



# GEETANJALI HOSTEL

FOR POST-GRADUATE WOMEN STUDENTS

## Information Brochure 2018 - 2019



University of Delhi South Campus  
Benito Juarez Road, New Delhi - 110021



## HOSTEL ADMINISTRATION

		Telephone Nos.		
		Office	Residence	Mobile
Provost	<b>Prof. Mridula Gupta</b> (Deptt. of Electronic Science)	24115470 24111955 Extn. 7190	24112365  Extn. 7210	9810868230*
Warden	<b>Dr. Tapasya Srivastava</b> (Deptt. of Genetics)	24111955 Extn. 7155	24157136	9810777253*

\* **To be contacted in case of emergency only**

Office Hours	9.00 a.m. to 5.30 p.m.
Student Dealing	10.00 a.m. to 12.30 p.m. (for cash dealing)

### OFFICE STAFF

Technical Assistant (Computer)	<b>K. Mahesh Ravi Shankar</b>	24115470
Assistant	<b>Mrs. Sangeeta Chhibber</b>	24111955 Extn.7141
House Keeper	Vacant	
Female Attendants	<b>Smt. Beena Massey</b> <b>Ms. Hina Sharma</b>	
Office Attendant	<b>Sh. Yogender Kumar</b>	
Residents / For any Query after Office hours	24116754/ 24116755 (Incoming calls only)	
Tele Fax	24115470	

### MANAGING COMMITTEE :

1. **Prof. Paramjit Khurana**, Chairperson  
Department of Plant Molecular Biology
2. **Prof. B.K. Thelma**, Member  
Department of Genetics
3. **Prof. Alo Nag**, Member  
Department of Biochemistry
4. **Prof. Swati Saha**, Member  
Department of Microbiology
5. **Proctor**, Delhi University
6. **Dean Students' Welfare**, DU



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**University of Delhi South Campus**



**Bulletin of information for the year 2018-2019**

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The Geetanjali Hostel for women is a Hostel for residence of full-time women students of the South Campus, University of Delhi. It is the Hostel Management's objective to provide a comfortable, homely stay, intellectual stimulation, cross cultural interaction and freedom with responsibility to the residents. It is a family consisting of hostel management, staff and residents. The residents of the hostel often use the phrase "A Home Away From Home" for Geetanjali. The Provost is the administrative head of the Hostel. For internal administration and day-to-day discipline, the Warden assists her.

## 1. ADMISSION PROCEDURE

All applicants seeking admission to the hostel for PG/M.Phil/Ph.D will have to register their hostel requirement at the common portal for admission to Delhi University. The reference number generated will need to be mentioned in the hostel admission form.

All applications for admission to the Hostel duly recommended by the Head of the Department/Institution where the applicant is admitted should be made on the prescribed form available from the office of the Hostel at a cost of ₹ 150/- each and ₹ 100/- for Scheduled Castes/Scheduled Tribes/PwD categories (₹ 200/- by demand draft in favour of Provost, Geetanjali Hostel, UDSC, in case it is required by post). The application form can also be down loaded from University's web site, i.e., [www.du.ac.in](http://www.du.ac.in) and [www.geetanjalihostel.du.ac.in](http://www.geetanjalihostel.du.ac.in) **Downloaded application and medical form should be printed on both sides, except acknowledgment.** While submitting the downloaded form, the applicant is required to attach a demand draft for ₹ 150/- in favour of Provost, Geetanjali Hostel, UDSC. Fresh admission to the Hostel shall be made every year. The application in the prescribed format duly filled in should reach the office of the Hostel, as per the following schedule:

- |     |                   |   |  |
|-----|-------------------|---|--|
| (a) | Research students | - | Only after registration                                  |
| (b) | Other students    | - | On or before 10 <sup>th</sup> July or <b>as notified</b> |

The first list of candidates to be admitted to the Hostel will ordinarily be brought out in the second week of July.

*Note: The dates are liable to change in case of changes in the admission schedule of the University.*

**No admission will normally be made in any category after the admission process is over.**

Candidates accepted for admission will be required to pay requisite fees and submit one passport size photograph for Identity card. If any candidate fails to pay the fees within the stipulated time, her admission will be treated as cancelled.

Only those applicants shall be considered for admission under the Sports quota, who had participated in sports events at the state or national level. Name(s) of applicant(s) seeking admission under the sports quota will be required to be endorsed in order of merit by the Sports Council of the University of Delhi.

All types of reservation quotas of seats as approved by the University of Delhi shall be strictly implemented.

## 2. ELIGIBILITY FOR ADMISSION

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

- 2.1 **The student should have put in a requirement for a hostel at the common registration portal at the time of seeking admission. The reference number, hence generated should be written on the application form**
- 2.2 The application should preferably be a full-time bonafide post-graduate student of the University of Delhi South Campus or she should be a full-time PG/M.Phil/Ph.D degree student admitted to a post-graduate department/faculty of the University of Delhi South Campus.
- 2.3 As per policies of other University hostels no NCT students be given admission to the hostel. Students from Delhi & NCT region can apply, and if some seats are vacant, the admission to such students may be granted. However, the final selection in such cases will be preferentially given to applicant who have poor connectivity to south campus in terms of train/bus/metro services from the applicant's residence.
- 2.4 She should not be employed anywhere on full-time, part-time, ad-hoc or temporary basis. However, temporary or ad-hoc lecturers of University/College may be allowed to stay so long as they are bonafide research students (only during the first registration, i.e., first five years of the Ph.D. programme).



- 2.5 She should not have availed of Delhi University/College hostel facility for a course of the same level earlier. No student can avail of the hostel seat twice on the basis of a course/degree of the same level.
- 2.6 She should not have completed six years of stay in any other post-graduate hostel(s) of the University.
- 2.7 She should have passed the examination of the last course attended.
- 2.8 Admission shall not be granted to a student against whom disciplinary action had been taken by a department college/hostel of the University of Delhi.
- 2.9 A student, while seeking admission and during the stay in the hostel must fulfill the criteria stated above. During the period of stay, if she fails to fulfill any of these conditions, she will have to vacate the hostel immediately. **Suppression of information or giving wrong information pertaining to any of these eligibility criteria would make the defaulting student liable for disciplinary action as may be deemed fit by the hostel administration.**

**Note:**

- a. Managing Committee, in exceptional circumstances, may exempt a few students from the requirement given in 2.2, if satisfied subject to vacancies.
- b. Admission to the Hostel will be made on the basis of merit and in accordance with the policy laid down by the Admission Committee from time to time.
- c. Seats will be reserved for Scheduled Caste and Scheduled Tribe students and other approved categories as per University rules.

### **3. RENEWAL OF ADMISSION**

At the time of readmission (in the new academic session) the applicants shall be required to submit a certificate from the Head of the Department and the Supervisor (in case of M.Phil. and Ph.D. students) to the effect that the student is actively engaged in the research work and her work is satisfactory. M.A./M.Sc./MBA and students of other categories shall submit a certificate from the Head of the Department **concerned every six months** (in July/August and January) to the effect that they are actively engaged in the studies of their University course failing which their residency in the Hostel shall be terminated.

Note: Students seeking renewal of admission will have to appear for interview again. Their admission to the hostel will be renewed depending upon the availability of the seat in the current year.

### **4. DURATION OF STAY**

- 4.1 A student shall be eligible to stay in the hostel for the duration of her course as per the details given below:
  - a) M.A./M.Sc./MBA: 2 years.
  - b) M.Phil.: 18 months or span period as laid down by the M.Phil. Committee of the department concerned and approved by the Academic Council of the University, but in no case more than the maximum of two years.
  - c) Ph.D.: 5 years.
  - d) The maximum period of stay in the University Post Graduate hostels shall not exceed six years. However, under special circumstances an extension of a maximum of six months may be granted at the discretion of the Provost.
- 4.2 A resident shall vacate the hostel within three days after completing her:
  - a) Statutory period of the course as specified above, or
  - b) All M.Phil/Ph.D. residents have to vacate the hostel, within one month of submitting their thesis or on completion of six years of their stay in the Hostel, whichever is earlier.
- 4.3 A student who **fails in the examination or fails to appear in the examination** for any reason whatsoever (even on medical grounds) forfeits her right to re-admission. No student will be re-admitted and granted any extension on medical ground.

## 5. REDRESSAL OF GRIEVANCES WITH REGARD TO THE ADMISSION

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

## 6. GUESTS OF BONAFIDE RESIDENTS AND OTHER GUESTS:

Following types of guests may be allowed to stay with the written permission of the hostel administration:

- 6.1 No resident of the hostel is allowed to bring their female guest for night stay. In case of any emergent condition of the resident, only immediate blood relatives (female) of **the resident can be allowed to stay of a max. of 3 days upon payment of Rs. 250/- per day with prior approval from Provost / Warden.**
- 6.2
  - a) Full details of the guest are required. Guest and host both have to sign the Guest register both at the time of entry and exit.
  - b) Guests may have food in the hostel mess by buying coupons available in the mess. EATABLE FROM OUTSIDE ARE NOT PERMITTED IN THE MESS/DINNING HALL. ONLY THOSE GUEST OF THE RESIDENTS ARE ALLOWED INSIDE THE MESS WHO ORDERED MEALS IN THE MESS THROUGH COUPON.
  - c) **The night guests are required to be back in the Hostel in time and follow Hostel rules.** All applications for all late night/night leave have to be made as per rules with signatures of both the guest and the host.
- 6.3 Resident Guests: those students who may be allowed to stay in the hostel after the expiry of the academic year till the re-admission for the purpose of summer training subject to the hostel remaining open during summer vacation.
- 6.4 Resident Guests Under Extension: M.Phil. and Ph.D. students may be permitted to stay till viva by provost beyond the maximum permissible duration of stay in the hostel with a view to facilitate the submission of dissertation/thesis or for taking viva-voce examination.
- 6.5 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 a hostel as a resident or as a guest.
- 6.6 Applications from women teachers/students coming from other Universities/Institutions for attending Delhi University Conferences, consulting Delhi University Library etc., should be submitted through proper channel well in advance. Such guests needing accommodation for more than one month are required to deposit ₹ 2000/- (refundable) in advance as caution money. They will be charged ₹ 120/- per day for lodging, and ₹ 750/- for electricity, ₹ 150/- for maintenance of Utilities and ₹ 200/- for Upkeep and maintenance charges extra. In case, the stay of Guests is for less than and up to fifteen days, they will be charged ₹ 40/- per day towards electricity and maintenance charges in lieu of full month charges. Electricity and maintenance charges will be charged for full month for the stay beyond fifteen days. They are also required to buy meal coupons @ ₹ 180/- per day from the office in advance during their stay in the hostel. Since meals are compulsory during the stay in the Hostel as no concession will be given for skipping any meal (lunch/dinner) / breakfast / tea. **All guest charges including mess are to be paid in advance.**

- 6.7 The overnight stay of UNAUTHORIZED PERSONS in the hostel will be considered a violation of the Hostel discipline. Any resident violating this rule shall be liable to disciplinary action.
- 6.8 The Delhi University students who need to stay in the University Campus for reasons such as performance of Laboratory experiments or the Provost may also consider terminal examinations for guest status. These applicants shall be considered only when their cases are recommended by the concerned Head of the Department/Dean of the Faculty and a stay guarantee is given by their supervisors or a responsible person working in the University of Delhi. The maximum period of stay for these guests will be three months in case of the Post-graduate students and two terms of three months each in case of research students. They would be required to pay ₹ 70/- per day in addition to the usual electricity and maintenance charges (same as described in 6.6 above) and will have to buy coupons for taking meals in the Hostel mess. They are also required to deposit ₹ 2000/- (refundable) caution money deposit along with room charges.

**All guests may be required to share room with another resident/guest and will not be considered for regular admission thereafter in the same hostel during that session even if she is found eligible.**

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

- 7.1 No resident is allowed to shift from one room to another without prior written permission of the Provost/Warden. No furniture should be shifted from one room to another without prior written permission of hostel administration.
- In case of double-seated rooms the administration shall have the right of shifting any resident to another room with a view to ensure the double occupancy of rooms in the hostel. No resident shall shift from the room allotted to her to another room. No item should be shifted from one room to another. The responsibility of keeping their rooms clean and tidy will rest with the residents.*
- 7.2 Every resident is responsible for proper maintenance of Hostel property. Residents will be charged three times the actual cost of the damaged item of the Hostel property they use, individually or collectively, as the case may be.
- 7.3 Residents, who take up full time jobs, discontinue their studies and Ph.D./M.Phil. students completing their work in the middle of the session, shall inform the Hostel office in writing and vacate the Hostel accommodation immediately, after clearing all the dues.
- 7.4 All Residents, except research and foreign students shall vacate their rooms within three days of completion of their annual examinations. Cases of those who wish to stay in the Hostel beyond this date, if regarded essential by their respective Faculties, may be considered individually by the Provost, after a formal recommendation has been received by her from the Faculty concerned. Such an application should be made at least 15 days in advance.
- 7.5 No resident can claim the guest status for any reason during her stay unless approved by the authorities.
- 7.6 No resident will be permitted to stay in the Hostel for more than seven years.
- 7.7 The residents must hand-over the complete charge of their rooms, while vacating the Hostel accommodation and must obtain a **Clearance Certificate and Gate pass. A copy/photocopy of clearance certificate and gate pass is to be handed over to the Security Guard on duty before leaving the Hostel premises.** The residents are not allowed to hand over the keys of their rooms to any person other than the Hostel authorities.



- 7.8 Residents getting temporary employment, provided they continue to be full-time bonafide students, may be permitted to stay as per following conditions:
- a) Residents working on a temporary basis who continue to be bonafide students of a University/College may be allowed to stay in the hostel on payment of an amount as per rules. All such residents must inform the office immediately on getting the job. *Residents getting temporary employment of an academic nature in University of Delhi or its affiliated colleges may be allowed to stay in the Hostel, provided they continue to be bonafide students, a sum of ₹ 150/- per month will be charged as surcharge establishment charges, over and above the normal monthly charges, if monthly income is above ₹ 1,000/-. Surcharges will be ₹ 100/- if monthly income does not exceed ₹ 1,000/- per month.*
  - b) Residents, who do not inform the Provost of their appointments and do not take her special permission to stay, will be charged penal rent of ₹ 2500/- per month from the date of their appointment. *The residency of those students who fail to intimate to the authorities about their employment status, will be terminated and they will be required to vacate the Hostel accommodation immediately.*
  - c) The residents doing Ph.D/M.Phil. are required to give an undertaking **every six months**, duly certified by the Head of the Department, that they are not employed anywhere or doing any paid job, full-time or part-time.
- 7.9 In case any resident remains away from the Hostel for more than 3 days without informing the Hostel administration in writing, it will be presumed that she has left the hostel, and hostel administration reserves the right to take possession of the room and re-allot it to another student. The luggage of the resident concerned, if any, will be deposited in the store/any other room of the hostel. If the luggage is not claimed within three months, the Hostel Administration may dispose it off in any manner considered suitable. A penal rent @ ₹ 20/- per day in addition to the normal charges for the period during which the luggage remains unclaimed shall be payable by the concerned person.
- 7.10 Admission shall be terminated in case of a student against whom disciplinary action has been taken by a department/college/hostel of the University of Delhi.
- 7.11 The room/s of resident/s shall be double-locked if at any given point of time hostel and mess dues outstanding towards them exceed the amount of hostel caution money.
- 7.12 **Lights and fans should always be switched off when leaving the rooms, common room, Library etc. Defaulters may be penalized.**
- 7.13 Battery operated transistor, music systems may be played at a low volume. Residents shall not do anything that causes disturbance to others.
- 7.14 **Residents should intimate in writing to the Office immediately any changes in the addresses and telephone No. of Parents and Local Guardians duly verified by the guardian.** The residents shall not be allowed to make use of the Office telephone for personal work.
- 7.15 The Provost, the Warden or their nominee shall have the right to enter resident's room to make a surprise check or an inquiry/search, as and when considered necessary.
- 7.16 Residents are expected to give due respect to Hostel staff (office employees, mess and safai karamcharis, malis and security staff). If and when residents encounter any problem with or lapse on the part of any employee she may report the same to Resident Tutor /

- Warden. In case the resident/s is/are not satisfied with the action taken by the RT/Warden in this regard, the matter may be brought to the notice of Provost. However, residents shall not take the law in their own hands and do anything to hurt the honour and dignity of hostel employees. **Any act of misconduct towards the hostel employees on the part of a resident/s will be treated as an act of serious breach of discipline.**
- 7.17 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 provision shall be treated as an act of serious indiscipline on the part of the defaulter.
- 7.18 **Residents are expected to come to the dining hall, common room, visitor's room and the Office, properly dressed. Residents violating this rule shall be fined, and are liable to be expelled from the hostel on repeated violations.**
- 7.19 Residents are advised not to talk to visitors at the Hostel gate.
- 7.20 Residents are not allowed to accept any delivery of food items after 11.00 p.m. Any delivery boy appearing at the hostel gate after 11.00 p.m. will be sent back by the security guard.
- 7.21 Residents are required to abide by all instructions from the Hostel authorities, which are displayed on the Notice Board from time to time or conveyed otherwise.
- 7.22 Residents of each floor are required to maintain the refrigerator on their floors as well as other equipments like microwave, etc.
- 7.23 Residents are allowed to use air coolers in their rooms having water capacity between 25-30 ltrs. To prevent spreading of Dengue and Malaria, the residents are required to keep their coolers clean and disinfect them regularly.
- 7.24 **Residents are expected to actively participate in the various Hostel activities including running of the mess, cultural activities, library, maintenance of garden, computer facility or any other duty allotted to the Hostel assigned by the Provost/Warden.** Disciplinary action will be taken against a resident who fails to be an active member of the committee.
- 7.25 The residents are not allowed to engage any person for personal services. No employees of the Hostel should be asked to do personal job by any resident.
- 7.26 **A resident should pay all the dues and get a clearance certificate from the Hostel office to this effect at least three days before vacating the Hostel.**
- 7.27 As per University decision, residents are required to produce 'No dues' Certificate from the Hostel for obtaining admission ticket for the annual examination and for submission of Ph.D. thesis/M.Phil. dissertation.
- 7.28 General complaints regarding civil/electrical work on the floor should be reported in writing to the House Keeper with a copy to the Resident Tutor/Warden.
- 7.29 All residents are required to keep their Identity cards ready for inspection by the Hostel authorities.
- 7.30 **Possession/use of Alcoholic drinks, Narcotics, Drugs and smoking is strictly prohibited in the hostel.**
- 7.31 **The use of electrical appliances such as heater, blower, electric iron, immersion rod etc. in the hostel by the residents is strictly forbidden.**
- 7.32 **The residents are warned not to tamper with the electrical installations in the rooms or in the Hostel premises inclusive of Water pump. Disciplinary action will be taken against those who violate these rules.**

- 7.33 **Fine on Violation of Rules:** A resident who violates any of the Hostel or University rules or creates disturbance in the Hostel is liable to appropriate disciplinary action by the Provost/Warden. The penalty for the violation will be ₹ **100/- or more** and/or any other punishment decided by the authorities. Residents are liable to be expelled from the Hostel on repeated violation.
- 7.34 **Any resident found forging parents'/authorized guardians' signature, will be expelled from the hostel.**
- 7.35 At the time of admission, every student shall be required to sign a declaration that she submits herself to the disciplinary jurisdiction of the V.C., Director, South Campus, 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) and (C) and Rules that have been framed by the University.
- 7.36 Sale of Newspapers and other old items to 'Kabadiwala' by the residents would be allowed on working days only during office hours.

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

## **8. PAYMENT OF HOSTEL FEES**

- 8.1 **The resident is required to pay the (1) caution money, (2) annual charges plus hostel fees for the first quarter and (3) mess fee for the first quarter separately at the time of admission by means of three separate Bank Drafts in favour of Provost, Geetanjali Hostel, UDSC.**
- 8.2 Each Resident is required to have a Bank Account. It would be mandatory for each of the Resident to open a Bank account with State Bank of India, University of Delhi South Campus Branch immediately after the Admission (within seven days of issuance of admission slip) and submit the authorization slip obtained from the Hostel office.
- 8.3 The residents are required to make subsequent payments through specially designed Debit Slip. The Debit Slip has two parts: 1. Hostel Copy and 2. Student Copy.
- 8.4 There are two types of Debit Slips: (i) Blue Slip for payment of Mess Charges and (ii) Pink Slip for Hostel Charges.
- 8.5 The Resident would fill up the Debit Slip and deposit the same in the Hostel Office. The Hostel office will send a consolidated list to the Bank and the amount will be directly credited to the Hostel account from the resident's account. Student Copy would be returned to the Resident with due acknowledgement and official seal after the requisite fee credited to the Hostel Account by the Bank.
- 8.6 In case the Bank could not debit the fee amount due to no balance or any other reason(s), the Resident will have to deposit the same amount with a fine of **Rupees five hundred (minimum)** within three days of notifying. **Subsequent default will attract a fine of ₹ 1000/-.**
- 8.7 The Hostel and Mess Charges would be payable **Quarterly**. The quarterly payment will have to be made by tenth of every quarter month. The schedule of quarterly payments will be as follows:

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

## SCHEDULE OF PAYMENT OF FEES:

Fees are payable in advance. All Debit Slips should be submitted by the 10<sup>th</sup> of each quarter month or **on Tuesdays and Thursdays after 10<sup>th</sup>** except at the time of admission. The fine structure for late payment is as follows:

₹ 100/- for a period from 11<sup>th</sup> to 20<sup>th</sup>.

₹ 200/- for a period from 21<sup>st</sup> to the end of the month.

A resident, who fails to pay her quarterly dues for more than one month may be required to vacate the Hostel accommodation with immediate effect. A resident may, however, be re-admitted with the permission of the Provost, on payment of a **re-admission fee of ₹ 500/- latest by 5<sup>th</sup> of next month together with the fine for late payment. A fine of ₹ 100/- per day will be imposed if the resident fails to pay by the last date and will have to vacate the hostel if not paid by 10<sup>th</sup>.**

The residents going on long leave are also required to pay the fees within the stipulated period of time in advance.

A resident, who intends to vacate the Hostel accommodation before the month is over, has to pay the entire monthly charges for that particular month.

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

### 9. FEES:

The Fees payable by each resident is as follows:

<b>A. Caution Money</b>	5000.00
<b>Annual Charges</b>	
a) Admission fee	100.00
b) Crockery and Utensils	40.00
c) Furniture and Furnishings	300.00
d) Membership of Health Centre	240.00
e) Residents Activities / Recreation Charges	800.00
f) Identity card and Night Leave Book	40.00
g) Sanitation	500.00
h) Common room	100.00
i) Tube lights / Bulbs	400.00
j) Development fund	500.00
k) First Aid	30.00
l) Maintenance of utilities	400.00
m) Garden	150.00
n) Maintenance of Gym Facility	300.00
o) Water Heating / Washing Facility	300.00
	<b>4200.00</b>
<b>B. Monthly Charges</b>	
a) Establishment	150.00
b) Electricity & Water *	750.00
c) Room rent (double occupancy)	100.00
(triple occupancy)	75.00
d) Upkeep and maintenance	200.00
	<b>1200.00 / 1175.00</b>

### C. Foreign Students

Foreign students' have to pay \$100 as one time payment (non-refundable) at the time of admission in addition to A and B.

- a) Applications are to be routed through the Foreign Students Advisor.
- b) Application should be forwarded by the respective Embassy.
- c) Medical Certificate from the National Institute of Communicable Diseases, 22, Sham Nath Marg, Delhi-110054, should be submitted.

\* **The electricity charges will be adjusted according to actual consumption, and can be revised subject to changes in DVB rates.**

- D.
- a. The PWD students residing in the University Hostels shall be exempted from payment of 50% of the mess fee payable to the Hostel. Thus the PWD students shall have to pay 50% of the total mess fee and the remaining 50% of mess fee will be reimbursed to the hostel concerned by the University.
  - b. The PWD students who are getting fellowships/financial assistance shall be exempted from payment of fees/charges/mess fees subject to the following conditions :

Value of Fellowship	Exemption of Fees Waiver etc.
Upto ₹ 3000/- per month	Fees waiver+50% Mess Subsidy
₹ 3001 to 8000 per month	Fees waiver but no Mess Subsidy
₹ 8001 and above per month	No Fees waiver and but no Hostel Subsidy

Note:

- i) Fees under A and B, together with those under C (for the first quarter) and D are payable at the time of admission.
- ii) In case a student does not join, but informs the Hostel office, within a week after payment of fees about her withdrawal, then all fees, after deduction of ₹ 100/- (admission fee) will be refunded. In any case, no fees are refundable except the Caution Money which will be refunded after the resident has paid all dues and vacated the Hostel.
- iii) The Caution money can be claimed after a month of vacating the Hostel. The same shall be claimed within a period of six months after leaving the Hostel, otherwise it will lapse. No interest will be paid for the caution money deposits.
- iv) All refunds will be made by Account Payee Cheques to the claimants.

### 10. THE MESS, DINING HALL AND GUESTS

- 10.1 **The mess and dining hall will be run on contract basis. Contract will be given to a Contractor to be appointed for a period of one academic year. The contract may, however, be extended after reviewing the performance.**

A Mess Committee consisting of the Provost, Warden, Resident Tutor and Students representatives, along with the Mess Contractor will decide the Menu and other details in the beginning of term.

The residents of the Hostel are expected to extend cooperation in running the Mess through the Mess Committee.

- 10.2 Food will not be served to the residents outside the dining hall. **Food cannot be taken by the residents outside the dining hall without permission.** In case of sickness, a resident may be allowed to have diet in her room to be carried by the Female Attendant, with the prior permission of the Warden/Resident Tutor.

**No utensils will be allowed to be taken out of the mess. In case of violation, the residents will be liable to disciplinary action by the Hostel authorities.**

- 10.3 A resident, who desires to entertain a **lady guest** in the dining hall, shall purchase the requisite coupon, on production of which food may be obtained for the guest. Mess charges for a guest per day per meal will be as follows:

Breakfast	-	₹ 42/-
Lunch/dinner	-	₹ 60/-
Tea, Snacks	-	₹ 18/-

The Mess charges are liable to change from time to time.

**Male guests** will not be allowed for any meal in the dining hall.

**Note:** Any kind of cooking inside/outside the room is strictly prohibited.

#### 10.4 Mess Rebate

A resident will be eligible **for rebate in mess charges @ 75% per day** under the following conditions:

##### 1) Non-Research Students

- i) When the resident is on leave (night out) from the hostel for a minimum period of 7 consecutive days (excluding the days of departure and arrival). The night out should have been applied for in advance in the night out register.
- ii) No rebate is admissible for absence of less than 7 consecutive days from the hostel.
- iii) During a semester, a maximum of 15 days rebate will be admissible in addition to the University vacation.

##### 2) Research Students

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

**Residents have to apply for Mess rebate and get it signed from RT/Warden, before proceeding on leave and record it in the Mess Rebate Register.** In case of extension of leave, no mess rebate for the extended period will be given.

**Note:** No corrections / over writing will be allowed in the Mess Rebate Register. Recording of leave in the Mess Rebate Register on joining the hostel after availing leave will not be allowed and considered for rebate.



10.5 **Mess timings** in Hostel will be as follows:

Breakfast	-	8.00 a.m. to 9.00 a.m.
Lunch	-	1.00 p.m. to 2.00 p.m.
Evening tea	-	5.00 p.m. to 6.00 p.m.
Dinner	-	8.00 p.m. to 9.00 p.m.

10.6 **SUMMER VACATION**

The hostel mess may/may not function during the summer vacation even for those who may be permitted to stay in the Hostel during that period. If the Mess functions, the charges will be as per arrangement.

11. **VISITORS' TIMINGS :**

i) **Male Visitors**

04.00 p.m. to 8.00 p.m.	Week days
10.00 a.m. to 1.00 p.m	Sundays and all University
and	Holidays.
04.00 p.m. to 8.00 p.m	

The residents are not permitted to receive male visitors either in the Dining hall, common room or in their rooms of the Hostel.

ii) **Female Visitors**

8.00 a.m. to 8.00 p.m. All days

iii) **Visitors are to be received only in the Visitor's area.**

iv) All visitors must leave the Hostel by the time specified.

v) **No Visitors Day** : There will be no visitors day on the festival of HOLI.

12. **RETURN TIMINGS AND SHORT AND LONG TERM LEAVE**

- 12.1 Residents are requested to be back in the Hostel by 10.00 P.M. sharp and get their attendance recorded every day. It is the responsibility of every resident/guest who is present in the premises to get herself marked present in the attendance register at attendance time, i.e., 10.05 p.m. **No resident/guest is allowed to leave the hostel premises after 10.00 P.M.** In case the residents have to leave the hostel before 6.00 a.m., they must get prior permission from the Resident Tutor. **In case of violation of this rule the hostel may cancel the admission of the resident.** Late nights for academic purposes with request from the concerned Head of the Departments/Supervisors may be sent to Provost/Warden. Late Nights can only be granted by authorities in emergency situation, on case to case basis.

**Short Term Leave** : Residents can avail leave of absence **not exceeding three days** at a time, at their own responsibility after submitting an undertaking and recording the necessary details in the Leave Register such as address and telephone number of her destination. **Only a maximum of twelve Short Leave/Night Outs in a month can be availed. Short Leave/Night Out cannot be converted to Long Leave.** A resident taking night leave without prior intimation will be liable to disciplinary action.

**Long Term Leave** : Permission for leave of absence exceeding three days, i.e., long leave, may be granted by Provost/Warden/Resident Tutor on application made at least **three days in advance with proper recommendation from Parents/authorized Guardian.** The details are required to be recorded and signed by the authority in the leave book. Residents will also submit an undertaking before proceeding on long term leave.

In case of academic excursion/field work the residents must get their leave application duly forwarded by the Head of the Department and submit to the Hostel office before proceeding on leave.

### **Extension of Leave:**

In case, the residents are on leave and want to extend their leave they should write or intimate to the hostel authorities for **permission in advance** and send a FAX signed by their Local Guardian/Parents to the hostel office.

- 12.2 Before return to the Hostel, the leave book must be duly signed by the authorized guardian/parent and after coming back to the Hostel, it must be counter-signed by the concerned Hostel authority.
- 12.3 Residents remaining absent without intimation/permission will be liable to disciplinary action including cancellation of admission. The hostel authorities will be compelled to get her room vacated as per procedure and to allot it to another student. In such cases, the luggage of the resident/guest resident would be handed over to her after she clears all the dues. **Repeated long absence from the hostel, even with written intimation to the authorities, is also liable for disciplinary action.**

### **Gate Pass:**

- 12.4 The residents leaving the Hostel temporarily/permanently and carrying any baggage **should get the gate pass made in advance and show the same to the Security Guard on duty.**

## **13. HEALTH, BANK AND POST OFFICE**

- 13.1 The residents of the hostel are members of the World University Service of **South Campus Health Centre**, maintained by the University. The Centre's facilities are open to them at fixed timings notified by the Centre. In case of illness, residents should contact the Health Centre for assistance. When the Health Centre is closed, the residents are advised to contact the Senior Medical Officer or other sources of assistance through the Provost, Warden and Resident Tutor. Health Centre **membership forms are to be filled in** at the time of admission to the Hostel.
- 13.2 Any case of illness should be immediately reported to the authorities, First aid box is available in the Hostel.
- 13.3 **In case a resident falls ill with contagious/infectious disease, she will have to shift to her authorized Parent/ Guardian's house/ID Hospital immediately.** She will be allowed to rejoin the Hostel only upon her complete recovery. Fitness to rejoin the Hostel is to be obtained from the Delhi University WUS Health Centre. All such students must observe the prescribed period of quarantine before returning to the Hostel.
- 13.4 The South Campus has a branch of the State Bank of India in its premises. All official business of the hostel is transacted through this branch, which also provides banking facilities to students, teachers and other employees.
- 13.5 A **Post Office** with Registration, Parcel, Money Order, Speed Post, Savings Bank, Savings Certificate, Indian Postal Order, Postal Life Insurance and all kinds of fixed deposit schemes facilities is available in the campus situated near the Main gate.

## **14. MAINTENANCE OF DISCIPLINE AMONG STUDENTS OF THE UNIVERSITY**

### **ORDINANCE XV-B**

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) willful destruction of institutional property;
  - (h) creating ill-will or intolerance on religious or communal grounds;
  - (i) causing disruption in any manner of the academic functioning of the University System;
  - (j) ragging as per Ordinance XV-C.
4. Without prejudice to the generality of his/her powers relating to the maintenance of discipline as may seem to him/her appropriate, the Vice-Chancellor, may exercise 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 course 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 Department in the University as may be necessary for the proper conduct of the Institutions, Hall 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 the purpose.
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 there under by University.

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

#### **ORDINANCE XV-C**

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 person 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 effect their self esteem;
  - (e) entail variable abuse and aggression, indecent gesture and obscene behaviour.
4. The Principal of a College, the Head of the Department or an Institution, the authorities of College, 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 suo motu enquire 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 a College or Head of the Department or Institution or the Proctor is satisfied that for some reason, to be recorded in writing, it is not reasonably practical to hold such an enquiry, he/she may so advise the Vice-Chancellor accordingly.
8. When the Vice-Chancellor is satisfied that it is not expedient to hold such an enquiry, his/her decision shall be final.
9. On the receipt of a report under clause (5) or (6) or a determination by the relevant authority under clause (7) disclosing the occurrence of ragging incidents described in clause 3 (a), (b), (c), by 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 students concerned in the examination or examinations in which they appeared be cancelled.
11. In case of the students who have obtained degrees or diplomas of Delhi University and are found guilty under this Ordinance, an appropriate action will be taken against them under Statute 15 for withdrawal of degrees or diploma 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 instruction/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" includes any person the staff of the Delhi University or any colleges or institution affiliated to it, who is appointed to a teaching and/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, 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 of a derogatory nature have the purpose and/or effect of interfering with an individual's performance or of creating an intimidating, hostile or offensive environment.
- c. When a person, uses with a sexual purpose, the body or any part of it or any object as an extension of the body in relation to another person without the latter's consent or against the person's will, such conduct will amount to sexual assault.

- d. When deprecatory comments, conduct or any such 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 Campuses) 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 his/her presence is likely to interfere with the enquiry.
- ii) The victim of sexual harassment shall have the option to seek transfer of the perpetrator or her/his own transfer where applicable.
- iii) Notwithstanding the contents of any other ordinance relating to service conditions etc., the head of the institution upon receipt of the enquiry report, shall refer the same to the Governing Body/Executive Council (EC) and take disciplinary action on the basis of recommendation 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.

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\*The composition of the Committees, mode of election nomination powers, duties and procedure to be followed is outlined in the Appendix to Ordinance XV (D), which will be read as part and parcel of Ordinance XV (D).



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.

**15. Additional Facilities:**

- (a) Computer Lab  
The Hostel has a computer lab with internet connection.
- (b) Laundry Room  
The Hostel has three automatic washing machines operated by an attendant. Detergent is provided by the hostel on payment as per usage.
- (c) Refrigerator and induction plate on every floor, microwave, DVD player, Music System and LCD TV in Common Room.

## 16. Allocation of Seats

The following distribution is made for the 102 seats (51 rooms, each double seated):

I	Number of reserved seats for SC / ST	23
II	Number of seats for Ph.D./M.Phil. students	20
III	Number of seats for PH	03
IV	Number of seats for CW	01
V	Number of seats for Foreigners	02
VI	Number of seats for Masters Courses	53

**Distribution among departments for Masters Courses is as follows:**

Faculty	Department	No. of Seats in Hostel	Total
<b>Interdisciplinary and Applied Sciences</b>	Biochemistry	3	<b>20</b>
	Electronics	4	
	Genetics	3	
	Microbiology	3	
	Plant Molecular Biology	3	
	Information Technology	4	
<b>Professional Courses</b>	Business Economics	6	<b>12</b>
	Financial Studies	6	
<b>Humanities and Maths</b>	Applied Psychology	3	<b>21</b>
	English	3	
	History	3	
	Hindi	2	
	Political Science	2	
	Sanskrit	2	
	Mathematics	3	
	Applied Operation Research	3	

**Note :** The seat allocation for previous and final year students for a course will be 50:50, however in case of department has 3 seats, then for the 3rd seat priority will be given to 1st year student.

**Note :** The Provost is the Final Authority in all matters.

Note: All entries are to be filled in. 'Incomplete application form will not be entertained'.



## GEETANJALI HOSTEL FOR POST-GRADUATE WOMEN STUDENTS

University of Delhi South Campus, New Delhi-110021

Session 2018-2019

### Instructions:

- The application should be accompanied by latest photograph and a copy of the following documents:
  - Photostat copy of the latest receipt showing payment of University Tuition fees.
  - Attested Photostat copy of the residence proof (Passport, Voter Card, License, Electricity Bill).
- Incomplete forms will not be considered.
- Incorrect information may cause cancellation of admission.
- The admission will be valid for the current academic session.
- 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.

Room No.

Affix  
Photograph

- Have you opted and registered for the admission to hostel at the common DU portal? \_\_\_\_\_ (Y/N). If yes, give your registration number \_\_\_\_\_.
- Name (in full) \_\_\_\_\_ Course \_\_\_\_\_ Deptt \_\_\_\_\_
- Father's Name & Occupation : \_\_\_\_\_  
Mobile : \_\_\_\_\_ E-mail : \_\_\_\_\_
- Mother's Name & Occupation : \_\_\_\_\_  
Mobile : \_\_\_\_\_ E-mail : \_\_\_\_\_
- Date of Birth, Place & Country of Birth: \_\_\_\_\_
- Correspondence Address with Pin Code \_\_\_\_\_  
\_\_\_\_\_ Tel. No. (with code) \_\_\_\_\_ Mobile \_\_\_\_\_ E-mail \_\_\_\_\_
- Permanent Address (with proof & pin code) \_\_\_\_\_  
\_\_\_\_\_ Tel. No. (with code) (Home) \_\_\_\_\_
- Category: Gen. ☐ OBC ☐ SC ☐ ST ☐ Foreigner ☐ CW ☐

Examination Passed	Year	College/ University	Subjects	Marks Obtained	Total Marks	% of marks/ Grade
M.Phil.						
M.A./M.Sc./M.Com.						
MCA/MBA						
B.A./B.Sc./B.Com						
Other						

- Have you been a resident of this/other Hostel of the University of Delhi or any of its college or Institution? Yes/No  
If yes, please state Name of the Hostel \_\_\_\_\_ Duration of Stay (with dates) \_\_\_\_\_
- Details of Scholarship/Fellowship \_\_\_\_\_
- Any disciplinary action taken against you by College/Department of Delhi University/any other institution \_\_\_\_\_  
\_\_\_\_\_
- In case of foreign student: (a) Nationality: \_\_\_\_\_ (b) Date of arrival in India: \_\_\_\_\_  
(c) Probable date of departure \_\_\_\_\_ (d) Passport No. \_\_\_\_\_ (e) Place & date of issue \_\_\_\_\_  
(f) Expiry date \_\_\_\_\_ (g) Visa No. \_\_\_\_\_ (h) Date of Issue \_\_\_\_\_ (i) Expiry date \_\_\_\_\_  
(j) Place of last stay, if any, in India \_\_\_\_\_

14. Declaration on Solemn affirmation:

- (a) I declare that the entries given above are correct and that I undertake to inform the authorities, in writing, of any change in any of the particulars given above as and when they occur.
- (b) I have carefully read the rules and regulations governing the admission and residence in the Geetanjali Hostel, University of Delhi South Campus and I agree to abide by the same and all such rules and regulations as may here-in-after be made in this regard. I know that any violation of the rules and regulations will disqualify me from continued residency of the Hostel and I may be asked to leave the Hostel forthwith.
- (c) I also undertake to submit myself to the disciplinary jurisdiction of the Vice-Chancellor, Proctor, Provost, Warden, Resident Tutor and other authorities of the University, who may be vested with authority to exercise discipline under the Act, Statutes, Ordinances and Rules that have been framed or may hereafter be framed.
- (d) I undertake to do Mess duty and any other duties related to the Hostel as would be specified by the Hostel authority from time to time.
- (e) I also undertake to vacate the room on or before the expiry of the academic year.

Date \_\_\_\_\_

Place \_\_\_\_\_

Signature of the Applicant \_\_\_\_\_

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**CERTIFICATE OF THE HEAD OF INSTITUTION**

This is to certify that Ms. \_\_\_\_\_ is a bonafide student of the College / Institution / Department in \_\_\_\_\_ (class and course) and her admission to the Hostel is recommended. It is also certified that she did not fail in the last examination.

Date \_\_\_\_\_

Head of the Institution  
(Name & Signature with Official Seal)

**For M.Phil./Ph.D. students only**

(a) Course \_\_\_\_\_ (b) Department \_\_\_\_\_ (c) Faculty \_\_\_\_\_  
(d) Year \_\_\_\_\_ (e) Name of Supervisor \_\_\_\_\_  
(f) Date of Registration \_\_\_\_\_

**(i) or (ii) as the case may be, to be filled by the Supervisor in his/her own hand and to be signed by HOD)**

- (i) This is to certify that Ms. \_\_\_\_\_ is enrolled for M.Phil./Ph.D in the Department/Faculty of \_\_\_\_\_ and she is a full time bonafide student of the Department.
- (ii) This is to certify that progress of research work of Ms. \_\_\_\_\_, M.Phil./Ph.D. student, working under my supervision is satisfactory/not satisfactory. She may/may not be given admission/extension in the Hostel.

Date \_\_\_\_\_

(Signature & Name of the Supervisor)

(Signature & Name of HOD with Official Seal)

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**(For Office Use Only)**

Admitted / Rejected

Received Rs. \_\_\_\_\_

Room No. \_\_\_\_\_ SBI A/c No. \_\_\_\_\_

Demand Draft No./Date \_\_\_\_\_

Resident Tutor      Warden

Provost      Officer In-charge

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Date of vacating the room \_\_\_\_\_ Signature of the Resident \_\_\_\_\_

### MEDICAL CERTIFICATE

(To be filled in by Medical Officer of the University Health Centre or any other Medical Officer  
of the rank not below that of the Civil Surgeon after proper check up of the student)  
(To be submitted at the time of admission)

This is to certify that I have examined Ms. \_\_\_\_\_ daughter /wife of Shri \_\_\_\_\_  
on \_\_\_\_\_ and have found her medically fit for stay in the University Hostel.

Signature of the Doctor  
(with rubber stamp and Designation)  
Date: \_\_\_\_\_

**The foreign students are also required to produce the Medical Certificate from the National Institute of Communicable Diseases, 22, Sham Nath Marg, Delhi-110054 in terms of Letter No. F-14/6/86/8-ESII dated the 20<sup>th</sup> April, 1987, from the Ministry of Human Resource Development, Department of Education, Government of India, New Delhi.**

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### FINANCIAL GUARANTEE / CONSENT FROM THE APPLICANT'S PARENT/LEGAL GUARDIAN

1. I certify that the applicant is seeking admission with my consent and that I shall be responsible for her financial liabilities to the Hostel.
2. I permit my ward to avail the facility of leave of absence (item 12.1) as per Hostel rules, at her own responsibility to stay at the address intimated by her to the Hostel Office.
3. I appoint the following two person as Local Guardian for my ward Ms. \_\_\_\_\_ with whom my ward may stay at night. The local guardians may be contacted for any official purpose or emergency that may arise during her stay in the Hostel.

#### L.G. I

#### L.G. II

Name of Local Guardian _____	:	_____
Relationship to Candidate _____	:	_____
Residential Address _____	:	_____
_____	:	_____
Official Address _____	:	_____
_____	:	_____
Tel. No. (Office) _____	:	_____
Tel. No. (Residence) _____	:	_____
Mobile No. _____	:	_____
Signature of Local Guardian _____	:	_____
E-mail _____ Fax _____	:	_____

Signature of Mother/Father/Husband/Legal Guardian

Date \_\_\_\_\_

Name \_\_\_\_\_

Note: In case of Foreign students the financial Guarantee of Declaration should be signed by the concerned embassy.

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### RECOMMENDATION OF THE FOREIGN STUDENTS ADVISOR (FOR FOREIGN STUDENTS ONLY)

Signature  
Foreign Students Advisor

**ANNEXURE I**  
**UNDERTAKING BY THE STUDENT**

I, ..... (full name of student with admission/registration/enrolment number) S/o D/o Mr./Mrs./Ms. .... having been admitted to ..... (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 penal 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 3 of the Regulations.
  - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 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, without prejudice to any other criminal action that 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 a 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:**



**ANNEXURE II**  
**UNDERTAKING BY PARENT/GUARDIAN**

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 ..... (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 Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4). I hereby solemnly aver and undertake that
  - a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
  - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 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, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
- 6). I hereby declare that my ward has 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 a 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.:**

# WUS HEALTH CENTRE UNIVERSITY OF DELHI, SOUTH CAMPUS

## MEDICAL EXAMINATION FORM FOR HOSTEL ACCOMMODATION DATA FOR MEDICAL EXAMINATION

(TO BE FILLED BY THE CANDIDATE)

1. Name ..... Sex .....  
(In Block letters)
2. Date of Birth ..... Age .....
3. Department / Subject / Class .....
4. Institution / Roll No. ....
5. Address .....  
..... Tel. No. ....
6. Name of the Hostel / Room No. ....
7. Marital Status - Married / Single
7. Vegetarian / Non - Vegetarian
8. Do you take alcoholic drinks - Yes / No
9. Do you Smoke - Yes / No
10. Immunization Status - When last Immunized against :-  
Small Pox .....  
Typhoid .....  
Cholera .....  
Any other .....
11. History of any serious illness, operation, hospitalization .....  
.....
12. Allergy, if any .....
13. Any history of nervous disorder / Epileptic Fits
14. Any other .....



Date .....

Signature

# **MEDICAL REPORT**

(to be filled by the specialists/Medical Officer)

Name ..... Mark of Identification .....

.....

## **GENERAL EXAMINATION**

- |                              |                                    |
|------------------------------|------------------------------------|
| 1. Apparent Age ..... Yrs.   | 2. Built : ..... Thin/Medium/Heavy |
| 3. Nutrition .....           | 4. Height ..... cms.               |
| 4. Weight ..... Kgs.         | 5. Abdominal girth ..... cms.      |
| 6. Chest : Normal ..... cms. |                                    |
| Expanded ..... cms.          |                                    |

## **SYSTEMIC EXAMINATION**

- |   |                       |
|---|-----------------------|
| 1. Eye (External) .....                   | 2. Vision RE/LE ..... |
| 3. Colour Vision .....                    | 4. Any Other .....    |
| 5. Ear / Nose / Throat .....              |                       |
| 6. Teeth .....                            |                       |
| 7. Pulse : Rate / Rhythm / Volume / ..... | 8. B.P. ....          |
| 9. Heart .....                            |                       |
| 10. Lungs .....                           |                       |
| 11. Liver/Spleen .....                    | 12. Glands .....      |
| 13. Musculo-Skeletal System .....         |                       |
| 14. Skin / Hairs / Nails .....            | 15. C.N.S. ....       |
| 16. Hernia / Hydrocoele / Varicose .....  |                       |
| 17. Gynae / Obstetric History .....       |                       |

## **LABORATORY INVESTIGATIONS**

- |   |                        |                      |
|---|------------------------|----------------------|
| 1. Blood Hb ..... gms%  | 2. Sugar-F/PP..... mg% | 3. Blood Group ..... |
| 4. Urine RE/M .....   | 5. Sugar .....         | 6. Albumin .....     |
| 7. Special Investigation, if any (X'Ray Chest - PA, ECG etc.), Please enclose Reports : |                        |                      |

Remarks of Examining Medical Officer :

.....

.....

Date .....

MEDICAL OFFICER

No. of Enclosures with details .....

\* Female candidates are to be examined by the Lady Medical Officer .







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