



North Eastern Students' House for Women

University of Delhi Hostel Complex, Banda Bahadur Marg, Dhaka, Delhi-110 009

Mob:

email : neshw2002@gmail.com



9871741206

Ref: NESHW/Complimentary/2024/20

August 1, 2024

To,
The Director (HRD&E)
North Eastern Council Secretariat
Nongrim Hills, Shillong – 793003

Dear Sir/Madam,

Please find enclosed herewith a complimentary copy of the **Handbook of Information and Rules** for admission to the North Eastern Students' House for Women for the academic year 2024-2025 for your information and record. We really appreciate your support in running this hostel successfully.

With best regards,


Prof. Urvashi Sharma
Provost

This is a great initiative. I had visited the undersigned back 3 months ago. Let's scan the whole thing & place it in the NEC web site.

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8/8*

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HRD & E Dy. No. 4595.
Dated: 8/8/2024.



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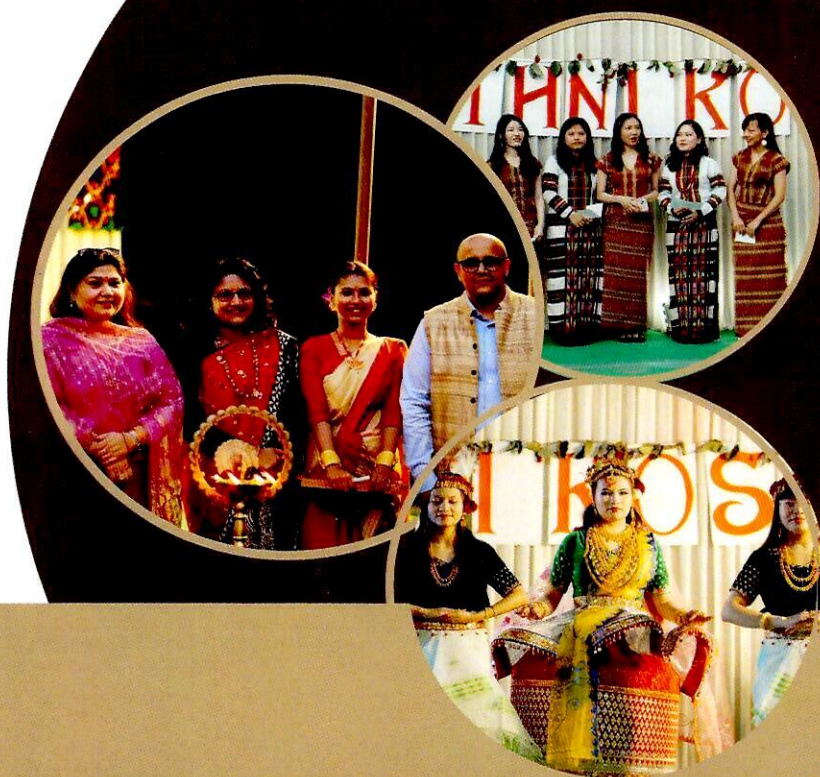
NORTH EASTERN STUDENTS' HOUSE FOR WOMEN University of Delhi

ADMISSIONS OPEN

HANDBOOK OF
RULES AND
INFORMATION,
2024-25

AVAILABLE FACILITIES

- Single Occupancy
- Dining Room
- Study Room
- Common Room
- Computer Room
- Laundry Services
- Gym



HOSTEL ADMINISTRATION

Provost

Prof. Urvashi Sharma

(Department of Commerce)

Email: usharma@commerce.du.ac.in

Warden

Dr. Nirja Sharma

(Department of Buddhist Studies)

Email: nsharma@buddhist.du.ac.in

Resident Tutor

Dr. Anshika Agarwal

(Department of Management Studies)

Email: aagarwal@fms.du.ac.in

MANAGING COMMITTEE

Chairperson

Prof. Jaspal Kaur, Department of Punjabi

EC Nominees

Prof. Subo Mazumdar, Department of Chemistry

Prof. Renu Deswal, Department of Botany

Prof. Kavita Singh, Department of Management Studies

Prof. Minni Sawhney, Department of GRS

Ex-Officio members

Proctor, University of Delhi, or nominee of the Proctor

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

Office Staff

Ms. Reenu Devi, Housekeeper

Mr. Amit Dogra, Caretaker

Ms. Neelam Kumari, Assistant

Mr. Chetan, Office Attendant

UNIVERSITY OFFICIALS

Prof. Yogesh Singh

Vice-Chancellor

University of Delhi, Delhi-110007

Email: vc@du.ac.in

Prof. Balaram Pani

Dean of Colleges

University of Delhi, Delhi-110007

(Contact: 27667066)

Email: dean_colleges@du.ac.in

Prof. Rajni Abbi

Proctor

University of Delhi, Delhi-110007

(Contact: 27667291 Ext.1120)

Email: proctor@du.ac.in

Prof. Ranjan Kumar Tripathi

Dean Students' Welfare

University of Delhi, Delhi-110007

Contact: 27667092

Email: dsw@du.ac.in

Office Hours

Monday-Saturday

9:30 a.m. to 5:30 p.m.

North Eastern Students' House for Women

University of Delhi

Handbook of Information and Rules 2024- 2025

North Eastern Students' House for Women

University of Delhi Hostel Complex

Banda Bahadur Marg, Opp. Indra Vihar, Delhi-110009

Mobile No. 9871741206, email – neshw2002@gmail.com

NORTH EASTERN STUDENTS' HOUSE FOR WOMEN,

University of Delhi

The University of Delhi is a Central University. The President of India is the Visitor of the University and the Vice President of India is the Chancellor. Professor Yogesh Singh is currently heading the University as its Vice Chancellor.

To cope with the increasing rush of students from abroad and other parts of the country, the University of Delhi Hostel complex was set up on the Banda Bahadur Marg, close to the North Campus. The North Eastern Students' House for Women (NESHW) is one of the five hostels housed in this complex. NESHW is designed primarily keeping in view the requirements of the sizeable number of girl students from the North Eastern States. It offers 24×7 security as well as a host of facilities such as hygienically prepared food, laundry facility, a gym, an air conditioned computer room, and a reading room. All rooms in the hostel are fully furnished single seaters with attached balconies.

In an endeavour to acquaint the fraternity of Delhi University with the rich and vibrant culture of the North-East, the residents of the hostel have been organizing colourful annual festivals. The traditional dances and the colourful fashion show light up the Hostel night with the participation of the residents. The residents also enthusiastically celebrate Sports day, Yoga day and other festivals and important national holidays.

An Orientation programme to inform new residents about hostel life, activities and rules will be jointly organised by the hostel authorities and the senior residents in the fourth week of September.

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Information and Rules

2024-2025

The North Eastern Students' House for Women (NESHW) was established in 2002. The internal administration of the hostel is vested in the Provost who is the Head of the Hostel. The day-to-day administration is looked after by the Warden and the Resident Tutor, assisted by the Office Staff. The hostel managing committee constituted by the University supervises the administration of the hostel.

1. Distribution of Seats

- 1.1 There are 101 seats in the North Eastern Students' House for Women, of which 71 are reserved for students from the eight states of the North Eastern Region and Sikkim. These seats are allotted to the applicants in order of merit **giving representation to the eight states as per the reservation policy formulated by the North Eastern Council in consultation with the respective state governments**. The state-wise allocation of seats for students from the North Eastern Region is given below:

Name of the State		No. of Seats
Arunachal Pradesh	-	08
Assam	-	21
Manipur	-	08
Meghalaya	-	08
Mizoram	-	08
Nagaland	-	08
Tripura	-	09
Sikkim	-	01
TOTAL		71

Note: These seats are distributed across the various disciplines offered at University of Delhi.

- 1.2 At the time of application students are required to submit the following documents:

(1) Permanent Resident Certificate/Domicile Certificate

(2) SC/ST/OBC Certificate (if belonging to these categories) from their state.

1.3 There are **30** seats that are allotted to students from Other States, in order of merit among the applicants from various disciplines with the following faculty wise distribution:

Faculty	No. of Students
Faculty of Arts	06
Faculty of Law	02 (LLB-01 & LLM-01)
Faculty of Music	01
Faculty of Science	06
Faculty of Mathematics	02
Faculty of Commerce and Business	02
Faculty of Social Science	07
Faculty of Management Studies	04
Total	30

1.4 All types of reservation quotas of seats, as approved by the University of Delhi, shall be strictly implemented as follows:

Out of the 30 seats meant for students from other states, 15% are reserved for SC, 7.5% for ST, 7.5% for visually & physically challenged, 1% for Wards of War widows or 1% for sports quota, or as per the latest government rules.

Note: Applicants belonging to any of the special categories listed above should attach a certificate attested by a competent authority to that effect.

2. Eligibility for Admission

2.1 Eligible Categories

The following categories are eligible for admission to the hostel.

- (i) Regular post-graduate students of the North Campus.
- (ii) Regular students of LLB, LLM, and B. Lib. Sciences Students of North Campus.

2.2 Non-Eligible Categories

- (i) Employed women, Research Associates and Ex-Students.
- (ii) Students enrolled in evening/correspondence/part-time/external courses.
- (iii) Students who have failed and are not admitted as regular students.

- (iv) Students whose parents/husband are residents of the National Capital Territory.
- (v) Students who are employed anywhere on full-time, part-time, ad-hoc or temporary basis.
- (vi) Students who have availed of University of Delhi/College hostel facility for a course of the same level earlier.
- (vii) Students against whom disciplinary action has been taken by any department/college/hostel of the University of Delhi.
- (viii) As per letter no. NEC/TE/87/98 dated September 3, 2002 proceedings of the meeting held between the NEC & the Resident Commissioners of North Eastern States on August 20, 2002 M.Phil/Ph.D students are not entitled for admission to the hostel.

Note: A student, while seeking admission and during the stay in the hostel must fulfil the eligibility criteria stated above. During the period of stay, if any resident fails to fulfil any of these conditions, she will have to vacate the hostel immediately.

Suppression of facts/ providing wrong information is liable for cancellation of admission.

2.3 Renewal of Admission

A fresh application is needed for renewal of admission at the beginning of each academic year. Residents seeking renewal of admission in the same course of study should apply at the earliest, but not later than August 31, 2024. Late applications will not be entertained. Admissions will be renewed for one academic year only.

Students whose results have not been declared will be granted **provisional re-admission**. Such students will be required to submit attested copies of their results within 07 days of its declaration. In case the student fails to clear the exam, she will have to vacate the hostel.

3. Admission Procedure

3.1 Admission Committee:

Admission to the hostel will be done through an Admission Committee chaired by the Provost/Chairperson with the Warden and Resident Tutor as members.

3.2 Admission Process:

- (i) Application forms can be obtained from the office of NESHW on payment of Rs.150/- for general category and Rs.100/- for candidate's belonging to Scheduled Caste/Scheduled Tribes/PwD categories. Application forms are also available by post

against a payment of Rs.200/- online bank transfer by NEFT/RTGS. The duly filled application form should be submitted to the hostel office by the students **within one week** of being admitted in the respective Department/Colleges.

Residents as well as their parents/guardians are required to give an Anti-ragging undertaking. In order to make the process easy, UGC has launched a web portal for online facility for undertakings. These undertakings can be filled-in from any of the below mentioned two websites:

<http://www.antiragging.in>
<http://www.amanmovement.org>

A copy of the same is to be provided to the hostel office along with the admission form at the time of Admission.

- (ii) Applicants seeking admission to the hostel will be short-listed for interview by the Admission Committee. The list duly signed by the Provost/Chairperson will be displayed on the hostel Notice Board. Inclusion of name in the short-list does not guarantee admission to the Hostel. The shortlisted applicants will be called for an interview with the Admission Committee. The final list of selected applicants will be displayed on the hostel notice board.
- (iii) All the documents (duly filled admission form attested by the concerned department, Anti-ragging affidavit by the students as well as her parents/guardian, Non-employment certificate (in case of research students) duly certified by the supervisor and Head of Department) will be subject to verification by the admission committee at the time of interview.
- (iv) Applicants are required to check the Hostel Notice Board for the status of their application. **No telephonic inquiries regarding admission will be entertained.** Candidates who are selected for admission will be required to bring along **two** recent passport+ two stamp size photographs for the Identity Card + WUS Health Centre Card and to pay the requisite fee **within the notified time.**
- (v) Admission to the hostel will be done in two phases as specified below:

Phase 1: Latest by August 7, 2024

Phase II: Latest by October 31, 2024

Each of these phased may consist of one or more short lists and admission made accordingly.

3.3 Admission Criteria:

- (i) **Admission is made strictly on the basis of merit as decided by each Department, provided the applicants satisfy the eligibility criteria of the hostel.**
- (ii) A student who has taken admission to any one of the PG hostels of Delhi University will not be considered for admission to another PG hostel till she completes the course on the basis of which she had taken admission to the earlier hostel.

- (iii) If admission to a course is made through a written test/interview such that the Department provides a merit list for admission, the same merit will be followed for admission to the hostel. Lobbying for a candidate will lead to her disqualification.
- (iv) In case a Department has categories/preferences for admission to a course, the same order will be followed for admission to the hostel.
- (v) Only those applicants, who have participated in sports events **at the state or national level**, shall be considered for admission under the Sports quota. Applications received in this category will be required to be endorsed in order of merit by the Sports Council of the University of Delhi. The hostel shall seek endorsement only in those cases wherein the claim of the student is accompanied by an authentic certificate.

Note: If any candidate fails to pay the fees within the stipulated time, her admission will be treated as cancelled.

4. Redressal of grievances with regard to admission to the hostel

- 4.1 Complaints, if any, against the interview/short-lists/admission lists should be given in writing addressed to the Provost within three days of the issuance of notification. These complaints will be reviewed by the Admission Committee and action will be taken if deemed necessary.
- 4.2 The Admission Grievance Committee consists of the following members:
Provost as Chairperson, Warden, Resident Tutor and two Managing Committee representatives.

5. Duration of Stay

- 5.1 A student is eligible to stay in the hostel for the maximum extent coinciding with the duration of her course as per the details given below:
 - i) M.A./M. Sc./LLM./MBA/MCA: 2 years
 - ii) LLB: 3 years.

However, the permissible duration of stay will be for only one academic year, i.e. August, 2024 to May 31, 2025. After this, the student will have to apply for re-admission.

- 5.2 **The student should vacate the hostel within 7 days of the end of the examinations of the University. Those students who have their university examinations after 31st May will be required to submit proof of the same duly authenticated by the Head of the Department concerned at least 15 days before the extension is required. With effect from 1st June 2025 guest residency charges will be applicable @ Rs.200/- per day for continuing students and Rs.300/- per day for passing out students.**

* The above date may be change as per the notification of University of Delhi.

6. Guest Residents

The following types of guests are allowed to stay with the written permission of the hostel administration:

- 6.1 One guest room, fully A/c with an attached bath is available. Applications from lady teachers/students coming to Delhi University for any legitimate academic purpose should be submitted through the proper channel well in advance.

The charges for such a guest residency are given below:-

Caution Money	Rs.5000/- (refundable)
Room Rent and Maintenance charges	Rs.500/- per day or Rs.3000/- per week
Monthly mess bill	Approx. Rs.3500/- (subject to revision of mess charges, from time to time)
Laundry room (Optional)	Rs.50/- per use
Contribution to SWA Fund	Rs.500/- (if stay for more than 3 weeks)

A student against whom any disciplinary action has been taken by any hostel or department or college of Delhi University, will not be allowed to stay in the hostel as a resident or as a guest resident.

6.2 Authorized Guests:

A guest sharing a room with a bonafide resident as her host: Residents are permitted to lodge their women friends/relatives as guests in their rooms under the following terms and conditions:

- i) Number of guests must not be more than **one** at a time.
- ii) The maximum period of stay in the hostel shall not exceed **10 days** for any guest in a month. An authorized guest, on presentation of necessary proof may be permitted by the hostel authorities to extend her stay for a period not exceeding 5 days maximum. (Refer clause no. vii).
- iii) A Guest is not permitted to stay in the residents' room in case the resident is on leave/not present in the House premises or/is a guest resident herself.

- v) Behaviour of the guests is the sole responsibility of the resident host.
 - vi) During their stay, guests are expected to follow the rules of the Hostel and behave with dignity and maintain the decorum of the hostel.
 - vii) Guest charges have to be paid to the Housekeeper/Assistant as given below:
 - a. A guest who is a bonafide student of Delhi University/ any other educational institution (photocopy of Students' Card to be submitted on arrival):

Rs. 200/- per day + Mess charges.

Rs. 300/- per day + Mess charges (beyond stipulated 10 days, for a maximum of 5 days)
 - b. A guest who is a relative/friend of the resident but not a student:

Rs.300/- per day + Mess charges

Rs. 350/- per day + Mess charges (beyond stipulated 10 days, for a maximum of 5 days)
- Note: Guests of a guest are not permitted in the hostel.
- viii) A guest register will be maintained by the HK/Security guards under the supervision of the Resident Tutor. A guest is required to indicate the time and date of her arrival and departure in the guest register.
 - 1. A guest must vacate the room by **12:00 p.m.** on the day of departure; failure to do so will result in payment of guest charges for the day.
 - 2. Once a guest has signed out, she will not be allowed to re-enter the hostel as a visitor.
 - 3. Check out times and other norms must be strictly adhered to. If any resident/her guest fails to comply with the same then that resident will not be allowed to keep a guest any time in the future for the entire duration of her stay in the hostel.
 - ix) Meal charges for a guest are as per the Breakfast, Lunch and Dinner coupons.

A resident who is hosting a night-guest should inform the Housekeeper/hostel office latest by 5:00 p.m. by duly filling in the necessary application form. No last minute guests will be entertained.

PAYMENTS

All fees excluding mess charges, mess coupons and fine should be deposited in the following account number:

ACCOUNT NAME	:	PROVOST NESHW
ACCOUNT NUMBER	:	90932010036015
BANK NAME	:	CANARA BANK
IFSC CODE	:	CNRB0019033

AND

Mess charges, mess coupons and fine should be deposited in the following account number:

ACCOUNT NAME	:	PROVOST NESHW
ACCOUNT NUMBER	:	90932010037523
BANK NAME	:	CANARA BANK
IFSC CODE	:	CNRB0019033

Note:- A fine of Rs.100/- will be charged in every wrong transaction.

7. Fees

The fees payable by each student are as follows:

A	CAUTION MONEY *	Rs.8000
B	ANNUAL CHARGES (Rs.)	
	1. Admission charges	300
	2. Furniture Maintenance	800
	3. Common Room	600
	4. Identity Card	100
	5. Reading Room/	300
	6. Computer Room	1100
	7. Electrical Accessories, Tube-lights & Fan	900
	8. Generator Maintenance charges	900
	9. Electricity charges for common facilities like Hot plates Microwaves, Washing machines, Gym, Refrigerators etc.	1700
	10. Sports Fee	275
	11. W.U.S. Health Centre	240
	12. Hostel Development Fund	1500
	13. Cultural /Annual Charges	1000
	14. Students Association Fund	500
	TOTAL - B	<u>10215</u>
C	QUARTERLY CHARGES	
	1. Establishment Charges	1500
	2. Housekeeping Charges	1700
	3. Electricity Charges**	2700
	4. Water Charges**	1450
	5. Room Charges	300
	6. Maintenance Charges	750
	7. Pump Operation Charges	400
	8. Maintenance of Lawn Charges	850
	9. Security Charges	2400
	10. Laundry Charges	350
	11. Waste disposal Charges	300
	TOTAL - C	<u>12700</u>

*Refundable after one month of vacating the hostel and after clearing all dues. The caution money, if unclaimed for a period of one year, shall lapse to the Hostel funds. No interest will be paid for caution money and mess deposits.

**Electricity and Water charges per head are revisable on change in NDPL/DJB rates.

At the time of admission, the resident is required to pay sum of **Rs.30,915/-** via online bank transfer (detail of the same are provided on the page no. 12) excluding Mess charges.

Note: In case a student does not join the hostel and withdraws her admission within 7 days, but duly informs the hostel authorities of her decision, she will be refunded all fees except admission charges. A student who pays fees and joins the hostel, but informs the hostel of her decision to withdraw after 7 days of joining will be refunded only the caution money (Rs.8000/-).

All refunds will be made by NEFT/RTGS only.

7. Payment Schedule and Procedure

8.1 Quarterly charges will be collected as follows:

- i) 1st quarter: August 2024 to October 2024, **payable at the time of admission.**
- ii) 2nd quarter: November 2024 to January 2025, **payable by the 10th of November.**
- (iii) 3rd quarter: February 2025 to April 2025, **payable by the 10th of February.**

The 4th quarter fees shall be charged from the residents @ Rs.140/- per day.

Residents are required to show their examination fee receipt before the payment of hostel dues for the 4th quarter.

After the 10th of the stipulated month, defaulters will be charged a fine of Rs.5/- for each day up to 15 days, Rs.10/- for each day for the next 5 days and Rs.15/- per day for the next 10 days. The fine for late payment cannot be waived off under any circumstances.

- 8.2 The rooms of residents, who fail to clear their dues **within 30 days** after the due date, will be double locked without any prior notice and their admission will be considered cancelled. Such residents may however be considered for re-admission by the Provost on payment of a re-admission fee of Rs.1000/- in addition to the fine for non-payment of dues.
- 8.3 Before leaving the hostel a resident should pay all dues and get clearance from the hostel office **at least 7 days in advance.** On the day of vacating the hostel she should hand over the room

during office hours that is, between **9:30 am to 5:30 pm** and get the gate pass signed by the hostel office. A copy/photocopy of the clearance certificate is to be handed over to the Security Guard on duty before leaving the hostel premises. The Guard on duty should submit this copy to the Hostel office for record. Application for gate pass should be applied 24 hrs prior to departure.

In case a resident is leaving the hostel on a Sunday/Gazetted Holiday, she should ensure that she has taken the gate pass well in advance. Gate pass will not be issued in the absence of the administrative personnel.

9. Mess and Dining Hall

The hostel has a well-equipped kitchen. 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, who is assisted by the Housekeeper and Mess Secretary. The menu is to be finalized by the Mess Committee in consultation with the Warden/Resident Tutor and will be reviewed seasonally.

9.1 Meal Timings

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

Breakfast	8:00 am - 9:00 am
Lunch	1:00 pm - 2:30 pm
Evening Tea	5:00 pm - 6:00 pm
Dinner	8:00 pm - 9:00 pm

The hostel management has the right to change these timings as the situation warrants. All changes will be notified on the Hostel notice board. Residents are expected to be punctual as regards meal timings.

9.2 Mess Bill

Monthly Mess bill - Approx. Rs.3600/- (to be decided/revised)

The mess charges are payable from the date of admission to the hostel and subsequently, on or before the 10th of every month.

After the 10th of the stipulated month, defaulters will be charged a fine of Rs.5/- for each day up to 15 days, Rs.10/- for each day for the next 5 days and Rs.15/- per day till such time as the mess bill is cleared. The fine for late payment cannot be waived in any case under any circumstances.

9.3 Mess duties

All residents are required to do mess duty by rotation. The list will be prepared by the Mess Secretaries. Failure to do so will invite penalty and/or disciplinary action. The candidate deputed to do mess duty is required to supervise the general hygiene and cleanliness in the kitchen and dining area as well as the preparation of food in the kitchen. Receiving and checking the supply of provision and stock register of mess supplies would also fall under the jurisdiction of the resident in-charge of mess.

9.4 Mess Rules

- a. Residents are required to indicate their dietary preference (Vegetarian/Non-vegetarian) to the Housekeeper in writing by the first week of every month. This dietary preference will be applicable to all meals served **including Breakfast.**
- b. Residents are required to sign in advance for the packed lunch and collect it on time. Those who avail packed lunch are not entitled to be served lunch in the mess.
- c. **No late lunch and late dinner will be served/Lunch and dinner beyond the statutory timings will not be served.**
- d. Food will only be served in the mess utensils. Residents are **not permitted to take mess utensils** out of the dining room. **For all mess utensils that are not returned, Rs.500/- per resident will be deducted from the caution money to cover the losses.**
- e. **No food can be removed from the dining hall without the prior written permission from the Housekeeper/Resident Tutor/Warden.**
- f. Sick diet consisting of Khichdi and bland vegetables is available on written request. Residents availing sick diet will not be served the normal diet in addition to the sick diet. **Residents wishing to avail this facility must inform the Housekeeper as early as possible.**
- g. **Any requests for special diet of any kind must be intimated to the Warden/Resident Tutor/Housekeeper in writing and will be decided on a case to case basis.**
- h. Kitchen premises are strictly out of bounds for all residents, with the exception of the Mess secretaries and Mess Committee members
- i. Residents are requested to behave with courtesy and decorum towards mess staff. Any complaint against the mess should be routed through the housekeeper and written in the complaint book. Complaint should not be directly communicated to the mess staff. **The residents are also strongly requested not to waste food. If, on inspection, food is found wasted, every resident will be penalized with a fine of Rs.50/- for every such day.**

9.5 Mess Rebate

No Rebate is admissible for absence of less than 7 consecutive days from the hostel excluding the day of departure and arrival. Only 75% rebate will be allowed and shall be given to those residents who have filled up the rebate form well in advance. Up to 45 days rebate will be given in the whole session.

Any form of indiscipline in the Mess and Dining hall will not be tolerated and will invite strict disciplinary action, including eviction.

10. Rules and Regulations for Residents

The residents of the hostel are expected to abide by the rules and regulations of the Hostel and maintain dignity and decorum in their behaviour in the hostel. Undisciplined behaviour and violation of Hostel rules will not be tolerated and will invite disciplinary action.

The hostel management reserves the right to frame new rules and regulations from time to time. New rules and regulations will be displayed on the hostel notice board. It is in the interest of the residents to keep themselves informed about these new rules.

10.1 Residents are required to give the valid addresses and telephone numbers of two different local guardians who can be contacted in case of emergencies.

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

10.2 Residents who park their vehicles in the hostel premises are to keep them properly locked. They must ensure that the vehicles parked in the designated area of hostel premises are duly registered with the appropriate authorities.

10.3 Residents are solely responsible for their possessions and valuables. Any case of theft is to be reported immediately to the hostel authorities. The hostel is not responsible for loss of valuables due to theft or fire. Residents should not leave their belongings in the verandahs, garden, toilets etc. Such items, if found, will be confiscated.

10.4 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.

10.5 Every resident is responsible for the care of the hostel property. Residents will be charged individually or collectively, as the case may be, for all damage to the hostel property which they use. Disciplinary action/fine may be taken against such residents, if required.

10.6 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.

10.7 Residents are expected to give due respect to the Hostel staff (office employees, mess and safaikaramcharis, 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.

- 10.8 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 Rs.100/- (Rs.50/- as fine and Rs.50/- as cost of the duplicate Identity Card).
- 10.9 Residents are not allowed to hand over the keys of their room to any person other than the Hostel authorities.
- 10.10 Residents are not allowed to engage any person for service of any kind, personal or otherwise, without prior permission.
- 10.11 **Lights and fans should be switched off when leaving the Rooms, Common Room, Reading Room etc. Residents whose room lights and fans are not switched off during their absence will be fined Rs.50/- per day. If lights, fan, AC of Reading room and common room are found switched on when no resident is present there, a fine of Rs.50/- per day will be charged from every resident of the hostel. Residents should not waste water and close all the taps after use. Any water leakage should be reported to the office immediately and noted in the complaints register. Failing to do this would invite a fine.**
- 10.12 The Hostel authorities can enter any room to make a surprise check of the room as and when considered necessary.
- 10.13 **Residents may use a small portable plastic/desert cooler of size 15" and 250 Voltage, with prior permission, at a cost of Rs.400/- each per month. 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. The electrical installations in the hostel cannot carry any extra load, therefore use of electrical appliances such as heater, stove, immersion rod etc. in the hostel by residents is strictly forbidden. Residents are warned against tampering with electrical installations in the rooms or in the hostel premises, including the water pump. Disciplinary action will be taken against those who violate these rules.**
- 10.14 **Hotplates and microwave ovens are provided for heating milk or preparing tea only. Cooking meals both inside and outside the room, on the hotplates and in the microwave ovens is prohibited. If any resident is found doing so, the facility will be withdrawn for the rest of the year.**
- 10.15 **Possession and consumption of cigarettes, alcoholic drinks, narcotics and drugs by residents and guests is strictly prohibited. Serious action including expulsion will be taken against those residents who are found to consume alcohol or any other intoxicant or have it in their possession. Residents and their guests are expected not to enter the hostel in an inebriated state.**
- 10.16 **Keeping and use of LPG cylinder in the Hostel rooms by the resident 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.**

10.16 Rules regarding employment:

- a) 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 leave within 7 days after clearing all dues.
- b) Residents getting ad hoc/temporary/permanent employment should inform the office immediately. Provided they continue to be full time bonafide regular students, they may be permitted to stay till the end of the academic teaching session (i.e. 31st, May). They will have to pay Rs.60/- per day as room rent in place of the usual room rent of Rs. 300/- per quarter.
- c) The residency of those residents, who fail to intimate to the authorities about their employment status, will be terminated and they will be required to vacate the hostel accommodation within 7 days after clearing their dues. Such residents, who do not inform the Provost of their appointments and do not take special permission from her for stay, will be charged a penal rent of Rs.3000/- per month from the date of their appointment.

10.17 No resident shall indulge in any activity in the Hostel premises other than academic and SWA activities.

10.18 Residents are not allowed to operate the washing machines for washings items such as curtains, carpets, door mats, bags etc. in order to maintain the hygiene and functioning of the washing machines. Failure to respect this rule will invite penalty and/or disciplinary action.

10.19 **No notices can 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 regulation shall be treated as an act of serious indiscipline on the part of the defaulter.**

10.19 M. A. (Prev.), M.Com. (Prev.), M.Sc. (Prev.), LLB 1st Year and 2nd Year students may leave their luggage in the hostel in a designated room during summer vacations on their own responsibility. They will be charged Rs.25/- per piece per month. Students are required to collect their luggage before **July 31st 2025** or else they will be charged a penalty of Rs.5/- per day in case the luggage is not collected by **August 10th 2025**. The hostel will not be responsible for any loss/theft/damage, etc. of the luggage. Students are advised not to keep valuable items.

10.20 Residents are required to abide by all the rules and instructions given in the handbook of information and as well as the rules that are notified on the Notice Board from time to time.

They are not to plead ignorance of the same.

Undisciplined behaviour and violation of Hostel rules will not be tolerated and will invite disciplinary action.

10.21 Visiting Timings (Male Visitors)

Weekdays	4:00 pm - 8:00 pm
Sundays & all University Holidays	10:00 am - 1:00 pm
	4:00 pm - 8:00 pm

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

10.22 Visitor Timings (Female Visitors)

All Days	8:00 am – 8:00 pm
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No visitors will be allowed on the day of Holi.

11. Attendance and Leave Rules

11.1 Attendance:

The attendance is taken every night by the Housekeeper at dinner time between 8:00 p.m. to 9:00 p.m. Residents not availing any leave facility must ensure that they have signed the attendance register without fail even if they do not come for dinner.

Failure to do so will result in the resident being marked as having taken a night out without prior intimation and will be counted as such.

Hostel gates will be locked by 10:00 p.m. In case a resident wants to go out after signing the attendance register with an intention to return before 10:00 p.m., she should register her exit and entry timings at the gate. Failure to return before 10:00 p.m. will be considered as a night out.

11.3 Night-outs

Residents who intend to remain absent overnight from the hostel are required to make necessary entries in the night leave register giving valid address and phone number of their destination.

Residents are allowed 12 night outs per month.

Any resident wishing to avail a continuous of 3 or more night outs in a week can do so after submitting a written application and getting prior approval of the hostel authorities for the same. In her application the resident must give valid address and/or contact number.

Extension of night out is permissible by writing to the hostel authorities for permission. The application must be sent via e-mail. Telephonic intimation must be followed by a signed application sent by email-hkneshw2002@gmail.com.

Absence from the hostel without intimation will be viewed seriously and invite disciplinary action including eviction.

11.4 Long Leave:

- a) 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 hostel office for permission well in advance of proceeding on such leave.
- b) No resident shall proceed on long leave without clearing pending dues/mess-dues etc. In case a resident is on leave and wants to extend her leave, she should write to the hostel authorities for permission at least **3 days in advance**. Intimation by parents through email-hkneshw2002@gmail.com is necessary.
- c) Any resident who remains away from the Hostel for more than 30 days without informing the Hostel administration in writing, will be presumed to have left the hostel, and the hostel administration reserves the right to take possession of the room and re-allot it to another student. The luggage of the resident concerned, if any, will be deposited in the store room of the hostel. If the luggage is not claimed within 15 days, the hostel administration may dispose it off in any manner considered suitable. A Panel rent @Rs.5/- per day in addition to the normal charges for the period during which the luggage remains unclaimed shall be payable by the concerned person.

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

11.5 Disciplinary action in case of breaking of attendance and leave rules

Residents are required to have a minimum of 75% attendance in the hostel during one academic session. If any of the above rules are not respected the following disciplinary action will be taken by the hostel authorities.

- i) **First time offenders** will receive a warning and the corresponding number of night outswill be deducted from the following month's quota.
- ii) If the resident breaks the rules **a second time**, all night outs will be suspended for the following month and the local guardian/parents will be informed in writing.
- iii) In case of **a third time offender**, the resident will have to withdraw her seat from the hostel.

12. Maintenance of Discipline

- 12.1 Residents are expected to maintain a dignified code of conduct in the dining hall, common Room, visitor's room and office that befits a post-graduate student of the University of Delhi.
- 12.2 Residents shall not do anything that causes disturbance to other residents or to the hostel authorities.
- 12.3 **There shall be no ragging in the hostel.**

13. Rules regarding use of computer facilities:

- 13.1 In view of a large number of residents using the computers, residents are requested not to save/store any data on desktop or computer drives. The hostel will not be responsible for loss of data on any computers.
- 13.2 The keys of the computer room can be taken from the Office by signing in the register. The regular timings for the use of the computer room are:
8:00 a.m. to 1:00 p.m.
2:00p.m. to 8:00 p.m.
The computer room will not operate beyond the regular timings.
- 13.4 While the hostel will take necessary action to block undesirable sites on the internet, it shall be the sole responsibility of the residents to ensure that they do not visit social networking or other such sites, or indulge in any undesirable activity on the internet. Failure to report undesirable activity by other residents will also be treated as an offence.

- 13.5 Residents are to switch off the computers and all lights, fans and ACs on leaving the computer room. Failure to do so will attract fine of Rs.100/- from every resident who had signed on the particular day.
- 14. Procedure for taking disciplinary action against a resident:**
- 14.1 At the time of admission, every student shall be required to sign a declaration that she submits herself to the disciplinary jurisdiction of the Vice-Chancellor, the Provost and other authorities of the University who may be vested with the authority to exercise discipline under the Act, the Statutes, the Ordinances including Ordinance XV (B), (C) and (D) and Rules that have been framed by the University and the Hostel from time to time.
- 14.2 A Resident, who violates any of the Hostel or University rules or creates disturbance in the hostel, is liable to appropriate disciplinary action by the Provost. Such disciplinary action could include a minimum penalty of Rs.250/- and/or expulsion.
- 14.3 The hostel administration is authorized to evict any resident/guest from the hostel premises, if, in their judgement, such a resident/guest becomes ineligible to occupy the room or becomes liable for eviction on grounds of indiscipline.
- 14.4 The Provost can for any default on part of a resident, such as suppression of information in the application for admission, act of indiscipline, violation of any of the duly prescribed rules, indulgence in indecent or violent behaviour, or for any other reason deemed sufficient for taking a disciplinary action, issue a warning, and intimate the parents/guardian, Head of the Department/Supervisor, if any. She may also impose a fine, double-lock the room/cancel the allotment of room of a resident/expel or forcibly evict a resident at the risk and cost of the resident or take any other disciplinary action, including banning entry to the hostel depending upon the gravity of the act of indiscipline committed by the resident.
- 14.5 The procedure for taking disciplinary action is as follows:
- a) The Provost or, on her direction, the Warden/Resident Tutor will call for an explanation from the defaulting resident giving a minimum of three days notice.
 - b) On receiving the reply from the concerned resident, the Provost may get the entire matter enquired into by any appropriate person/committee and take the necessary action on receiving the report of the inquiry officer/committee.
 - c) If no reply is received from the defaulting resident within the time stipulated in the letter seeking her explanation, the Provost may take the appropriate disciplinary action straightaway without holding an inquiry in the matter.

- d) The disciplinary action taken by the Provost will be final and the same may be done under intimation to the Head of the Department concerned, Supervisor, if any, and the parents/guardian and the local guardian, if any.

14.6 Procedure for forcible eviction:

Forcible eviction shall be undertaken by an Eviction Committee to be constituted by the Provost and, if necessary, with the inclusion of the University Security/Proctorial staff. All luggage, articles, books, documents etc. shall be adequately packed. The same shall be duly sealed in the presence of the Eviction Committee and kept securely in the Hostel store/any other room under proper lock and key. The luggage so kept may be collected by the owner within two weeks, failing which the owner may forfeit her claim on the luggage or she may be charged demurrage @ Rs.20/- per day after the expiry of two weeks.

15. Students Welfare Association (SWA)

- 15.1 Subject to the rules of discipline of the hostel and the University, the regular bonafide residents of the hostel may form a Resident Students Welfare Association according to an approved constitution with the objective of promoting academic, cultural and sports activities under the general supervision of the Provost, Warden and Resident Tutor and will function for the period: August 1st, 2024 – May 31st, 2025.
- 15.2 The Executive of the SWA shall consist of the President, General Secretary, Mess Secretary, Sports Secretary and Cultural Secretary.
- 15.3 The term of office bearers of SWA shall be coterminous with the term of their admission to the hostel, and upto the time they are bonafide, regular residents of the hostel.
- 15.4 A General Body of the residents with a quorum of two thirds of the residents may elect the office bearers in the presence of the Hostel authorities after following the proper election procedure through secret ballot.
- 15.5 No rule in the Constitution of the SWA shall run counter to: (i) the 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 „Handbook of Information and Rules“.
- 15.6 The SWA shall work towards the achievement of the objectives as specified in clause 15.1 given above. The association shall incur all expenditure only with the prior written permission of the hostel authorities.
- 15.7 **Notwithstanding anything contained in the Constitution of a hostel SWA, the President of the association shall take prior permission in writing to the hostel authorities for holding any meeting or function in the hostel.** The hostel authorities reserve the right to stop any

activity which according to them is not conducive to hostel life or which is likely to have a negative impact on the congenial atmosphere and harmony of the hostel.

- 15.8 The President of the Association should take prior written permission from the Provost for all functions.
- 15.9 The Executive Committee will prepare its budget and have it approved by the Provost.
- 15.10 All collections and expenditure should have the approval of the Provost and should be made through the hostel office. All collections are to be deposited with the hostel office and proper receipts should be obtained. Advance taken for expenditure in connection with any function should be rendered with proper bills/vouchers within **10 days** of the function.
- 15.11 The hostel authorities shall have the right to attend any meeting of the Association or its bodies.

15.12 Duties of S.W.A Executive Members:

- a) The President of S.W.A. is expected to co-ordinate the activities of the S.W.A. and look into the general welfare of the residents and bring those to the notice of the Hostel authorities. She is also expected to assist the Cultural Secretary in organizing the cultural activities of the hostel. The president will convene the meeting of the SWA and inform the Hostel authorities of the same, well in advance of the meetings.
- b) **The General Secretary is expected to keep the minutes of all S.W.A meetings and present the same for signature to the hostel authorities. She will also prepare the budget for S.W.A. activities in the current term for presentation before the hostel 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 co-ordinating the activities of S.W.A.
- c) Mess Secretary is expected to form a mess committee of at least 8 members, who are bonafide residents of the Hostel and are not executive members of the S.W.A. The Mess Secretary along with the mess committee shall prepare a suitable menu in consultation with the Resident Tutor. The Menu will be reviewed every 6 months by the same committee. The menu for hostel night and all other functions are also to be finalized by the Mess Secretary in consultation with the Resident Tutor/Warden/Provost. The Mess Secretary and the mess committee may be assigned any mess duty by the Resident Tutor/Warden/Provost. In case the Mess Secretary is unable to continue her duties, under extraordinary circumstances, any bonafide resident may be nominated to the position by the Hostel authorities.
- d) The Cultural Secretary is to form a cultural committee of at least 8 members, who are bonafide residents of the Hostel and are not executive members of the S.W.A. **The Cultural Secretary along with the cultural committee is expected to plan the schedule of all cultural programmes and functions that are to be held in the entire year and submit the same for approval to the hostel authorities. Once the schedule is approved by the hostel authorities the budget for all the cultural activities must be prepared and presented before the hostel authorities.**

All arrangements for the cultural fest shall be organized as per the existing rules of the University

- e) The Sports Secretary is expected to form a committee of 4 members, who are bonafide residents of the Hostel and are not executive members of the S.W.A.

In addition, general co-ordination committees may be formed under the advice and supervision of the Warden, Resident Tutor, and the Housekeeper.

16. Medical Facilities

- 16.1 All cases of illness should immediately be reported to the hostel authorities, who would further inform the resident's local guardians. The hostel authorities will not be held responsible for not informing the resident's local guardians, in case of medical emergencies, if incorrect contact numbers of local guardians are given. No medical or conveyance expenses will be borne by the hostel under any circumstances.
- 16.2 All students of Delhi University are members of the W.U.S. Health Centre. **A prescribed form is available at the hostel office for this purpose**. This should be filled in and submitted **at the time of admission**. However, in their own interest, residents are advised to purchase some form of medical insurance to cover the cost of hospitalization in case of emergencies.
- 16.3 A First Aid Kit is available at the Guard room.
- 16.4 **In case a resident falls ill with contagious/infectious disease, she will have to shift to her parents'/local guardian's house/I.D. hospital immediately. She will be allowed to rejoin the hostel after observing prescribed quarantine on production of Fitness Certificate from the W.U.S. Health Centre.**

17. Additional Facilities

Residents can avail of the following facilities:

- a) 12 desktop computers, equipped with a broadband connection and housed in an air-conditioned computer room.
- b) A common room equipped with air-conditioned and a LED TV with cable connection and Music System. Board games such as chess, carom, etc.
- c) Microwave ovens or Hot plates are provided on each floor for heating food.

- d) A spacious lobby for visitors and residents.
- e) A laundry room, equipped with fully automatic washing machines.
- f) A Gym.
- g) An outdoor badminton court.
- h) 5 refrigerators placed near the common room and ground floor for use by the residents.
- i) A well-maintained garden.
- j) A well-stocked library from which residents may borrow books.
- k) A committee is in place for the protection of all residents from any kind of caste bias.

Note: Eatables are not permitted in the reading room, computer room and Gym.

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

ANNEXURES

Ordinance XV-B, XV-C and XV-D are reproduced below:

Ordinance XV-B

Maintenance of Discipline among Students of the University

1. All Powers relating to discipline and disciplinary action are vested in the Vice-Chancellor.
2. The Vice-Chancellor may delegate all or such powers as he/she deems proper to the Proctor and to such other persons as he/she may specify on 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 of 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. wilful destruction of institutional property;
 - h. creating ill-will or intolerance on religious or communal grounds;
 - i. causing disruption in any manner of the academic functioning of the University System;
 - j. ragging as per Ordinance XV-C.
4. Without prejudice to the generality of his/her powers relating to the maintenance of discipline 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 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 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, 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 University.

Ordinance XV-C:

Prohibition of and Punishment for Ragging

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 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 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 an 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. Notwithstanding anything in Clause (4) above, the Proctor may also suomotu 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 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)& (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 that the results of the student or students concerned in the examination or examinations in which they appeared be cancelled.
 11. 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 Statute 15 for withdrawal of degrees or diplomas conferred by the University.
 12. For the purpose of this Ordinance, abetment to ragging will also amount to ragging.

13. 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.

Ordinance XV-D:

Prohibition of and Punishment for 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 rule 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 non-verbal 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, lurid stares, physical contact, stalking, sounds or display or 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 behaviour 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) **College Complaints Committees**, which shall be set up in each college of the University of Delhi as complaints and redressal bodies.
- ii) **University Units Complaints Committees**, which shall be set up in clusters of University Departments/Centres as complaints and redressal bodies.
- iii) **Central Pool Complaints Committees**, which shall be complaints and redressal bodies (one each for the North and South Campus) for those units that are not affiliated to any college/department/institution and have not been included in either CCC or UUCC
- iv) **The Apex Complaints Committee**, which shall be an apex regulatory and appellate body of the University of Delhi for redressal and resolution of complaints.

5. Redressal

- i) UUCC/CCC/CPCC/ACC may ask the College/University to suspend the alleged harasser from an administrative post/class if her/his 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.

USEFUL TELEPHONE NUMBERS

W.U.S. Health Centre (Emergency)	27666257
Chief Medical Officer	27667908
St. Stephens's Hospital	23982978
Taxi Stands:	
IndraVihar	27652580/27658743
Kamal Tour and Travel (Mukherjee Nagar)	9891828270 9818209347
Ramjas College	9312341345
Reids Line	9818782961
Vijay Nagar	52476539
Police Station:	
Police Control Room	100
S.H.O. Mukherjee Nagar	27231132/32
Helpline for Women	
Fire	1091, 23317004
Ambulance	101
North East Helpline	102
Delhi Police Special Police North East Helpline	1093
Delhi Night Emergency Office	011-26879656/24104568 8750870099

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 North Eastern Students' House for Women (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:

Address: Telephone/

Mobile No.:

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:

Address: Telephone/

Mobile No.:

ANNEXURE-II

UNDERTAKING BY PARENT/GUARDIAN

- (1) I, Mr./Mrs./Ms. _____ (full name of _____ parent/guardian/father/mother/guardian _____ of, _____ (full name of student with admission/ registration/ enrolment number) having been admitted to North Eastern Students' House for Women (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 behavior 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/

Mobile No.:

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:

Address: Telephone/

Mobile No.:



NESHW

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RoomNo.....

FormNo. 0020
Course.....
Subject.....
Fulltime/Parttime/Evening



North Eastern Students' House for Women
University of Delhi Hostel Complex, Banda Bahadur Marg,
Opp. Indra Vihar, Delhi-110009



Application Form for Admission 2024-2025

Instructions:

- (i) The application should be accompanied by 4 photographs and attested copies of the following certificates:
 - (a) Character Certificate from the institution last attended.
 - (b) Photostat copy of the latest receipt showing payment of University Tuition fees.
 - (c) No dues certificate, if applicant has been residing in any hostel.
- (ii) Incomplete forms will not be considered.
- (iii) Incorrect information may cause cancellation of admission.
- (iv) The admission will be valid for the current academic session.
- (v) Proof of permanent residence of student must be enclosed.
- (vi) Applicants under any reserved category must submit relevant certificates and documents.
- (vii) Mark sheet of the last examination passed.
- (viii) The applicants are advised to check on the Hostel Notice Board regarding the admission short list, interview dates, admission to the hostel etc. No individual communications shall be sent.

Note: All entries are to be filled in ink by the candidate in English/Hindi

Name.....
(In Block Letters)

Mobile No.....e-mail:.....

Course.....Year.....Subject.....

Date of Registration.....

Merit No.....College/Department.....

Please paste recent
passport size
photograph attested by
the Head of the
Department/Principal
of the College

Category:

General	S.C.	S.T.	OBC/ Minorit yGroup	Sports	Handicapped	State of Domicile	Religion	Any Other

(Tick ✓ the Appropriate Box)

For Office Use Only

Application received by.....

Dated.....

Admitted/Pending/Cancelled/Absent

Provost

Warden

Particulars of the Applicant

Name.....Marital Status.....
(In Block Letters)

Nationality.....Date of Birth.....Blood Group.....

Parent's/Husband's Name.....Occupation.....
(Tick ☒ appropriate option- Employed/Self-Employed/Self-Employed/Retired)

Parent's/Husband's permanent address.....
(Any subsequent change should be notified immediately)

Parent's/Husband's present Postal Address.....
.....Tel.No.....

Father's Office Address.....
.....Tel.No.....

Mother's Name.....Tel.No.....

Mother's Office Address.....
.....Tel.No.....

Exam. Passed	University	Year of Passing	Max.Marks	Marks Obtained	% of Marks
B.A./B.Sc. B.Com					
M.A./M.Sc. M.Com					
Others					

Delhi University Enrolment No.

Duration of Previous Stay in Any Other Hostel.....

Certificate

Certificate to Be Signed By the Head of The Department/Principal of College Concerned

Certified that Ms.....is a bonafide, full time student of
.....class of the College/Department/Faculty of.....

She is neither employed nor an ex-student.

Her position in Admission/Merit List No. I/II/III is.....Sr. No.....and she has
deposited the College/University Fee for the Academic Year 2024-2025 vide Receipt
No.....dated.....

Date.....

Signature
Seal of the Department/College/Faculty

Medical Fitness Declaration

1. I declare that I am not suffering from any infectious, chronic or any other disease which makes me unfit for stay in the Hostel.
2. In case I have any medical problem requiring any specific facility in the Hostel, the same is indicated along with supporting documents.

Signature of the Applicant

Declaration by the Candidate

1. This application is being made in full knowledge of my parents/husband and local guardian.
2. I declare that my parents/husband do/does not reside in Delhi.
3. I hereby declare that in case I absent myself from the hostel for more than one month without intimation to the Hostel Authorities, the room allotted to me is liable to get vacated by the Hostel Authorities.
4. I declare that I am neither employed nor doing any paid job anywhere, full time or part time.
5. I am not an ex-student.
6. I also undertake to submit myself to the disciplinary jurisdiction of the Vice-Chancellor, the Provost and any other authority of the University, who may be vested with the authority to exercise discipline under the Act, the Statutes, the Ordinances, including XV(B) and (C), and the Rules that have been framed thereunder by the University and the Hostel.
7. I declare that I do not possess a Ration Card/My name has not been included in any Ration Card in the National Capital Territory of Delhi.
8. I vouch for the correctness of the particulars given by me in the application form. I understand that if the particulars given by me are found to be inauthentic, my admission will be cancelled.
9. I have read the rules and regulations of the Hostel contained in the Bulletin of Information and undertake to abide by them. I shall not plead ignorance of regulations that may be notified from time to time.

Signature of the Applicant

Declaration by Student

I, Ms.....hereby declare that I am keeping the following items for my personal use:-

1.Laptop	Yes/No	Rs. 250/-p.m.
2.Laptop with printer	Yes/No	Rs. 300/-p.m.
3.Desert Cooler	Yes/No	Rs. 400/-p.m.

I shall be paying the dues as prescribed.

Date:.....

Signature of the Applicant

Certificate Required

Annexure – A

(In Case of Employed Parents/Husband)

Certificate from Employer of
Father/Mother/Husband of the Applicant.

This is to certify that
Mr./Mrs.....
Father/Mother of Ms.....
an applicant for admission to North Eastern
Students' House for Women, University of
Delhi is working in this office as
(designation).....
and at present is posted
at.....
and his/her office address
is.....
.....

Also certified that
Mr./Mrs.....
is presently residing
at.....

Date:..... Signature
Name & address of office
with seal

Annexure – B

(In Case of Self Employed
Parents/Husband)

Certificate from First Class Gazetted Officer
Currently Posted At the Place of Residence
of the Applicant.

Mr./Mrs.....
Father/Mother of Ms.....
an applicant for admission to North Eastern
Students' House for Women, University of
Delhi is person retired from service/ running
business, namely..... at
.....

Also certified that
Mr./Mrs.....
is presently residing
at.....

Date:..... Signature
Name & address of office
with seal

Note: In case both the parents are employed, two separate certificates from their respective officers are to be submitted

Financial Guarantee and Declaration by the Applicants' Parents/Husband

1. I certify that the applicant is seeking admission with my consent and that I shall be responsible for her financial liabilities at the Hostel.
2. I permit my ward to avail the facility of Night Out as per Hostel rules, **at her own responsibility** at the address given by her, after due intimation to the Hostel Office.
3. I appoint the following two persons as Local Guardians for my Ward Ms..... The local guardians may be contacted for any official purpose or emergency that may arise during her stay in the Hostel.

L.G.I

Name of Local Guardian..... :

Relationship to Candidate..... :

Residential Address*..... :

..... :

Official Address..... :

..... :

Tel.No. Office..... :

Tel.N.Residence..... :

Mobile No..... :

Signature of Local Guardian..... :

L.G.II

Signature of Mother/Father/Husband

.....

Date:.....

Name:.....

*Please submit photo identity proof of residence in Delhi.

.....

Received Form No.....from Miss.....

Signature