

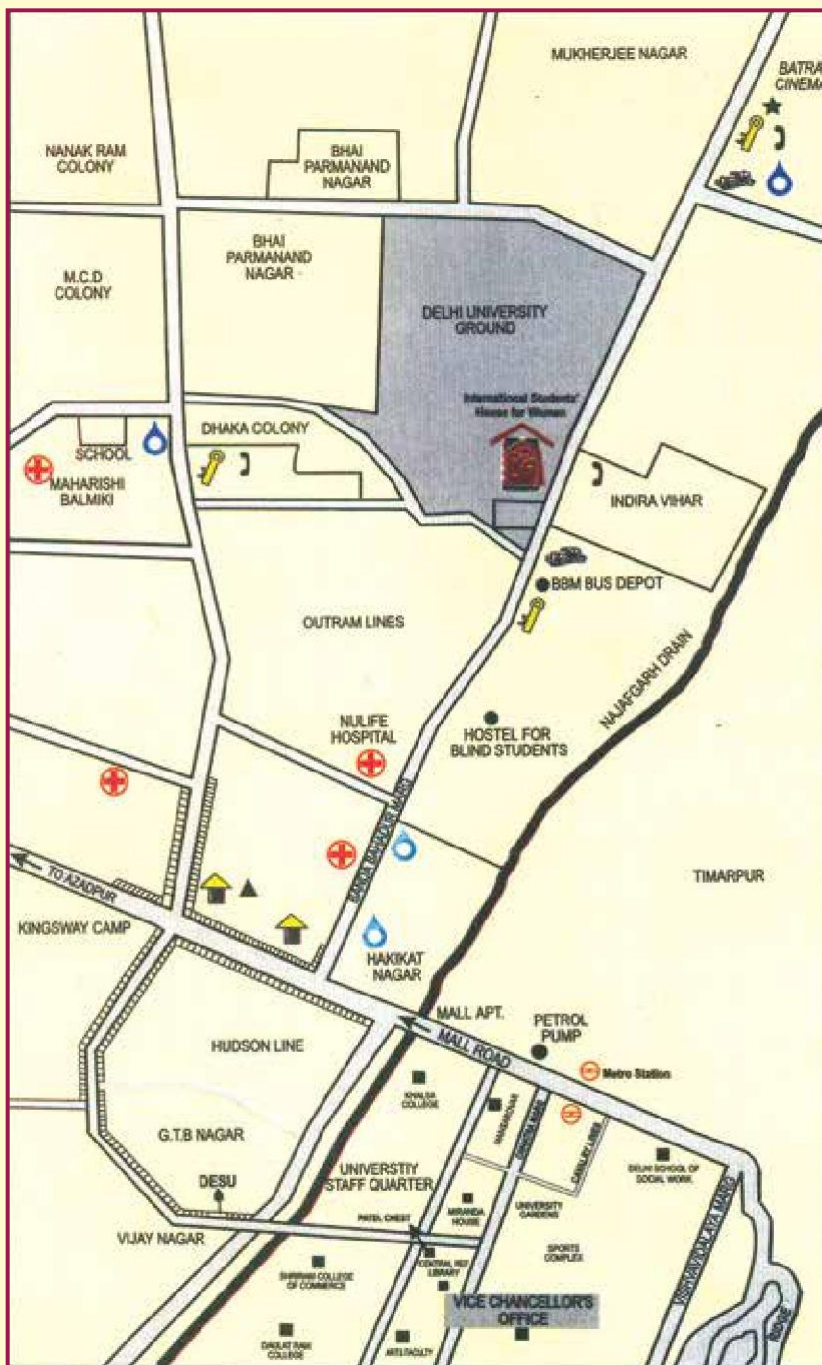


International Students' House for Women

(University of Delhi)



Bulletin of Information 2024-2025
Banda Bahadur Marg, Mukherjee Nagar, Delhi-110009, India



Bank/ATM



Police Station



Taxi Stand



Mother Dairy



Hospital



Restaurant



Telephone Booth



Market

0 250 500m

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Application Form for Admission to the year 2024-2025 (Attached)

A Special Rules

During their stay, students will be required to strictly follow the safety and security measures, as per the Ministry of Home Affairs guidelines issued by the University of Delhi. There will be special rules to be followed regarding safety of the residents and that of the hostel about which information will be provided from time to time through notices.

B Instructions regarding Re-admission / Admission for the Academic Session 2024-25

- (i) The students are required to download the application form from DU website and submit it in the Hostel office along with necessary documents along with application form charges Rs. 200/- Incomplete form will not be entertained. For any other enquiry contact the Hostel office.
- (ii) Those residents, who do not wish to take re-admission, are expected to vacate their respective hostel room by the end of the academic session after clearing all Hostel dues.

C Payment of Quarterly Fees (2024-25)

Quarterly charges will be as follows:

- (i) **1st Quarter:** 1st August to 31st October, payable at the time of admission.
- (ii) **2nd Quarter:** 1st November to 31st January, payable by 10th November
- (iii) **3rd Quarter:** 1st February to 30th April, payable by 10th February.
- (iv) **4th Quarter:** 1st May to 31st July, payable on actual basis.

MEMBERS OF THE MANAGEMENT COMMITTEE

Prof. Kavita Sharma

Department of Commerce
Chairperson

Prof. Sudha Singh

Department of Hindi
Member (EC Nominee)

Prof. Meera Dwivedi

Department of Sanskrit
Member (EC Nominee)

Prof. Sunil Chaudhary

Department of Political Science
Member (EC Nominee)

Prof. Pamela Singla

Department of Social Work
Member (EC Nominee)

HOUSE ADMINISTRATION

Provost

Prof. Anju Vali Tikoo
Faculty of Law

Office Staff

Ms. Meenakshi, House Keeper
Ms. Shalini Jain, Junior Assistant
Ms. Deepa Bisht, Junior Assistant
Mr. Laxman Chandna, Care Taker
Mr. Kishore Kumar, Dispatch-Rider

Postal Address

International Students' House for Women
(University Of Delhi) Banda Bahadur Marg
Mukherjee Nagar, Delhi-110009, India
Email: ishw07@gmail.com

Prof. Rajni Abbi

Proctor
(Ex-Officio Member)

Prof. Ranjan Kumar Tripathi

Dean Students' Welfare
(Ex-Officio Member)

Prof. Amarjiva Lochan

Foreign Students Registry
(Ex-Officio Member)

Prof. Jyoti Trehan Sharma

Foreign Students Registry
(Ex-Officio Member)

Prof. Anju Vali Tikoo

Provost

Ms. Kumari Khusboo

Resident Tutor

Resident Tutor

Ms. Kumari Khusboo
Department of History

Student Representatives (Two)

President, SWA
Mess Committee Convener

Working Days

Monday to Friday & Saturday (1st & 3rd)
(9:00 a.m. -5.30 p.m.)

Holidays

Saturdays (2nd and 4th)



OUR HOUSE

The International Students' House accommodates foreign and Indian students studying in the North Campus of the University of Delhi. It is located on Banda Bahadur Marg, opposite Indra Vihar in Mukherjee Nagar and is about 3.5 kms to the North-West of the North Campus. Elegantly designed and surrounded by lawns and flower beds, this four-storied hostel has 98 furnished rooms for single occupancy. Wide and well lit balconies, galleries and bridges connect to make the House an integrated space.

The hostel gate, residents and office are connected through the House intercoms. The House is provided with security staff for the safety of the residents of the complex.



1. House Facilities

The House provides many facilities to the residents to make their stay comfortable. The office of the Provost is on the first floor. The offices of the Warden / Resident Tutor, House Keeper, Care Taker as well as the Guard's room are located on the ground floor to take care of the residents' needs. The House has a Visitors' Lobby, Committee Room, Medical Room, Dining Hall, Library, Reading Room, Lounge room (with LCD projector, big screen and sound system), Badminton court, Internet Room, TV room, Gymnasium and Pantries on every floor. The bathrooms in the House are equipped with solar heaters.

The House provides Wi-Fi facility to its residents.

First Aid Kit is available in the room of the security guard. Any case of illness/injury should be reported to the House Management/Office at the earliest. Residents are member of WUS Health Centre, DU which works round the clock.

Any of the above services can be interrupted due to technical issues and the residents are expected to bear with us.

For further details visit the DU website:

<https://www.du.ac.in/index.php?page=international-students-house-for-women>

2. Admission

Applications for admission to the House should be made on the prescribed form, obtainable from the office of ISHW, on payment of Rs. 200/- in cash/ NEFT only. Bulletin Fee is Non- Refundable.

2.1 Admission Schedule

Candidates are required to apply to the House after securing admission in their respective College / Department / Faculty. Sale of the Bulletin of Information will begin from 1st August 2024.

Research students can apply only after formal registration through the Board of Research Studies. House admission will be strictly on the basis of the merit list provided by the respective departments/ faculty and subsequent interview by the Admission Committee.

Applicants seeking admission will be short-listed. The list of the shortlisted candidates will be announced on the notice board of the House and the (shortlisted) applicants will be interviewed by the Admission Committee. The final list of applicants selected for admission will be displayed on the notice board and the applicants will be required to take admission within the stipulated time by paying the fees. The selected applicants will be allowed admission only after the full payment of fees in advance. As the admission is made for a period of one academic year, residents who wish to continue their stay in the House due to continuing their course in the University, need to make a fresh application at the beginning of each subsequent year.

Ph.D. students shall be required to submit a certificate from the Head of the Department and Supervisor to the effect that the student is actively engaged in research and that her work is satisfactory.

Quarters

1 st Quarter	August to October
2 nd Quarter	November to January
3 rd Quarter	February to April
4 th Quarter	May to July (As per actual)

2.2 Grievance Redressal

Complaints, if any, against the applicants short-listed for interview and being considered for admission to the hostel should be given in writing to the Provost within three days after the display of the list. If necessary, these complaints would be reviewed by the Admission Committee. The names of applicants, against whom objections have been sustained by the Admission Committee, shall not be included into the final list under preparation for admission.

2.3 Eligibility for Admission

Full time bonafide students of the North Campus belonging to the following categories can apply for admission to the House:

- Undergraduate students (Foreign national only)
- Postgraduate students
- Research students (Ph..D)

Students belonging to the following categories cannot apply for admission to the House:

- a. If employed anywhere on a full-time, part-time, ad-hoc or temporary basis. If a resident gets any remunerative assignment in the middle of the session, she must immediately inform the House Administration in writing.
- b. Indian students enrolled in an evening / correspondence / part-time / external course.

- c. If she has not been promoted to the next semester / year.
- d. If she has availed of Delhi University 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.
- e. Admission shall not be granted to a student against whom disciplinary action has been taken by a department / college / hostel of the University of Delhi.
- f. Students whose parents reside in Delhi or in NCR and within a radius of 70 kms from ISHW,DU.
- g. A student, while seeking admission and during the stay in the hostel must fulfill the criteria stated above. During the period of stay, if she fails to fulfill any of these conditions, she will have to vacate the hostel immediately.

2.4 Allocation of Seats

Total seats available in the House	98
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Composition of the seats

A.Foreign Students 90%

B.Indian Students 10%

A. Total number of seats for Foreign Students:	88
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Composition

- Postgraduate Students (PG) / Research Students (Ph.D.) 70%
- Undergraduate Students (UG) 30%

Order of priority will be as follows:

- Full time students with scholarship /fellowship.
- Full time students without scholarship / fellowship.
- Students enrolled for diploma / certificate course in the University (only for foreign students).

Seats will be allotted to students with uniform weight age to different nationalities depending on the number of applications received.

In case applications from foreign students are not pending, seats may be adjusted against Indian student applicants and between UG & PG, depending upon applications received.

B. Total number of seats for Indian Students	10
Composition	

- | | |
|---|-----|
| • Research Students (Ph.D) | 20% |
| • Postgraduate Students
(MA, M.Com, M.Sc, M. Lib, LL.M.) | 80% |

15%, 7.5%, 5% of the 10 seats will be reserved for Scheduled Caste (SC), Scheduled Tribe (ST) and Differently- Abled Students (PWD) respectively.

2.5 Duration of Stay (shall be counted from the date of admission to the course)

A student shall be eligible to stay in the House for the statutory period of the course as given below:

- M.A., M.Com., M.Sc., M.B.A., MCA and L.L.M. : 2 Years
- B.Lib. and M. Lib. : 1 Year
- Ph.D. : 4 Years
- LL.B. B.A., B.Sc. and B.Com. : 3 Years

- b. A resident will have to vacate the hostel within 15 days of completing:**
- Final Year Examination
 - Ph.D. Thesis submission
 - Statutory period of the course
 - However a student desirous of staying in the House for the whole / remaining period of her course shall have to take re-admission in subsequent year(s).

- c. Maximum period of stay in ISHW including stay in any other hostel of Delhi University shall not exceed six years.

2.6 Stay of Guests and Visitors

- a. The House may accommodate a female guest of a regular resident as a personal guest who can stay in the House for a maximum of fifteen days. She is required to take prior written permission of the House Administration on the prescribed form available in the House office. The concerned resident will be responsible for the conduct of her guest. House authorities reserve the right to refuse permission or cancel the permission for stay of any guest at any time without assigning any reason.
- b. Students coming from other Universities / Institutions to attend conferences, seminars or symposia held at University of Delhi or to consult the University libraries etc. may be allowed to stay in the guest room for a short-period with the permission of the House Administration, on the basis of proper recommendation from the concerned Department/ University.
- c. Male visitors can meet the residents in the visitor's lobby, after signing the visitor's register, according to the following schedule:

Male visitors

Weekdays	:	04.00 p.m - 08.00 p.m
Sundays/University Holidays	:	10.00 a.m - 01.00 p.m & 04.00 p.m - 08.00 p.m

Female visitors

All days	:	08.00 a.m - 08.00 p.m
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- d. No male visitor will be allowed in the House on the day of Holi.
- e. All the House Rules are applicable to guests/visitors.
- f. Guests are requested to take the TOKEN at the entrance of ISHW.

2.7 Cancellation of Admission

Admission of a student may be cancelled for any of the following reasons:

- Involvement in ragging.
- Non-payment in of dues for more than 30 consecutive days.
- Keeping Guest without valid permission.
- Anti social activities in the house.
- Mischief causing damage to the house property.
- Cessation of regular studentship.
- Impolite/rude behavior with staff and the house management.
- Violation of any of the house rule.
- Suppression of facts and / or providing wrong information.



3. House Charges

Hostel will accept hostel charges / fees through electronics payment (NEFT transfer). **In exceptional cases i.e. foreigner student's guest charges, hostel fees and mess charges will be accepted on cash basis.**

The charges listed in the fee structure are not refundable, except the caution money, which will be refunded by cheque payment to the resident on vacating the room, after clearing all dues. Residents are advised to **fill up the prescribed form for refund of caution Money one week in advance** to enable the office to release the cheque in time.

The money, if unclaimed for a period of six months, shall be added to the House Development Fund.

3.1 Fee Structure

3.1.1 Regular Residents

A. Caution Money* Rs.12,100/-

Foreign Students Fee (FSF) only from foreign students)** Rs. 21,780/-
(Fixed by University of Delhi, to be paid annually)

B. Annual Charges

S.No.	Budget Head	Amount
1	Admission charges	500.00
2	Maintenance of Furniture	750.00
3	Identity Card	60.00
4	Electrical Accessories	1,500.00
5	Maintenance of Electrical Charges for common facilities	2,000.00
6	House Development Fund	1,500.00
7	WU.S. Health Centre	240.00
8	Computer Charges	1,500.00
9	Wi-Fi System	3,000.00
10	Common Room	700.00
11	Reading Room/Library	500.00
12	Sports Fee	500.00
13	Cultural Activities	2,000.00
14	Students Association Fund	500.00
	Total Rs.	15,250.00

*Refundable at the time of leaving the house after clearing all Hostel dues. For refund apply one week in advance.** Payable at the time of admission only from foreign students.

C. Quarterly Charges

S.No.	Budget Head	Amount
1	Establishment charges	2,600.00
2	House Keeping	2,800.00
3	Electricity Charges	3,700.00
4	Water Charges	2,000.00
5	Room Charges	600.00
6	Laundry Charges	500.00
7	Maintenance Charges	1,700.00
8	Pump House Operation	800.00
9	Garden and Lawns	900.00
10	Security Charges	2,350.00
11	Wi-Fi Charges	700.00
12	Waste Disposal Charges	700.00
Total Rs.		19,350.00

Grand Total for Indians (A+B+C) Rs. 46,700/-
(Payable at the time of admission)

Grand Total for Foreigners (A+B+C+#) Rs. 68,480/-
(Payable at the time of admission)

D.Meal Charges

Monthly Meal Charges Rs. 4,387/- p.m. (may get revised)

As per EC resolution No. 516 dated 24-02-1983, the PWD students residing in the University Hostels shall be exempted from payment of 50% of the mess fee payable to the Hostel. The PWD students shall have to pay 50% of the total mess fee and the remaining 50% of the mess fee will be reimbursed to the House by the University.

The PWD students who are getting fellowships/ financial assistance shall be exempted from payment of the fees/ charges/mess fees subject to the following conditions:

Value of Fellowship	Exemption of Fees Waiver etc.
Up to Rs. 3,000 /- p/m	Fees waiver + 50% Mess subsidy
Rs. 3,001/- to 8,000/- p/m	Fees waiver but no Mess subsidy
Rs. 8,001 and above p/m	No fees waiver but no Hostel subsidy

3.1.2 Guest Residents (For one Semester): Foreign Students only

A + # + B + C (Two Quarters)

12,100+21,780+15,250+38,700 = Rs. 87,830/-

D. Meal Charges

Monthly Meal Charges

Rs. 4,387/- p.m. (may get revised)

3.1.3 Guest Residents (Less than one Semester)

A. Caution Money * Rs. 12,100/-

B. Boarding Charges Rs. 12,276/- p.m. (@ Rs. 396/- per day)

C.: One Time Payment

S.No.	Budget Head	Amount
1	Admission charges	500.00
2	Maintenance of Furniture	750.00
3	Identity Card	60.00
4	Electrical Accessories	1,500.00
5	Maintenance of Electrical Charges for common facilities	2,000.00
6	House Development Fund	1,500.00
7	WU.S. Health Centre	240.00
8	Computer Charges	1,500.00
9	Wi-Fi System	3,000.00
10	Common Room	700.00
11	Reading Room/Library	500.00
12	Sports Fee	500.00
13	Cultural Activities	2,000.00
14	Students Association Fund	500.00
	Total Rs.	15,250.00

*Refundable at the time of leaving the house after clearing all Hostel dues. For refund apply one week in advance.

D.Monthly Payment

S.No.	Budget Head	Amount
1	Laundry Charges	240.00
2	Wi-Fi Charges	240.00
3	House Keeping	1,100.00
4	Electricity Charges	1,200.00
5	Water Charges	800.00
6	Waste Disposal Charges	160.00
	Total Rs.	3,740.00

Grand Total (A+B+C+D) Rs. 43,366/-+3,740/-p.m. (2 times)

E. Meal Charges

Monthly Meal Charges Rs. 4,387/- p.m.(may get revised)

3.1.4 Residents' Personal Guest*

Boarding Charges Rs. 200/- per night / per guest
(From DU students)

Boarding Charges Rs. 300/- per night / per guest
(Other than DU students)

3.1.5 Institute Guest/Visitor

Boarding Charges Rs. 800/- per day
+ Mess Charges
Luggage Charges Rs. 100/- per month
(For Max. of three (03) pieces)

Cooler Rs. 700/- per month
Heater charges Rs. 850/- per month
Laundry charges for Guest Rs. 100/- per load

Fee Schedule

The Hostel will collect fees as one- time payment at the time of admission including all Quarterly Charges + Mess Fee is payable in advance.

Fine

- a. Fee is payable in advance on or before the 10th. A fine of Rs.50/- will be charged beyond the due date up to the last day of the month and Rs.5 per day will be added to Rs. 50/- for subsequent period of the month. Late payment fine cannot be waived.
- b. All residents going out of Delhi, during vacation or otherwise should make arrangement for the payment of dues.
- c. The room of residents, who fail to clear their dues by last day of the month, may be double locked without any prior notice and admission will be automatically cancelled. A resident may be readmitted on the discretion of the House Administration. She may be required to pay the annual charges again.

Note

- Electricity and water charges per resident may be revised, subject to change as per tariff charged by the competent authorities and actual consumption.
- Fees may be revised.
- Residents going on leave for seven consecutive days or more will be eligible for 75% rebate in the mess bill for that period, provided leave has been approved by the Head of the Department / Principal and sanctioned in advance and the mess rebate form has been submitted along with the leave application.

4. General Rules, Maintenance of Discipline, Ordinances and Committees

1. The room allotted during admission is for a specific period. No resident on her own accord shall shift from the room allotted to her to another room. No furniture should be shifted from one room to another and no additional furniture can be brought into the House without prior permission from the House Administration.
2. Residents are not allowed to hand over the keys of their rooms to any person while proceeding on night out, out- station stay or while vacating the room. Keys must be handed over to the House Administration.
3. Rooms are subject to surprise checks by the House Administration whenever found necessary.
4. Possession and/or consumption of alcoholic drinks/ intoxicants is strictly prohibited in the House. Residents are not allowed to enter the House in an inebriated state. The House is a No Smoking Zone.
5. Ragging is a punishable offence. Strict disciplinary action will be taken against ragging in the House as per the orders of the Supreme Court of India and UGC directions. Candidates applying to the House will be required to submit two affidavits regarding anti- ragging rules i.e. their own as well from their local guardians/ parents. All matters relating to ragging and discipline amongst students are governed by Ordinances XV (B) and XV (C) of University of Delhi.

An undertaking in this regard will be taken from all the students / hostel residents as well as her parents / guardian. In order to make the process easy, UGC has launched a web portal for online facility for undertakings. These undertaking can be filled-in from any of the below mentioned two websites:

<http://www.antiragging.in>

<http://www.amanmovement.org>

6. Prohibition of and Punishment for Sexual Harassment: Sexual Harassment is a serious offence. The definition of Sexual Harassment includes 'unwelcome sexual advances, and verbal, non-verbal and/ or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or emails, gestures, exhibition of pornography, lurid stares, physical contact, stalking, sounds or display of a derogatory nature that shall have the purpose and/or effect of interfering with an individual's performance of creating an intimidating, hostile or offensive environment.'
7. Hostel gates will be locked by 10:00 p.m. In case a resident wants to go out after signing the attendance register but wants to return before 10:00 p.m. she should note in the register (kept at the gate) both, the time of going out and coming in. Failure to return before 10:00 p.m. will be considered as a night out. The residents are required to give daily attendance.
8. Residents can avail a maximum of 12 nights out a month at their own risk. This information is to be given/recorded in the night out register in advance and permission be sought by filling a prescribed form available in the office.
9. For outstation travel, the students are required to give an application even if it is for less than 7 days.
10. Any complaint or suggestion regarding food should be made to the Mess Committee Convener, House Keeper and Resident Tutor. Residents should not directly complain or suggest changes in the menu to the mess staff.
11. Any complaint or suggestion regarding cleanliness should be channeled through the House Keeper. Residents should not directly complain or suggest changes to the cleaning staff.
12. The House Administration is authorized to evict any resident and guest from the House premises, on the grounds of indiscipline.
13. 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.

14. Residents must behave with dignity and respect while interacting with the other residents and staff of the House.
15. Lights and fans should be switched off when not in use. Water should be used conscientiously to avoid any wastage. Cooking & ironing in the room are strictly prohibited.
16. Residents who wish to use a room cooler, room heater (heat convector) etc. in their rooms should take prior permission from the Warden/Resident Tutor. An appropriate charge will be levied for the use of these electrical appliances. Residents are advised to consult the care-taker before using any electrical appliance in their rooms.
17. Every resident is responsible for the care of the House property. Residents will be charged individually or collectively, as the case may be, for stolen property and/ or causing any damage to the House property including electrical gadgets; furniture etc.
18. If hostel facilities are destroyed/stolen, the House Administration will close those facilities for the rest of the semester.
19. Residents are expected to maintain their rooms and co-operate in maintaining washrooms, common areas and surroundings.
20. Pasting of posters, banners and notices is not permitted in and around the House.
21. Every resident is required to obtain an Identity Card with photograph from the House office and keep it safely for verification on demand. In case of loss, a duplicate Identity Card will be issued on payment of Rs. 100/-.
22. Residents should clear all the dues and get a clearance certificate from the House office at least seven days in advance during office hours before vacating the House.
23. Residents are solely responsible for their possessions.
24. If any resident has any personal repair work, this can be carried out with prior permission from the Warden/ Resident Tutor. The Caretaker has to accompany the person employed for the task by the resident.

25. Residents are not allowed to keep pets in the House premises.
26. Residents remaining absent from the House without intimation/ permission will be liable to disciplinary action. The authorities reserve the right to take possession of the room. The luggage of the resident concerned, if any, will be deposited in the storeroom of the House. During this period the resident will be charged penal rent @ Rs. 50/- per day for the luggage. If the luggage is not claimed within a month, the authorities may dispose it off in any manner considered suitable.
27. In the case of excursion/field work etc. the resident must get their leave application forwarded and recommended by the Head of the Department and submit the same to the House office for permission seven days before proceeding on such a tour.
28. Resident should intimate the office of any change in address and telephone number of parents/ guardians and local guardians, at the earliest.
29. Residents are not permitted to take eatables, beddings or any personal belongings to the TV Room, Library, and Computer Rooms etc.
30. Birthday celebrations should be limited to one's room. Under no circumstance should it cause disturbance to other residents of the hostel.
31. Disciplinary action will be taken if any resident is found not adhering to the above mentioned rules and any other matter which hostel authorities think is sensitive to the smooth functioning of the Hostel.
32. The hostel has following Committees:-
 - i) Anti Ragging Committee and Disciplinary Committee
 - ii) Sexual Harassment Committee
 - iii) Caste Based Discrimination Committee
 - iv) Committee for Gender Sensitization
 - v) Anti-Smoking Committee
 - vi) Hostel Drug Free Committee
 - vii) Holi Committee
 - viii) Committee for NE Students
33. In case of illness:
 - The House administration strongly recommends that those

foreign students who do not have any medical coverage (through the sponsoring agencies) must take comprehensive medical insurance from their country or from India.

- In case a resident falls ill with contagious/infectious disease, she will have to move to the medical room and will be shifted to a University recommended hospital if suggested by the medical doctor. She will be allowed to rejoin the House on producing a fitness certificate from the hospital where she was treated.



- Residents of the House shall have to be members of the World University Service Health Center maintained by the University of Delhi. A prescribed form available from the House office for the purpose should be filled in and submitted at the time of admission.

34. Dining Hall Rules and Timings:

- The House follows self-service system in the dining hall. The day-to-day management of the mess will be carried out by the Warden with the active participation of the House Keeper, Mess Committee and other residents.
- Food will not be served to the residents, employees and guests outside the dining hall. In the case of illness, a resident may have her meal in her room in her own utensils with the prior permission of the Warden/Resident Tutor/House Keeper.

Meals will be served as per the following schedule:

Breakfast	7:30 a.m. - 9:00 a.m
Lunch	1:00 p.m. - 2:30 p.m
Evening Tea	5.00 p.m. - 5:30 p.m
Dinner	8:00 p.m. - 9:00 p.m

5. STUDENTS' WELFARE ASSOCIATION (SWA)

1. Regular bonafide residents of the House may form Students' Welfare Association (SWA). Election of the SWA will be conducted in the First Week of October.
2. Main objectives of the Association:
 - To promote close bonds and harmony amongst the residents.
 - To organise academic, cultural interactions/ programmes, Annual Guest Night.
 - To host / participate in inter-hostel sports and other competitions.
3. Election of SWA shall be conducted as per the orders of the Hon'ble Supreme Court of India (Lyngdoh Committee).
4. SWA will have an Executive Council with the following composition:

As the House has residents belonging to many countries of the world the Executive Council should represent this multinational character of the House. All the activities of SWA will be carried out by an Executive Council. The Executive Council will have the following composition:

- President
 - Vice President
 - Mess Convener
 - Cultural Convener
 - Sports Convener
 - Library & Seminar Convener
 - House Keeping Convener
5. All the Executive Council members shall be elected only for one Academic year.

6. The Executive Council shall form five committees of 3 to 5 members each. The committees will be:
 - Mess Committee
 - Cultural Committee
 - Sports Committee
 - Library/Seminar Committee
 - House-keeping Committee
7. Each Committee shall elect a Convenor, except the Mess Committee which will have rotation for its convenorship. The Convenor will change every 2 months as per a roster prepared by the Mess Committee.
8. The Council will function as per the following rules:
 - The General Body meeting (GBM) of residents of ISHW shall be convened by the President of the Council. At least one GBM a term must be convened. 15% of the residents shall form the quorum. It is expected of all the residents to attend the GBM.
 - The President shall be responsible to prepare the reports along with the Vice President.
 - Any 20 residents can give a request for a General Body by giving a notice of 3 days.
 - At least 1/3 members shall form the quorum of the GBM.
 - No decision, act or activity should run counter to the University Acts, Statutes, and Ordinances, rules and regulations / decisions of Executive or Academic Council of the University.
 - The House Administration must be informed in advance before holding any GBM and the minutes/ decisions of the meeting must be conveyed to them.
 - Expenditure for the year long SWA activities including Annual Guest Night Function should be met out of the funds available under the different SWA Budget Heads. In no case the expenditure should exceed the receipts of the year under SWA.

- The expenditure to be incurred on various SWA activities along with the date wise/ activity wise calendar should be presented and duly approved by the GBM of the residents. The above should be approved before the very first function to be organized by the SWA.
9. Functions and Duties of the Committees:
- All residents must participate in the organization of Annual Guest Night and other festivals. However, it shall be the responsibility of the Cultural Committee to take initiative and coordinate the cultural programme and other arrangements.
 - The cultural/academic/sports activities proposed and the expenditure incurred should have the approval of the House GBM with at least 50% of the residents present and voting.
 - The Convenor of the committees must seek prior written sanction of the Provost / Warden/ Resident Tutor to incur any expenditure out of the SWA Accounts.
 - Financial matters / transactions must be made through the House Office.
 - The expenditure incurred by different committees must be accounted for within seven days of the sanction.
 - No advance of money will be permitted unless the accounts of the previous advance have been rendered.
 - The House Keeping Committee shall look after the day to day problems of the residents. The committee must appoint floor In-charge by co-opting some residents if necessary.
 - The Library and Seminar Committee shall look after the library/ reading cum internet room and organise monthly lecture/discussions etc. on current topics of social relevance.
 - The Mess Committee shall look after the daily meals as well as the cleanliness of the dining hall and kitchen.
 - The Sports Committee shall organise/ host inter-hostel sports competitions and other events.
10. The term of the Executive Council shall end on the last day of the academic year of the University.

6. IMPORTANT TELEPHONE NUMBERS

UNIVERSITY OF DELHI AND GENERAL ENQUIRYDIRECT EPABX

Office of the Vice Chancellor	27667011	1100
Office of the Dean of Colleges	27667066	1106
Office of the Director South Campus	27662865, 24112081	1217
Office of the Registrar	27667853	1116
Office of the Proctor	27667291	1120
Office of the Controller of Examination	27667934	1059
Office of the Dean of Student Welfare	27667092	
Office of the Dean International Relations	27667771	1436
Foreign Students Registry	27666756	
WUS Health Centre	27667908	
WUS Health Centre (Emergency)	27666257	1662

USEFUL PHONE NOS. / HELPLINES

Police Control Room	: 100
Fire	: 101
Ambulance	: 102
Women in Distress Cell	: 181
Women Help Line	: 1091 & 1096
CAT	: 1099
Water (DJB), Sewage Emergency	: 23814338
EPABX (North Campus)	: 27667725
Fire Station (Roop Nagar)	: 23842505
WUS Health Centre (North)	: 27666257 (Emergency)
Dean Students Welfare	: 27667092
Foreign Students Registry	: 27666756
Proctor	: 27667291
Joint Control Room (North Campus)	: 27667291
Anti Ragging Helpline (MHRD)	: 1801805522 (Helpline@antiragging.in)

The Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act-2013:

Website: <http://wcd.nic.in/wcdact/womenact- sex.pdf>

Note: The Provost is the final authority in all matters

DISCLAIMER

Every care has been taken to verify the authenticity of the contents of this Information Bulletin. However, the information contained in relevant Rules, Regulations Ordinances and Statutes of the Hostel / University will be final. Hostel shall not be responsible for any wrong information and the consequences of using such information. The data contained in this Information Bulletin is indicative only and must not be used for legal purposes.

7. Events Held During 2023-2024

Independence Day	15-08-2023
Diwali Celebrations	11-11-2023 to 12-11-2023
Fresher's Party	15-12-2023
Christmas	25-12-2023
New Year	31-12-2023
Lohri	13-01-2024
Republic Day	26-01-2024
Annual Guest Night	10-02-2024
Annual Flower Show	01-03-2024
Holi	25-03-2024
Id-ul-Fitr	19-04-2024
Annual Picnic	19-04-2024
Farewell Party	08-06-2024
International Yoga DAY	21-06-2024





International Students' House for Women

Banda Bahadur Marg, Mukherjee Nagar,
Delhi-110 009, India

Email:- ishw07@gmail.com

Rs. 200/-