

# **RAJIV GANDHI HOSTEL FOR GIRLS**

**(Post Graduate)**

**UNIVERSITY OF DELHI**



**DHAKA HOSTEL COMPLEX  
DR. MUKHERJEE NAGAR  
DELHI -110009**

**Bulletin of Information  
2018 - 2019**

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Prof. Anupam Mahajan, Department of Music, University of Delhi

Prof. Rajkumar, Department of English, University of Delhi

Prof. Sadhna Saxena, Department of Education

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Proctor, University of Delhi, or nominee of the Proctor

Dean Students' Welfare, University of Delhi, or nominee of the Dean Students'  
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### **Hostel Members**

#### **Provost**

Prof. Poonam Silotia,  
Department of Physics & Astrophysics  
University of Delhi

#### **Warden**

Dr. Shruti Rai,  
Department of Sanskrit  
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#### **Resident Tutor/s**

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## 1. ABOUT THE HOSTEL

Rajiv Gandhi Hostel for Girls (RGHG) is a resident Hostel for full-time postgraduate students and research scholars of the University of Delhi. It makes provision of accommodating a large number of students from North-Eastern states of India. It is located in Dhaka Hostel Complex, Banda Bahadur Marg, Dr. Mukherjee Nagar, Delhi and is about 2 km. from North Campus. It provides a comfortable, congenial and homely environment to the residents. The Provost is the administrative head of the Hostel. For internal administration and day-to-day discipline, the Warden, Resident Tutors and Block Tutors assist the Provost.

Elegantly designed and surrounded by lawns and flower beds, the hostel has 8 blocks/clusters consisting of 394 rooms. The common room, computer room, library and outdoor & indoor sports facility attached to it provides moments of leisure. There is a designated well-maintained visiting area for the visitors of the residents. Apart from these, a Dining Hall is maintained hygienically for students to enjoy their meals.

## 2. ADMISSION

### 2.1 Admission form

The application forms along with Bulletin of Information can be downloaded from the Hostel website. Rs.150/- for general category/other backward classes students and Rs.100/- for scheduled caste, scheduled tribe and persons with disabilities, needs to be deposited at the time of form submission in the hostel office as cash or Demand Draft.

For submission of form by post Rs.150/- for general category/other backward classes and Rs.100/- for SC/ST/PwD categories by demand draft drawn in favour of **The Provost, Rajiv Gandhi Hostel for Girls, University of Delhi** payable at Delhi, must be enclosed.

### 2.2 Submission of Application Form

All applications for admission in RGHG must be forwarded by the Dean of the Faculty/Head of the Department/Principal of the college concerned. The candidates must submit the Hostel application form duly filled to the Hostel office within 7 days after securing admission in their respective Faculty/Department/ College.

A self-attested photocopy of the following documents is to be submitted along with the Hostel application form:

- i. Copy of Admission fee receipt (Original to be produced for verification at the time of submitting the form).
- ii. Marksheet of the last examination passed.
- iii. Copy of Merit / Entrance List.
- iv. Residence certificate of the parent/husband issued by a competent authority. It could be from the District Magistrate or Local Employer of the parent.
- v. Medical Fitness Certificate for foreign students.
- vi. SC/ST registration slip issued by the University.

- vii. Certificate of physical disability under PwD category.
- viii. Caste certificate for students applying under OBC category (Non creamy layer).
- ix. Certificate issued by the competent authority for all other reserved categories.
- x. Undertaking against Ragging and Sexual Harassment from parent/husband/local guardian and student (to be submitted at the time of interview).
- xi. ID proof of local guardians (with their signature) should be the same as mentioned in the Application form.
- xii. M.Phil/Ph.D Students are required to submit a letter from HOD/Supervisor, that they are not working anywhere.

**Note :** The first list of candidates to be admitted to the Hostel will be notified separately on the University website ([www.du.ac.in](http://www.du.ac.in)), Hostel Website ([rghg-du.in](http://rghg-du.in)) and the Hostel Notice Board.

### 2.3 Admission procedure :

- 2.3.1 Admission Committee will consist of Provost, Warden, Resident Tutors.
- 2.3.2 Admission to the Hostel will be made strictly on the basis of merit list provided by the respective Faculty/Department/College and in accordance with the policy laid down by the Admission Committee from time to time.
- 2.3.3 Reservation of seats for various categories, as approved by the University of Delhi, shall be strictly followed.
- 2.3.4 M.Phil. /Ph.D. scholars can apply only after formal registration through the M.Phil. Committee/Board of Research Studies respectively.
- 2.3.5 M.Phil./Ph.D. scholars 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.
- 2.3.6 Applicants seeking admission to the Hostel will be short-listed as per merit by the Admission Committee. Such a short-list will be duly notified and the applicants included in the short-list will be invited for an interview with the Admission Committee by giving a minimum of three days notice. After eliminating the cause/s of grievance/s, if any, the final list of applicants selected for admission out of the short-listed candidates will be displayed on the Notice Board of the Hostel office. The selected applicants will be invited to take admission by paying the admission fee by a specified date.
- 2.3.7 If admission to a course is made through a written test/merit list/interview in the Faculty/Department/College, the merit so prepared will be followed for admission to the Hostel. No weightage will be given to any other parameter or factor for admission to the Hostel in any case.
- 2.3.8 In case a Faculty/Department/College has categories/preferences for admission to a course, the same categories/preferences for admission shall be followed for admission by the Hostel.
- 2.3.9 Only those applicants shall be considered for admission under the Sports' Quota, who have participated in sports events at the State or National level. Name(s) of

applicant(s) seeking admission under the Sports' Quota will be required to be endorsed in order of merit by the Sports Council of the University of Delhi.

- 2.3.10 The Hostel admission is made for a period of one academic year and a fresh application is needed for re-admission at the beginning of each academic year. All residents except research students are to vacate the Hostel rooms within seven days of their last University/College examination. Under special circumstances, a resident will be allowed to stay in the Hostel during summer vacation as a resident guest with due permission from the Provost on their written request.
- 2.3.11 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 the above conditions, she will have to vacate the Hostel immediately.

**Note:**

- i. The first list of candidates to be admitted to the Hostel will ordinarily be brought out in the month of July. The merit lists from the respective departments is required for admission process to start.
- ii. The dates are liable to change in case of changes in the admission schedule of the University.
- iii. Except Foreign students, Research scholars and Students visiting University of Delhi under exchange programme, no admission will normally be made in any category after the admission process of the University is over.
- iv. Candidates accepted for admission will be required to pay the requisite fees and submit two additional passport size photographs for identity card and leave book. If any candidate fails to pay the fees within the stipulated time as notified, her admission will be treated as cancelled and her seat will be allotted to the next applicant in the merit list.
- v. All certificates are subjected to verification by a competent authority. As per University of Delhi rules, the Hostel office will accept self-attested copies of documents provided by the applicant. However, in case of false attestation/falsified record, the student will be liable for disciplinary action as per University of Delhi guidelines and will have to vacate the Hostel immediately.
- vi. The decision of the Hostel Admission Committee will be final.

**2.4 Eligibility for Admission :**

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

**2.4.1 Eligible Categories:**

- i. Full-time bonafide regular research scholars (M.Phil. & Ph.D.) of the University of Delhi.
- ii. Full-time bonafide post-graduate students of the University of Delhi. In this context, for the purpose of admission to the hostel, the full-time courses like L.L.B., L.L.M., M.L.I.Sc., and integrated M.A. courses conducted by the University department shall be treated at par with other post-graduate courses.

- iii. Students who have passed the examination of the last course attended.

#### **2.4.2 Non Eligible Categories:**

- i. Working women (Full time/Part Time/Ad-hoc or Temporary) and ex-students.
- ii. Students who have failed and are not re-admitted as regular students.
- iii. Students enrolled in an evening/correspondence/part-time course in the University.
- iv. Students enrolled for certificate or diploma courses.
- v. Students who have already availed the hostel facility in the University of Delhi for the same course level earlier for PG. level Courses.
- vi. Student whose parent/husband resides in the National Capital Territory (NCT), Faridabad, Noida, Gurgaon, Ghaziabad within 70k.m.
- vii. Students against whom disciplinary action had been initiated by any Faculty/Department/College/Hostel of the University of Delhi.

#### **Note :**

**Suppression of information or giving wrong information pertaining to any of the above mentioned eligibility criteria would make the defaulting student liable for disciplinary action including expulsion from the Hostel.**

#### **2.4.3 Admission Requirements for Foreign Students:**

- i. Application must be forwarded by the respective Embassy.
- ii. Applications are to be routed through the Foreign Students' Advisor (FSA), University of Delhi.
- iii. A Medical Certificate from the Centre for AIDS & Related Diseases (CA & RD) (formerly National Institute of Communicable Diseases), 22, Sham Nath Marg, Delhi-110054

#### **2.5 Redressal of Grievances**

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



## 2.6 **Re-admission:**

All eligible students requiring readmission for the new session are required to submit their Hostel application form each academic year within one week of declaration of their respective course result, failing which, they will be charged Rs.5/- per day as late admission fee and after the expiry of one month from the due date or date of declaration of results, they will forfeit their right to seek re-admission to the Hostel.

Proof of residence must be submitted afresh at the beginning of each academic year. In case of change of address of parents/local guardian/husband, residents should inform the Hostel authorities immediately.

The following students will not qualify for re-admission:

- i. Those who have failed in their respective University examinations, dropped out or have been detained because of shortage of attendance.
- ii. Those who were admitted on the basis of excellence in sports but have not participated in the sports activities on a satisfactory basis. A certificate to that effect has to be provided by the resident at the time of re-admission duly signed by the competent authority.
- iii. Those who have violated the Hostel rules or committed acts of misconduct in the Faculty/Department/College.

## 3. **DISTRIBUTION OF SEATS**

3.1 The total number of seats in the Hostel is 772. The distribution of seats would be across the following categories:

i.	Number of seats for students from North- Eastern states including ST students	300
ii	Number of seats for ST students including those from North-Eastern states	200
iii.	Number of seats for general and other reserved categories	232
iv.	Number of seats for students visiting University of Delhi under Exchange programme (National & International)	40

The allocation of seats to different faculties/colleges is given in Annexure (i).

## 4. **DURATION OF STAY**

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

M.A., M.Com., M. Sc., M.B.A., M.C.A. and L.L.M.	: 2 years
M.L.I.Sc.	: 1 year
L.L.B.	: 3 years
M.Phil.*	: 1 ½ year (18 months)
Ph.D.*	: 4 years

\* Duration of stay shall be counted from the date of admission to the course.

A resident will have to vacate the Hostel within 7 days of completing her:

- i. Final University Examination (II/IV Semester PG students, II/IV/VI Semester)
- ii. Submission of M.Phil. Dissertation/Ph.D. Thesis
- iii. Statutory period of the course

## 5. FEE STRUCTURE AND SCHEDULE FOR PAYMENT

### 5.1 Fee Structure (Regular)

**A: Caution Money:**

**Rs. 7000/- (Refundable)**

**B: Annual Charges:**

S.No.	Particulars	Amount in Rs.
1	Admission fee	200/-
2	M/o Furniture	500/-
3	Identity card and night leave book	60/-
4	Fixed electricity charges to be paid to NDPL	3000/-
5	Electrical charges for common facilities	1000/-
6	M/o Electrical Accessories (Tube lights, Fans, Starter etc.)	1000/-
7	Hostel Development Charges	600/-
8	WUS Health Centre Charges	240/-
9	Common room	600/-
10	Sports fee	250/-
11	Cultural activities	700/-
12	Student Welfare Association fund	300/-
13	Establishment Charges	1500/-
14	Generator Maintenance	450/-
15	*Computer Charges	1000/-
16	*Wi-Fi System	600/-
	<b>Total</b>	<b>12000/-</b>

**\* Computer Charges & Wi-Fi System fees at S.No 15 & 16 will be charged, only when the facility will be provided to the hostel by the University.**

### C: Quarterly Charges

S. No	Particulars	Amount in Rs.
17	House keeping	700/-
18	Electricity charges	1500/-
19	Water charges	600/-
20	Room rent	300/-
21	General maintenance charges	800/-
22	Pump House operation	300/-
23	Garden and Lawns maintenance	600/-
24	Security charges	1000/-
	<b>Total</b>	<b>5800/-</b>

### D: Mess Charges

25	Mess advance (one time)	3500/-
26	Monthly mess bill*	2888/- (Including 5% GST)

**\*Mess bill will be charged every month as fixed by Mess contractor based on menu to be served. The mess advance will be adjusted in the month a resident leaves the Hostel. No interest will be paid on mess advance.**

**5.1.1 The total amount payable at the time of admission:  
A+ B+ C + D = 7000+12000+5800+3500= Rs. 28,300/-**

5.1.2 The Electricity charges can be revised subject to increase in NDPL rates

**As per Executive Resolution No. 50 dated 03.11.2012, the students with physical disabilities residing in different Hostel/Halls of the University are exempted from payment of all hostel fee and charges except refundable caution fee and the Mess fees. The PWD students shall pay 50% of the Mess Fee and the remaining 50% of the Mess Fee in respect of PWD students is being met by the University.**

**5.2.1 Guest (stay for more than 15 days)**

Caution Money: Rs.3000/- (Refundable)

Amount in Rs. per month

S. No	Particular	Amount in Rs.
1	House keeping	100/-
2	Electricity charges	600/-
3	Water charges	-
4	Room rent	1800/-
5	General maintenance charges	500/-
6	Pump House operation	-
7	Garden and Lawns maintenance	150/-
8	Security charges	400/-
9	Miscellaneous (Common room, Library, Computer, generator etc)	400/-
	<b>Total</b>	<b>3950/-</b>

Mess advance - Rs. 3500/-

Mess charges - Rs. 2888/- (Including 5% GST per month)

**5.2.2 Guest (stay for less than 15 days\*) (For DU Students)**

(Payment should be made in advance) Amount in Rs. per day

S.No.	Particulars	Amount in Rs.
1	Lodging	75/-
2	Electricity & Maintenance Charges	75/-
	<b>Total</b>	<b>150/-</b>

**\*15 days include days of occupying and vacating****5.2.3 Guest (From other Universities or institutions for attending conferences etc.)**

(Payment should be made in advance) Amount in Rs. per day

**Type - I**

S.No.	Particulars	Amount in Rs.
1	Lodging	125/-
2	Electricity & Maintenance Charges	75/-
	<b>Total</b>	<b>200/-</b>

**Type - II**

S.No.	Particulars	Amount in Rs.
1	Lodging with basic amenities (single room)	500/-
2	Lodging with basic amenities per person (double occupancy)	350/-

### 5.3 Foreign Students

Foreign Students except Tibetan Students will have to pay \$100 as one time payment (non- refundable) at the time of admission in addition to the fees mentioned under category A, B, C and D.

### 5.4 Schedule of Payment

The Hostel dues will be payable quarterly and mess bill will be payable every month. All the payments, monthly or quarterly, will have to be made by the 10<sup>th</sup> of every month. The schedule of quarterly payments is as under:

First Quarter	:	July–September	:	At the time of admission
Second Quarter	:	October–December	:	Latest by 10 <sup>th</sup> October
Third Quarter	:	January–March	:	Latest by 10 <sup>th</sup> January
Fourth Quarter	:	April–June	:	Latest by 10 <sup>th</sup> April

(In fourth quarter, the payment will be allowed to be made on monthly basis depending upon the resident's last date of University examination.) Fees are payable in advance. After 10<sup>th</sup> of each month, fine would be charged as per the given schedule.

Rs. 5/- per day for a period from 11<sup>th</sup> to 20<sup>th</sup> of the month.

Rs. 10/- per day for a period from 21<sup>st</sup> to the end of the month.

**Note :** Quarterly fees once paid will not be refunded under any circumstances.

### 5.5 Procedure for Payment of Hostel Fee

- 5.5.1 It would be mandatory for each of the residents to open a bank account with the concerned bank immediately after the admission (within seven days of issuance of admission slip).
- 5.5.2 The admission fee and mess fee of all the residents shall be done through concerned bank.
- 5.5.3 A resident who fails to pay her quarterly/monthly dues for more than one month may be required to vacate the Hostel accommodation with immediate effect. A resident may, however, be readmitted with the permission of the Provost, on payment of a re-admission fee of Rs. 500/- latest by 10<sup>th</sup> of the next month together with the requisite fine for late payment.
- 5.5.4 The residents going on long leave are also required to pay the fees within the stipulated period of time in advance.
- 5.5.5 A resident who intends to vacate the Hostel accommodation before the month is over, has to pay the entire monthly charges for that particular month.

## **5.6 Refund on Cancellation/Withdrawal of Admission**

- 5.6.1 In case a resident informs the Hostel office about her withdrawal, within a week after payment of fees, then all her fees except admission fee (i.e. Rs.200/-) will be refunded to her. In other cases, only the caution money and mess advance will be refunded after the resident has paid all dues and vacated the Hostel room allotted to her. All refunds will be made by cheque.
- 5.6.2 The caution money can be claimed only after the clearance of all dues and after deductions are made for causing damage to the Hostel property, if any. The same shall be claimed within a period of six months after leaving the Hostel, otherwise it will lapse. No interest will be paid for the caution money and mess advance deposited.

## **6. TIMINGS FOR RESIDENTS**

All residents are required to be back in the Hostel by 10.00 p.m. sharp. It is the responsibility of every resident/guest who is present in the premises to sign herself present in the attendance register at 10.00 p.m. No residents/guests are allowed to leave the Hostel premises after 10.00 p.m.

## **7. LEAVE RULES**

Parents/husband must submit on the Hostel form of their ward, the name of not more than two persons as local guardians along with their complete contact details. The local guardian will be responsible for her ward in case of any emergency/illness.

### **7.1 Leave of absence**

- 7.1.1 Residents can avail leave of absence not exceeding three consecutive days including weekend at their own responsibility after recording the necessary details in the Leave Register such as address and telephone number of her guardian or local guardian. A total of such short leave in a month must not exceed twelve days including weekends. A resident availing night leave without prior intimation will be liable to disciplinary action.
- 7.1.2 Permission of leave of absence exceeding three consecutive days, i.e., long leave, may be granted by the Provost/Warden/Resident Tutor/Housekeeper on need basis. Residents may seek the permission for such leave by filling up the required form which is available in the Hostel office in advance. The details of address, telephone number etc. of local guardian/guardian is to be recorded in the leave register once the leave is granted. The required entries are also to be made in their leave book and signed by the concerned authority. Before returning to the Hostel, the leave book, must be duly signed by the authorized guardian/parent and after coming back to the Hostel, it must be countersigned by the concerned hostel authority. The leave book formality is also to be undertaken by the residents going out for field work/academic excursion (leave application form is available in office).

- 7.1.3 In case of academic excursion/field work, the residents must get their leave application duly signed by the supervisor and forwarded by the Head of the respective Department/Principal of the College and submit the same to the Hostel office to get necessary permission before proceeding on leave. (The leave application should also be in the knowledge of Parents/Local guardian).
- 7.1.4 In case, a resident is on leave and wants to extend her leave, she should write or intimate to the Hostel authorities for permission in advance through e mail signed by her local guardian/parents/husband to the Hostel office.
- 7.1.5 Residents remaining absent without intimation/permission, will be liable to disciplinary action including cancellation of admission. The Hostel authorities will be compelled to get her room vacated as per procedure and to allot it to another eligible student. In such cases, the luggage of the resident/guest resident would be handed over to her after she clears all the hostel dues.
- 7.1.6 Repeated long absence from the Hostel, even with written intimation to the authorities, is liable for disciplinary action.

**Each resident will be issued an ID card and leave book. The loss of ID card and/or leave book is to be immediately reported to the office of the Hostel and also to the nearest Police station. New ID card and/or leave book can be obtained after getting permission from the Provost and paying the cost of ID card and/or leave book in addition to a fine of Rs. 50/- (Copy of FIR also to be submitted).**

## **8. GATE PASS**

The residents leaving the Hostel temporarily/permanently and carrying any baggage should get the gate pass made in advance and submit the same to the Security Guard on duty. Gate pass form is also available in the Hostel office.

## **9. MESS, DINING HALL AND GUESTS**

The mess and dining hall will run on contract basis. The accounts of the mess shall be controlled by the Hostel office. A Mess Committee consisting of the Warden, Resident Tutor, Block Tutors and Students' representatives, along with the Mess Contractor will decide the menu and other details in the beginning of term. The same has to be approved by the Provost.

### **9.1 Mess Committee and Mess Duties of Residents:**

- 9.1.1 The mess will be run under the general supervision of the Housekeeper, Warden and the Provost.

The residents of the Hostel are expected to extend co-operation in running the Mess through the Mess Committee.

- 9.1.2 Mess duties of residents are compulsory and will be assigned by the House Keeper and the Warden. **No resident shall proceed on leave with any pending Mess duty.**

Mess duty girls along with Housekeeper are required to:

- i. Report on duty at least 30 min. before each meal.
- ii. Supervise the preparations of food in the kitchen.
- iii. Check the proper cleaning of utensils.
- iv. Keep a check on resident/worker regarding pilferage of utensils/ food items
- v. Perform at least three mess duties in an academic year. Those who fail to perform the mess duties will be charged a fine of Rs. 300/- at the end of the session/academic year.

### 9.2 Mess Timings:

Breakfast	:	07.30 am to 09.30 am (On working days) 08.00 am to 10.00 am (On Sunday and other holidays)
Lunch*	:	12.30 pm to 02.30 pm
Evening tea	:	05.00 pm to 06.00 pm
Dinner	:	07.30 pm to 09.30 pm

\* Packed lunch will be given to resident/s in their own **tiffin** provided the request for the same is made during evening tea of the previous day. A register to this effect will be available in the Dining Hall.

### 9.3 Mess Rebate

Rebate on mess charges in case of absence with permission from the Hostel are as follows:

- 9.3.1 No rebate is admissible for absence from the Hostel for less than 7 consecutive days excluding the days of departure and arrival. No rebate will be given to guests.
- 9.3.2 During a term, a maximum of 15 days rebate @75% of the mess bill would be admissible. In one academic year, the maximum number of 60 days rebate @ 75% of mess bill will be admissible including University vacations.
- 9.3.3 For research students, mess rebate would be admissible for a total period of 45 days in a year, or part there of beginning from 1<sup>st</sup> July, of the year of admission to 30<sup>th</sup> June of the succeeding year in general, or 15 days per term or accumulated for 45 days if the resident so desires, provided she has stayed in the Hostel at least upto 31<sup>st</sup> October. In addition to 45 days, for field work as recommended by the supervisor and Head of the Department a maximum of 30 days mess rebate may be admissible in an academic year.
- 9.3.4 The residents have to apply for mess rebate on the prescribed form and get it signed by the House Keeper/Warden/Resident Tutor before proceeding on leave. If a student fails to apply for rebate before proceeding on leave, her application will not be entertained under any circumstance.
- 9.3.5 The mess may remain closed during the summer vacation.



#### 9.4 Mess Charges for a Guest per meal per day

Breakfast	: Rs. 35/
Lunch /dinner	: Rs. 50/-
Tea & Snacks	: Rs. 15/-

**Note :** Mess Guest Coupon charges are liable to change from time to time depending on menu, and as fixed from time to time by the Mess Committee.

#### 9.5 Rules for Mess and Dining Hall

Food will not be served to the residents outside the Dining Hall. Food cannot be taken by the residents outside the Dining Hall without permission. In case of sickness, a resident may be allowed to have her diet in her room with prior permission of the Warden/Resident Tutor/Block Tutor. No utensils will be allowed to be taken out of the mess. In case of violation of this rule, the resident will be liable to disciplinary action.

9.5.1 A resident, who desires to entertain a female guest in the Dining Hall, shall purchase the requisite coupon, on production of her Hostel Identity Card.

9.5.2 Sale of coupons will be limited to the availability of food and will be sold on first come first serve basis.

**Wastage of food is strictly forbidden and will be punished with a minimum fine of Rs. 100/- per meal.**

### 10. GUESTS AND VISITORS OF BONAFIDE RESIDENTS

#### 10.1 Guests

Following guests may be allowed to stay with the written permission of the Hostel authorities:

10.1.1 In special cases a day scholar, mother/sister of the residents is permitted to stay as guests, with prior permission of the Hostel administration.

**10.1.2** Any resident who wants to keep a female guest in the Hostel has to take prior permission by applying in the prescribed Form. **Intimation of guest should be given to the House Keepers by 5 p.m.**

10.1.3 The permission to stay up to **three nights in a month** will be granted by the Housekeeper/Resident Tutor/Warden. Charges for night-guests are Rs.125/- per night (Rs.60/- per night stay on production of Identity Card, if the Guest is a bonafide student of University of Delhi) which has to be paid in advance.

**10.1.4** Full details of the guest are required to be entered in the Guest register at the Hostel gate. Guests are to sign the Guest Register at the time of entry and exit. **The resident will be directly responsible for the conduct of her guest.**

10.1.5 Female guests of residents may have food in the Hostel mess by buying coupons available in the mess.

- 10.1.6 The registered guests are required to be back in the Hostel in time and follow Hostel rules as laid down for residents of the Hostel. All applications for night leave have to be made as per rules with signatures of both the guest and the host.
- 10.1.7 No guest will ordinarily be allowed to stay in the Hostel for more than three nights. In case an extension of stay is necessary, fresh permission may be sought from the Hostel authorities in writing. The maximum period of stay may not exceed seven days in a month.
- 10.1.8 A student against whom any disciplinary action has been taken by any hostel or college/department of University of Delhi will not be allowed to stay in the Hostel as a resident or as a guest.
- 10.1.9** Girl students coming from other Universities/Institutions for attending conferences in University of Delhi/doing short term projects in DU/consulting Delhi University Library etc. and the students under exchange programme are requested to submit their application through proper channel well in advance. Such guests needing accommodation for more than one month are required to deposit Rs.3000/- (refundable) in advance as caution money. They will be charged Rs.125/- per day for lodging and Rs.75/- per day towards electricity and maintenance charges for the number of days the guests wish to stay, in lieu of full month charges. However, electricity and maintenance charges will be charged for full month for the stay beyond fifteen days. They are also required to buy meal coupons from the office in advance. Since meals are compulsory during the stay in the Hostel so no concession will be given for skipping any meal (breakfast/lunch/tea/dinner). The permissible stay of students under exchange programme will be as per their exchange programme duration. Foreign students under exchange programme will pay \$100 as one time fee (non-refundable) in addition to above charges. **Some single occupancy rooms with basic amenities may be available to mother/female relative of residents or guest researchers @ Rs. 500/- per day.**
- 10.1.10 All guest charges including meals charges of the mess are to be paid in advance.
- 10.1.11 Overnight stay of any UNAUTHORIZED PERSON/S in the Hostel will be considered to be a violation of the Hostel discipline. Any resident violating this rule shall be liable to disciplinary action and heavy penalty.

## **10.2 Timings and Rules for Visitors**

### **10.2.1 Timing for Visitors**

**(a) Male Visitors**

04.00 pm to 08.00 pm.- in week days

10.00 am to 01.00 pm; 04.00 pm to 08.00 pm.-Sunday and all University holidays.

**(b) Female Visitors**

08.00 am to 08.00 pm All days

### **10.2.2 Rules for Visitors**

- i. Visitors are to be received only in the Visitor's area.
- ii. The residents are not permitted to receive male visitors either in the dining hall, common room or in their rooms of the Hostel.
- iii. All visitors must leave the Hostel by the time specified above.
- iv. No Guest will be allowed on Holi Festival Day.
- v. Proper entry of required details of guests of residents is mandatory in the register available with the Security Guard at Hostel gate.

## **11. RULES AND REGULATIONS REGARDING RESIDENCE**

The Hostel is available to all residents from the day University opens (20<sup>th</sup> July, 2018) till last day of their respective semester/annual University examination/submission of dissertation/thesis. All residents shall vacate their room within seven days of completion of their respective examinations or completion of statutory period/submission of dissertation or thesis.

- 11.1 Residents must bring their own crockery and cutlery for use in their rooms.
- 11.2 Each resident must bring her own mattress, pillow, blanket, linen, curtains, bucket, mug and table lamp. The Hostel will not provide these items.
- 11.3 With respect to closure of the Hostel Gate i.e. entry and exit time, residents of the Hostel shall not be allowed to leave the Hostel premises after 10.00 p.m. If any resident comes after the scheduled time, she must inform in the hostel office in advance, failing which her parents/LG will be informed.
- 11.4 All the residents should sign their attendance at 10.00 p.m. All the residents must be present unless prior leave has been granted. The resident must mark her attendance in person on time. Disciplinary action will be taken against the resident who violates the attendance rule repeatedly and also against the resident who is found to mark attendance for other resident.
- 11.5 Every resident is responsible for proper maintenance of the Hostel property. Residents will be charged three times the actual cost of the damaged item of the hostel property they use, individually or collectively, as the case may be.
- 11.6 No resident is allowed to shift from the room allotted to her to another room. No furniture should be shifted from one room to another without prior written permission of the Hostel administration. The administration shall have the right to shift any resident to another room with a view to ensure double occupancy of rooms in the Hostel.
- 11.7 The responsibility of keeping their rooms clean and tidy will rest with the residents.
- 11.8 As per University decision, residents are required to produce 'No dues' certificate from the Hostel office for obtaining admission ticket for the Semester/Annual examinations.
- 11.9 A resident must hand-over the complete charge of her room, while vacating

the Hostel accommodation after paying all her dues and must obtain gate pass at least three days before vacating the Hostel. A copy of the gate pass is to be handed over to the Security Guard on duty before leaving the Hostel premises. The residents are not allowed to hand over the keys of their rooms to any person other than the Hostel officials.

- 11.10 In case any resident remains away from the Hostel without informing the Hostel administration in writing, it will be presumed that she has left the Hostel and Hostel administration reserves the right to take possession of the room and re-allot it to another eligible student. The luggage of the resident concerned, if any, will be deposited in the store/any other room of the hostel. If the luggage is not claimed within three months, the Hostel Administration may dispose it off in any manner considered suitable. A penal rent @ Rs.30/- per day in addition to the normal charges for the period during which the luggage remains unclaimed shall be payable by the concerned person.
- 11.11 Admission shall be terminated in the case of a resident against whom disciplinary action has been taken by a Faculty/Department/College/ Hostel of the University of Delhi.
- 11.12 The room/s of resident/s shall be double-locked if at any given point of time hostel and mess dues outstanding towards them exceed the amount of Hostel caution money.
- 11.13 Lights and fans should always be switched off while leaving the rooms, common room, library etc.
- 11.14 Battery operated transistor, music systems may be played at a low volume so as not to disturb other residents.
- 11.15 Residents should intimate in writing to the office immediately any changes in the addresses and telephone number of their parents/husband and in case of local guardian duly verified by the parents/husband.
- 11.16 The Provost/Warden/Resident Tutor/Block Tutor or their nominee shall have the right to enter the resident's room to make a surprise check or for an inquiry/search, as and when considered necessary.
- 11.17 Residents are expected to give due respect to hostel staffs (office employees, mess workers, safai karamcharis, malis and security staff, etc.). If and when residents encounter any problem with or notice any lapse on the part of any employee, she may report the same to the Block Tutor/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 in their own hands and do anything to hurt the honour and dignity of the Hostel employees. Any act of misconduct towards the hostel employees on the part of a resident will be treated as an act of serious breach of discipline & liable for disciplinary action/fine upto Rs. 2500/-

- 11.18 No notices will be put up on any of the notice boards of the Hostel without written permission/signature of the administration. Sticking of unauthorized bills, posters or notices in any of the public spaces within the Hostel premises is strictly prohibited and violation of this provision shall be treated as an act of serious indiscipline on the part of the defaulter.
- 11.19 Residents are expected to come to the dining hall, common room, visitor's room and the office properly dressed. The Reading Room and Computer Room will remain open for the time as decided by the authorities.
- 11.20 Residents are advised not to entertain their visitors at the Hostel gate.
- 11.21 Residents are required to abide by all instructions from the Hostel authorities, which are displayed on the Notice Board from time to time or conveyed otherwise.
- 11.22 Residents are expected to participate actively in the various Hostel activities including running of the mess, cultural activities, library, maintenance of garden, computer facility or any other duty assigned to the resident/s by the Provost/Warden/Resident Tutor/Block Tutor.
- 11.23 The residents are not allowed to engage any person for personal services. No employee of the Hostel should be asked to do personal job by any resident.
- 11.24 General complaints regarding civil/electrical work on the floor should be reported in writing to the Caretaker with a copy to the Resident Tutor/Warden.
- 11.25 Any resident found carrying mess utensils outside the Dining Hall will be subjected to fine.
- 11.26 Uncleaned utensils of residents found in the pantry of any floor will be disposed off and a fine will be imposed on the residents of that particular floor collectively.
- 11.27 Any complaint regarding mess must be immediately brought to the notice of the Housekeeper/Warden.
- 11.28 Possession/use of alcoholic drinks, narcotics, drugs and smoking are strictly prohibited in the Hostel premises. Heavy fines (Rs.10,000) will be charged from the defaulters and/or expulsion from the hostel.
- 11.29 Any Resident found forging parents/authorized guardians' signature, will be expelled from the hostel.
- 11.30 The use of electrical appliances such as heater, blower, electric iron, immersion rod etc. in the Hostel rooms by the residents is strictly forbidden. If any electrical appliance has been found during the surprise visit, the fine will be charged. The same can be kept in the hostel office for one week. Within the week, the resident must take the appliance from the hostel.
- 11.31 **Keeping and use of LPG cylinder in the Hostel rooms by the residents is an offence, since it may be fatal. A fine of Rs. 2000/- would be charged if any resident will found to possess for violating the rule.**
- 11.32 **A fine of Rs. 50/- will be levied on retaining the sports items for personal use for more than two days.**

- 11.33 **Only small portable plastic / dessert coolers of size 15” and 250 Voltage are allowed.** Charges for using cooler is Rs.500/- per month. Resident using Air Coolers are required to keep them clean and disinfect them regularly to prevent spreading of Dengue and Malaria. If any penalty is imposed by the Municipal Corporation of Delhi in this regard, the resident concerned shall have to pay the same.
- 11.34 The residents are warned not to tamper with the electrical installations in the rooms or in the Hostel premises inclusive of Water pump. Disciplinary action will be taken against those who violate these rules.
- 11.35 All residents are required to keep their Identity cards ready for inspection by the Gate Keepers and Hostel authorities.
- 11.36 **The residents should keep their rooms locked as and when they go out of their rooms. The Hostel is not responsible for loss of valuable due to theft or upto fire.** However, any case of theft is to be reported immediately to the Hostel authorities. Residents are requested not to leave their belongings in the verandah, balcony, garden, laundry, washroom etc. Unclaimed items shall be confiscated by the Hostel officials.
- 11.37 Residents who discontinue their studies in the middle of the session shall inform the Hostel office in writing and vacate the Hostel accommodation immediately after clearing the dues.
- 11.38 Forcible eviction shall be undertaken by the Eviction Committee constituted by the Provost and if necessary, with the inclusion of the University Security/Proctorial staff.
- 11.39 Residents are required to abide by all rules and instructions given in the Bulletin of Information and which are notified on the Notice Board from time to time.
- 11.40 At the time of admission every students shall be required to sign a declaration that she submits herself to the disciplinary jurisdiction of the Vice- Chancellor, the Provost and other authorities, who may be vested with the authority to exercise discipline under the Act, the Statutes and Ordinances including Ordinance XV-B, C and D and rules that have been framed by the University and the Hostel.
- 11.41 Residents working on a temporary basis who continue to be bonafide students of the University of Delhi may be allowed to stay in the Hostel on payment of an amount as per rules. However, such residents will be allowed to stay for a maximum of six months only. All such residents must inform the office immediately on getting the job.

#### **11.42 Surcharge/Penal Rent:**

- a) If a student gets a job on ad-hoc/guest basis for a period exceeding six months, she should vacate the Hostel within one month from the date of such an appointment.
- b) If a student gets a job on ad-hoc basis for a period of less than six months, she may be permitted to stay in the Hostel subject to a surcharge of Rs. 900/- per month over and above the normal monthly charges.
- c) Those members who do not intimate about such appointments and do not take the permission of the Provost to stay will be charged the penal rent of Rs. 1200/- per month from the date of appointment, in addition to the normal dues payable immediately before the employment.

11.43 Residents must ensure that vehicles kept by them in the premises of hostel are duly registered with appropriate authorities. All vehicles must be kept locked in the place allotted for this purpose by the hostel.

**11.44** No resident shall indulge in any activity in the Hostel premises other than academic and the Residents' SWA activities. **Any such activity will be reported to the Proctorial Board of the University.**

**Residents and their respective guests/Guest residents are not to plead ignorance of the rules and regulations contained in this Bulletin of Information and any notified modifications made from time to time. The same set of rules will be applicable to all the students under Exchange programme (National as well as International).**

## **12. STUDENTS' WELFARE ASSOCIATION**

- 12.1 Subject to the discipline of the Hostel, the residents, may form the Students' Welfare Association (SWA) for promoting academic, cultural and recreational activities only. The Provost, Warden and Resident Tutor shall have the right to attend any meeting of the SWA or its bodies.
- 12.2 No rule in the Constitution of the Residents' SWA shall run counter to : i) University Act, Statutes, ordinances, rules and regulations, decision of Executive and Academic councils of the University; ii) rules/provision as approved by the Managing Committee of P.G. hostels and enshrined in the 'Hand Book of Information and Rules'.
- 12.3 The President of the SWA shall take prior written permission of the Provost/Warden/Resident Tutor for all the functions that SWA intends to hold. The administration reserves the right to stop any activity which, according to the administration, goes against the conduciveness of the Hostel life or which is likely to lead to vitiation of the congenial atmosphere and harmony in the Hostel.



- 12.4 All functions of the SWA should end normally by 10.00 p.m. Prior permission, in writing, should be taken from the Provost/Warden/ Resident Tutor in case the function is to be extended beyond that time.
- 12.5 The Expenditure incurred on SWA activities with the prior permission of the Hostel authorities shall be met from the SWA fund.
- 12.6 The term of office bearers of residents' SWA shall be coterminous with the term of their admission to the Hostel. However, the SWA office bearers will continue to represent the residents, provided they remain bonafide residents, until new office bearers are elected after the commencement of the academic year 2018-19.

### **13. PENALTIES FOR VIOLATION OF RULES**

A resident who violates any of the Hostel or University Rules or creates disturbance in the Hostel is liable to appropriate disciplinary action which may be heavy fines or expulsion from the Hostel by the Provost/Warden. The Residents are liable to be expelled from the Hostel on repeated violation.

Any residents found forging parents'/authorized guardians'/husband's signature will be expelled from the hostel.

### **14. OTHER FACILITIES**

- 14.1 The residents of the Hostel are members of the World University Service of North Campus/South Campus Health Centre of the University. The Center's facilities are open to them at fixed timings notified by the centre. In case of illness, residents should contact the Health Centre for assistance. When the Health Centre is closed, the residents are advised to contact the Chief Medical Officer or other sources of assistance through the Provost, Warden and Resident Tutor. Health Centre membership forms are to be filled in at the time of admission to the Hostel.
- 14.2 Any case of illness should be immediately reported to the authorities. First Aid Box is available in the Hostel.
- 14.3 In case a resident falls ill with contagious/infectious disease, she will have to shift to her authorized guardian's/parents'/husband's house/Infectious Disease Hospital immediately. She will be allowed to rejoin the Hostel only upon her complete recovery. Fitness to rejoin the Hostel is to be obtained from the Delhi University WUS Health Centre. All such residents must observe the prescribed period of quarantine before returning to the Hostel.
- 14.4 A Bank, Railway Reservation Centre, Bus Pass Centre and Post Office facility is available for residents in Utility Centre near the University of Delhi North campus main gate.



## **15. CANCELLATION OF ADMISSION BY THE HOSTEL**

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

- i. Involvement in ragging.
- ii. Non-payment of dues for more than 30 consecutive days.
- iii. Keeping guests without valid permission.
- iv. Cessation of regular studentship.
- v. Violation of rules and indiscipline.
- vi. Suppression of facts and/or providing wrong information.
- vii. Making casteist, communal or racist remarks against other students.

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

**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.**

## 16. ORDINANCES

### Ordinance XV-B

#### Maintenance of Discipline among Students of the University

1. All powers relating to discipline and disciplinary action are vested in the Vice - Chancellor.
2. The Vice -Chancellor may delegate all or such powers as he/she deems proper to the Proctor and to such other persons as he/she may specify in this behalf.
3. Without prejudice to the generality of power to enforce discipline under the Ordinance, the following shall amount to acts of gross indiscipline:
  - (a) physical assault, or threat to use physical force, against any member of the teaching and non-teaching staff of any Institution/Department and against any student within the University of Delhi;
  - (b) carrying of, use of, or threat to use of any weapons;
  - (c) any violation of the provisions of the Civil Rights Protection Act, 1976;
  - (d) violation of the status, dignity and honour of students belonging to the scheduled castes and tribes;
  - (e) any practice whether verbal or otherwise derogatory of women;
  - (f) any attempt at bribing or corruption in any manner;
  - (g) willful destruction of institutional property;
  - (h) creating ill-will or intolerance on religious or communal grounds;
  - (i) causing disruption in any manner of the academic functioning of the University system;
  - (j) ragging as per Ordinance XV-C.
4. Without prejudice to the generality of his/her powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him/her appropriate, the Vice -Chancellor, may in the exercise of his/her powers aforesaid order or direct that any student or students-
  - (a) be expelled; or
  - (b) be, for a stated period rusticated; or
  - (c) be not for a stated period, admitted to a course or courses of study in a College, Department or Institution of the University; or
  - (d) be fined with a sum of rupees that may be specified; or
  - (e) be debarred from taking a University or College or Departmental Examination or Examinations for one or more years; or

- (f) that the result of the student or students concerned in the Examination or Examinations in which he/she or they have appeared be cancelled.
5. The Principals of the Colleges, Heads of the Halls, Deans of Faculties, Heads of Teaching Departments in the University, the Principal, School of Correspondence Courses and Continuing Education and Librarian shall have the authority to exercise all such disciplinary powers over students in their respective Colleges, Institutions, Faculties and Teaching Departments, in the University as may be necessary for the proper conduct of the Institutions, Halls and teaching in the concerned Departments. They may exercise their authority through, or delegate authority to, such of the teachers in their Colleges, Institutions or Departments as they may specify for these purposes.
  6. Without prejudice to the powers of the Vice -Chancellor and the Proctor as aforesaid, detailed rules of discipline and proper conduct shall be framed. These rules may be supplemented, where necessary, by the Principals of Colleges, Heads of Halls, Deans of Faculties and Heads of Teaching Departments in this University. Each student shall be expected to provide himself/herself with a copy of these rules.
  7. At the time of admission, every student shall be required to sign a declaration that on admission he/she submits himself/herself to the disciplinary jurisdiction of the Vice - Chancellor and the several authorities of the University who may be vested with the authority to exercise discipline under the Acts, the Statutes, the Ordinances and the Rules that have been framed thereunder by the University.

## **Ordinance XV-C**

### **Prohibition of and Punishment for Ragging**

1. Ragging in any form is strictly prohibited, within the premises of College/Department or Institution and any part of Delhi University system as well as on public transport.
2. Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under this Ordinance.
3. Ragging for the purposes of this Ordinance, ordinarily means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by other students and includes individual or collective acts or practices which-
  - (a) involve physical assault or threat to use of physical force;
  - (b) violate the status, dignity and honour of women students;
  - (c) violate the status, dignity and honour of students belonging to the scheduled castes and tribes;

- (d) expose students to ridicule and contempt and affect their self esteem;
  - (e) entail verbal abuse and aggression, indecent gestures and obscene behaviour.
4. The Principal of a College, the Head of the Department or an Institution, the authorities of College, of University Hostel 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 of Delhi University are found guilty under this Ordinance appropriate action under Statute 15 for withdrawal of degrees conferred by the University shall be initiated.
  12. For the purpose of this Ordinance, abetment to ragging whether by way of any act, practice or incitement of ragging will also amount to ragging.
  13. All institutions within the Delhi University system shall be obligated to carry out instructions/directions issued under this Ordinance, and to give aid and assistance to the Vice -Chancellor to achieve the effective implementation of the Ordinance.

## **Ordinance XV-D**

### **Sexual Harassment**

**1. Short Title and Extent:**

The present ordinance is based on the Policy against Sexual Harassment by the Delhi University and seeks to maintain and create an academic and work environment free of sexual harassment for students, academic and non-teaching staff of the Delhi University. The ordinance will also apply to outsiders and residents, on the Delhi University campus, to the extent specified herein these rules and procedures.

**2. Definitions:**

- (i) "Students" includes regular students as well as current ex-students of Delhi University.
- (ii) "Teaching staff" include any person on the staff of the Delhi University or any colleges or institution affiliated to it, who is appointed to a teaching and/or research post, whether full time, temporary, ad -hoc, part- time, visiting, honorary, or on special duty or deputation and shall also include employees employed on a casual or project basis.
- (iii) "Non-Teaching Staff" includes any person on the staff of the Delhi University or of any colleges or institutions affiliated to it, who is not included in the teaching staff. It includes employees who are full-time, temporary, ad-hoc, part-time, visiting, honorary, or on special duty or deputation, and employees employed on a casual or project basis.
- (iv) "Member of the University" includes all those included in categories (i)-(iii) above.
- (v) "Resident" includes any person who is a temporary or permanent resident of any of the accommodations or premises allotted to an employee by the University of Delhi or by any of its affiliated colleges or institutions.
- (vi) "Outsider" includes any person who is not a member of the University or a resident. It also includes, but is not limited to, any private person offering residential, food and other facilities to students, teaching staff or non-teaching staff of the Delhi University or any college or institution affiliated to Delhi University.
- (vii) "Campus" includes all places of work and residence in the Delhi University or any College or institutions affiliated to the Delhi University. It includes all places of instruction, research and administration, as well as hostel, health centres, sports grounds, staff quarters and public places (including

shopping centres, eating places, parks, streets and lanes) on the Delhi University campus or the campus of any college or institution affiliated to the Delhi University.

- (viii) “Sexual harassment” includes any unwelcome sexually determined behaviour, whether directly or by implication and includes physical contact and advances, a demand or request for sexual favours, sexually- coloured remarks, showing pornography or any other unwelcome physical, verbal or nonverbal conduct of sexual nature.

Explanation : “Sexual harassment” shall include, but will not be confined to the following:

- (a) When submission to unwelcome sexual advances, requests for sexual favours, and verbal or physical conduct of a sexual nature are made, either implicitly or explicitly, a ground for any decision relating to employment, academic performance, extracurricular activities, or entitlement to services or opportunities at the Delhi University.
- (b) When unwelcome sexual advances, and verbal, non-verbal and/or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or e-mail, gestures, exhibition of pornography, luridstares, physical contact, stalking, sounds or display of a derogatory nature have the purpose and/or effect of interfering with an individual's performance or of creating an intimidating, hostile, or offensive environment.
- (c) When a person uses, with a sexual purpose, the body or any part of it or any object as an extension of the body in relation to another person without the latter's consent or against the person's will, such conduct will amount to sexual assault.
- (d) When deprecatory comments, conduct or any such behavior is based on the gender identity/sexual orientation of the person and/or when the classroom or other public forum of the University is used to denigrate/discriminate against a person or create a hostile environment on the basis of a person's gender identity/sexual orientation.

### **3. Scope of the Ordinance:**

This Ordinance shall be applicable to all complaints of sexual harassment made:

- (i) by a member of the University against any other member of the University irrespective of whether the harassment is alleged to have taken place within or outside the campus.
- (ii) by a resident against a member of the University or by a member against a resident irrespective of whether the sexual harassment is alleged to have taken place within or outside the campus.
- (iii) by an outsider against a member of the University or by a member of the

University against an outsider if the sexual harassment is alleged to have taken place within the campus.

- (iv) by a member of the university, against an outsider if the sexual harassment is alleged to have taken place outside the campus. In such cases the Committee shall recommend that the University college authorities initiate action by making a complaint with the appropriate authority. Further the committee will actively assist and provide available resources to the complainant in pursuing the complaint.

#### **4. Complaint Mechanism:**

Implementation of the University policy against sexual harassment shall be achieved through:

- (i) The Apex Complaints Committee, which shall be an apex regulatory and appellate body of the University of Delhi for redressal and resolution of complaints.
- (ii) University Units Complaints Committees, which shall be set up in clusters of University Departments/Centres as complaints and redressal bodies.
- (iii) College Complaints Committees, which shall be set up in each college of the University of Delhi as complaints and redressal bodies.
- (iv) Central Pool Complaints Committees, which shall be complaints and redressal bodies (one each for the North and South Campuses) for those units that are not affiliated to any College/ Department/Institution and have not been included in either CCC or UUCC1.

#### **5. Redressal:**

- (i) UUCC/CCC/CPCC/ACC may ask the College/University to suspend the alleged harasser from an administrative post/class if his/her presence is likely to interfere with the enquiry.
- (ii) The victim of sexual harassment shall have the option to seek transfer of the perpetrator or her/his own transfer where applicable.
- (iii) Notwithstanding the contents of any other ordinance relating to service conditions etc., the head of the institution upon receipt of the enquiry report, shall refer the same to the Governing Body/Executive Council (EC) and take disciplinary action on the basis of recommendations of the Complaint Committees provided that in the case of termination of service the existing rules of the University will also be forwarded.
- (iv) The disciplinary action shall be commensurate with the nature of the violation.

**A.** In the case of University/College employees; disciplinary action may be in the form of :

- (i) Warning
- (ii) Written apology
- (iii) Bond of good behaviour
- (iv) Adverse remarks in the Confidential Report
- (v) Debarring from supervisory duties
- (vi) Denial of membership of statutory bodies
- (vii) Denial of re-employment
- (viii) Stopping of increments/promotion
- (ix) Reverting, demotion
- (x) Suspension
- (xi) Dismissal
- (xii) Any other relevant mechanism.

**B.** In case of students, disciplinary action may be in the form of:

- (i) Warning
- (ii) Written apology
- (iii) Bond of good behaviour
- (iv) Debarring entry into a hostel/campus
- (v) Suspension for a specified period of time
- (vi) Withholding results
- (vii) Debarring from exams
- (viii) Debarring from contesting elections
- (ix) Debarring from holding posts
- (x) Expulsion
- (xi) Denial of admission
- (xii) Declaring the harasser as “persona non grata” for a stipulated period of time.
- (xiii) Any other relevant mechanism.



- C. In the case of third party harassment, the University/College authorities shall initiate action by making a complaint with the appropriate authority.
- 1 The composition of the Committees, mode of election/nomination powers, duties and procedure to be followed is outlined in the Appendix to Ordinance XV -D, which will be read as part and parcel of Ordinance XV-D.

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

## SEAT ALLOCATION

### Annexure (i)

Total number of seats in the Hostel :	772 seats
Number of seats for students visiting University of Delhi under Exchange programme:	40 seats
Number of seats for general & reserved categories:	232 seats
<b>Distribution of seats as per the MoU signed between 'MTA', 'MDONER'/'NEC' and University of Delhi.</b>	
Number of seats reserved for ST students of University of Delhi including those from NE states (including Sikkim):	200 seats
Number of seats reserved for North-East (NE) students (including Sikkim) belonging to STs and others :	300 seats
<b>Distribution of seats reserved for students from North-Eastern states (including Sikkim) belonging to ST and others; and seats reserved for Scheduled Tribe students of University of Delhi including those from NE states (including Sikkim) :</b>	500 seats

Faculty	ST students			NE students			Total
	PG	R	T	PG	R	T	
<b>Arts</b>	25	6	31	40	16	56	87
<b>Law</b>	25	6	31	40	16	56	87
<b>Science</b>	25	6	31	40	16	56	87
<b>Social Science</b>	25	6	31	40	16	56	87
<b>Commerce &amp; Business</b>	13	3	16	12	5	17	33
<b>Management Studies</b>	17	5	22	15	6	21	43
<b>Mathematics</b>	17	5	22	15	6	21	43
<b>Music</b>	13	3	16	12	5	17	33
<b>Total</b>	160	40	200	214	86	300	500

PG=Post graduate at L.L.B/M.A./M.Sc. level; R=L.L.M. & Research students; T=Total.

\* As the number of Departments within Faculties may be more than the available seats, in each PG course seats would be allocated on rotation basis within the Departments.

**Distribution of seats for general & other reserved categories: 232 Seats**

Faculty	SC			OBC			PwD	GEN			TOTAL
	PG	R	T	PG	R	T	A	PG	R	T	
Arts	8	1	9	12	2	14	1	21	5	26	50
Science	6	1	7	13	2	15	-	22	5	27	49
Social Science	6	1	7	10	2	12	1	18	5	23	43
Law	3	1	4	3	1	4	1	6	3	9	18
Commerce & Business	1	1	2	4	1	5	1	8	1	9	17
Management Studies	1	1	2	3	1	4	1	7	2	9	16
Mathematics	1	1	2	4	1	5	1	8	3	11	19
Music	1	1	2	3	1	4	1	6	1	7	14
<b>Total</b>	27	8	35	52	11	63	7	96	25	121	226 + 6* = 232

PG=Post graduate at L.L.B/M.A./M.Sc. level; R=L.L.M. & Research students;  
T=Total. A = All course levels on rotation basis.

\* Two seats each are reserved for Wards of War Widow, Sports and Foreign students and will be allocated on faculty wise rotation.

<b>Reservation Scheme :</b>	SC	–	15%
	OBC	–	27%
	PwD	–	3%
	WWW	–	1%
	Sports	–	1%
	Foreign Students	–	1%

## II. IMPORTANT TELEPHONE NUMBERS

Name	Telephone Numbers
Delhi University information centre	011-27006900, 155215
<b>I Air Lines City Airport</b>	
Air India (City) (IGIA) Call Centre Air India	24622220/24695206
Call Centre Air India	01242348888
India Air Lines	1407
Flight Information Manual	25653110
<b>II Postal</b>	
G.P.O., Delhi (PABX)	23865727, 23865118
Mail Agency	23863883
G.P.O., New Delhi, Foreign Post Office	23233325
Post Office, Delhi University	27667690
<b>III Railways</b>	
General Information	1310, 139
Delhi University Counter	27667649
<b>IV Banks</b>	
IDBI Bank, Mukherjee Nagar	27601233
State Bank of India, Delhi University	27662306, 27662423, 27667725 (Ext. 1138, 1139)

### III. EMERGENCY SERVICES

Name	Telephone Numbers
Police Control Room	100
Police Station, Maurice Nagar	27666332, 27667178
Police Station, Civil Lines	23810633, 23815444
Police Station, Roop Nagar	23844632, 23849120
Police Station, Mukherjee Nagar	27231131, 27231132
Help Line for Women	1091
Help Line for Senior Citizen and Students	1291
Fire	101
To Stop obscene Calls at mobile	1096
DMRC (24x7) HELPLINE	128128
24X 7 Hours Emergency Help Line	1077
Ambulance	102/1099
Hindu Rao Hospital	23919476, 23963350
Tirath Ram Shah Hospital	23972487, 244849100, 2425
Sant Parmanand Hospital	23981260, 23994403, 2394406-08
St Stephen Hospital	23982978, 23966021-27, 23958005
Aruna Asaf Ali Hospital	23983618, 23983618, 23965532, 23922333
Causality	23831524, 23968939
W.U.S. Health Centre Emergency	27666257, 27669708 (direct) EPBAX No. 1662
V.P. Chest Institute	27667441, 27256180, 27667102/ Ext. 148
U.C.M.S	22582971-74

**Postal Address:**

Rajiv Gandhi Hostel for Girls  
University of Delhi  
Dhaka Hostel Complex  
Banda Bahadur Marg, Dr. Mukherjee Nagar  
Delhi – 110009, INDIA  
Mob : 7065080216  
Email: rghg2012@gmail.com  
provost@rghg.du.ac.in

#### IV. ANNEXURES

##### ANNEXURE-I

##### UNDERTAKING BY THE STUDENT

- (1) I, \_\_\_\_\_ (full name of student with admission/registration/enrolment number) s/o d/o Mr./Mrs./Ms. \_\_\_\_\_, having been admitted to Rajiv Gandhi Hostel for Girls (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.
- (2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- (3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the panel and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- (4) I hereby solemnly aver and undertake that
  - (a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 9 of the Regulations.
  - (b) I will not participate in or abet propagate through any act of commission or omission that may be constituted as ragging under clause 9 of the Regulations.
- (5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, with prejudice to any other criminal action they may be taken against me under any penal law or any law for the time being in force.
- (6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ Year.

\_\_\_\_\_  
Signature of deponent:

Name:

##### VERIFICATION

Verified that the contents of this undertaking are true to the best of my knowledge and no part of the undertaking is false and nothing has been concealed or misstated therein.

Verified at \_\_\_\_\_ (place) \_\_\_\_\_ on this the \_\_\_\_\_ (day) \_\_\_\_\_ of \_\_\_\_\_ (month) \_\_\_\_\_, \_\_\_\_\_ (year)

\_\_\_\_\_  
Signature of deponent:

Name

## ANNEXURE-II

### UNDERTAKING BY PARENT/GUARDIAN

- (1) I, Mr./Mrs./Ms. \_\_\_\_\_ (full name of parent/guradian/father/mother/ guardian of, \_\_\_\_\_ (full name of student with admission/ registration/enrolment number) \_\_\_\_\_ having been admitted to Rajiv Gandhi Hostel for Girls (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”) carefully read and fully understood the provisions contained in the said Regulations.
- (2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- (3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the panel and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- (4) I hereby solemnly aver and undertake that
- (a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 9 of the Regulations.
- (b) My ward not participate in or abet propagate through any act of commission or omission that may be constituted as ragging under clause 9 of the Regulations.
- (5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, with prejudice to any other criminal action they may be taken against me under any penal law or any law for the time being in force.
- (6) I hereby declare that my ward have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ Year.

\_\_\_\_\_  
Signature of deponent:

Name:

Address :

Telephone/MobileNo.:

### VERIFICATION

Verified that the contents of this undertaking are true to the best of my knowledge and no part of the undertaking is false and nothing has been concealed or misstated therein.

Verified at \_\_\_\_\_ (place) \_\_\_\_\_ on this the \_\_\_\_\_ (day) \_\_\_\_\_ of \_\_\_\_\_ (month) \_\_\_\_\_, \_\_\_\_\_ (year)

\_\_\_\_\_  
Signature of deponent:

Name