

Handbook of Information and Rules

2026-2027



Ambedkar Ganguly Students' House
for Women University of Delhi

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Message from Prof. (Dr.) Sunanda Bharti

Provost

Ambedkar-Ganguly Students' House for Women

As I complete one year as Provost of Ambedkar Ganguly Students' House for Women, I look back with a sense of gratitude and quiet satisfaction at the progress we have made together. Over the past year, we have undertaken several initiatives aimed at improving the quality of life and learning for our residents. The hostel infrastructure has been renovated, the mess has been refurbished, the trees across the campus have been identified with tree tags, and a dedicated space for flag hoisting has been created.

I am particularly proud that AGSHW continues to stand for equality of opportunity, with reserved seats constituting 50 per cent of its intake. Equally important has been our commitment to employee welfare. During the past year, the long awaited EPF scheme for employees was introduced and is now fully operational. We have also successfully installed the DUCC-operated biometric attendance system. In addition, the hostel has taken an important step towards a more efficient and streamlined financial administration.

These achievements have been possible because of the collective efforts of residents, employees, the Warden, RT and all those associated with the hostel. As we begin a new academic year, I look forward with hope and confidence to building further on this foundation and continuing our shared journey of growth and improvement

Prof. (Dr.) Sunanda Bharti
Provost

Contents	Page No.
1. The Hostel	8
2. Allocation of seats	8
3. Admission	9–10
A. Eligibility	
B. Non-eligible categories	
C. Admission procedure	
D. Criteria for renewal of admission	
4. Fee Structure	10–13
A. Caution money/Security deposit	
B. Mess security deposit	
C. Annual charges	
D. Quarterly charges	
E. Monthly charges	
F. Payment of quarterly fee	
G. Mode of fee payment	
5. Refunds policy for Hostel	13
6. Duration of stay	13–14
7. Mess and dining hall	14–15
A. Meal timings	
B. Mess bill (Monthly)	
C. Mess rebate	
8. Visitors	15
A. Male visitors	
B. Female visitors	
9. Guests	15–17
A. Personal guests	
B. Hostel guests	
C. Guest residents	
10. Hostel Rules	18–24
A. Conduct and discipline	
B. Employed students	
C. Rules & guidelines for parents/Local guardian	
D. Leave rules	
E. Night out	
F. Attendance	
G. Late entry	
H. Mess rules	
I. Lost articles	
J. Furniture & Hostel property	
K. Library	

L. Use of electrical appliances	
M. Vacating the room	
11. Illness & Medical emergencies	24
A. World university services (W.U.S.)	
B. Contagious & infectious diseases	
C. Illness/special care	
12. Students' Welfare Association (SWA)	25–26
A. The S.W.A. Executives	
B. Duties of S.W.A. Executive members	
C. Guidelines for cultural night	
13. Maintenance of discipline in the Hostel	26–28
A. Ordinance XV – B	
B. Ordinance XV – C	
C. Ordinance XV – D	
Useful Telephone Numbers	inside back cover

INFORMATION AND RULES

2026-27

1. THE HOSTEL

The Ambedkar-Ganguly Students' House for Women is by and large a self-sustaining residence for women. The Hostel with extensive lawns can accommodate up to hundred residents. The Hostel is aesthetically divided into two spacious and airy wings. Each wing has four floors with each floor housing a common area that connects both wings. The Hostel has a well-equipped common room with a projector and a LED television, a lobby, a gym, an air-conditioned reading room cum library, a computer room and a well-maintained kitchen with air-conditioned dining hall. In addition, the Hostel provides a fully functional central washroom with fully automatic washing machines for the use of the residents. Microwaves and refrigerators are placed for residents' common use on each floor. The Hostel is located close to Mukherjee Nagar, Dhaka Colony and is part of the larger residential complex for Delhi University women students.

The Hostel administration consists of the Provost, who is the Head of the Hostel, the Warden and the Resident Tutor who look after the day-to-day administration with the assistance of the office and the Hostel staff.

HOSTEL PREMISES IS A NO SMOKING ZONE

2. ALLOCATION OF SEATS*

50 % of the seats are reserved for post graduate women students of the Delhi School of Economics and its constituent Departments *i.e.* Economics, Geography and Sociology.

Allotment of seats for Delhi School of Economics (Unreserved category students)

Department	No. of Students
Economics	28
Sociology	11
Geography	11

(*May be revised, subject to directive from the University w.r.t. EWS reservation)

The rest 50% of seats are reserved for women students belonging to the SC/ST categories of all departments of the University. 5% is reserved for PwBD women students.

All seats are allotted to the students in order of merit among the applicants from various disciplines with the following faculty-wise distribution:

Faculty	No. of Students
Faculty of Arts	11
Faculty of Law (LL.B. & LL.M.)	10
Faculty of Science	10
Faculty of Social Science	11
Faculty of Management Studies	02
Faculty of Mathematics	02
Faculty of Commerce & Business	03
Faculty of Music & Fine Arts	01

Hostel seats will be allotted as per CUET score.

3. ADMISSION

Admissions to the Hostel commence at the beginning of the University's academic session. Exact dates will be notified on the Hostel notice board & Hostel website.

A. Eligibility

Full time bonafide, regular post graduate female students including those pursuing LL.B. and B.Lib. Science of Delhi University, North campus.

B. Non-Eligible Categories

The following categories of students are not eligible for regular admission to the Hostel:-

- (i) Employed women, Research Associates and Ex-students.
- (ii) Students enrolled in evening /correspondence/part-time/ external courses.
- (iii) Students who have failed or are not permitted to appear in examination and are not admitted as regular students.
- (iv) Students who have already availed the hostel facility in this hostel or any other hall of residence of the Delhi University for a course at the same level earlier. In this context, for the purpose of admission to the Hostel, full-time courses like LL.B., B. Lib., B.Ed. and integrated M.A/M.Sc. courses conducted by a University department shall be treated at par with M.A./M.Sc. courses.
- (v) Students whose parents/spouse reside within 70 km radius from Delhi University North Campus.
- (vi) Students against whom disciplinary action has been taken by any department/ college/ hostel of the University of Delhi.

C. Admission Procedure

(i) Applicants are required to register through the Delhi University Centralized Hostel Admission Portal for hostel admission: The procedure is as follows:

After registering on the Delhi University Centralized Hostel Admission Portal, only eligible candidates (please refer to point no.2 - allocation of seats and point no. – 3(A) eligibility) will be invited to the hostel for document verification and interaction. Please note that being called for interaction does not guarantee admission.

(ii) The list of candidates shortlisted for document verification and interaction will be displayed on the Hostel Notice Board and the hostel website from time to time. No individual communication will be sent to applicants. Therefore, candidates are advised, in their own interest, to regularly check the Hostel Notice Board and the hostel website: (<http://www.agshw.du.ac.in>) for the latest updates regarding the admission process.

(iii) Candidates selected for admission must fill and submit the prescribed Information Form (along with other required documents), which can be downloaded from the hostel website link: <http://www.agshw.du.ac.in> The prescribed information form must be submitted before admission to the hostel. In exceptional cases, if the form is not submitted prior to admission, the admission shall be treated as provisional, subject to the submission of the completed form within seven (7) working days from the date of provisional admission. Failure to submit the prescribed form within the stipulated period may lead to cancellation of the provisional admission.

(iv) Candidates selected for admission required to deposit the requisite fee (refer to page 10-12) within the given deadlines in the admission notice and submit three recent passport-size photographs for the Identity Card and W.U.S. Health Centre Card.

Timeline for submission of application form

Research Students: : within 1 month from the date of registration.

Non-Research Students: : within 7 days from being admitted in the respective Department/College.

Note: A student, while seeking admission and during the stay in the hostel must fulfill all the eligibility criteria stated at 'A' above and should not be ineligible at any point in time on account of any one or more grounds stated at 'B' above. During the period of stay, if any resident fails to fulfill any of these conditions, she will have to vacate the Hostel immediately.

Room allocation to a selected applicant will be done after submission of all the required documents

D. Criteria for renewal of Admission

Admission is made for a period of one academic year. A fresh application is required for re- admission at the beginning of each academic session.

- (i) Research students should apply for renewal of admission on or before 31st July.
- (ii) They are required to submit a certificate from the Head of Department and Supervisor concerned to the effect that she is actively engaged in research work and her work is satisfactory.
- (iii) Old residents who have passed their last semester examination and seeking for renewal of admission in the same course of study should apply immediately after obtaining admission to the respective Department/Colleges.
- (iv) After scrutiny of the forms, interviews will be held for shortlisted candidates.
- (v) Re-admission will only be granted on the basis of the performance in the last examination/s and past conduct in the Hostel.
- (vi) **Renewal of admission will be considered on the basis of performed Mess Duties by a resident during her stay in the hostel.**
- (vii) **Application form for readmission will not be taken into the consideration until the WUS form has been completed and submit the same in the Office.**

Candidates are shortlisted for interaction on the basis of the CUET scorecard. The Management and staff of Ambedkar-Ganguly Students' Hostel for Women cannot be held responsible for any error arising out of error/s in CUET scorecard of the applicant.
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Suppression of facts/providing wrong information would lead to cancellation of admission. Disciplinary action, as may be deemed fit by the Hostel authorities, can be imposed.
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Note:- A student while seeking admission as well as during the stay must fulfill the eligibility criteria at 'A' read with 'B' above.

During the stay of any resident if she becomes ineligible due to any of the ground stated at 'B', she will have to vacate the hostel immediately

4. FEE STRUCTURE

The fee payable by each student are as follows:

A. Caution Money/ Security deposit ₹ 6500/-

B. Mess security deposit ₹ 3900/-

Accepted at the time of admission, and refunded after adjustment of the dues, if any, post vacating the hostel

C. Annual Charges

1.	Admission Charges	₹ 525
2.	Maintenance of Furniture & Equipment.	₹ 682
3.	Common Room	₹ 420
4.	Identity Card	₹ 105
5.	Reading Room/Library	₹ 367
6.	Electrical Accessories, Tube light & Fans	₹ 630
7.	Electrical charges for common facilities (Geysers, Hot Plates, Washing Machines)	₹ 2100
8.	Sports Fees	₹ 368
9.	W.U.S. Health Centre	₹ 240
10.	Hostel Development Fund	₹ 1365
11.	Cultural/Annual function	₹ 788
12.	Students' Welfare Association Fund	₹ 945
13.	Computer Room	₹ 1417
14.	Generator Maintenance Charges	₹ 683
	Total	₹ 10,635/-

D. Quarterly Charges

1.	Establishment	₹ 1785
2.	House Keeping	₹ 2363
3.	*Electricity	₹ 3150
4.	*Water	₹ 1260
5.	Room Rent	₹ 420
6.	Maintenance of premises	₹ 735
7.	Pump House Operation	₹ 210
8.	Maintenance of Garden & Lawns	₹ 1050
9.	Security services	₹ 2625
	Total	₹ 13,598/-

*Electricity and water charges are subject to change as per changes in TPDDL/DJB

E. Monthly Charges

Mess charges

₹ 3900*

*Mess charges can be revised within an academic year if the situation so warrants.

Total amount to be paid at the time of admission: ₹34,633/- (A+B+C+D) plus Mess charges as applicable.

Note: Annual and Quarterly fee is subject to a 5% increase per academic year.

F. Payment of Quarterly Fees

1st quarter is payable at the time of Admission.

It is mandatory for residents to pay three full quarterly charges, irrespective of the exact day of their admission to the Hostel/ Department. Charges for the last quarter are payable on a quarterly/monthly/daily basis by the 10th of the stipulated month. The residents are required to show their examination fee receipt before the payment of hostel dues for the last quarter along with their examination date sheet.

Quarterly Fee Payment Policy for last Quarter

(i) **Regular Stay:** Residents shall pay the full quarterly fee, including electricity and water charges, up to the date of their stay in the hostel.

(ii) **Vacation, where room is retained:** Residents going on vacation but retaining their room shall pay the full quarterly fee. However, electricity and water charges shall be paid only up to the date of departure.

Example: If a resident stays till 15th May and leaves on (say) 16th May (before 11 AM), she shall pay water and electricity charges, as part of quarterly fee only up to 15th May, even though the room is retained till 30 June.

(iii) **Vacation, where room is not retained:** Residents leaving the hostel upon vacating their room shall pay the quarterly fee only till the date of stay, including water and electricity charges as applicable.

Example: If a resident stays till 15th May and vacates the room on (say) 16th May (before 11 AM), she shall pay quarterly fee, including water and electricity charges only up to 15th May, as the room is not retained thereafter.

In case of point 3 above, reallocation of rooms shall be done as per rules & only upon submission of the fee receipt showing readmission to their respective departments.

Note: PwBD students are only required to pay the following:

Caution money and Mess security deposit at the time of admission along with Annual charges for Admission fees, Identity Card, W.U.S. Health Centre fees and Students' Welfare Association Fund only. For monthly mess charges, PwBD residents shall pay 100% of the mess charge. However, 50% of the same shall be reimbursed once the fund is received from the University of Delhi.

After the 10th of the stipulated month, defaulters will be charged a fine of ₹ 10 /for each day up to last day of the month and after that a fine of ₹ 20/- per day will be charged.

Failure to pay the fees even after the stipulated 30 days shall result in cancellation of admission.

G. Mode of fee payment

Hostel fee payments shall be made only through the designated secured payment links provided by the Hostel Office. Three separate payment links as given below will be shared with each resident via SMS and email:

- Mess Fee – Link will be shared monthly
- SWA Fee – Link will be shared at the time of admission
- Hostel Fees (annual fee, quarterly fee, fines, etc.) – Link will be shared at the time of admission, quarterly, and as applicable

Residents are required to make all payments only through these links. Failure to comply with this may attract a fine of ₹50 per incorrect transaction.

5. REFUND POLICY FOR HOSTEL

Admission Withdrawal:

Within 7 days of Admission

- (i) Full refund of fees (excluding Admission Charges) will be made if written notice of withdrawal is received within 7 days from the date of admission.
- (ii) If the student has occupied a room, it must be vacated within 7 days from the date of admission.
- (iii) After seven (7) days from the date of admission, only the Caution Money and Mess Security Deposit will be refunded.

Unclaimed Deposits:

- (i) Caution Money and Mess Security Deposit will lapse to the Hostel funds if unclaimed for one year from the date of vacating.
- (ii) No interest will be paid on these deposits.

6. DURATION OF STAY

A student shall be eligible to stay in the Hostel for the statutory duration of her course, as per the details given below. However, students' past conduct in the hostel shall be taken into consideration at the time of readmitting her for next academic session. After scrutiny of the application forms, interaction will be held for selected candidates. Re-admission will only be granted on the basis of performance in the previous semester exams, interaction, past conduct in the hostel, compliance towards mess duties, participation in hostel cultural events such as Annual cultural night, fresher party and farewell etc.

M.A. / M.Sc. / LL.M. / M.B.A. ii) LL.B. / M.C.A. –Residents are required to vacate the Hostel within seven (7) days from the date of completion of their last examination, i.e., the 2nd, 4th, 6th, or final semester examination of the University of Delhi.

Ph.D.: 6 years

In case Ph.D. students, at the time of re-admission (in the new academic session) the applicants shall be required to submit a certificate from the Head of Department and supervisor to the effect that she is actively engaged in research work and progress of her work is satisfactory.

The Ph.D. students staying in the Hostel should inform the Hostel authorities immediately whenever they submit their thesis/dissertation. Failure to do so shall result in disciplinary action.

A resident should vacate the Hostel within 7 days from the last date of her examination conducted at the end of that academic session or submission of thesis/ dissertation of the course to which the student was admitted or completion of the statutory period of the course.

A student who wishes to extend her stay in the Hostel on account of supplementary exams/mandatory

internship/department approved project, will be allowed only after production of documentary proof.

The resident permitted to stay will be treated as a regular student until the end of her bona fide residency in the hostel. Thereafter, she will be considered a guest resident. In no case will any resident be allowed to continue her stay in the hostel if she fails to fulfill the eligibility criteria specified in item 3 on page 2. **Maximum period of stay in AGSHW including stay in any other hostel of Delhi University shall not exceed 6 years. However, in the case of Ph.D. students, an additional period of (1+1) 2 years maybe given as per discretion of the Provost.**

7. MESS & DINING HALL

The Hostel has a well-equipped modern kitchen and a spacious dining hall. The Dining Hall can accommodate up to 60 residents at a time. The Mess is run on a contractual basis under the supervision of the Warden/ Resident Tutor and assisted by the Housekeeper and Mess Secretary. The menu is finalized by the Mess Committee in consultation with the Warden/ Resident Tutor and is reviewed periodically.

All residents of the Hostel will have to join the Mess and no exceptions to this shall be allowed.

A. Meal Timings

Meal in the hostel will be served during the following hours:

Breakfast	8:00 a.m. – 9:00 a.m. (Monday to Saturday)
	8:30 a.m. – 9:30 a.m. (Sunday)
Lunch	1:00 p.m. – 2:00 p.m.
Evening Tea	5:15 p.m. – 6:00 p.m.
Dinner	8:00 p.m. – 9:00 p.m.

The Hostel management has the right to change these timings when the situation warrants. All changes will be notified on the Hostel notice board. Residents are expected to be punctual with regard to meal timings. Meals will not be served either before or after the stipulated timings.

B. Mess Bill

Mess charges are payable from the date of admission to the Hostel and thereafter on or before the 10th of every month. If the mess fee is not paid by the due date, a late fee of ₹10 per day shall be charged from the 11th day up to the last day of the month. Thereafter, a late fee of ₹20 per day shall be charged for up to 30 days. If the fee remains unpaid beyond this period, the Hostel reserves the right to initiate disciplinary action, including the issuing a notice directing the resident to vacate the hostel. Mess charges are subject to revision in case of price hikes, shortages or any other circumstances warranting such revision.

Note: If a resident pays only the mess fees but fails to pay the quarterly hostel fees, she shall be permitted to avail of the mess facility and continue residing in the hostel for a maximum period of one month. If the quarterly hostel fees remain unpaid beyond this period, the Hostel shall issue a notice directing the resident to vacate the hostel.

Payment of mess fees at the time of admission to and leaving the Hostel:

Up to 5 days	-	130*/-per day
6 to 15 days	-	half payment
than 15 days	-	More full payment

Note: Applicants who get admission in the hostel after 15th day of a particular month and join after 25th day of the same month, with prior intimation to the hostel, may avail meal through coupon system for remaining days of that month. Their mess charges and rebate rules will be applicable from the next (adjacent) month only.

***Subject to revision of mess charges, from time to time.**

C. Mess Rebate

A 75% rebate will be allowed to residents who don't avail mess service for more than 7 consecutive days (The date of

arrival and departure will not be counted). Also, residents must submit the rebate form along with signed consent letter of parent(s), at least three days prior to leaving the Hostel. It is to be noted here that the rebate will not be considered to the concerned resident, if any of two documents (completely filled rebate form and consent letter) is not submitted together while applying for the rebate. If a resident extends leave beyond the period applied, she shall intimate the same within 24 hours *via* email and 50% Mess rebate will be allowed for the extended period of leave. If no intimation for extension of leave is received within 24 hours from the expiry of the applied leave period, it will be treated as unaccounted absence and rebate will not be counted for extended period.

Student of M.A./ M.Sc./ M.Com./LL.M./M.B.A.may avail mess rebate up to 60 days in an academic session. However, a research student may avail the mess rebate up to 75 days in an academic year.

No mess rebate will be permissible for residents who stay in the Hostel during summer vacations except in the case of M. Phil./ Ph.D. students who go for their field work during this period.

8. VISITORS

Male visitors are not allowed into the premises of the Hostel beyond the visitor's lobby. Female visitors who stay beyond the visiting hours will be treated as the resident's guest and guest coupon for the same will have to be purchased by the resident (See 9.A-viii).

Residents are responsible for their visitor's behavior. Residents may receive their visitors at the following timings.

A. Male visitors

Weekdays	4:00 P.M. - 8:00 P.M.
Sunday and all University Holidays	10:00 A.M. - 1:00 P.M. (Morning) 4:00 P.M. - 8:00 P.M. (Evening)

B. Female visitors

All Days	8:00 A.M.- 8.00 P.M.
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Residents' guests are required to bring their Identity cards with them and they will register themselves on the Hostel gate. Also, no visitor will be allowed to enter inside the hostel until his/her host receives him/her at the Hostel gate.

No visitors will be allowed on the day of Holi & no resident is allowed to leave the Hostel premises before the notified time for that day.

9. GUESTS

The following categories of guests may be accommodated in the House.

A. Personal Guests

Residents are permitted to lodge their women friends/relatives as guests in their rooms under the following terms & conditions:

- (i) The resident must send a guest request by email at least two (2) working days in advance to obtain prior approval from the Hostel Office/Warden.
- (ii) The request email must clearly mention the guest's name, Aadhaar Card details, valid Delhi University ID proof, address, contact number, purpose of visit, check-in date and time, and check-out date and time.
- (iii) Guest Check-in Time: before 8:00 p.m., Guest Check-out Time: By 11:00 a.m. on the day of departure.
- (iv) Consolidated charges must be paid in advance at the time of guest's entry into the hostel
- (v) In case of early departure of the guest, no refund of guest charges shall be permissible.

(vi) At the time of the guest's entry at the hostel gate, the resident host must be present there to complete the necessary formalities.

(vii) Guests are permitted to lodge only up to 7 days in a month.

(viii) Number of guests must not exceed one at a time.

(ix) Guests are not permitted to stay in the resident's room in case the resident is on leave/not present in the hostel premises.

(x) The behaviour of the guest is the sole responsibility of the resident host.

(xi) During their stay, guests are expected to follow the rules of the Hostel and behave with dignity and decorum.

(xii) A guest must check out by 11:00 a.m. on the day of departure, failure to do so will result in payment of guest charges for the day.

(xiii) Guest charges of ₹ 300/- per night per person is to be paid by the resident in advance through the QR codes placed at the Head Office, Caretaker's Office, or, in the absence of office staff, at the Guard Room. A rebate of ₹ 100/- is given to the above charge if the guest is a student of Delhi University after production of a document as proof such as a valid Identity card issued by DU. Residents are required to mention the UTR number in the Night Guest Form for office records and must also share the payment receipt on the official hostel email within 24 hours.

(xiv) Meal charges for guests are as follows: -

a. Breakfast : 60/- per head

b. Lunch/Dinner : 75/- per head

c. Special Dinner : 100/- per head

Residents are required to pay the prescribed mess coupon charges for their personal guests through the QR code available at the hostel mess counter. The UTR number must be submitted to the designated staff for office records. Thereafter, a duly stamped food coupon will be issued, which must be presented at the food counter.

It is the responsibility of residents to seek permission from the House authorities for lodging their guests. House Management has the authority to refuse permission to any resident from keeping guests. In case of having guest/female visitor in the room, resident will be required to take food coupon from the Mess counter as she will not be allowed to take her food share in her room if she has a guest/visitor.

B. Hostel Guests

Depending on the availability of rooms and at the discretion of the Provost, guest room facilities are available to the following category of female guests:

(i) Visiting faculty of various departments to the Delhi University.

(ii) Delegates to Conferences and Seminars organized by Delhi University and its affiliated colleges.

(iii) Participants at workshops/ training programs organized by Delhi University and affiliated colleges.

A nominal charge of ₹ 300/- per day will be charged from this category of guests. In addition, such guests may avail mess facilities by scanning the QR code available with the Mess staff at meal times, at the rates specified under Rule 9.A (xiv).

Hostel guests will be admitted to the Hostel for the duration of the conference, seminar, workshops and training programs only. A copy of the invitation letter and valid ID proof are required for the same.

C. Guest Residents

Depending on the availability of rooms and at the discretion of the Provost, the following category of students may be accommodated as Guest Residents:

(i) Students who fulfill academic requirements as laid out for regular admission on individual basis.

(ii) Research scholars of Delhi University or outstation Research Scholars on the recommendation of the concerned University of Delhi department/college including foreign students desirous of staying during summer vacation in the hostel.

(iii) Students, who are permitted to stay during summer vacation in the hostel on account of supplementary exams of the University of Delhi or mandatory internship as per the course pursued.

The above categories of students who have been allotted seats in the Hostel as Guest Resident after consideration by the Provost will have to make the following payments:

a) Caution Money/ Security deposit

₹ 6500/-

b) Mess security deposit

₹ 3900/-

Accepted at the time of admission, and refunded after adjustment of the dues, if any, post vacating the hostel.

c) Annual Charges

(Guest whose stay more than 3 months in the Hostel shall be liable for one-time payment)

1	M/o Furniture & Equipment	₹ 682
2	Common Room	₹ 420
3	Reading Room/Library	₹ 367
4	Electrical Accessories, Tube light & Fans	₹ 630
5	Electrical charges for common facilities (Geysers, Hot Plates, Washing Machines)	₹ 2100
6	Sports Fees	₹ 368
7	Cultural/Annual Function	₹ 788
8	Students' Welfare Association Fund	₹ 945
9	Computer Room	₹ 1417
10	Generator Maint. Charges	₹ 683
	Total	₹ 8400/-

d) Lodging charges

₹ 300/- per day

e) Mess Charges

₹ 3900/- p.m.

These charges (A, B, & C) are not applicable to those bonafide residents of that academic year, who are extending their stay on guest basis.

The guest charges are to be paid in advance by 10th of each month. Thereafter, fine will be charged as per rules at 4.F.

Fees can be revised as per actual cost.

Note: No mess rebate is allowed to guest residents in general. However, a guest resident who has been permitted to stay in the Hostel for 3 months or more will be allowed to avail the mess rebate as per the mess rebate rules applicable to the bonafide residents (7.C).

10. HOSTEL RULES

The residents of the Hostel must abide by the rules and regulations of the Hostel and maintain dignity and decorum in their behaviour. 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 the duty of the residents to apprise themselves about these new rules and follow them, ignorance of the rules will not be an excuse.

A. Conduct and Discipline

- (i) Residents are expected to maintain a dignified code of conduct in the dining hall, common room, visitor's room and office, as be fitting post-graduate students of the University of Delhi.
- (ii) Residents are not allowed to engage any person, including the safai karamcharis and other staff of the hostel, for service of any kind, personal or otherwise, without prior permission. A penalty of 1000/- will be levied against any student found to be indulging in this practice.
- (iii) Residents shall not do anything that causes disturbance to other residents or to the peace and order of the Hostel.
- (iv) Ragging is strictly prohibited in the Hostel premises. Instances of ragging and sexual harassment will be dealt with according to University Ordinances and rules.
- (v) Any kind of cooking inside the residents' rooms is prohibited.
- (vi) Voluntary/involuntary collection of money in the Hostel by any resident(s)/SWA, for any purpose whatsoever, is not permitted without the prior permission of the Hostel authorities.
- (vii) Residents cannot interfere in the administration and management of the hostel.
- (viii) Possession and consumption of alcoholic drinks, narcotics and drugs by residents and guests is strictly prohibited. Serious action including expulsion will be taken against those students who are found consuming alcohol or any other intoxicant or having it in their possession.
- (ix) Residents entering the hostel in an inebriated state shall be viewed seriously and appropriate action may be taken by the hostel authorities.
- (x) Residents are not permitted to plug-in the internet connection available in the Computer Room to their laptops.**
- (xi) 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 ₹ 105/- and after production of a copy of the complaint filed at the concerned Police Station.
- (xii) Residents are required to abide by all rules and instructions given in the Handbook of Information and Rules as well as those which are notified on the Notice Board from time to time. They are not to plead ignorance of the same.
- (xiii) Residents are expected to co-operate with the hostel authorities to maintain their rooms, bathrooms and surroundings clean and tidy. They are not to disfigure walls and other surfaces in the hostel.
- (xiv) Residents are expected to give due respect to the Hostel staff (Office Employees, Mess staff and Safai Karamcharis, Malis and Security staff). If and when a resident encounters any problem with or lapse on the part of any employee(s), she may report the same to the Hostel Authorities, preferably in writing. 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.
- (xv) Keeping and use of LPG cylinder in the Hostel rooms by the resident is an offence, since it may be fatal. A fine of ₹ 2000/- would be charged if any resident will find to possess for violating the rule, in addition to immediate confiscations of the cylinder by the caretaker /house keeper.
- (xvi) The Provost, Warden, Resident Tutor or their nominee shall have the authority to enter any room and to make a surprise check of the room as and when considered necessary.
- (xvii) The Hostel administration is authorized to evict any resident/guest from the Hostel premises, if in their judgment, such a resident/guest becomes ineligible to occupy the room or becomes liable for eviction on the ground of indiscipline.
- (xviii) 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 are vested with the authority to exercise discipline under the Act, Statutes and the Ordinances including Ordinance XV (B), (C), (D) of the University and Rules that have been framed by the University and the Hostel from time to time.
- (xix) In case of any grievances, resident may approach the hostel authorities in the following order:

1. Resident Tutor

2. Warden
3. Provost
4. Chairperson

If required, the Chairperson of the Hostel may be approached by the residents only through the hostel authorities.

Note: Only written grievances shall be considered. Anonymous or Verbal communication shall not be taken into account.

B. Employed Students

(i) Residents who take up full-time jobs and/or discontinue their studies in the middle of the session shall inform the Hostel Office in writing and vacate the hostel within 7 days, after clearing all outstanding dues.

(ii) Residents getting adhoc/temporary/permanent employment should inform the office immediately. They may be permitted to stay till the end of the academic session, provided they continue to be full time bonafide regular students. They will have to pay ₹ 125/- per day as room rent in place of the usual room rent. However, Residents getting temporary/ad- hoc employment in Delhi University/College, may be permitted to stay in the House subject to a surcharge of 30% of pay/consolidated pay per month, whichever is higher over and above the normal charges payable on or before 10th of every month. A fine of ₹ 30/- for each day up to last day of the month and after that a fine of ₹ 40/- per day will be charged if the surcharge is not paid in time.

(iii) The residency of those residents, who fail to intimate to the authorities about their employment status, shall be terminated and they will be required to vacate the House accommodation immediately, after clearing their dues.

C. Rules & guidelines for Parents/Local Guardian:

(i) Residents are expected to give the addresses and telephone numbers of two different local guardians who can be contacted in case of emergencies, including medical emergencies.

(ii) Any change in address and telephone number of parents and/ or local guardians/contact persons should be intimated to the office immediately by the residents. The residents are required to regularly update the addresses and contact numbers of parents and/ or local guardians with the Housekeeper.

(iii) If the hostel authorities deem it necessary, they may summon a resident's local guardian for an in-person meeting. In such cases, the hostel office may inform officially the resident's parents, If required.

Rules

(i) Any late entry into the hostel without prior permission shall be treated as a violation of the hostel rules. In such cases, the Hostel Authorities may inform the parents/local guardian regarding the incident. Repeated instances of late entry or any act compromising the safety and security of the resident may invite disciplinary action against her, as deemed appropriate by the Hostel Authorities.

(ii) Parents/local guardian to be responsible for all financial liabilities, dues, charges, penalties, or any other payments payable by the resident to the hostel during the period of her residence.

(iii) Parents allow resident to avail the night-out facility in accordance with the Hostel Rules and Regulations. Resident shall leave the hostel only after obtaining the necessary permission and furnishing the address of her stay to the Hostel Office.

(iv) Parents should understand and acknowledge that their ward shall remain responsible for her safety, conduct, and well-being during the period of the approved night-out. If a resident avails herself of night-out permission for more than 10 days in a month, the Hostel Office shall inform the parent/guardian. Repeated or excessive use of the night-out facility may be reviewed by the Hostel Authorities, and action may be taken in accordance with the Hostel rules.

(v) Parents should understand that failure of the Local Guardians to remain available, respond to

communications, or cooperate with the Hostel Authorities may be treated as non-compliance with the Hostel Rules and may invite appropriate action by the Hostel Authorities.

Parents should understand that if a Local Guardian fails to remain available, respond to communications, or cooperate with the Hostel Authorities, such conduct may be treated as non-compliance with the Hostel Rules and may invite appropriate action by the Hostel Authorities.

Applicants must include the names, addresses and phone numbers of at least two persons who can be contacted in the event of an emergency including medical emergency. The House management cannot be held responsible if the designated persons cannot be contacted in an emergency due to non-existence/ non-availability of the phone numbers provided.

D. Leave Rules

- (i) Leave is admissible to the residents for the purpose of attending conferences, seminars, conducting
- (ii) field work, visiting home town or local guardian for more than 7 days.
- (iii) Residents must inform the Hostel authorities of leave at least 3 days prior to the commencement of their outstation leave.
- (iv) In case the period of leave desired exceeds seven days, a signed consent letter from the parent/guardian is required for the desired leave period.
- (v) In case of academic excursion/field work, residents must get their leave application forwarded and recommended by the Head of the Department and submit the same to the House office for permission well in advance.
- (vi) No resident shall proceed on long leave without intimation to the House authorities and without clearing any pending dues/mess-dues, etc.
- (vii) **Extension of leave is permissible by writing to the House authorities for permission must be followed by a signed application sent by email within 24 hours before the expiry of the original leave period, if no intimation for extension of leave is received within 24 hours before the expiry of the applied leave period, it will be treated as unaccounted absence and full mess fee shall be charged for each such day.**

The application may be sent to the House office email: residentsagshw21@gmail.com with cc to: office@agshw.du.in.

(viii) Absence without intimation for extension exceeding 30 days may involve cancellation of admission. In such cases the luggage of the resident/guest resident would be handed over to her only after she clears all the dues.

E. Night Out

- (i) A resident must sign the night out register before going on night out & must submit a consent letter signed by their local guardian or parents before leaving the hostel. Failure to do so shall invite disciplinary action **including expulsion from the hostel.**
- (ii) Any resident returning to the hostel **after 12:00 a.m.** will be considered to be on a night out.
- (iii) A maximum of **10-night outs per month** is permitted.
- (iv) Exceeding this limit shall attract a fine of ₹20/- for the first additional night, with incremental fines of ₹20/- (eg. ₹ 20/-, ₹ 40/-, ₹ 60/-, and so on) for each subsequent night. Repeated violations more than 10 days may invite disciplinary action by the hostel authorities, and the parents/guardians shall be informed.
- (v) Extension of night out is permissible by writing to the House authorities for permission. Telephonic intimation must be followed by a signed application sent by email within 24 hours after the expiry of the night out duration. The application may be sent to the House office by email: residentsagshw21@gmail.com.
- (vi) If a resident is found to be on night-out repeatedly for **10 days or more in a month**, the Hostel Authorities shall inform her parents/guardians. The resident's attendance will then be monitored for the next **two months**. If the same pattern continues, it will be presumed that the parents/guardians have no objection to the resident staying away from the hostel. In such cases, despite parental approval, the Hostel Authorities may conclude that the resident is not in need of hostel accommodation and may require her to vacate the hostel. The vacated seat may then be allotted to another applicant who is in greater need of hostel accommodation.

Proper entry for Night out should be made in the Night out register.
Absence from the Hostel for leave or night-out without intimation will be viewed seriously and may invite disciplinary action.
Please note that telephonic intimation for extension of leave & nightout will not be considered unless accompanied by signed letter sent by email within 24 hrs of the expiry of original period of leave.
A resident who does not intimate the hostel authorities for extension of leave/night out shall be treated to be on unaccounted absence till the intimation is received.
Resident who returns before expiry of original leave shall immediately inform the hostel authorities otherwise action may be taken against her.

F. Attendance

- (i) Attendance shall be taken by the Housekeeper between 8:00 p.m. to 9:00 p.m. In her absence residents shall record their presence in the register placed at the gate.
- (ii) Any resident who has not given attendance between 8:00 p.m. to 9:00 p.m., but is present in the hostel by 10 p.m., shall record their presence in the register placed at the gate.
- (iii) Any resident who is unable to mark her attendance must inform the Hostel Authorities in writing by email (residentsagshw21@gmail.com) before 7:00 p.m. on the same day. Requests received after this time will not be accepted, and the absence shall be treated accordingly. Repeated reliance on this provision is not permitted and may invite disciplinary action.
- (iv) No resident shall leave the House premises after giving attendance. Only in cases of emergency a resident may be allowed to leave the House premises after giving attendance with prior permission from the house authorities. In such cases, the resident is required to send an email mentioning the reason to do so. Recurrence of this practice will not be allowed under any circumstances
- (v) **Failure to mark attendance for more than two days in a month will invite disciplinary action and a fine of ₹ 20/- per absence. Repetition of such violations may invite disciplinary action including expulsion from the hostel and parents of the residents shall be informed accordingly.**

Note: Attendance system may be amended by the Managing Committee as per functional and operational requirements of the House.

G. Late Entry:

- (i) Any resident returning to the hostel between **10:00 p.m. and 12:00 a.m. will be considered a late entry.**
- (ii) A maximum of **6 late entries per month** are permissible.
- (iii) Exceeding this limit shall attract a fine of ₹20/- for the first additional late entry, with incremental fines of ₹20/- (eg. ₹ 20/-, ₹ 40/-, ₹ 60/-, and so on) for each subsequent violation. Repeated violations may be reported to the resident's parents/guardians and may invite disciplinary action by the Hostel Authorities.

H. Mess Rules:

- (i) Residents are required to indicate their dietary preference (Vegetarian/Non- Vegetarian) to the Mess contractor in writing by the first week of every month and changes shall not be allowed thereafter in that month.
- (ii) Residents are required to sign in the register during dinner timings for packed lunch of the next day and collect the same during breakfast timings. Those who avail of packed lunch are not entitled to be served lunch in the mess on that day.
- (iii) Failure to collect packed lunch after requisitioning for the same will invite a fine of ₹ 50/-.
- (iv) Food will only be served in the mess utensils. Residents are not allowed to remove the mess utensils from the dining hall.
- (v) Food can only be taken out of the dining hall with prior permission of the Housekeeper in exceptional

circumstances determined on a case-to-case basis. **In no case will a resident having a personal guest/visitor, be allowed to take meal/food out of the dining hall.**

(vi) Sick diet consisting of Khichdi and bland vegetables is available on written request. Residents availing sick diet will not be served the normal diet.

(vii) Any requests for special diet of any kind must be intimated to the Warden in writing and will be decided on a case to case basis. Residents shall not approach the mess contractor directly with requests for modified or special diets.

(viii) Extra helpings of all pre-plated items are available on payment from the service counter.

(xi) Extra helping of snacks and tea is available on payment for residents who wish to purchase the same for their guests at tea time.

(x) Residents are not permitted to enter the kitchen premises. Kitchen premises are strictly out of bounds for the residents, unless they are authorized to enter the same during mess duty by the Warden.

(xi) Residents who enter the Mess after the stipulated meal times, are required to sign the register and bring their own utensils.

(xii) Residents are expected to behave with courtesy and decorum towards mess staff.

(xiii) Menu shall not be modified by the Mess Committee/Mess Contractor without prior permission from the Warden/ Resident Tutor.

(xiv) In case of food wastage by any resident, a fine of ₹500/- will be imposed.

Mess Duty Policy

- a. Every resident must perform a minimum of two mess duties per academic session on dates of their choice.
- b. Failure to perform mess duty will result in a penalty of ₹ 200 per missed duty or may invite disciplinary action.
- c. **Irrespective of whether the required number of mess duties have been completed, if a resident fails to perform duty on her chosen date, a penalty of ₹ 250 shall be imposed, as it blocks another resident's opportunity to undertake that duty.**
- d. The resident on duty must supervise food preparation, hygiene, and cleanliness in the kitchen and dining area.
- e. Mess duty must be performed for at least 30 minutes. Anything less will be treated as non-performance.

Any form of indiscipline in the Mess and Dining hall will invite strict disciplinary action.

I. Theft and/or Loss of articles

(i) Residents are solely responsible for their possessions and valuables. Residents should lock their doors whenever they go out from their rooms, even for a short period. The residents who wish to park their cycle/scooter in the House premises must take prior permission from the Warden and permitted cycle/scooter must be kept properly locked by the resident.

(ii) The House is not responsible for loss of valuables due to theft or fire. However, any case of theft is to be reported immediately to the House authorities.

(iii) Residents are requested not to leave their belongings in the verandas, garden, toilets etc.

If any resident is caught latching another resident's door from outside, she will be fined Rs.1000/- for each act and a letter will be sent to the Proctor Office/DSW and to the parent informing of her behavior. If any resident is caught stealing or attempting to steal another's property/item, strict action will be taken against her, including expulsion from the hostel.

J. Furniture and Hostel Property

(i) No resident on her own accord shall shift from the room allotted to her to another room. No furniture should be shifted from one room to another and no additional furniture can be brought into the House without prior permission.

(ii) Every resident is responsible for the care of the House property. Residents will be charged individually

or collectively, as the case may be, for all damage to the House property which they use. a fine of ₹ 500/- will be imposed irrespective of the lower rate of damaged item.

(iii) Residents are not allowed to hand over keys of their room to any person other than the House authorities.

(iv) Residents are expected to co-operate with the House authorities to maintain their rooms, bathrooms and surroundings clean and tidy. They are not to disfigure walls and other surfaces in the House. Pasting posters on the House walls is not permitted.

(v) Residents are expected to not leave their utensils and toiletries at the washbasins and railings. Items left behind will be confiscated or a fine will be levied.

K. Library

The books in the House library are issued for a period of 7 days. If resident does not return back the books after the stipulated period, a fine of ₹ 10/- per day will be charged for the next 3 days and there after a fine of ₹15/- per day will be charged. If any resident who loses the book/s issued to her has to bear not only the cost of the book/s lost but also the incidental cost of acquisition. The books are issued during the following timings: 8:00 a.m. to 1:00 p.m. (Monday to Friday)

L. Use of Electrical Appliances

(i) Residents who already have coolers in their rooms, irrespective the consideration that the cooler is irreparable/ not in use due to any reason, are required to pay the charges for the same from the month of April to October. If resident does not intend to use cooler, is advised to remove the cooler from the hostel premises before the month of April, failing so, the payment will be applicable from the month of April.

(ii) In case of bringing new cooler to the hostel, residents are required to take prior permission for the same.

(iii) A monthly charge of ₹ 500 will apply for use of a cooler.

(iv) If the cooler is acquired after the 15th of the month, only ₹ 250 will be charged for that month.

(v) During station leave (excluding summer vacation), It is the resident's responsibility to remove the cooler. Failure to do so will result in continued monthly charges and applicable fines.

(vi) The cooler fee must be submitted by the 10th of each month. A late fee of ₹ 10 per day will be charged thereafter, until the end of the month.

(vii) Only written intimation/request to the hostel office regarding any kind of intimation in relation to cooler will be taken into consideration. No verbal communication will be accepted in this regard. Such request should be submitted to the hostel office three days prior in working days only.

(viii) *The air coolers are to be kept clean and disinfected to prevent spreading of Dengue and Malaria. If any penalty is imposed by the Municipal Corporation of Delhi in this regard, the resident shall have to pay the same.*

i.(ix) Resident shall have to pay the total amount of repairing/damage/loss if any kind of expenses occurs due to the cooler of the occupant.

(x) The timings for Computer room & Geyser timings will be notified in the House notice board from time to time.

(xi) The use of electrical appliances such as heater, stove, immersion rod, etc. in the House by the residents is strictly forbidden. If any resident is found using any of these appliances, a fine ₹ 1000/- will be levied for each item used.

(xii) Hotplates and microwave ovens are provided for heating milk or preparing tea only. Cooking meals, whether inside and outside the room, using the hotplates or microwave ovens is strictly prohibited. Any resident found violating this rule will have the facility withdrawn for the remainder of the year.

(xiii) Lights and fans should be switched off when leaving the Rooms, Common Room, Library etc. Residents whose room lights and fans are not switched off during their absence will be fine of ₹ 50/- per day.

(xiv) The residents are warned against tampering with the electrical installations in the rooms or in the House premises.

(xv) Washing machines have been made available for use by residents. These are to be used under the strict supervision of the House Keeper/authorized person. Each resident is allowed to use the washing machine facility twice in a week. The timings/ slots for the washing machines are displayed on the House notice board. Washing machines will not be operated when the Housekeeper or any of the authorized staff is not on duty.

(xvi) Residents are not allowed to wash heavy clothes such as heavy curtains, carpets, door mats, shoes etc. and should use only low foaming detergent powder for washing clothes.

A resident is expected to switch off the lights or fan in her room when she is not in the room.

M. Vacating the Room

- (i) A resident before leaving the House should pay all the dues and get clearance from the office at least 7 days in advance.
- (ii) Applications for gate passes must be made well in advance when the Housekeeper/Office-in-charge is on duty.
- (iii) ***On the day of leaving the House, a resident should handover the room to the Caretaker during office hours i.e. 9.30 am to 5.00 pm and get the gate pass signed by the Housekeeper/ Office- in-charge.***
- (iv) No resident will be permitted to remove her luggage from the House premises without a valid gate-pass signed by the Housekeeper/ Office-in-Charge.
- (v) Refund of caution money and mess security deposit will be made within 60 days from the date of submission of request through NEFT only. In no case will the caution money and mess security deposit be refunded during the residents' stay in the House. Residents are required to give proper bank details in caution money/mess security deposit form for refunding these amounts. The hostel shall not be liable for any problem arising in the refund process resulting from any mistake/incomplete bank details provided by the resident.

The Hostelmanagement can only be responsible for the residents' well-being when they are in the Hostel premises and conduct themselves according to the rules of the Hostel.

11. ILLNESS & MEDICAL EMERGENCIES

All cases of illness must be reported immediately to the Hostel Authorities. The resident shall also inform her parents/local guardian about her illness. The Hostel Authorities shall not be held responsible for informing the resident's parents/guardians or local guardian.

The Hostel shall not bear any medical, hospitalization, medicine, or conveyance expenses under any circumstances.

All students of the University of Delhi are members of the W.U.S. Health Centre. However, in their own interest, residents are strongly advised to obtain adequate medical insurance to cover the cost of hospitalization and other medical emergencies.

A. World University Services (W.U.S.)

The residents of the House are members of the World University Service Health Centre maintained by the University of Delhi. To avail its facility residents are required to fill up a prescribed form available at the House, office and submit the same at the time of admission to the House.

B. Contagious and Infectious Diseases

In case a resident fall ill with notified contagious and/or a communicable disease, she will have to shift to her parents/ local guardian's house/ hospital immediately. She will be allowed to rejoin the House only after the prescribed quarantine period and on production of Fitness Certificate from the W.U.S. Health Centre.

C. Illness/special care

Residents with illness or those requiring special care are requested to shift to their local guardian's house immediately. The House is not equipped to provide the same.

Parent/L.G./contact person are responsible for attending to medical emergency arising to a resident on leave/night out/unaccounted absence.

12. STUDENTS' WELFARE ASSOCIATION (SWA)

The regular bonafide residents of the House will form Students' Welfare Association with the object of promoting academic, cultural and sports activities under the general supervision of Provost, Warden and Resident Tutor. A General Body of the residents may elect the office bearers in the presence of the House authorities after following proper election procedure as laid down by the House authorities.

*The rules applicable to DUSU election to the extent applicable to SWA election will be followed.

A. The SWA Executives

The Executives of SWA shall consist of President, General Secretary, Mess Secretary, Sports Secretary and Cultural Secretary. The SWA will function for one academic year. Those nominated are expected to serve the full term and any mid-term resignations will not be accepted barring extraordinary circumstances. Hence, nominations should be carefully considered before submitting the same to the House authorities. The Executives of SWA do not enjoy any special privileges and all House rules apply equally to them. They are expected to behave with discipline and decorum at all times. The President's nomination will be from residents enrolled for second year master's programme and all other executive members may be from first year masters/LLB/MHROD or other programmes.

Members of SWA should take prior written permission from the Warden and Resident Tutor for all meetings/functions. No meeting with outside participants can be held without prior permission from the Warden and Resident Tutor. The House Authorities can attend any meeting of the Association or its bodies.

Advance taken for expenditure in connection with any function should be rendered with proper bills/vouchers within 10 days after the function. No request for advance will be entertained unless countersigned by the Warden and Resident Tutor. **The request for advance must reach the office 7 days prior to the date on which the function is to be held.** The Hostel authorities may refuse to grant permission for any function to be held without assigning any reason.

All pending bills must be cleared or approved by the Office before the next function. Otherwise, approval for the next function will not be granted.

Also, at the time of vacating the hostel, SWA members will not be issued a No Dues Certificate until they submit the bills and related details for all functions organized by them.

B. Duties of SWA Executive Members

The President of SWA is expected to co-ordinate the activities of the SWA and look into the general welfare of the residents and bring these to the notice of the House authorities. She is also expected to assist the Cultural Secretary in organizing the cultural activities of the House. The President will convene the meeting of the SWA and inform the House authorities of the same, well in advance of the meetings. The General Secretary is expected to keep the minutes of all SWA meetings and present the same for signature to the House authorities. She will also prepare the budget for SWA activities in the current term for presentation before the House authorities. In the event of the President, being unable to continue, under extraordinary circumstances, the General Secretary is expected to take over her duties. She will also assist the President in coordinating the activities of SWA.

Mess Secretary is expected to form a mess committee of at least 8 members, who are bonafide residents of the House and are not executive members of the SWA. The Mess Secretary along with the mess committee shall prepare a suitable menu in consultation with the Warden/RT. Menu will be reviewed from time to time by the same committee. Change in menu shall be communicated through the office by the authorities. **The menu for Annual Cultural Night and all other functions are to be finalized by the Mess Secretary in consultation with the Warden and RT. The Mess Secretary has no authority to pass on instructions to the mess contractor and/or the mess staff without the written permission of the Warden/RT.** Mess Secretary and the mess committee may be assigned any mess duty by the Warden/RT. In case the Mess Secretary is unable

to continue her duties, under extraordinary circumstances, any bonafide resident may be nominated for the position by the House authorities.

The Cultural Secretary is to form a cultural committee of at least 8 members, who are Bonafide residents of the House and are not executive members of the SWA. The Cultural Secretary along with the cultural committee is expected to plan the schedule of all cultural programmers and functions that are to be held in the entire year and submit the same for approval to the Resident Tutor. Once the schedule is approved by the Resident Tutor the budget for all the cultural activities must be prepared and presented before the Provost and Warden after it is approved and counter-signed by the Resident Tutor.

The Sports Secretary is expected to form a committee of four members, who are bonafide residents of the House and are not executive members of the SWA. The Sport Secretary along with the sports committee are expected to work out the modalities of using the gym by the residents in consultation with the Resident Tutor and the Housekeeper.

In addition, General Co-ordination Committees like Anti Ragging and Prevention of Sexual Harassment Committee, Anti-Discrimination Committee, Anti-smoking and Prevention of Substance Abuse Committee, Sanitation Committee, Information Committee, Disaster Preparedness Management Committee, Northeast Students Welfare Committee etc. may be formed under the advice and supervision of the Warden, Resident Tutor and the Housekeeper.

Residents shall form different committees for smooth functioning of the hostel under the guidance and advice of the hostel authorities. These committees shall work in sync with SWA.

C. Guidelines for Annual Cultural Night

The programme shall reflect diversity and ensure balanced participation. Repetition of performers should be avoided.

The programmer shall ensure variety, with no more than one performance of a similar nature. Performances may include instrumental music, folk or traditional dance or song, group songs, and short thematic skits. Group performances are encouraged.

Reliance on mainstream film-based formats should be avoided in favor of varied and creative forms of expressions.

All performances shall uphold the dignity, decorum, and values of the Hostel & University of Delhi.

Note: Programming for internal events, including Freshers', Farewell, and Alumni Meets, may be more flexible if organized as standalone functions.

13.Maintenance of Discipline in the Hostel (Ordinance XV- B, C & The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act2013)

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 be vested with the authority to exercise discipline under the Act, the statutes, and Ordinances including Ordinance XV-B, C, and The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013)-website <http://wcd.nic.in/womenactsex.pdf>, and rules that have been framed by the University.

A. Ordinance XV-B

1. 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 such other persons as he/she may specify on this behalf.
3. Without prejudice to the generality of power to enforce discipline under the Ordinance, the following

shall amount to act 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 of use any weapons;
- c. Any violation of the provisions of the Civil rights Protection Act, 1976;
- d. Violation of the status, dignity and honour of students belonging to the scheduled castes and tribes;
- e. Any practice whether verbal or otherwise, derogatory of women;
- f. Any attempt at bribing or corruption in any manner;
- g. Willful destruction of institutional property;
- h. Creating ill-will or intolerance on religious or communal ground;
- i. Causing disruption in any manner or 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. that 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 college or Departmental Examination or Examination 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 Course 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 Department. 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 powers of the Vice-Chancellor and the Proctor as aforesaid, detailed rules of discipline and proper conduct shall be framed. These rules of discipline and proper conduct shall be framed. These rules may be supplemented, where necessary by the Principals of Colleges, Heads of Halls, Dean 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.

B. Ordinance XV-C

Prohibition of and Punishment for Ragging

The UGC has recently formulated strict guidelines to curb the menace of ragging, which are Prohibition of and Punishment for Ragging the UGC has recently formulated strict guidelines to curb the menace of ragging, which

are available at their website www.ugc.ac.in

1. Ragging in any form is strictly prohibited, within the premises of College/Department of 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 purpose 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 the other students and includes individuals or collective acts or practices which;
 - a. involve physical assault or threat or 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 the college, the Head of the Department or on Institution, the authorities of Colleges, Provost of University Hostel or Halls of Residence shall take immediate action on any information of the occurrence of ragging.
5. Not with standing anything in Clause (4) above, the Proctor may also suo motu enquire into any incident of ragging and make a report to the Vice-Chancellor of the identity of those who have engaged in ragging and the nature of the incident.
6. The Proctor may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of ragging incident.
7. If the Principal of College or Head of the Department of Institution or the Proctor is satisfied that for some reason, to be recorded in writing, it is not reasonably practical to hold such an inquiry, he/ she may so advise the Vice-Chancellor accordingly.
8. When the Vice-Chancellor is satisfied that it is not expedient to hold such as 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) & (c) the Vice- Chancellor shall direct or order rustication of the 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
11. That the results of the student or students concerned in the examination or examinations in which they appeared be cancelled.
12. In case the students who have obtained degrees or diplomas of Delhi University are found guilty under this Ordinance, appropriate action will be taken against them under Statue 15 for withdrawal of degrees or diplomas conferred by the University.
13. For the purpose of the Ordinance, abetment to ragging will also amount to ragging.
14. All Institutions within the Delhi University system shall be obliged 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 PROBIHITED. ANY OCCURRENCEOF THE SAME SHOULD BE IMMEDIATELY REPORTED TO THE PROCTORIALCOMMITTEE.

C. Ordinance XV-D Appendix A

The Sexual Harassment of Women at work place (Prevention Prohibition and Redressal) Act 2013 The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 (14 of 2013) and rules framed there under: <http://Indiacode.nic.in/actin-pdf/142013pdf>

NOT WITH STANDING ANY PROVISION IN THE PREVIOUS PAGES THE PROVOST IS THE FINAL AUTHORITY IN DECIDING ALL DAY-TO-DAY MATTERS.

Undertaking for Anti ragging

The format of undertaking for anti-ragging is available at the following two websites: <http://www.antiragging.in;>
<http://www.amanmovement.org>

An applicant selected for admission is required to download and submit the signed copy of the anti-ragging forms of the parent and herself within a week of taking admission to the hostel.