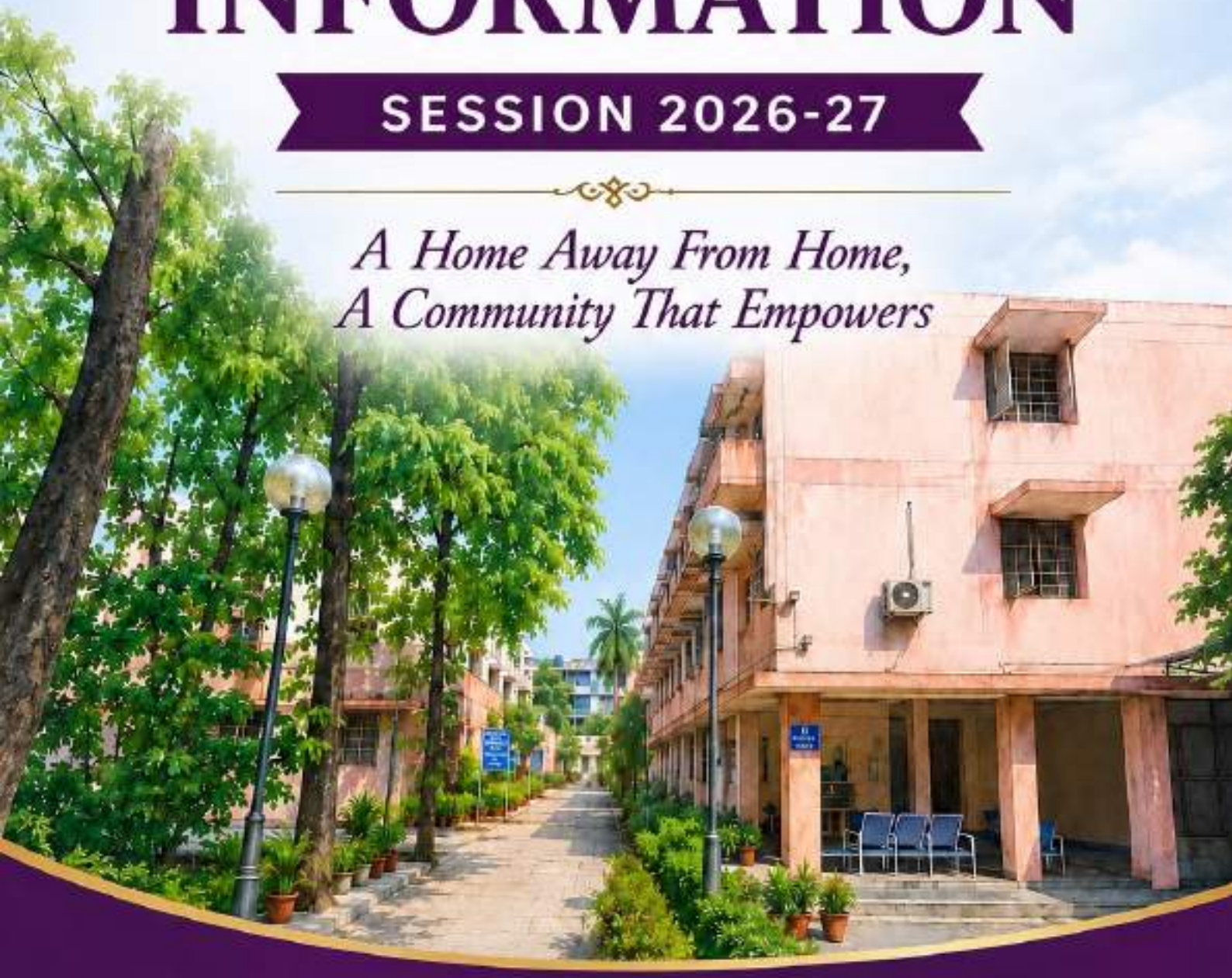
UNIVERSITY HOSTEL FOR WOMEN

University of Delhi

BULLETIN OF INFORMATION

SESSION 2026-27

A Home Away From Home,
A Community That Empowers



SAFE & SECURE ENVIRONMENT

ACADEMIC SUPPORT

EMPOWERING WOMEN

CARE . RESPECT INCLUSION





UNIVERSITY HOSTEL FOR WOMEN

BULLETIN OF INFORMATION 2026-2027

UNIVERSITY HOSTEL FOR WOMEN

University of Delhi, Chhatra Marg, Delhi-110007.

Website : www.uhw.du.ac.in

Mobile : 9953685852

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Provost's Email : provost@uhw.du.ac.in

Warden's Email : warden@uhw.du.ac.in

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Office hours: 9:00 a.m. to 5:30 p.m.

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MANAGING COMMITTEE

Chairperson

Prof. Neera Agnimitra
Dept. of Social Work
University of Delhi

EC Nominees:

The Managing Committee comprises four members nominated by the Executive Council (EC). These EC-nominated members participate in the deliberations of the Managing Committee and contribute their valuable inputs and suggestions in matters concerning the administration, management, and overall functioning of the Hostel.

Ex- Officio members:

Proctor,
University of Delhi, or Nominee of the Proctor

Dean Students' Welfare,
University of Delhi, or Nominee of the Dean Students' Welfare

IMPORTANT INFORMATION

- All applicants are expected to read the bulletin and familiarise themselves with the hostel rules.
- The rules of the hostel will be applicable to all the residents and shall be binding for all concerned.
- Students admitted to the hostel shall not plead ignorance of hostel rules. Ragging in the hostel is a punishable offence.
- The University campus, its colleges and hostels are smoke free zones. Consumption of liquor/intoxicants is strictly prohibited in the hostel.
- Suppression of facts, providing false or misleading information or providing unauthorized signatures in the application form at the time of admission or at any stage during the stay in the hostel shall lead to cancellation of the candidature and/or admission.
- Non-declaration of employment status at the time of admission or thereafter shall lead to penalty and/or cancellation of admission.
- The hostel may operate with limited capacity based on availability of facilities such as furniture etc.

The Provost is the final authority in all day-to-day administrative matters.

HOSTEL ADMINISTRATION

The internal administration of the hostel is vested in the provost of the hostel. The hostel has a warden and resident tutor. The provost is the administrative head of the hostel. For internal administration, the provost is assisted by the warden, resident tutor and the office staff.

Hostel Authorities

Provost	Warden	Resident Tutor
Prof. Manisha Choudhary	**Ms. Shivani Kumari**	**Dr. Sanjeewani Sehgal**
Department of History	Faculty of Technology	Cluster Innovation Centre
University of Delhi	University of Delhi	University of Delhi

Office Staff

S.No.	Name of Permanent Staff	Designation
1.	Mr. Satinder Singh	Office Attendant
2.	Mrs. Poonam Rani	Lady Attendant
S.No.	**Name of Contractual Staff**	**Designation**
1.	Mrs. Shipra Sharma	Junior Assistant
2.	Mr. Karan Giri	Junior Assistant

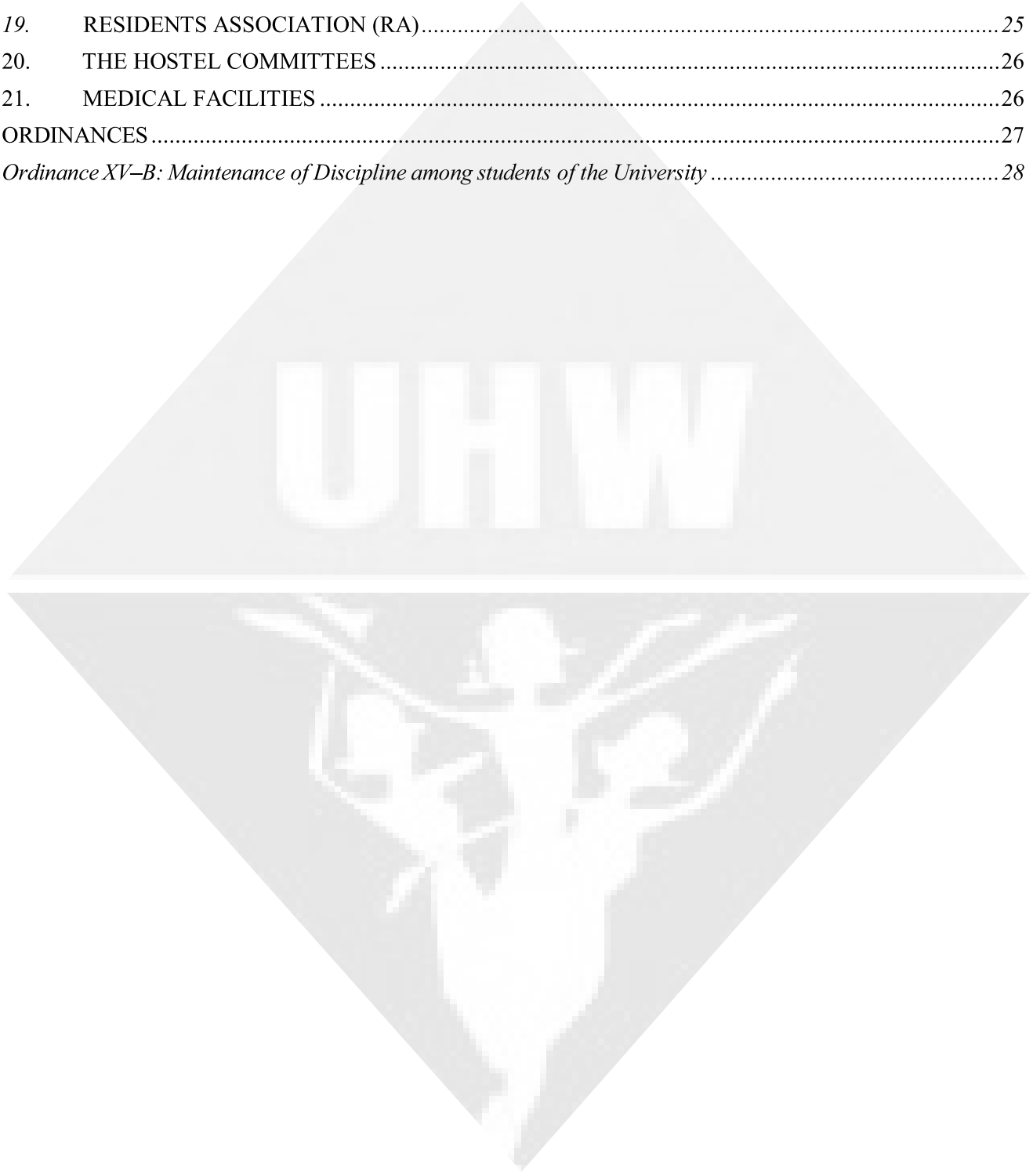
Other Hostel Staff

S.No.	Name of Permanent Staff	Designation
1.	Mr. Krishan Mohan	MTS
2.	Mrs. Sarita	MTS
3.	Mrs. Omwati	MTS
4.	Mr. Hari Singh	MTS
5.	Mr. Sita Ram	MTS
6.	Mr. Ram Sagar	MTS
7.	Mr. Roshan Lal Joshi	MTS
8.	Mr. Surinder Singh	MTS
S.No.	**Name of Contractual Staff**	**Designation**
1.	Mr. Darshan Singh	MTS
2.	Mr. Manvender Singh	MTS
3.	Mr. Raghubeer Singh	MTS
4.	Mr. Prakash Gaud	MTS
5.	Mr. Kanhaiya Lal	MTS
6.	Mr. Ramsagar	MTS
7.	Mrs. Beena	MTS
8.	Mrs. Usha	MTS
9.	Mrs. Babita	MTS
10.	Mr. Ashish	MTS

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1. ABOUT THE HOSTEL

The University Hostel for Women (U.H.W.) popularly known as PG Women's Hostel is the oldest and the largest hostel of University of Delhi. It was established on 1 February 1973. It is located in the North Campus and was the first hall of women's residence for Ph.D. and P G students of University of Delhi.

The hostel started during the Vice Chancellorship of Prof. Swarup Singh, Prof. Sumati Mutatkar (Dept. of Music) was the first Provost and Prof. K.B Rohatgi (Dean, Faculty of Law) was the first Chairperson of the Managing Committee of the hostel. In 2026, the hostel is running under the administrative leadership of its 17th Provost Prof. Manisha Choudhary (Dept. of History).

The hostel is built in such a way that the residents get maximum natural sunlight and ventilation. There is a beautiful lawn surrounded by trees like Mulberry, Mango, Banana, Guava, Sapodilla, Bottle Palm, Neem, Ashok, etc. There are two security guards available at main gate of hostel round the clock. The hostel premises are constructed with disabled-friendly structures including the toilets and slopes/ramps.

The UHW hostel provides accommodation for full-time PG/Ph.D. women students of University of Delhi. The hostel has 275 rooms* housed in four blocks. Every resident is usually provided with a study table, side table, study chair, armchair, mirror, bed and book shelf. Each room has one built-in cupboard with doors. The hostel has a strong tradition of democratic participation. Subject to the prevailing circumstances each year, its residents elect a President, Vice-President, General Secretary, Sports Secretary, Mess Secretary, and Cultural Secretary through vibrant and keenly contested elections.

2. LOCATION

Hostel is situated on Chhatra Marg, adjacent to DUWA and at a distance of 500 meters from Vishwavidyalaya metro station. All major departments and faculties of the university are in close proximity to the Hostel. The hostel provides easy accessibility to several other amenities and facilities.

- Vishwavidyalaya Metro Station is at a distance of 500 meter.
- State Bank of India, Delhi University with ATM
- ICICI Bank, Delhi University with ATM.
- Post Office, Delhi University.
- Bus Pass Counter.
- Co-operative Store.
- Kendriya Bhandaar.
- Market Places (Kamla Nagar, Kingsway Camp).

3. HOSTEL AMENITIES

1. **Visitor's Room:** The visitor's room is near the entrance of the hostel. It is for the external guests & visitors who come to visit the residents of the hostel. Comfortable sofa arrangements are there to provide a superior experience to the person who is waiting for their appointment or has come to visit someone.

*The hostel may operate with limited capacity based on availability of facilities such as furniture and occupational fitness of rooms etc.

2. **Medical Room:** A well-furnished medical room is located on the ground floor of 'A' Block and is equipped with a wheelchair, first-aid kit, beds and other essential items to provide immediate first-aid and emergency medical assistance to residents.

3. **Mess:** The hostel mess has a single kitchen which serves quality vegetarian and non-vegetarian food for its residents throughout the year. The residents are served healthy and nutritious food at reasonable rates. The mess is equipped with a big screen TV for entertainment purposes. The functioning of the mess involves active participation of the students. The Mess Committee collectively decides the menu and is in constant touch with the residents to take their feedback on the quality of the food served. Guests and others may have meals after buying coupons for the purpose.

4. **Multipurpose Hall:** Multipurpose hall was renovated and was inaugurated by Padma Bhushan Prof. Shri. Kapil Kapoor, renowned linguist on 12th March 2023 on the occasion of inauguration ceremony marking the year-long celebration of Golden-Jubilee of the hostel. It is a spacious hall having a capacity of almost 60-65 persons. The hall serves as a place for general entertainment purposes, community meetings, lectures, ceremonies and public gatherings etc.

5. **Laundry Room:** A laundry room is situated at the ground floor adjacent to the badminton court. Fully automatic machines and semi-automatic machines are installed for the residents to wash and dry their clothes after paying the laundry charges.

6. **Badminton Court:** There is an outdoor badminton court situated at the ground floor outside the mess area.

7. **Reading Room:** Reading room is a peaceful, well-lit space for studying or reading round the clock. The reading room is meant for the resident who wants to study in a library like environment.

8. **Guest Rooms:** The hostel has three fully furnished guest rooms (for female guests only). The rooms are available for:
   - Parents and immediate family members of the residents;
   - Visiting scholars;
   - Researchers

   The rooms have to be booked in advance through the hostel office on payment of the rent as per rules. For detailed information you can refer to clause 10.4 of UHW bulletin that is available at UHW official website.

9. **Other Facilities**: Water coolers are installed at appropriate points in the building to provide cool, filtered and safe drinking water to the residents. Induction cooktops are available on each floor. All the residents are provided with health centre card facility of World University Services (W.U.S.) Health Centre.

10. **Ironing Facility:** Ironing services are available inside the hostel premises.

11. **Tea/Coffee/Soup:** The hostel provides the tea/coffee/soup facility 24/7 on the premises.

12. Open Gym: An open gym facility is available near the badminton court, providing residents with the opportunity to exercise at their convenience. It is equipped with various fitness equipment, enabling individuals to engage in workouts at their own pace and follow routines suited to their fitness needs.

4. ELIGIBILITY FOR ADMISSION

4.1 Eligible Categories:

The following categories are eligible for admission to the hostel:

1) Regular full-time bona-fide research scholars (Ph.D.) admitted to a Department/ Faculty of University of Delhi
2) Regular full-time bona-fide postgraduate students admitted to a Department/Faculty of University of Delhi.
3) Regular full-time bona-fide students of LLB, B.Lib, B.Ed., M.Lib., M.Ed., BA LLB (from 4th year onwards), M.A. in Hindu studies and M.A. Tourism courses of University of Delhi.
4) Students who have passed the examination of the last course attended.

Note:

a) Admission in the hostel will be granted on the basis of that course for which the student has been admitted in the Faculty/Department.

b) Eligible students shall have to produce a medical certificate from a registered medical practitioner or Government hospitals.

4.2 Non-Eligible Categories:

1) Students whose parent(s)/spouse are resident of the National Capital Territory (NCT) of Delhi, Faridabad, Noida, Ghaziabad, Gurugram (or residing within a radius of 70 kilometres from University Hostel for Women).
2) Students enrolled in part-time/evening courses/correspondence/certificate/diploma/ external course of study.
3) Employed women, Research Associates, postdoctoral fellows and Teachers on study leave.
4) Students who are employed anywhere on full-time, part-time, ad-hoc or temporary basis. However, temporary or ad-hoc lecturers of University of Delhi or its constituent colleges may be allowed to stay as long as they are bona-fide research students (only during the first registration, i.e., first six years of the Ph.D. programme or as per the University Ordinance) upon payment of employment surcharge or the house rent allowance (whichever is higher). For more details, see clause 13.7.
5) Ex-students and students who have failed and have not been admitted as regular students.
6) Students who have already availed the hostel facility in Delhi University/College for the same course level earlier. No student can avail of the hostel seat twice on the basis of a course/degree of the same level. In this regard, for the purpose of admission to the hostel, the full-time courses like LLB, B.Lib, B.Ed. and integrated M.A. courses conducted by University Department shall be treated at par with postgraduate courses.

7) Students who have completed six years of stay in any postgraduate hostel(s) of the University.

8) Students against whom disciplinary action has been taken by any Department/ college/hostel of University of Delhi.

Note: a) Suppression/wrong or misleading information pertaining to any of the above would be liable to disciplinary action and /or a fine of ₹5000/- as may be deemed fit by the Hostel Administration.

b) A student, while seeking admission and during the stay in the Hostel must fulfil the eligibility conditions stated above. Before admission/ during the period of stay, if she fails to fulfil any of these conditions, she will have to vacate the hostel immediately and pay a fine of ₹500/- per day of stay, in addition to what might be due.

5. DISTRIBUTION OF SEATS

There are 320**sanctioned seats in UHW including readmissions. The seats are allotted to the Ph.D. and PG applicants in order of merit giving representation to the various faculties of University of Delhi. The exact number of seats available shall be decided based on assessment of the physical infrastructure/fitness of room for occupation.

5.1 Distribution of seats by Category*(in percentage)

Research Scholars (Ph.D.& M.Phil.)	94
Post-graduate students (including LLB/LLM/B. Lib)	226
Foreign Students: • Applications are to be routed through the Foreign Students Advisor. • Application should be forwarded by the respective Embassy.	10%
Scheduled Castes	15%
Scheduled Tribes	7.50%
Visually challenged and other disabled students*	3%*
Outstanding sportswomen • Applications are to be routed through Director, Sports Council, University of Delhi.	1%
Children of War Widows/gallantry award winners (CW)	1%
Orphan Category	1 seat

5.2 Distribution of seats by Faculties/Departments**

Faculty of Arts	63
Faculty of Law	35
Faculty of Management Studies/Faculty of Commerce, ILLL & Education	25
Faculty of Mathematical Sciences/ Cluster Innovation Centre	25
Faculty of Music and Fine Arts	10
Faculty of Science	99
Faculty of Social Sciences	63

*Additional 2 seats out of every 100 seats, over and above 3% will be reserved for the PWD students.

**The hostel may operate with limited capacity based on availability of facilities such as furniture and occupational fitness of rooms etc.

6. ADMISSION TO THE HOSTEL

6.1 Application Form

The Hostel Application Form can be purchased on cash payment of Rs. 110/-(for students belonging to General category) and Rs.70/- (for students belonging to SC/ ST/PWD). An additional charge of Rs. 100/- shall be payable in case the application form is required by post within India (to be sent by MO/DD in favor of the Provost, University Hostel for Women). The last date for submitting the application will be notified on the UHW notice board/website.

Ph.D. students are required to submit a letter from HoD/Supervisor that they are not employed anywhere.

Application form should be submitted with all required documents. Incomplete forms shall be summarily rejected.

6.2 Admission Committee

Admission to the hostel will be done through an Admission Committee constituted by the Provost. Apart from this the hostel may co-opt observers on the Admission Committee. The admission criteria/ admission policy shall be determined by the Admission Committee from time to time.

6.3 Admission process

a. Shortlisted applicants will be invited for interview/interaction by the admission committee by giving a minimum of two-day notice. The list of applicants called for interview as well as the final list of selected applicants will be displayed on the hostel notice board/website.

b. Applicants are required to check the hostel notice board for the status of their application. Applicants will not be notified individually. In the event that a shortlisted applicant does not appear for the admission interview she will forfeit her claim to hostel seat.

c. Applicants selected for admission to the hostel will be required to pay the requisite fee and all requisite documents within the notified time. Failure to pay the fees/ submit the documents within the stipulated time will lead to cancellation of admission.

6.4 Documents required at the time of admission

Note:
Inclusion of name in the shortlist does not guarantee admission to the hostel.

- All certificates and documents are subject to verification.
- In case of false attestation or falsified record in the application form or in any document accompanying the application form, the student's candidature will be treated as cancelled. If the false attestation/ record is found after the admission, the student will be liable for disciplinary action as per University of Delhi rules and will have to vacate the hostel immediately.

1) Three recent passport-size photographs (not older than 6 months) for Identity Card and health centre card.
2) Non-employment certificate (in case of research students) duly certified by the supervisor and Head of Department.

6.5 Admission Schedule

Admission to the hostel will be done in phases to be notified on hostel notice board and as per the following schedule.

*** Research Students:**	To apply for admission only after registration. No admission will be made after March 2027 for the session 2026-27.
*** Non-Research Students:**	To apply within one week of being admitted to the respective Departments/Colleges. No admission will be done after December 2026 for the session 2026-27

6.6 Validity of Admission

1) UHW follows the academic cycle of July to June.

2) The admission to the hostel is granted for a period of one academic year only (From 1st July to 30th June) and is valid till the end of the academic calendar as specified by the University.

6.7 Renewal of Admission

A fresh application is required for renewal of admission at the beginning of each hostel academic session. Additionally, the concerned student will have to clear all the previous dues, including fine in order to be eligible for re-admission as per the following schedule.

1) *Research scholars:* Within 15 days of the beginning of the hostel academic year (1 July) or as per the notification by hostel office. A certificate from the supervisor duly forwarded by the Head of the Department that the student continues to be on the rolls, is not employed in any capacity and has not submitted the thesis will be the criteria for renewal of admission. In case a researcher does not opt for re-admission, she may vacate the hostel by 30th June, otherwise she will be considered as a 'Resident Guest under Extension' from 1st July onwards. (Refer to clause 10.3)

2) *Non-research scholars:* As soon as they are promoted and re-admitted to their respective courses in the University but within 7 days of the declaration of the result. Self-attested copies of the results should be submitted along with the application form. Students whose results have not been declared will be granted provisional re-admission. They will be required to submit attested copies of their results within 7 days of its declaration. In case the student fails to clear the exam, she will have to vacate the hostel by paying guest charges from 1st July onwards.

Note:

- A student who fails in the university examination or fails to appear in the examination for any reason, forfeits her right to re-admission. No student will be re- admitted/ granted extension on medical grounds.
- Only those students who have cleared their hostel dues including fines shall be eligible for Re-admission.
- Students seeking renewal of admission may or may not be called for an informal interaction. The student should fulfil the eligibility conditions to qualify for re-admission (see Clause 4.1 and 4.2)

6.8 Admission Criteria

1) The students are shortlisted and called for interaction on the basis of merit as per the Departmental list (Merit and/or Entrance Test) prepared by the respective Department/ faculty, provided the applicants satisfy the eligibility criteria. Inclusion of name in the shortlist does not guarantee admission into the Hostel.

2) The admission to the Hostel will be granted as per the rules approved by the Managing Committee and University ordinances regarding the eligibility conditions, duration of stay, allotment of seats of different disciplines/categories etc.

3) Research scholar (Ph.D.) admitted/re-admitted to the hostel will be required to submit quarterly payment of hostel fees and declare that she is actively engaged in research work and is not employed in any capacity, full time or part time, within or outside the University. Research scholars will also be required to give an undertaking every six months (at the time of Re-admission in July and in January) through the supervisor and countersigned by the Head of the Department that she has not, until the date of the issue of the undertaking, presented the pre-submission seminar and has not submitted the thesis.

6.9 Redressal of Grievances with regard to Hostel Admission

Complaints, if any, with respect to the interview shortlist/ admission lists should be given in writing addressed to the provost within two days after the display of the notification. The complaints will be reviewed by the admission grievance committee and action taken if deemed necessary.

7. DURATION OF STAY

7.1 A student shall be eligible to stay in the hostel for the statutory duration of her course as given below:

- Research Scholars:

  Ph.D.: 6 years or as per the span period in Ph.D. Ordinance (This six-year period is subject to 4.2(6) of the Bulletin of Information.

- Postgraduate students*

  1) M.Lib. -1 Year
  2) B.Ed./M.Ed.
  3) M.A./M.B.A./M.Sc./ M.Com. / LL.M. — 2 Years
  4)
  5) LLB -3 Years
  6) Five-year integrated PG course (Only for the students of 4th and 5th year i.e. from 7th semester to 10th semester)

  *Duration of stay shall be counted from the date of registration to the course. Students re-registered in Ph.D. after the expiry of first 5 years of enrolment in Ph.D. will not be eligible for admission to the hostel.

Note:

All postgraduate residents who have their examinations after 31st May are required to submit proof of their last date of examination duly authenticated by the Head of the Department concerned latest by 15th May.

All post-graduate residents will be required to vacate the room within seven days after the last examination of her course of the academic year to which she was admitted in the hostel. The research students may be asked to vacate the hostel after 31st May for hostel maintenance and/or administrative reasons.

7.2 A resident will have to vacate the hostel;

- All postgraduate residents will be required to vacate the room within 7 (seven) days of the end of the final examination of the course to which admitted in the hostel. After grace period of 7 days 'guest charges' will be applicable (See clause 10.3)
- After completion of the statutory period of the course or upon completion of total tenure of residence *(See Clause 4.2(7) and Clause8),whichever is earlier.*
- Upon submission of Ph.D. thesis, student awaiting viva-voce will not be eligible to stay in the hostel. Foreign students, however, upon recommendation of the Foreign Students Advisor (FSA) may be permitted to stay after thesis submission up to the viva voce examination for a maximum of 4 months, provided the student has not completed total tenure of residence (See Clause 8).
- If she fails in the preceding examination (in case of renewal of admission).

8. TOTAL TENURE OF RESIDENCE

Total stay in the hostel shall not exceed six years in case of those students who have joined the hostel at the post-graduate level in the first year. The total stay permissible in the hostel shall take into account the duration of residence, if any, in any other postgraduate hostel(s) of the University *(See Clause 4.2(7))* Under special circumstances an extension of a maximum of six months on guest basis may be granted at the discretion of the provost. However, such extension cannot be claimed as a matter of right by any resident.

9. CANCELLATION OF ADMISSION

The admission to UHW hostel can be cancelled if the resident is found to fall in any of the following categories:

1) Non-payment of dues for three consecutive months.
2) Keeping guests without permission (unauthorized guests).
3) Suppression of information and/or providing false information in the application form or at any stage during her stay in the hostel such as with reference to residential address, signatures, employment status or submission of Ph. D. dissertation/thesis.
4) Indulging in indiscipline in the hostel.
5) Mischief causing damage to the hostel property.
6) Ceases to be a regular student.
7) Bullying and/or ragging a fellow resident.
8) Any act on the part of the resident which may warrant cancellation of admission.

10. GUEST POLICY

The hostel has provision for accommodating guests for a limited duration. An application form will be required to be filled by the guest/ resident receiving the guest. A resident who is receiving a night guest should inform the Housekeeper/ hostel office latest by 5.00 p.m**.** No last minute guests will be entertained**.** The following types of guests are allowed to stay in the hostel with the written permission of the hostel administration.

10.1 Personal Guest of a Resident

The hostel permits a resident to host a female personal guest in her room, provided that the guest's details are entered in the Guest Register maintained at the hostel's main gate upon her arrival.

The terms and conditions for personal guests are as follows:

1. The maximum period of stay of a personal guest shall not exceed ten nights in a month. If a personal guest extends her stay beyond the stipulated period she will be treated as a guest resident and will pay charges accordingly *(Clause 10.2)*
2. A guest is permitted only on one occasion in a month.
3. A resident is not permitted to host more than one guest at a time.
4. Guests accompanied by children will not be permitted for night stay in the hostel.
5. A guest is not permitted to stay in the resident's room in case the resident is on leave/not present in the hostel premises.
6. Behaviour of the guests is the sole responsibility of the resident host.
7. During their stay, guests are expected to follow the rules of the hostel and behave with dignity and decorum
8. Guest charges have to be paid to the Housekeeper/Junior Assistant as given below:
   - A guest who is a bona fide student of Delhi University (photocopy of students' ID card to be submitted on arrival):

     ₹100 per day + ₹300 (Meal charges for lunch and dinner for the same day and breakfast for next day).
   - A guest who is a relative/friend of the resident but not a student of Delhi University:

     ₹200 per day + ₹300 (Meal charges for lunch and dinner for the same day and breakfast for next day).
9. A guest in the dining hall at lunchtime is required to purchase the requisite meal coupon of ₹100 (those who are not staying but taking lunch).

- Per meal (Breakfast/Lunch/Dinner) coupon charge payable by personal guests is ₹100.
- Special lunch/dinner charges will be decided as per the menu and occasion.
- Meal charges are optional and will be charged if a meal is taken by the guest.

Note: Guests of a guest are not permitted in the hostel. Resident hosting the guest should register the guest in the "guest register" (see clause 11). Residents shall be allowed to take meals only in the mess while the personal guest is staying. She must eat in the mess (together with or without the guest).

10.2 Resident Guest (External)

The hostel may accommodate students as resident guests (external) for short periods subject to availability of seats, at the discretion of the provost. The requests/applications for short duration stay in the prescribed form available from the hostel office should be submitted at least 15 days prior to the date from which hostel accommodation is required. The following are eligible:

1) Delhi University students enrolled for Ph.D. programme who have not previously availed the hostel admission or have already vacated the hostel but require short term accommodation for submission of thesis/viva. The application should be recommended by the supervisor and countersigned by the Head of the Department.
2) Ex-students of DU enrolled in PG courses of University of Delhi preparing to repeat a paper in the annual examination. The applications should be accompanied with the date sheet, copy of the examination fee receipt and a certificate from the head of the institution that the student is appearing in the examination.
3) Delhi University students requiring short-term accommodation at the time of annual examinations (for not more than eight weeks). The applications should be accompanied with the date sheet, copy of the examination fee receipt and a certificate from the Head of the Institution that she is a regular student and is appearing in the examination.

Incomplete application forms or forms not accompanied with required documents will not be entertained. The resident guests are required to pay the following charges every month (except the caution money and Resident Association fund). Payment of all meals is compulsory. No rebate will be admissible. The charges are as follows.

1	**CAUTION MONEY**	**3000**	**One-time charges**
2	**RA FUND**	**1000**	
3	**ELECTRICAL CHARGES**	**1350**	
4	**MAINTENANCE**	**500**	
5	**MISC.**	**500**	
6	**LODGING FOR 30 DAYS (@₹100/ day)**	**3000**	
7	**TOTAL**	**9350**	
8	**BOARDING FOR 30 DAYS (@₹300/ day)**	**9000**	

Foreign students (except Tibetan students) are required to pay a one-time FSR fee of ₹8200 for the session 2026-27 at the time of admission.

The guest charges for such a residence are payable in advance for the month.

10.3 Resident Guest under Extension

The hostel may accommodate students after expiry of the statutory duration of the course to which the student was admitted, at the discretion of the Provost. During this period, the student will be treated as 'Resident Guests under Extension'. The following are eligible:

1) Present postgraduate residents of the hostel requiring short-term stay beyond the 7 days already permitted after the last annual examination for academic reasons. This short term stay as resident guest under extension shall not be more than 15 days. A Resident wishing to stay even beyond can do so subject to the discretion of the Provost. However, she shall be considered a 'Special Guest' from the 16th day (see

10.4 for details). Request for such an extension should be forwarded and recommended by the Head of the Department and should be submitted at least 7 days before the last day of examination. These extensions, however, shall not be given beyond 30th June in any case, except under exceptional circumstances at the discretion of the Provost.

2) The guest charges to be paid in advance for the month, charges are as follows:

Lodging Charges	₹170 per day
Boarding Charges	₹300 per day

10.4 Special Guest

Three fully furnished guest rooms (only for female guests) with attached bathroom are available. The maximum period of stay of a special guest shall not exceed 14 days. The following are eligible:

- Women teachers/ students coming from other Universities/Institutions for attending conferences in a department or constituent college of University of Delhi, consulting Delhi University Library, attending refresher programmes etc. for a short duration or for any legitimate academic purpose and students permitted by the Provost under 10.3(1). The application should be submitted through proper channel at least 15 days in advance.
- Ex-residents of the Hostel.
- Mother/sister of a present resident of the hostel.

1) Requests for Guest Room accommodation should be submitted by filling the guest application form. The application form is available with the hostel office free of cost. The following documents are required to be submitted along with the guest application form:

2) A self-attested photocopy of a valid identity card of the institute/College/University to which the guest is affiliated as a student/researcher/employee

3) Proof of residence

4) Name, Telephone number and address of a student/ employee of the University of Delhi recommending the guest to the hostel.

5) Name, Telephone number and Address of a friend/ acquaintance in Delhi/NCR who may be contacted in emergency.

6) Copy of passport in case of foreign national.

7) The charges for such a guest residency payable in advance as per the details given below:

For Indian Nationals:

Caution Money	₹ 1000 (Refundable)
Lodging Charges*	₹ 550 per day (Non-Refundable)
Boarding Charges	₹ 300 per day (Non-Refundable)

For Foreign Students:

Caution Money	₹ 3000/- (Refundable)
Lodging Charges*	₹ 1000/- per day (Non-Refundable)
Boarding Charges	₹ 300/- per day (Non-Refundable)

* 50% rebate on lodging charges only for mother of a resident who is currently residing in the hostel will be provided. Boarding charges are payable as per the rates specified.

8) A student against whom any disciplinary action has been taken by any hostel or department or college of Delhi University, will not be allowed to stay in the hostel as a resident or as a guest.
9) Guests should ensure that all fans, lights, heaters and air-conditioners are switched off and taps are closed when they are not present in the room. Wastage of electricity and water will lead to cancellation of guest stay/ fine @₹ 25/- per day and forfeiture of the caution money.

11. GUEST REGISTER

A guest register for all guests (Clauses 10.1 to 10.4) will be maintained by the housekeeper/security services under the supervision of the resident tutor/warden. A guest is required to indicate the date and time of arrival and departure in the guest register. The guest should sign out in the guest register at the time of departure. A guest in the dining hall at lunch time is required to purchase the requisite meal coupon of ₹100/- (those who are not staying but taking lunch)

12. GATE PASS FOR LUGGAGE

All Guests should apply for gate pass (at least 1 working day in advance) in the hostel office during office hours for taking luggage out of the hostel gate at the time of departure. The gate pass should be handed over to the security guard on duty when leaving the hostel. The guard on duty should submit the gate pass to the hostel office for record.

Note:

1) A guest must vacate the room by 12.00 noon on the day of the departure; failure to do so will result in payment of guest charges for the day.
2) Once a guest has signed out in the guest register, she will not be allowed to re-enter the hostel as a visitor.
3) Check-out time and other norms should be strictly adhered to. A resident or her guest fails to comply with the same, the concerned resident will be forbidden from keeping a guest any time in the future for the entire duration of her stay in the hostel.
4) During their stay in the hostel, all guests will be bound to follow rules of residence including the attendance and night out rules.
5) Guests are advised to keep their rooms locked when they are not present in the room.

13. FEE

13.1 Fee Structure

A. Caution Money	**Rupees**	
(i) Hostel	6000	**9000**
(ii) Mess	3000	
B. Mess Reserve* (Advance Payment)	3000	**3000**
C. Annual Charges		
• Admission Fee	180	
• Crockery & Utensils	500	
• Furniture	600	
• Resident Association & Reading Room	1800	
• Audio & Visual Aid	300	
• Identity Card	150	
• Sanitation	950	
• Room Electrical Accessories	900	**12360**
• Electrical Charges (Hot Plates, Geysers, Washing Machine, Personal Computer, Desert Cooler, Blower etc.)	2400	
• Development Fund	1800	
• Garden	300	
• W.U.S. Health Centre Fee	240	
• Miscellaneous Charges, Housekeeping & other Common Amenities	2240	
D. Quarterly Charges		
• Establishment @ ₹ 100/- per month	300	
• Electricity @ ₹1000/- per month	3000	
• Water @ ₹150/-per month	450	**5250**
• Room rent @ ₹100/- per month	300	
• Maintenance Charges @ ₹ 220/- per month	660	
• Repair (Electricity & Civil) @₹180/- per month	540	
TOTAL		**29610**

*Advance carried forward every month for running the mess.

Foreign students (except Tibetan students) are required to pay annual registration fee of ₹26,354/- for the session 2026-27 at the time of admission/re-admission in addition to A, B, C and D.

The admitted student is required to submit all the documents as mentioned in para 6.4 of the bulletin, along with the fees at the time of admission failing which fees will not be accepted and/or admission may be cancelled.

Note:

1. Electricity and water charges are subject to revision based on change in TPDDL and Delhi Jal Board rates and actual consumption.
2. Residents who get temporary/ad-hoc employment in University of Delhi or its constituent colleges will be liable to pay employment surcharge or the house rent allowance, whichever is higher *(see clause 13.7)*
3. Room charges are payable in full for the quarter in which they are admitted.
4. Mess fees is payable from the date of admission to the hostel *(Clause 13.4)*. Mess bill varies from one month to another and is calculated based on actual expenditure. Mess is running on no profit no loss basis.

Laundry charges will be notified and will be in addition to above.

13.2 Mode of Fee payment (At the time of admission)

1) Hostel Fees (Clause 13.1 Part A (i), C and D) shall be paid by demand draft and no other mode in favour of the Provost, UHW, payable at Delhi.
2) Mess fees (Clause 13.1 Part A (ii) and B) may be paid by demand draft in favour of the Warden, UHW, payable at Delhi.

13.3 Fee Payment Schedule

Quarterly charges will be collected as follows:

1) 1st Quarter: July to September, payable at the time of admission/re-admission.
2) 2nd Quarter: October to December, payable by the 15th of October.
3) 3rd Quarter: January to March, payable by the 15th of January.
4) 4th Quarter: April to June, payable by the 15th of April*.

Quarterly fees (from second quarter onwards) and monthly mess charges shall be payable via Internet banking only. The payment schedule might change depending on any change notified in the university calendar.
*During 4th quarter, the residents may pay either the Quarterly charges or per month charges depending upon the resident's last date of University examination.

13.4 Mess charges at the time of admission to the hostel/vacating the hostel

1) The resident on joining the hostel will be charged ₹100/- per day from the date of joining for that month, if admitted after the 10th of the month.

2) A resident who intends to vacate the hostel before the mess bill of the month is prepared or on or before the 10th of a month has to pay mess charges @ ₹100/- per day.

3) Residents proceeding to a foreign country for academic purposes shall deposit the average mess charges in advance for the period of their stay abroad before departing from India. Any adjustment, if applicable, shall be made upon their return in accordance with the hostel rules.

13.5 Mess rebate

A resident will be eligible for rebate in mess charges @ ₹50/- per day under the following conditions:

1) *Non-Research Students*

- When the resident is on leave (night out) from the hostel for a minimum period of seven consecutive days (excluding the days of departure and arrival). The night out should have been applied for in advance in the night out register and hostel room must be double locked.
- No rebate is admissible for absence of less than seven consecutive days from the hostel.
- During a semester, a maximum of 15 days rebate will be admissible in addition to the University vacation

2) *Research Students*

- Mess rebate will be admissible for a maximum of 45 days in a year, or part thereof beginning from 1st July of the year of admission to 30th June of the succeeding year for research/ library/ field work/ conference participation or any academic activity recommended by the Supervisor and Head of the Department.
- The resident will have the option to avail the mess rebate accumulated for 45 days (provided she has stayed in the hostel at least up to 31stOctober) or for 15 days per term. Prior to 31st October, a resident will be eligible for a rebate of only 15 days.
- In case a research student is granted admission to the hostel after the first quarter (that is, after 30th September), the mess rebate of accumulated 45 days will become admissible only after the resident has completed 90 days of stay in the hostel.
- In addition to 45 days rebate as above, a research student may be granted a maximum of an additional 30 days mess rebate in an academic year on the recommendation of the Supervisor/guide.

Note: To avail the mess rebate, the residents will be required to apply for the rebate on the prescribed form duly signed by the mess secretary/house keeper/warden. The mess rebate form should be submitted in advance and before proceeding on leave from the hostel. Mess rebate will be admissible only if the resident has applied for leave that is duly recommended/ forwarded by the supervisor (in case of research students) or the Head of the Department (in case of post-graduate students) and has made the entry in the night out register before proceeding on leave from the hostel. A resident will be eligible for mess rebate only after staying for at least seven consecutive days in the hostel after admission/re-admission. Mess rebate is not applicable for guests (all categories).

Mess rebate cannot be claimed as a matter of right. In case of violation of rules by a hostel resident, the management shall have the right to cancel the mess rebate.

13.6 Refund Policy

1) *Cancellation/withdrawal of admission*

- In case a student does not join, but informs the hostel office about withdrawal of admission, within a week from the date of declaration of the admission list, all fees, except the Admission Charges, will be refunded.
- Beyond 7 days, only the caution money will be refunded.

- No fee, except the caution money, will be refunded once the student joins the hostel and wants to leave even if it is within seven days of the date of declaration of the admission list.

2) *Caution Money/Hostel security deposit*

The rules for refund of caution money at the time of vacating the hostel by a resident;

- The Annual/Quarterly fees are not refundable, except the caution money which will be refunded to the resident on vacating/leaving the hostel after the resident has cleared all hostel and mess dues, including the mess deficit (if any) and returned the identity card/WUS card. Notice of seven working days will be required to process the refund of caution money.
- The hostel/ mess caution money may also be utilized for meeting unpaid mess bills, defaults in respect of the payment of any fine/ damage caused to the hostel property.
- The caution money, if not claimed by the resident within a period of one year after leaving the hostel, shall lapse to hostel funds and the resident will forfeit the right to claim the refund.
- A resident who has been admitted to the hostel for one hostel academic year will have to stay in the hostel for a minimum of 180 days, otherwise the caution money will be forfeited.

All refunds will be made by bank transfer directly into the account of the concerned student/ resident.

13.7 Residency conditions and employment surcharge in case of Employment

Residents taking employment in any capacity are advised to ensure that they conform to the Ph.D. Ordinance of University of Delhi. A resident receiving a fellowship should ensure the permissibility of such employment as per rules in addition to immediately intimating the hostel authorities.

The following rules of residence will be applicable in case a resident gets employment in a faculty, department or constituent college of University of Delhi or any other remunerative assignment at any time during her stay in the hostel.

1) A resident who gets any remunerative assignment or job (either within or outside University of Delhi) in any capacity, that is, permanent, ad-hoc, temporary or on guest basis, is required to immediately declare her employment status and inform the hostel authorities in writing.
2) A resident who gets a job on permanent/temporary/ad-hoc basis in any college/ department of the University of Delhi will be required to pay employment surcharge or the house rent allowance (whichever is higher). The charges will be applicable from the date of employment until the date of vacating the hostel.
3) Resident employed on a permanent basis will be required to vacate the hostel within two months from the date of employment.

The employment surcharge will be levied at the following rates

Lodging Charges	₹ 550/- per day
Boarding Charges	₹ 300/- per day

4) In case of residents employed on temporary/ad–hoc basis the following shall apply;

- Residents employed on temporary basis may be permitted to stay till the end of the teaching academic session (as per the university calendar) or for a maximum period of six months from the date of employment (whichever is earlier), provided they continue to be full-time bonafide regular students. However, this shall apply only for the duration of the first registration to the M.Phil./Ph.D. programme. Residents on extension in their research programme will be required to vacate the hostel within two months from the date of their employment.
- Residents employed on ad-hoc basis may be permitted to stay till the end of the teaching academic session (as per the university calendar), provided they continue to be full-time bonafide regular students. If the ad-hoc employment is renewed for the third time, the resident will be required to vacate the hostel as in (a) above.
- The above shall override the rules of tenure (clauses 4 and 5) in the event the resident has not completed the permissible duration/tenure of residence.
- Those residents who do not intimate about their employment status and do not take the permission of the provost to stay in the hostel will be charged a penal rent of ₹5000/- per month from the date of appointment, in addition to the normal dues payable immediately before employment and the employment charges/house rent allowance (whichever is higher) as in Clause 13.7. The admission of the resident will stand cancelled and the hostel may initiate disciplinary proceedings against the defaulter resident.

The residents who secure employment in any capacity in an institute/university/ organization other than University of Delhi department/college are not entitled to hostel accommodation and will be required to immediately apply for clearance and vacate the hostel. The rule will be applicable even if the student continues to be a regular student of University of Delhi.

The residents employed in University of Delhi colleges/departments will be required to seek permission from the provost for continuation of stay. The request letter should be submitted through the Supervisor and the Head of the Department.

Note:

- Non-declaration of employment status will be liable to a penalty or disciplinary action or both.
- The employment conditions shall also apply to non- research students who are employed as interns/trainees beyond the statutory period of such internship/training as part of the course of study in which they are enrolled and are in receipt of stipend/remuneration.

13.8 PWD Students

1) The PWD students residing in the university hostels shall be given 50% exemption in the mess fee. Thus, the PWD students shall have to pay 50% of the total mess fee and the remaining 50% of mess fee will be reimbursed to the hostel by the university subject to the conditions mentioned in 13.8 (2).
2) The PWD students who are getting fellowships/financial assistance shall be exempted from payment of fees/charges/mess fees subject to the following conditions:

Value of fellowship	Exemption of fees waiver etc.
Up to Rs.3,000/- per month	Fee waiver + 50% Mess Subsidy
Rs. 3,001 to 8,000 per month	Fee waiver but no Mess Subsidy
Rs. 8,001 and above per month	No Fee waiver and no mess Subsidy

3) A certificate of fellowship duly signed by the supervisor/HoD shall be submitted at the time of admission/re-admission to avail the above.

Note: Security money, mess reserve fee, resident association, common room fund, ID Card fee, WUS Health Center card fee and admission fee will be paid by the PWD students in all cases.

13.9 Penalty/ Fine for late payment or non-payment of fees

A resident who fails to pay quarterly/mess charges within the stipulated time will be liable to pay fine as follows:

1) *Quarterly charges*
   A fine of ₹10/- per day will be charged if the dues are not paid in time as per the schedule of fee payment (See clause 13.3) up to 30 days. After 30 days the fine shall be ₹20/- per day.
2) *Mess Charges*
   If the mess charges are not paid within 30 days of the display of the mess bill, a fine of ₹10/- per day shall be charged. After 30 days the fine shall be ₹20/- per day.

- In case of the non-payment of fees by a resident for three consecutive months after the due date, the admission of the resident will be automatically cancelled and her room will be double locked without any prior notice. Such residents may however be considered for re-admission by the provost on payment of a re-admission fee of ₹1000/- in addition to the fine for non-payment of dues.
- The late payment fine cannot be waived of under any circumstances.

14. DINING HALL RULES

1) The mess of the hostel will be run on a no-profit no-loss basis by the mess committee and the housekeeper, under the general supervision of the warden and the provost.

2) *Mess duties:*

The hostel residents are to actively participate in the running of the mess. At least 4 mess duties for residents are compulsory and will be assigned by the warden and the house keeper. Residents on mess duty are required to:

- Report on duty at least 30 minutes before each meal.
- Report on duty at 6:30 a.m. for the breakfast duty.
- Supervise the general hygiene and cleanliness in the kitchen and dining hall.
- Supervise the preparation of food in the kitchen.
- Check that the utensils are cleaned properly.
- Receive and check the supply of provisions and the stock register of mess supplies
- Keep a check on the residents/ staff regarding pilferage of utensils/food items
- Perform at least 4 mess duties in an academic year.

Disciplinary action will be taken against a resident who fails to perform her mess duty on an assigned day including a minimum penalty of ₹150/- per mess duty. In addition, such a resident will have to do mess duties in lieu of each missed duty in an academic year.

3) *Meal timings*

Breakfast	8:00 AM to 9:00 AM
Lunch	1:00 PM to 2:00 PM
Evening Tea	4:30 PM to 5:00 PM
Dinner	8:00 PM to 9:00 PM

4) A resident who desires to enter a guest in the dining hall at lunch time is required to purchase the requisite meal coupon of ₹100/- (see clause 10.1). The guest will be required to make an entry and sign in the guest register.
5) Residents are required to sign in advance for the packed lunch and collect it on time. Those who avail packed lunch, are not entitled to be served lunch in the mess.
6) Residents are not allowed to take food outside the dining hall. In case a resident is unwell, she may have a meal in her room in her personal utensils with the prior permission of the warden.
7) A resident requiring a special diet on medical grounds shall submit a written request to the house keeper at least 30 minutes in advance. Residents availing special diet shall not be entitled to the regular meal in addition to the special diet.
8) Residents are not permitted to take mess utensils out of the dining hall. Any resident found carrying or in possession of mess utensils outside the mess will be liable to payment of fine ₹50/- per day for violation. Repeated violation will attract disciplinary action.
9) The hostel kitchen is strictly out of bounds for all residents, with the exception of the mess secretary, mess committee members, and residents on mess duties.
10) Residents are not allowed to cook inside their rooms.
11) Residents are requested not to waste food. In case food is found wasted (either in the dustbins/ in plates), every resident will be penalized with a penalty/ fine of ₹50/- for every such day.
12) Residents are expected to behave with courtesy towards mess staff. Any complaint against the mess/ quality of food/ mess staff should be brought in writing to the notice of the house keeper. If the complaint remains unaddressed for more than 10 days, the residents should approach the warden.
13) A resident must take her meal only in the mess while entertaining a guest.

Residents are expected to come to the dining hall in proper dress and maintain decorum. Any form of indiscipline in the mess and dining hall will not be tolerated and will invite strict disciplinary action, including eviction.

The hostel mess may/may not function during the month of June/July (before the admissions for the next academic session) for those who are permitted to stay in the hostel.

15. RULES AND REGULATIONS

15.1 Visiting Hours

1) Residents may receive visitors as per the timings specified.

- *Female Visitors*
  All days — 9:00 AM to 8:00 PM

- *Male Visitors*
  Weekdays — 4:00 PM to 8:00 PM
  Sundays and all University Holidays — 10:00 AM to 1:00 PM, 4:00 PM to 8:00 PM

Note: No visitors will be allowed on the day of Holi as per the instruction of University of Delhi.

2) Residents can receive a male visitor in the hostel visitor's room during visiting hours. Residents are not permitted to take the male visitors to the dining hall, common room or in their rooms in the hostel. All visitors must leave the hostel at the specified time laid down by the hostel.

3) The residents are advised not to talk to visitors at the hostel gate.

15.2 Timings for residents

1) All Residents are required to sign their attendance between 8 PM and 10 PM in the attendance register at the main hostel gate. A resident not availing of any leave facility and is present in the hostel premises must ensure that she has signed in the attendance register even if she does not have dinner.

2) Failure to sign in the attendance register will result in the resident being marked as having taken a night out without prior intimation and will be deducted from the total available night outs of the month. Night out is not permissible once the resident has given the attendance.

3) No resident/ guest will be allowed to leave the hostel premises after 10 PM.

15.3 Leave rules

1) Residents who intend to remain absent overnight from the hostel are required to make necessary entries in the night leave register giving the address and phone number of their destination**.** A resident taking night out from the hostel without prior intimation will be liable to disciplinary action.

2) Residents are allowed 12 night-outs in a month.

3) In case of academic excursion/field work, a resident may be allowed additional night out on submission of a leave application duly recommended and forwarded by the Head of the Department (for non-research students) or by the research supervisor (in case of research students) to the hostel office well before proceeding on leave.

4) No resident shall proceed on long leave without clearing pending dues/mess dues etc.

5) In case a resident is on leave and wants to extend her leave, she should write to the hostel authorities for permission at least 3 days in advance. Intimation by parents/local guardians through email is necessary.

6) Absence of a resident exceeding 15 days without permission/intimation to hostel administration in writing will be presumed to have left the hostel and may involve cancellation of admission. The hostel administration reserves the right to get the room of the resident vacated as per procedure to take possession of the room and re-allot it to another student. The luggage of the resident concerned, if any, will be deposited in the store room of the hostel and will be handed over to her only after she clears all her dues. If the luggage is not claimed within three months, the Hostel Administration may dispose of it in any manner considered suitable. A penal rent @₹5/- per day in addition to the normal charges for the period during which the luggage remains unclaimed shall be payable by the concerned person.

7) Repeated long absences from the hostel, even with written intimation to the hostel authorities, are liable to disciplinary action amounting to expulsion from the hostel.

Whenever a resident is on night-out for more than 7 days, or extends night out without intimation, her room will be double locked by the hostel office.

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

15.4 Action in case of breaking attendance/leave rules

If any of the above rules related to hostel timings and leave are not respected, the following disciplinary action will be taken by the hostel authorities.

1) First time offenders will receive a warning and the corresponding number of night outs will be deducted from the following month's quota.

2) If the resident breaks the rules a second time, all night outs will be suspended for the following month and the local guardian will be asked to inform the parents.

3) In case of a third time offender, her parents will be informed in writing and requested to withdraw their ward from the hostel.

16. RULES OF RESIDENCE

As per the university decision, residents of the hostel are required to procure 'no dues' certificate from the hostel for receiving the admit card for the annual examination and for submission of Ph.D. thesis/ M. Phil dissertation.

1) Residents are expected to give the addresses and telephone numbers of two different local guardians who can be contacted in case of emergencies. Any change in address and telephone number of parents and/or local guardian(s)/contact person(s) should be intimated to the office immediately by the residents. Residents are required to regularly update the addresses and contact numbers of parents/local guardians with the hostel office.

2) All residents are required to always keep their identity card ready for inspection by the hostel authorities or security guard at the gate. In case of loss, a duplicate identity card will be issued on payment of ₹200/-(₹100/-as fine and ₹100/- as cost of the duplicate identity card).

3) All residents seeking renewal of admission for the second/final year but securing less than 50% marks in the previous examination, (two semesters of previous year) if

6) Absence of a resident exceeding 15 days without permission/intimation to hostel administration in writing will be presumed to have left the hostel and may involve cancellation of admission. The hostel administration reserves the right to get the room of the resident vacated as per procedure to take possession of the room and re-allot it to another student. The luggage of the resident concerned, if any, will be deposited in the store room of the hostel and will be handed over to her only after she clears all her dues. If the luggage is not claimed within three months, the Hostel Administration may dispose of it in any manner considered suitable. A penal rent @₹5/- per day in addition to the normal charges for the period during which the luggage remains unclaimed shall be payable by the concerned person.

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2) All residents are required to always keep their identity card ready for inspection by the hostel authorities or security guard at the gate. In case of loss, a duplicate identity card will be issued on payment of ₹200/-(₹100/-as fine and ₹100/- as cost of the duplicate identity card).

3) All residents seeking renewal of admission for the second/final year but securing less than 50% marks in the previous examination, (two semesters of previous year) if

16) Residents are responsible for the safety of the hostel property. Residents 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.
17) Residents are not allowed to hand over the keys of their room to any person other than the hostel authorities or designated staff.
18) Residents are not allowed to engage any person/hostel staff for service of any kind, personal or otherwise, without prior permission.
19) Lights and fans should be switched off when leaving the rooms, common room, reading room etc. Residents whose room lights and fans are not switched off during their absence will be fined ₹25/- per day.
20) Residents should not waste water and close all the taps after use. Any water leakage should be reported to the office immediately and noted in the 'complaints register'.
21) Induction cooktops are provided on each floor. Cooking meals by the residents inside the room is prohibited.
22) Use of rod heaters is strictly prohibited and any common appliances provided by the hostel shall not be removed from their station. Under any circumstances, if found missing house keeper/resident tutor/warden are entitled to investigate (make a search) of each individual room without prior intimation.
23) Residents are advised not to entertain their visitors at hostel gate.
24) Residents cannot park personal cycles or scooters inside the hostel premises without seeking prior permission from the warden/resident tutor. All cycles and scooters should be parked in the designated area and duly registered with the hostel office. Residents will be responsible for the safety of their own vehicles. Due to space limitations, residents are advised to refrain from bringing personal vehicles to the hostel.
25) Residents are not allowed to park their cars inside the hostel.

17. MAINTENANCE OF DISCIPLINE

1) Possession and consumption of alcoholic drinks, narcotics and drugs by the residents and their guests is strictly prohibited in the hostel premises and in the university campus. Serious action including expulsion will be taken against those residents who are found to consume alcohol or any other intoxicant or have it in their possession.

2) The admission of any resident found in possession of these substances shall be cancelled without notice. No resident or her guest will be allowed to enter the hostel in an inebriated state.

3) Residents are expected to give due respect to the hostel staff (office employees, mess staff, safai karamcharis, malis and security staff). Any form of indiscipline, rude behaviour or use of inappropriate language shall not be tolerated and will invite strict disciplinary action including eviction.

4) In case a resident encounters any problem with or lapse on the part of any employee(s), she may report the same to the resident tutor/warden. In case the resident(s) is/are not satisfied with the action taken by the resident tutor/warden in this regard, the matter may be brought to the notice of the provost. However, residents shall not take the law into their own hands and do anything to hurt the honour and dignity of hostel employees. Any act of misconduct towards the hostel employees on the part of resident(s) will be treated as an act of serious breach of discipline.

5) Residents are expected to maintain a dignified code of conduct in the dining hall, common room, visitor's room and office that befits a resident of UHW and a student of University of Delhi.

6) Residents shall not do anything that causes a disturbance to other residents or to the hostel authorities.

7) There shall be no ragging in the hostel.

8) No resident shall indulge in any activity in the hostel premises other than academic and the hostel resident association activities.

9) No notices can be put up on any of the notice boards of the hostel without written permission and signature of the resident tutor/warden/provost. Sticking of unauthorized bills, posters or notices in any of the public spaces within the hostel premises is strictly prohibited. Any violation of this provision shall be treated as an act of serious indiscipline on the part of the defaulter.

10) At the time of admission, every student shall be required to sign a declaration that she submits herself to the disciplinary jurisdiction of the Vice-Chancellor, the provost and other authorities of the university who may be vested with the authority to exercise discipline under the Act, the statutes, the ordinances including ordinance XV(B), (C) and Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and rules that have been framed by the university and the hostel from time to time.

11) The hostel management reserves the right to shift/change the room of a resident/guest in mid-session and the same will be binding on the resident/guest.

The provost/warden/resident tutor or their nominee have the authority to enter any room and to make a surprise check of the room as and when considered necessary. The residents of the hostel are expected to abide by the rules and regulations of the hostel and maintain dignity and decorum in their behaviour in the hostel. Indisciplined behaviour and violation of hostel rules will not be tolerated and will invite disciplinary action by the provost. Such disciplinary action could include a minimum penalty of ₹100/-. The hostel management reserves the right to frame new rules and regulations from time to time. New rules and regulations will be displayed on the hostel notice board. It is in the interest of the residents to keep themselves informed about these new rules. They are not to plead ignorance of rules of the hostel.

18. DISCIPLINARY ACTION

1) The hostel administration is authorized to evict any resident/guest from the hostel premises, if, in their judgement, such a resident/guest becomes ineligible to occupy the room or becomes liable for eviction on grounds of indiscipline.

2) If the Provost finds that a resident has suppressed material information, submitted false records in the application for admission, committed any act of indiscipline, violated any prescribed hostel rule, engaged in indecent or violent behaviour, or is found guilty of any other misconduct warranting disciplinary action. The Provost may, depending on the nature and gravity of the offence, take one or more of the following actions:

- Issue a warning;

- Inform the resident's parents/guardian, Head of the Department, and/or Supervisor, as applicable;
- Impose a fine of a minimum value of ₹100/-;
- Double-lock the resident's room;
- Cancel the allotment of the hostel room;
- Take any other appropriate disciplinary action, including banning the resident's entry into the hostel.

3) Procedure for taking disciplinary action is as follows:

- The provost or, on her direction, the warden/resident tutor will call for an explanation from the defaulting resident giving a minimum of three days' notice.
- 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.
- If no reply is received from the defaulting resident within the stipulated time in the letter seeking her explanation, the provost may take the appropriate disciplinary action straightaway without holding an inquiry in the matter.
- The disciplinary action taken by the provost will be final and the same may be done under intimation to the Head of the Department/Supervisor/ parents/guardian and the local guardian.

4) Procedure for forcible eviction:

Forcible eviction shall be undertaken by an eviction committee to be constituted by the provost and, if necessary, with the inclusion of the university security/proctorial staff. All luggage, articles, books, documents etc. shall be adequately packed. The same shall be duly sealed in the presence of the eviction committee and kept securely in the hostel store/any other room under proper lock and key. The luggage so kept may be collected by the owner within two weeks, failing which the owner may forfeit her claim on the luggage or she may be charged @ ₹50/- per day after the expiry of two weeks.

19. RESIDENTS ASSOCIATION (RA)

The regular bonafide residents of the hostel may form a Residents Association (RA) according to an approved constitution with the object of promoting academic, cultural and sports activities under the general supervision of the provost. The RA will function for one academic year. The executive of the RA shall consist of the President, General Secretary, Mess Secretary, Sports Secretary and Cultural Secretary. The resident whose age is 26 years or above shall not be eligible to contest or to be a member of a committee. The term of the office bearers of the RA shall be coterminous with the term of their admission to the hostel.

The RA shall work towards the achievement of the objectives as specified above. Further;

1) The Executive Committee of the RA will prepare its budget and have it passed in the General Body Meeting under the chairmanship of the provost. In the absence of two thirds of the quorum, the decision of the provost will be final and binding.
2) All collections and expenditure should have prior approval of the provost and should be

made through the hostel office. All collections are to be deposited with the hostel office and proper receipts should be obtained.

3) The Executive/President of the RA shall take prior permission in writing from the provost for holding any meeting or function in the hostel. The hostel authorities reserve the right to stop any activity which according to them is not conducive to hostel life or which is not fit for the congenial atmosphere and harmony of the hostel.
4) Visitors' room shall remain open during specified hours.

20. THE HOSTEL COMMITTEES

The hostel constitutes various committees under the supervision of the Provost/Warden. These are:

1) Anti-Ragging Committee
2) Committee against racial discrimination and harassment of students from North-Eastern region of India
3) Committee Against Sexual Harassment
4) Anti-Smoking Committee
5) Mess Committee
6) Cultural Committee
7) Sports Committee
8) General Coordination Committee
9) Maintenance & Disciplinary Committee
10) Committee for Prevention of Caste-based Discrimination.

A Grievance Redressal Committee is also constituted by the Hostel and is duly notified.

21. MEDICAL FACILITIES

1) All students of Delhi University are members of the W.U.S. Health Centre. A prescribed form is available at the hostel office for this purpose. This should be filled in and submitted at the time of admission. However, in their own interest, residents are advised to purchase some form of medical insurance to cover the cost of hospitalization in case of emergencies.
2) The hostel has a medical room with an attached washroom.
3) A first-aid kit is available in the medical room.
4) In case a resident falls ill with contagious/infectious disease, she will have to shift to her parents'/local guardian's house/or hospital immediately. She will be allowed to rejoin the hostel after observing prescribed quarantine on production of fitness certificate from the W.U.S. Health Centre.
5) All cases of illness should immediately be reported to the hostel authorities, who would inform the resident's local guardians. The hostel authorities will not be held responsible for not informing the resident's local guardians in case of medical emergencies, if incorrect contact numbers of local guardians are given.
6) No medical or conveyance expenses will be borne by the hostel under any circumstances.

DISCLAIMER

Every care has been taken to verify the authenticity of the contents of this Bulletin of Information. The hostel shall not be held responsible for any wrong information and the consequences of using such information. The data contained in this bulletin is indicative only and must not be used for legal purposes. The information contained in the relevant rules, regulations, ordinances and statutes of the Hostel/University will be final.

ORDINANCES

MAINTENANCE OF DISCIPLINE IN THE HOSTEL (ORDINANCE XV- B, C & THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT 2013)

At the time of admission, every student shall be required to sign a declaration that she submits herself to the disciplinary jurisdiction of the VC/Director south campus, provost and other authorities of the University who may be vested with the authority to exercise discipline under the Act, the statutes, the ordinances including ordinance XV-B and C. The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 (14 of 2013)-website http://wcd.in/wcdactsex.pdf, and rules that have been framed by the University.

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 any of the powers conferred upon him/her to the Proctor or to such other person(s) as he/she may deem appropriate for the purposes of these rules.
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, or use of any threat 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 bribery or corruption in any manner
   g) Willful destruction of institutional property
   h) Creating ill-will or intolerance on religious or communal grounds
   i) Causing disruption in any manner of the academic functioning of the University system;
   j) ragging as per Ordinance XV-C.
4) Without prejudice to the generality of his/her powers relating to the maintenance of discipline as may seem to him/her appropriate, the Vice-Chancellor, may in the exercise of his/her powers aforesaid order or direct:
   a) Any student or students be expelled; or
   b) any student or students be, for a stated period rusticated; or
   c) be not for a stated period, admitted to a course or courses of study in a college, Department or Institution of the University; or
   d) be fined with a sum of rupees that may be specified; or
   e) be debarred from taking a university 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 principal of the Colleges, Heads of the halls, Deans of faculties, Heads of teaching Department 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 Department in the University as may be necessary for the proper conduct of the Institutions, Halls and teaching in the concerned Department. They may exercise their authority through, or delegate authority to, such of the teachers in their colleges, Institutions or Department 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 Department 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 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 therein by the University.

Ordinance XV-C: Prohibition 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 caste and tribe
   d. expose students to ridicule and contempt and affect their self-esteem
   e. entail verbal abuse and aggression, indecent gestures and obscene behavior
4. The Principal of a College, the Head of the Department or an Institution, the authorities of college, or University hostel or Halls of residence shall take immediate action on any information of the occurrence of ragging.
5. Notwithstanding anything in Clause (4) above, the Proctor may also suo moto 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 or Head of the Department or 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 or students for a specific number of years.
10. The Vice-Chancellor may in other cases of ragging order or direct that any student or students be expelled or be not for a stated period, admitted to a course of study in a college, departmental examination for one or more years or that the results of the student or students concerned in the examination or examinations in which they appeared be cancelled.
11. In case any students who have obtained degrees or diplomas of Delhi University are found guilty; under this Ordinance, appropriate action will be taken under Statute 15 for withdrawal of degrees or diploma conferred by the University.
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

RAGGING IN ANY FORM IS A CRIMINAL OFFENCE AND IS STRICTLY PROHIBITED. ANY OCCURRENCE OF THE SAME SHOULD BE IMMEDIATELY REPORTED TO THE PROCTORIAL COMMITTEE. (SEE ORDINANCE XV C)

The anti-ragging affidavit can also be filled-in/obtained from the following websites:

http://www.antiragging.in

http://www.amanmovement.org

Ordinance XV-D: Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013(No.14 of 2013)

Website http://wcd.nic.in/wcdact/womenactsex.pdf

Notwithstanding any provision in the previous pages, the Provost is the final authority in all matters.

UHW


UNIVERSITY HOSTEL FOR WOMEN



