities are available in the hostel as per the given schedule*:

- a. 09.00 hours to 13.00 hours
- b. 14.00 hours to 20.00 hours
- c. 21.00 hours to 23.00 hours

*May be changed from time to time by the Hostel Administration through a notice.

18. LIBRARY

18.1 The books can be issued to the readers for a limited period after duly entering the bibliographical details and getting the signature of the readers in the register kept for the purpose.

18.2 The readers will be responsible for returning the book(s) in proper condition.

18.3 No marking or writing is allowed in the books.

18.4 **Air-conditioner in the second room will be allowed to be switched on only if the first-room is filled to its capacity.**

18.5 Books will be ordinarily issued to the reader(s) for being read in the library room(s). **However, in special circumstances the books can be issued for being taken out only by the bonafide residents under specific permission of the Provost/Nominee.**

18.6 Before finally leaving the Hostel the residents will have to seek "Clearance" from the in-charge responsible for looking after the computer and library facilities. Timings: 9.00 a.m. to 4. 00 p.m.*

18.7 Charges from guests of all categories Rs. 3/- per day for using the Library.

18.8 The users are expected to treat the care taking staff with utmost courtesy.

*May be changed from time to time by the Hostel Administration through a notice.

19. GYM CHARGES

19.1 Residents Rs. 500/- per annum.

19.2 Authorised Guests of all categories Rs. 3/- per day.

19.3 Rs.50 per workout (on daily basis with the written permission of the Provost of this hostel) for outsiders, i.e. students/faculty members/ University Karamcharis and their family members duly certified by the concerned Head of Department/ Principal/Provost or any other person sponsored by a bonafide resident of the Hostel. Male ward(s) of the Hostel employees and Hostel Administration is/are exempted from Gym charges.

19.4 **Timings:****

- a. Morning: 07.00 hours to 09.00 hours
- b. Evening: 17.00 hours to 20.00 hours

**The timing may be changed from time to time by the Hostel Administration through a notice.

20. GENERAL INFORMATION

- 20.1 Residents are required to see the Hostel Notice Board for announcements made from time to time. The residents cannot plead ignorance of any of the notice(s) put there.
- 20.2 **Notwithstanding any provision in this Hand Book of Information and Rules, the Provost is the final authority in the matters of discipline, admission and overall functioning of the Hostel.**
- 20.3 **No notices can be put up on any of the Notice-Boards of the Hostel without written permission/signature of the administration. Sticking of unauthorised 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.**

21. PROCEDURE FOR TAKING DISCIPLINARY ACTION AGAINST A RESIDENT:

- 21.1 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.
- 21.2. 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.
- 21.3 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.
- 21.4 **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.**
- 21.5 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.

21.6 Procedure for Forcible Eviction

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, 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 demurrage @ Rs. 5/- per day after the expiry of two weeks.

A resident who violates any of the hostel or university rules or who creates disturbance in the hostel is liable to appropriate disciplinary action as per university ordinance, excerpts from which are given in the next section.

22. ORDINANCE XV-B AND XV-C ARE REPRODUCED BELOW:

Ordinance XV-B: Maintenance of Discipline among Students of the University

1. *All powers relating to discipline and disciplinary action are vested in the Vice-Chancellor.*
2. *The Vice-Chancellor may delegate all or such powers as he/she deems proper to the Proctor and to such other persons as he/she may specify in this behalf.*
3. *Without prejudice to the generality of power to enforce discipline under the ordinance, the following shall amount to acts of gross indiscipline:*
 - a) ***physical assault, or threat to use physical force, against any member of the teaching and non-teaching staff of any Institution/Department and against any student within the University of Delhi;***
 - b) *carrying of, use of, or threat 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) *wilful destruction of institutional property;*
 - h) *creating ill-will or intolerance on religious or communal grounds;*
 - i) *causing disruption in any manner of the academic functioning of the University system;*
 - j) *ragging as per Ordinance XV-C.*
4. *Without prejudice to the generality of his/her powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him/her appropriate, the Vice-Chancellor, may in the exercise of his/her 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 or Institution of the University; or*
 - d) *be fined with a sum of rupees that may be specified; or*
 - e) *be debarred from taking a University 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/she or they have appeared be cancelled.*
5. *The Principals of the Colleges, 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.*

6. *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, Heads of Halls, Deans of Faculties and Heads of Teaching Departments in this University. Each student shall be expected to provide himself/herself with a copy of these rules.*
7. *At the time of admission, every student shall be required to sign a declaration that on admission he/she submits himself/herself to the disciplinary jurisdiction of the Vice-Chancellor and the several authorities of the University who may be vested with the authority to exercise discipline under the Acts, the Statutes, the Ordinances and the Rules that have been framed there under by the University."*

Ord. XV-C: Prohibition of and Punishment for Ragging

1. *Ragging in any form is strictly prohibited, within the premises of College/Department or Institution and any part of Delhi University system as well as on Public transport.*
2. *Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under this Ordinance.*
3. *Ragging for the purposes of this Ordinance, ordinarily means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by 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.*
4. *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.*
5. *Notwithstanding anything in Clause (4) above, the Proctor may also suo motu enquire into any incident of ragging and make a report to the Vice-Chancellor of the identity of those who have engaged in ragging and the nature of the incident.*
6. *The Proctor may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of the ragging incident.*
7. *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/she may so advise the Vice-Chancellor accordingly.*
8. *When the Vice-Chancellor is satisfied that it is not expedient to hold such an enquiry, his/her decision shall be final.*
9. *On the receipt of a report under Clause (5) or (6) or a determination by the relevant authority under Clause (7) disclosing the occurrence of ragging incidents described in clause 3 (a), (b) and (c) the Vice-Chancellor shall direct or order rustication of a student/students for a specific number of years.*

10. *The Vice-Chancellor may in other cases of ragging order or direct that any student or students be expelled or be not for a stated period, admitted to a course of study in a college, departmental examination for one or more years or that the results of the student or students concerned in the examination or examinations in which they appeared be cancelled.*
11. *In case 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.*
12. *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.*
13. *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.”*

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (Ministry of Law and Justice)

An Act to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith incidental thereto.

WHEREAS sexual harassment results in violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21 of the Constitution and right to practice any profession or to carry on any occupation, trade or business which includes a right to a safe environment free from sexual harassment;

AND WHEREAS the protection against sexual harassment and the right to work with dignity are universally recognized human rights by international conventions and instruments such as Convention on the Elimination of all forms of discrimination against Women, which has been ratified on the 25th June 1993 by the Government of India;

AND WHEREAS it is expedient to make provisions for giving effect to the said convention for protection of women against sexual harassment at workplace.

For details, please visit the website <https://indiacode.nic.in/bitstream/123456789/2104/1/201314.pdf>

The composition of the Committees, mode of election/nomination powers, duties and procedure to be followed as laid down in The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal Act, 2013.

Notwithstanding any provision in the previous pages,

The Provost shall be the final Authority in all matters.

RAGGING IN THE HOSTEL IS A PUNISHABLE OFFENCE
Campus of the University, its Colleges and Hostels are smoke free zone.

**The scheduled castes and schedule tribes: (Prevention of atrocities) Amendment act 2015
(1 of 2016).**

The act prevents from any sort of atrocities hardship untouchability or any indecent act to humiliate the persons from the categories of SC and ST. Any such act as defined in Atrocities Act PoA Act 1989 and further amended in 2018 is a punishable act.

For any complaint against atrocities may be given in the office of the Hostel or on the website of the Delhi University.

For details: Please visit the website:

<http://www.tribal.nic.in/DivisionsFiles/mi/4-preventionofAtrocities.pdf>

DISCLAIMER

Every care has been taken to verify the authenticity of the contents of this Handbook of Information & Rules. However, the information contained in relevant Rules, Regulations, Ordinances and Statutes of the Hostel/University will be final.

In case of any discrepancy between Hindi and English versions of this Handbook, the English version will be treated as final.

Residents are not to plead ignorance of the rules and regulations contained in this Hand Book and also any notified modification made from time to time

MANAGING COMMITTEE, P.G. MEN'S HOSTEL, UNIVERSITY OF DELHI

Prof. Shri Prakash Singh, Department of Political Science	Chairman
Prof. Mohan, Department of Hindi	Member
Prof. Neelima Gupta, Head, Department of Computer Sc.	Member
Prof. M.P. Sachdeva, Department of Anthropology	Member
University Proctor	Member
Dean Students' Welfare	Member
Prof. P.D. Sahare	Provost, Member Secretary
Dr. Mushtaq A. Quadri	Warden, Member
Dr. Dhanraj T. Masram	Resident Tutor, Member
Chief Councillor, Resident's Council	Member
Convener, Mess Committee	Member

USEFUL TELEPHONE NUMBERS / HELP LINES

Delhi University Information Centre	011-27006900, 155215
University Proctor	011-27667291
Dean Students' Welfare	011-27667092
Dy. Dean (Foreign Students Registry)	011-27666756
WUS Health Centre	011-27666257 (Emergency)
EPBAX (DU North Campus)	011-27667725
Police Control Room	100
Fire	101
Ambulance	102
CAT	1099
Fire Station (Roop Nagar)	011-23842505, 23841828