

MEGHDOOT HOSTEL



(For Post Graduate Women Students)
University of Delhi
Delhi-110007



Bulletin of Information and Rules 2022-2023







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**Bulletin of
Information and Rules**

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Member	Dr. Sunita Singh (Resident Tutor) Department of Education (CIE) University of Delhi	27666109

HOSTEL ADMINISTRATION

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Warden	Dr. Shashi Rani Department of Social Work University of Delhi	27666109	
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MEGHDOOT HOSTEL PROSPECTUS

1. ABOUT THE HOSTEL

The Meghdoot Hostel accommodates full time post-graduate/research women students of the North Campus of University of Delhi. The hostel opened up in September 1992 and inaugurated by Dr. S.S. Rana, the then Dean of Colleges, Delhi University. The hostel has two blocks with ninety-five (95) rooms. It is situated opposite to the SOL on G.C. Narang Marg. The internal administration and discipline of the hostel are vested in the Provost of the hostel.

The Provost is the Administrative Head of the Hostel. For Internal administration, she is assisted by the Warden. There is also a Resident Tutor who looks after extracurricular and cultural activities among the residents and their general welfare. The Provost, Warden and the Resident Tutor are appointed by the Executive Council of the University from amongst University faculty members.

The Hostel Management Committee, which is constituted by the University, supervise the Administration of the hostel. Among other things, the Committee deliberates on and takes decisions about the long-term development and welfare of the Hostel, keeping in mind the value and antiquity of the hostel. The decisions of the Management Committee are final and binding on all matters related to fees, administration and discipline for both regular and guest residents.

2. HOSTEL ADMISSION

2.1 Admission Form

- i. The application form along with the hostel prospectus can be downloaded from the hostel website (meghdoothostel.du.ac.in).

2.2 Eligibility for Admission

(a) Eligible categories:

The following criteria will be considered for admission the hostel:

- i) The applicant should be a full-time bonafide post-graduate student of the University of Delhi or she should be a full-time degree student admitted to a post-graduate department/ faculty of the University.
- ii) In this context, for the purpose of admission to the hostel, the full-time courses like LLB., B.Lib., B.Ed. and integrated M.A. courses conducted by a University department shall be treated at par with M.A./M.Sc. courses.
- iii) The applicant should have passed the examination of the last course attended.

(b) Non-Eligible categories:

- i. Applicant enrolled in a part-time or evening course,

- ii. Applicant enrolled for certificate or diploma courses,
- iii. Applicant's parents/spouse residing in National Capital Territory (NCT) or within 70 Km radius,
- iv. Applicant employed anywhere on full-time, part-time, ad -hoc or temporary basis,
- v. Applicant availed Delhi University/College hostel facility for a course of the same level earlier,
- vi. Applicant availing the hostel seat twice on the basis of a course/degree of the same level,
- vii. Applicant completed six years of stay in any other post-graduate hostel(s) of the University,
- viii. Applicant against whom disciplinary action has been taken by a department/ college/hostel of the University of Delhi,
- ix. During the period of stay, if found later that she fails to fulfill any of the above stated conditions, she will have to vacate the hostel immediately.
- x. Suppression of information or giving wrong information pertaining to any of these eligibility criteria would make the defaulting student liable for disciplinary action including expulsion from the hostel as may be deemed fit by the hostel administration.

2.3 Submission of application Form

- a. All applications for admission to the Meghdoot hostel must be duly recommended by the Dean/Head/ Principal of the Institution/ College. The application for admission in the prescribed form duly filled should reach the office of the hostel as notified on website (meghdoothostel.du.ac.in).
- ii. For submission of form in Person Rs. 150.00 for general category/other backward classes student and Rs. 100.00 for schedule caste, scheduled tribe and person with disabilities, has to be deposited at the time of form submission in the hostel office as cash or demand draft.
- iii. For submission of form by post, a demand draft of Rs. 150.00 for general category/other backward classes students and Rs. 100.00 for schedule caste, scheduled tribe and person with disabilities (SC/ST/PwD) category students drawn in favor of **The Provost, Meghdoot Hostel, University of Delhi payable at Delhi** must be enclosed.

2.4 Documents to be submitted & Admission Process

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

- i) Copy of the admission fee receipt original to produce for verification at the time of submitting the form,

- ii) Mark sheet of the last examination passed,
- iii) Copy of the merit of the entrance list,
- iv) Residence certificate of parent/husband issued by the competent authority, which could be from the district magistrate or the local employer of the parent,
- v) Medical fitness certificate from the Foreign student from Centre for AIDS and related disease (CA & RD), National Centre for Disease Control, 22, Shamnath Marg, Delhi-110054 must be submitted in the hostel office for admission.
- vi) SC/ST registration slip issued by the University of Delhi at the time of admission to the University,
- vii) Domicile certificate for North-Eastern student including the state of Sikkim,
- viii) Certificate of physical disability under PwD category,
- ix) All the applicants applying under reserved category must submit the related certificate/s issued by competent authority,
- x) Undertaking against ragging to be submitted at the time of interview by applicant and her parents. In addition, the applicants are required to submit anti-ragging affidavit available on () and mention the reference number generated thereof in the application,
- xi) Address proof of local Guardian with their signature should be the same as mentioned in the application form,
- xii) M.Phil/Ph.D applicants are required to submit a letter from HOD/supervisor that they are not working anywhere,
- xiii) M.Phil/Ph.D applicants may be given preference, if qualified, any national entrance examination for the award of the fellowship, and have to submit relevant document/s from the related organization.
- xiv) All applicants must submit medical fitness along with double and booster vaccination certificate for Covid-19.
- xv) The applicants must disclose, if suffering with, any kind of medical condition/ pathology.

Note:

- i) All certificates are subject to verification by competent authority as per University of Delhi Rules.
- ii) The hostel office will accept self-attested copies of the documents provided by the applicant, however, the applicants called for interview should bring the original certificates for verification.

In case of false attestation/falsified record, the student will be liable for disciplinary action as per the University of Delhi guide lines and will have to vacate the hostel immediately.

3. ADMISSION PROCEDURE

Admission to the Hostel will be done through an Admission Committee consisting of Provost(Chairperson), Warden (Member) and Resident Tutor (Member).The decision of the hostel Admission Committee will be final and binding. The list of candidates to be interviewed and admitted would be notified on the hostel notice board and hostel website (www.meghdosthostel.du.ac.in) according to the schedule.

- i) Admission to the hostel will be made strictly on the basis of the merit list(s) and categories provided by each faculty/department/college, and other relevant criteria decided by the Admission Committee from time to time.
- ii) Applicants seeking admission to the hostel will be short-listed by the Admission Committee.
- iii) Such a shortlist applicants signed by the Provost will be posted on the notice board and the short listed applicants will be invited for an interview with the Admission Committee by giving a minimum of three-day notice.
- iv) After eliminating the cause/s of grievances, if any, the final list of applicants selected for admission out of the short-listed and already notified will be signed by the Provost. The applicants will be notified to take admission by paying the admission fee.
- v) The admission is made for a period of one academic year on the prescribed application form and has to be submitted for re-admission at the beginning of each year.
- vi) All residents, will vacate the rooms either on or before the last day of the academic year or immediately after the last university examination held at the end of the academic year except the M.Phil and PhD scholars.
- vii) A student who has taken admission to any one of the P.G. hostels of University of Delhi will not be considered for admission to another P.G. hostel, till she completes the course on the basis of which she had taken admission to the previous hostel.
- viii) Only those applicants shall be considered for admission under the Sports quota, who have participated in sports events at the State or National level.
- ix) 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.
- x) The hostels shall seek endorsement of the Sports Council only in those cases where the student had participated in sports events at the State or National levels and when the claim of the student is accompanied by an authentic certificate.
- xi) Reservation of the seats for various categories as approved by the University of Delhi shall be strictly implemented.
- xii) Candidates accepted for admission will be required to pay the requisite fees within one week along with four recent passport size photographs for Identity Card and Health

Centre Card. If any applicant fails to pay the fees within the stipulated time as notified, her admission will be treated as cancelled and her seat will be allotted to the next applicant in the merit list.

- xiii) Except Foreign students, Research Scholars and students visiting University of Delhi under exchange program no admission will normally be made in any category after the admission process of the University is over.
- xiv) MA/M.Sc., LL.B/MCA/MBA and students of other categories shall submit a certificate from the Principal/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.

3.1 Admission Requirements for Foreign Students

- (a) Application must be forwarded by the respective embassy,
- (b) The application is to be routed through foreign student advisor (FSA), University of Delhi.
- (c) A medical certificate from Centre for AIDS and related disease (CA& RD), National Centre for Disease Control, 22, Shamnath Marg, Delhi-110054 must be submitted in the hostel office for admission.
- (d) Foreign students who have to stay back in the hostel after their annual examination will be permitted to stay as guest residents after the submission of approval document/s from the office of FSA (Foreign Student Advisor).

3.2 Allotment of Rooms

For M.A. Previous and M.Sc. Previous will be allotted on twin sharing basis. The hostel has limited seats and to accommodate a larger number of applicants, the rooms have to be shared as above. Students seeking admission are required to accept this at time of admission.

3.3 Distribution of Seats

The total rooms in the Meghdoot Hostel are ninety five (95). The actual number of fresh admissions will depend on vacancies available after renewal of admission of the previously staying residents. The category-wise distribution of the seats is given below:

(I) Research Scholars:

Ph.D. (7%)

M.Phil. (7%)

(II) Master's Students:

- (i) Scheduled Castes 15%
- (ii) Scheduled Tribes 7.5%
- (iii) EWS 10%
- (iv) *PwD 5%
- (v) Sports Women 1% (through Director, Sports Council, University of Delhi)

*PwD students will have to pay the security deposit, mess reserve fee and Admission fee, however, the PwD students who are getting fellowship/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 Rs.3000/- per month	Fees waver + 50% Mess subsidy
Rs. 3001/- to 8000/- per month	Fee waiver but no Mess subsidy
Rs. 8001/- and above per month	No fees waiver and no hostel subsidy

Total Rooms (95) : The total available seats (Including SC/ST/PWD/Sports/Foreigner or Ph.D/M.Phil) will be published time to time on website.

4. REDRESSAL OF GRIEVANCES

- (i) Complaints, if any, against the applicants short listed for interview and/or being considered for admission to the hostel should be given in writing to the Provost within three days after the display of the list.
- (ii) If necessary, these complaints would be reviewed by the Admission Committee.
- (iii) In view of the fact that the name/s of the applicant/s have to be compulsorily notified in the short list prepared for the admission, the name/s of the 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 in the hostel.
- (iv) However, the seat/s under dispute will not be filled and the name of the student/s whose objection/s had been sustained will be considered for inclusion in the next admission list to be notified as per the schedule.

5. RENEWAL OF ADMISSION

At the time of re-admission after each semester/course, the applicants shall be required to submit a certificate from the Head of Department and the Supervisor (in case of M.Phil and Ph.D. students) to the effect that the student is actively engaged in research work and her work is satisfactory. The application for renewal of admission in the prescribed form duly filled should reach the office of the hostel as notified from time to time on website under following category:

A. Research Students:

The research students (PhD/MPhil) will be admitted each year and have to apply for re-admission on prescribed application form (interviewed where necessary at the time of admission/re-admission)

B. Non-Research Students - The following students will qualify for readmission:

- i) As soon as the resident/s are promoted and re-admitted to their respective courses in the University and within 15 days of the declaration of results.
- ii) They have to submit the prescribed application form for re-admission, failing which they will be charged Rs. 5/- day as late admission fee up to maximum of one month period.
- iii) After expiry of the one month of the due date or declaration of results, if the renewal of the admission application will not be received from resident/s, they will forfeit their right to seek re-admission to the hostel.
- iv) Proof of residence must be submitted afresh at the beginning of each academic year.
- v) In case of change of address of Parents/Local guardians/Husband, the resident must inform the hostel authorities immediately.

The following students will not qualify for readmission:

- i) Those who have failed in their respective University examination / dropped or have been detained because of shortage of attendance.
- ii) Those who were admitted on the basis of the excellence in sports but have not participated in the sports activity on a satisfactory basis a certificate to that effect have to be provided by them at the time of re-admission duly signed by the competent authority.
- iii) Those who have violated the hostel rules or committed act of misconduct in the faculty/department/college.

5.1 Cancellation of Admission

- (i) If any candidate fails to pay the fees within the stipulated time as notified, her admission will be treated as cancelled.
- (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 Rs.100/- (admission fee) will be refunded.
- (iii) In all other cases, no fees are refundable except the Security Money which will be refunded after the resident has paid all dues and vacated the hostel. All refunds will be made by cheques may be collected from the hostel office.

6. DURATION OF STAY

A regular student shall be eligible to stay in the hostel for the duration of a course as per the details given below:

(a) **M.A/M.SC/LLM./MBA/MCA: 2 years**

(b) **LLB: 3 years**

(c) **M.Phil: 18 months** as laid down by the M.Phil Committee of the department concerned and approved by the Academic Council of the University. The term will end in June, regardless of date of admission to hostel.

(d) **Ph.D.: 5 years** from the date of registration in their department and subsequent approval from the BRS as per rule (Ordinance VI) laid down by University of Delhi (The students re-registered in Ph.D. in their department after the expiry of first 4 (as applies) years of enrolment in Ph.D. will not be eligible for admission to the hostel).

(e) Maximum duration of stay in P.G. hostel system will not be more than six years and subject to University of Delhi Rules.

6.1 Vacating the Hostel-

A resident shall vacate the hostel within a week after completing her:

(a) Statutory period of the course as specified above, or

(b) M.Phil/Ph. D thesis submission, or

(c) Six years in the University hostel system, whichever is earlier (for Ph.D. calculated from date of registration in the department not date of admission in the hostel).

6.2 Forfeits Right to re-admission-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.

6.3 Guests

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

b) Guests of residents will share a room with a bonafide resident as her host for a maximum of 10 days in a month.

c) The charges are as follows: Lodging Charges Rs.50/- per day. Compulsory food coupons Rs. 180/- per day and the check out will be at 11:00 am where breakfast will be included.

6.4 Residents as Guests

(i) The residents may be allowed to stay in the hostel after the expiry of the academic year till re-admission in the hostel as guest residents.

The stay of the residents, who may be allowed to stay in the hostel during summer vacation, is subject to the hostel remaining open during summer vacations.

- (ii) M.Phil, and Ph.D. students may be permitted to stay for a maximum period of 6 months beyond the maximum permissible duration of stay in the hostel with a view to facilitate the submission of dissertation/thesis or for taking viva-voice examination.
- (iii) The hostel accommodates students as guest residents for short periods who fulfill the academic requirements as laid out for regular admission, on individual basis, subject to availability of the seats on the discretion of the Provost.
- (iv) Masters and Research students permitted to stay as resident's guests will pay the following charges every month. Payments of all meals are compulsory.

For Non D.U. Faculty

A student against whom a disciplinary action has been taken by Hostel or

S. No.	Annual Charges	Amount in Rs
1.	Admission Fee	100
2.	Crockery and utensils	200
3.	Furniture	500
4.	Identity Card	100
5.	Sanitation	700
6.	Room electrical accessories	200
7.	Electricity charges (Hot plates, Gysers, Audio visual equipment and other common facilities)	1200
8.	Development Fund	2000
9.	Garden Fee & Lawn Maintenance	500
10.	WUS Health Centre Fee	240
11.	Computer	1500
12.	Laundry	1300
13.	Union & Common Room	500
14.	Audio Visual Aid	200
15.	Annual Function	650
16.	Cultural Events Charges	500
17.	Sports Facilities	200
18.	Anti-Sexual Harassment Fund	10
	Total amount	10600.00

C. Quarterly Charges from Admission onwards

S.No.	Quarterly Charges	Amounts in Rs
1	Establishment	300
2	Electricity Charges	3000
3	Water Charges	750
4	Room Rent	30
5	Room Maintenance Charges	300
6	Maintenance Charges	1500
7	Repair (Electric & Civil)	150
	Total	6030.00

D. Mess Annual Advance (Refundable)

Rs. 5000.00

Monthly Mess Charges: 2200.00 per Month*

*Monthly Mess charges are payable at the time of admission. (The mess charges are likely to vary depending on actual expenditure/per month)

Total A+B+C+D = 8000+10600+6030+5000 = 29630.00

Total amount payable at the time of admission in the hostel = Rs. 29630.00

7.1 Mess Charges For The Month Of Checking In / Out

- (i) The resident joining the hostel up to 10th of the month will be charged actual mess bill and those joining from 11th onwards of the month will be charged Rs. 3000/- per month or Rs. 180/- per day.
- (ii) The resident who intends to vacate the hostel after their exam /closing date before the month is over or till the mess bill of the month is prepared, will pay mess charges Rs. 3000/- per month or Rs. 180/- per day. Once the mess bill will be prepared the actual amount of the mess bill will be deducted by the office from Rs. 3000/- and balance amount will be returned to the individual resident, and that amount is to be claimed within a period of one year after leaving the hostel, otherwise it will lapse. (In case the Mess bill is not paid by resident, the amount will be deducted from mess advance)
- (iii) Mess bill for a given month can be prepared only after the stock verification of food items conducted on the last day of the month. The procedure for mess bill preparation takes a minimum of 10 days.
- (iv) The resident leaving the hostel should get clearance from the hostel office at least seven days in advance.
- (v) Rooms are to be vacated during the hostel office hours only.

- (vi) Security deposit is to be claimed within a period of one year after leaving the hostel after which it will lapse. No interest will be paid for the Security money deposit and mess advance deposit.
- (vii) The mess fee should not be paid later than 15th of each month, after this a fine of Rs.5/- day will be charged up to the end of the month.
- (viii) A fine of Rs10/- day will be charged from 1st to 15th of the next month and Rs.20/- day from 16th onwards.
- (ix) The resident who fails to pay her mess dues within sixty days, will have to vacate her room with immediate effect. A resident may, however, be re-admitted with the permission of the Provost, on payment of a re-admission fee of Rs.100/- in addition to the requisite fine.
- (x) The residents will be served only vegetarian food in the mess.

7.2 Mess Rebate

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

- (i) No rebate is admissible for absence of less than 7 consecutive days from the hostel excluding the days of departure and arrival. No rebate will be given to guests.
- (ii) During a term, a maximum of 15 days rebate would be admissible, in addition to the University vacation.
- (iii) For research students, mess rebate would be admissible for a total period of 45 days in a year, or part thereof after their admission in the hostel.
- (iv) The mess rebate would be admissible for 15 days per term, if resident stays for the term and can be accumulated to not more than 45 days in an academic year.
- (v) In addition to 45 days, a maximum of 30 days mess rebate may be admissible in an academic year for field work recommended by the supervisor and Head of the Department.
- (vi) The mess rebate will be at rate of Rs. 25.00 per day and the residents have to apply for it on the prescribed form and get it signed by the Mess Secretary or a Mess Committee member, before proceeding on leave.
- (vii) At the time of leaving the hostel, once the mess bill will be prepared the actual amount of the bill will be deducted by the office from Mess advance of Rs. 5000/- and balance amount will be refunded to the individual resident. That money is to be claimed within one year of leaving the hostel otherwise it will be lapsed. No interest will be paid for the Security money deposit.

7.3 Guest Charges for DU & Non-DU Students and Faculty

For DU Students

S.No.	Monthly Charges	Amount in Rs
	Caution Money (Refundable)	3000
1	Union Activities	300
2	Maintenance Charges	500
3	Electricity Charges	1000
4	Computer & Laundry	250
5	Cultural Event Charges	100
6	Establishment	100
7	Water Charges	250
8	Room Maintenance Charges	100
9	Repair (Electric & Civil)	50
10	Lodging	20 (per day)
11	Boarding	180 (per day)

For D.U. Faculty

S.No.	Head	Amount in Rs
1.	Lodging	500.00 per day
2.	Boarding	250.00 per day

The guest charges are to be paid in advance by the 7th of each month. Thereafter, a fine of Rs. 10 per day will be charged.

Women teachers/students coming from other Universities/Institutions for attending Delhi University conferences/consulting Delhi University Library/short duration must submit the application in advance through proper channel. The guests staying for more than one month are required to deposit Rs. 1000/- in advance as caution money deposit.

For Non-DU Students

S.No.	Head	Amount in Rs
1.	Lodging	500.00 per day
2.	Boarding	250.00 per day

For Non D.U. Faculty

S.No.	Head	Amount in Rs
1.	Lodging	1000.00 per day
2.	Boarding	250.00 per day

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

Foreign students who have to stay back in the hostel after their annual examination will be permitted to stay as guest residents after the submission of approval document/s from the office of FSA (Foreign Student Advisor).

8. DINING HALL AND GUESTS

- 8.1 The Mess and Dining Hall in Meghdoot Hostel are run on a no-profit no-loss basis under the general supervision of the Housekeeper, the Warden and the Provost.
- 8.2 The residents cooperate in running the Mess through the mess committee.
- 8.3 The accounts of the mess shall be controlled by the hostel office.
- 8.4 The residents will be served only vegetarian food.
- 8.5 The hostel residents are required to actively participate in the running of mess. **Mess duties for the residents are compulsory and will be decided by the House keeper and the Warden.**
- 8.6 Food will not be served to the residents outside the Dining Hall.
- 8.7 Food cannot be taken by the residents/employees outside the Dining Hall without permission.
- 8.8 In case of sickness, a resident may have meal in her own utensils in the room with the prior permission of the Warden/Housekeeper.
- 8.9 Any person found carrying or in possession of any mess utensil outside the mess, would be liable to disciplinary action.
- 8.10 Residents are advised to avoid having utensils resembling those of the mess for their personal use, in case personal steel utensils resembling those of the hostel are found being brought to the mess these are liable to be confiscated.
- 8.11 All residents are expected to follow the Pandemic guidelines like Covid-19, if desired, in the mess and dining hall.
- 8.12 The residents are required to give daily attendance in mess at the dinner time (deposit ID card at the time of entry time and collect after taking the meal in the mess).

8.13 Hostel gate will be locked by 10.00 P.M.

8.14 In case a resident wants to go out after attendance in the mess but wants to return before 10.00 p.m. She should sign in the register at the gate both the time of going out and coming in.

9. MEALTIMING

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

Breakfast	7.45 A.M. to 8.45 A.M.
Lunch	1.00 P.M. to 2.0 P.M.
Evening Tea	4.00 P.M. to 5.00 P.M
Dinner	8.00 P.M. to 9.00 P.M.

9.1 Admission of Residents' woman guests

- (a) Any resident who wants to have a woman guest in the hostel must get her guest registered by applying on the prescribed form.
- (b) The permission for stay will be forwarded by the Warden/House Keeper in advanced to the Provost for grant of permission.
- (c) Registration for guest should be done before 9.00 p.m., without registration no guest will be allowed to stay in the hostel. Charges for over-night stay are Rs. 50.00 per night.
- (d) The maximum period of stay shall not exceed ten days for any guest, in a month.
- (e) A resident who desires to entertain a lady guest in the Dining Hall, is required to order meals for the guest by purchasing the requisite meal coupons.
- (f) At the time of being registered for over-night stay, the resident will have to mandatorily buy food coupon in advance for all the days at the rate of Rs. 180.00 per day (Breakfast, Lunch and Dinner) for her guest stay in the Hostel but not exceeding ten days in a month.
- (g) All child guests should also be registered for over-night stay, which should not exceed ten days, after obtaining special prior permission from the Provost and the meal coupons for such registered guests for over-night stay must be purchased as mentioned above.
- (h) Only those guests/visitors will be allowed in the Mess who have meal coupons. Although the meal charges are liable to change from time to time, however, at present the meal charges for a guest per day are:
 - (i) Breakfast/Lunch/Dinner Rs. 60.00 per meal
 - (ii) Special Lunch/Dinner (To be decided as per menu and occasion)







10. GUEST VISITING TIME

Male Visitors:	Week days	4.00 P.M. to 8.00 P.M.
	Sundays & University Holidays	10.00 A.M. to 1.00 P.M.
		4.00 P.M. to 8.00 P.M.
Female Visitors:	All days	8.00 A.M. to 8.00 P.M.

The visitors WILL NOT be allowed on the day of HOLI & NO resident will be allowed to leave the hostel premises before 2:00 pm on the day of HOLI.

11. RULES AND REGULATIONS OF RESIDENCE IN THE HOSTEL

The Hostel is available to all residents from the day University opens (as per the University academic Calendar) till last day of their respective semester/annual University examination/submission of dissertation/thesis.

- 11.1 Residents must submit the medical report/ vaccination prior to admission only medically fit students will be admitted.
- 11.2 No resident is allowed to shift from one room to another without prior written permission of the Provost.
- 11.3 No furniture should be shifted from one room to another without prior written permission of hostel administration.
- 11.4 Residents are responsible for the safety of hostel property. Residents found responsible for causing any damage to the hostel property will be charged individually or collectively as the case may be. Disciplinary action may be taken against such residents, if required.
- 11.5 All residents, except research students shall vacate their rooms immediately after annual examinations.
- 11.6 Extension for stay as 'resident guests' beyond the permitted date may be allowed to the residents eligible for re-admission by the Provost.
- 11.7 M.Phil. and PhD students shall inform the hostel office in writing about their intension to stay in/to leave the hostel during the period of summer vacation.
- 11.8 Hostel mess may not function during the summer vacation for those who are permitted (in writing) to stay in the hostel during that period. If the mess functions, the charges will be as per arrangement.
- 11.9 Residents must hand over the complete charge of their room before leaving the hostel at the end of the course and must obtain a clearance certificate from the hostel office.
- 11.10 A copy of clearance certificate is to be handed over to the Security Guard on duty before leaving the hostel premises. The Guard on duty will have to submit this copy to the Hostel office for record.

- 11.11 Residents who take up full-time jobs and/or discontinue their studies or research, or who have completed their Ph.D./M.Phil Program in the middle of the session, shall inform the hostel office in writing and leave the hostel within one month clearing all dues.
- 11.12 Residents working on a temporary basis who continue to be bonafide students of the 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.
- 11.13 The stay of the resident/s, failing to intimate the authorities about their employment status, will be terminated and they will have to vacate the hostel accommodation immediately after clearing their dues.
- 11.14 The 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.5000/- per month from the date of their appointment.
- 11.15 Residents are not allowed to hand over the keys of their rooms to any person other than the Hostel authorities.
- 11.16 Residents are not allowed to engage any person for personal service. No employee of the hostel will be asked to do personal job by any resident.
- 11.17 Residents will come to the Dining Hall, Common Room and Visitor's Room properly dressed and maintain dignified conduct.
- 11.18 Residents must inform the administration in writing about their absence from the hostel whenever they take a night out. They should also give the address at which they may be contacted. If necessary.
- 11.19 In their absence (if it is for more than 3 days without information) the room will be double-locked by office/hostel authorities and the key of the hostel lock will be available with the Security Guard on duty.
- 11.20 In case any resident remains away from the Hostel for more than 7 days without informing the Hostel, administration in writing, it will be assumed that she has left the hostel and the hostel administration reserves the right to take possession of the room and re-allot to another student.
- 11.21 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, Hostel Administration may dispose the luggage in any manner considered suitable.
- 11.22 A penal rent of Rs. 50.00 per day, in addition to the normal charges for the period during which the luggage remains unclaimed, shall be payable by the concerned person.
- 11.23 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.

- 11.24 The rooms of residents shall be double-locked if at a given point of time, the hostel and mess dues outstanding towards them exceed the amount of the hostel and mess caution money.
- 11.25 All students seeking renewal of admission for the following year but securing less than 50% marks in the previous examination or essential repeat in any paper will have to share the room, If so required, by the Admission Committee.
- 11.26 Residents are not permitted to receive male visitor in Dining Hall, Common Room and their rooms in the hostel.
- 11.27 Guests are to be received only in the Visitor's area.
- 11.28 The residents can avail 12night out in a month and in case they are availing the night out they have to submit information to the hostel authorities.
- 11.29 Residents who intend to remain absent overnight from the hostel are required to make necessary entries in the Night Leave Register, giving the address and telephone no. of her destination.
- 11.30 The hostel officials (Provost/ Warden/ Resident Tutor/House Keeper) must be intimated by the resident about the date and duration of absence from the Hostel by obtaining their signature on the Night Leave book.
- 11.31 Research students desirous of taking leave of absence from the hostel for more than 7 days, are required to get their leave applications forwarded and recommended by their research supervisor and countersigned by Head of the Department and submit the same in the hostel office for permission well before proceeding on leave.
- 11.32 No resident shall proceed on long leave without entering in the night-out register and without clearing any pending due/mess-duty. Disciplinary action, including expulsion, would be taken against a resident who falls to comply with these requirements.
- 11.33 A resident should possess the identity card at all times as it can be checked by the hostel authorities or security guards at the gate. In case of loss of Identity card, a duplicate Identify card will be issued on payment of Rs.150/- (Rs. 50/- as fine + Rs.100/- as cost of the Identity-Card). However, on production of not traceable certificate from the Police, the fine will not be imposed.
- 11.34 The residents are not permitted to use any kind of electrical appliances such as heater, stove, immersion rod, electric-iron etc. in the hostel. Residents are warned against tampering with electrical installations in the rooms or hostel premises (inclusive of water pump). Disciplinary action will be taken against those who violate these rules.
- 11.35 Any kind of cooking inside the rooms is prohibited.

- 11.36 The visitors/outside and Food/other items delivery will be allowed after 10:00 p.m.
- 11.37 Residents who park their cycle/cooler in the hostel premises are to keep them property locked. Residents are to keep their rooms locked whenever they go out. The hostel is not responsible for loss of valuables due to theft or fire. However, any case of theft is to be reported immediately to the hostel authorities. Residents are requested not to leave their belongings in the verandas, garden, toilets etc. Unclaimed items will be confiscated by the hostel officials.
- 11.38 The Provost, Warden, Resident tutor and the House-keeper or their nominee shall have the authority to enter any room and to make a 'surprise' check of the room as and when considered necessary.
- 11.39 Residents should intimate the office immediately of any change in addresses and telephone nos. of parents and local guardians.
- 11.40 Residents are required to abide by all rules and Instructions given in the Bulletin of Information and which are also notified on the Notice Board, they have no excuse to plead ignorance of the same. They are to cooperate with the hostel staff and actively participate in the hostel activities.
- 11.41 Each resident/guest resident is required to do a minimum of three mess duties in one academic year. A resident who fails to do her mess duty on an assigner day will be fined Rs.500/- for each missed duty in an academic year.
- 11.42 Residents are not allowed to stand for talking to visitors at the Hostel entry gate in order to maintain discipline and avoid the disturbance.
- 11.43 Residents are required not to carry on activities in the rooms which cause disturbances or annoyance to the neighbors or to the hostel authorities.
- 11.44 Whenever a resident is on a night out for more than 7 days, her room will be double locked by the hostel office and appropriate action will be taken.
- 11.45 In case of any violation of rule/misbehavior or/indiscipline by the resident the local guardian or parents may be called. Violation of any of the hostel rules by a resident would make her liable to disciplinary action including a minimum penalty of Rs.1000/- and/or expulsion from the hostel.

12. DISCIPLINE

- 12.1 Each resident will get an Identity Card from the Hostel office and she keep it in her personal possession for verification on demand. In case of academic excursion/field work the residents of the non-research category must submit their leave application well before proceeding on leave in the Hostel office for permission, which has to be recommended and duly signed by Head of the Department.

- 12.2 POSSESSION AND/OR USE OF ALCOHOLIC DRINKS, NARCOTIC DRUGS, DRUGS OF ABUSE ETC. IS STRICTLY PROHIBITED IN THE HOSTEL
- 12.3 A resident, or visitor who violates any of the Hostel or University rules or creates disturbance in the hostel, is liable to appropriate disciplinary action by the Provost.
- 12.4 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 Proctor, the Provost and other authorities of the Hostel who may be vested with the authority to exercise discipline under the acts, the Statutes, the Ordinances (XVB, XVC, XVD) and Rules that have been framed by the University and the hostel(Ordinance XVB, XVC and XVD are enclosed in Appendix I, II and III).
- 12.5 Residents are expected to give due respect to Hostel staff (Office and Mess employees, and Safai Karamcharis, Mali and Security Staff).
- 12.6 If and when residents encounter any problem with or lapse on the part of any employee/s they may report the same to Resident Tutor/Warden.
- 12.7 In case the residents is/are not satisfied with the action taken by the Resident Tutor/Warden, 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 honor and dignity of hostel employees. Any act of misconduct towards the hostel employees on the part of a residents will be treated as an act of serious breach of discipline.

13. PROCEDURE FOR TAKING DISCIPLINARY ACTION AGAINST A RESIDENT

- 13.1 The Provost can for any default on the 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 behavior, or for any other reason deemed sufficient for taking a disciplinary action, issue warning and intimate the parents/guardian, Head of the Department/supervisor, If any, Impose fine minimum of Rs. 1000.00, 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 the entry to the hostel and recommending non-issuance or de-recognition of degrees, depending upon the gravity of the act of indiscipline committed by a resident.
- 13.2 The procedure for taking the disciplinary action:

- (i) The Provost or on her direction the Warden/Resident Tutor will call for an explanation from the defaulting resident giving a minimum of three-day notice.
- (ii) On receiving the reply from the concerned resident, the Provost may get the entire matter enquired into by any appropriate person/committee and take necessary action on receiving the report of the inquiry officer/committee.
- (iii) if no reply is received from the defaulting resident within the time stipulated in the letter seeking her explanation, the Provost may take appropriate disciplinary action straight away without holding an inquiry in the matter.
- (iv) First time offenders will receive a warning and the corresponding number of late nights/night outs will be deducted from the following month's quota.
- (v) If the resident breaks the rules a second time, all late nights/night outs will be suspended for the following months and the local guardian will be asked to inform the parents.
- (vi) In case of a third time offenders, her parents will be informed in writing and requested to withdraw their ward from the Hostel. The disciplinary action taken by the Provost will be final.

13.3 Procedure for forcible eviction:

- (i) Forcible eviction shall be undertaken by an Eviction Committee to be constituted by the Provost and, If necessary, with the inclusion of University Security/Proctorial staff. All luggage, articles, books, and other related documents etc. shall be put in sacks/bags/boxes or otherwise appropriately wrapped up. The same shall be duly sealed in the presence of the Eviction Committee and kept securely in 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 claim on the luggage or she may be charged demurrage Rs 50.00 per day after the expiry of two weeks.
- (ii) The residents with a specific objective to promote academic/intellectual, cultural and recreational activities in the hostel may elect Hostel Union according to the constitution adopted by the General Body of the hostel residents.

- (iii) The Hostel Union consists of all regular bonafide residents of the hostel. The Union shall function as per the Constitution framed for the purpose.
- (iv) The elected Hostel Union Executive consists of President, Vice-President, General Secretary, Mess Secretary, and Secretary of all the Committees viz. Anti-ragging, Anti-smoking, Racial discrimination, sexual harassment, Waste Management, Maintenance & disciplinary action, Yoga & Sports, Art & Culture, Computer/e-platform, First-Aid, Environment & Garden etc. The term of office bearers shall be co-terminus with the term of their admission to the hostel.

14. THE HOSTEL UNION

- (a) The executive is in-charge of Common Room and organization of games and, other social cultural activities under the general supervision of the Provost.
- (b) It will prepare the Union Budget and have it passed in a General Body Meeting under the Chairperson ship of the Provost.
- (c) All collections and expenditure should be made through the hostel office and should have the prior approval of the Provost.
- (d) All activities of the Union shall have prior approval of the Provost.
- (e) The Common Room and Computer Room shall remain open during specified hours.

14.1 THE HOSTEL COMMITTEES

In the Hostel there are various committees under the supervision of Provost, Warden and Resident Tutor. The following committees will operate in cooperation with University authorities and residents of the hostel:

1. Anti-Ragging Committee
2. Committee Against Racial Discrimination and Harassment of Students, North Eastern Region of India
3. Committee against Sexual Harassment
4. Anti-Smoking Committee
5. Mess Committee
6. Art, Painting and Cultural Committee
7. Maintenance & Disciplinary Committee

8. Committee for Caste-based discrimination
9. Waste Management Committee
10. Yoga and Sports Committee
11. Environmental and Garden Committee
12. First Aid Committee
13. E-Platform Committee for regulation of website update

14.2 Additional Facilities in the Hostel

(a) TV/Common Room

The Common Room has a TV set with cable connection, a carrom board, chess set, and table tennis. In the Common Room, newspapers and magazines are available for residents. The facility is only meant for regular residents of the Hall, and not their guests or outsiders.



(b) Computer Lab

The hostel has a Computer Lab with internet connection. The resident shall book the time slot one day in advance. In order to use the computer, University Computer center has installed line Wi-Fi facility for the residents w.e.f. June, 2015.

(c) Dining Hall

The hostel having a Dining Hall of the capacity of 95 students other than this, the RO and Water Cooler facility is also available in both the Blocks. Fridge and Hot plates are Provided at each Floor on sharing basis.





(d) Laundry Room

The hostel has automatic washing machines operated by an attendant. The students can avail the laundry service payment basis. The laundry service is available all das in week.

(e) Security Guard

Security Guards are available for 24 h to provide secure environment to the residents.



(f) First Aid Facility & Medical Room

In the case of minor injury & ailments the First Aid facility is available in the hostel medical room. For all other major illnesses residents are connected to the University Health Centre.

15. MEDICAL FACILITY

- 15.1 The residents of the Hostel are members of the World University Service Health Centre, maintained by the University of Delhi.
- 15.2 In case a resident falls ill with contagious/infectious disease, she will have to shift to her local guardian/Parent' house/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 and submitted to Provost. All such students must observe the prescribed period of quarantine before returning to the hostel.
The Hostel does not has any Medial Services other than First Aid to deal with minor or major illness.
- 15.3 All cases of illness should immediately be reported to the hostel authorities. (Health Centre membership forms are to filled in at the time of admission to the hostel.)
- 15.4 As per university order the hostel is under the surveillances of CCTV.

NOT WITHSTANDING ANY PROVISION IN THE PREVIOUS PAGES
THE PROVOST IS THE FINAL AUTHORITY IN ALL MATTERS.

16. ORDINANCES

ORDINANCE XV-B

Maintenance of Discipline among Students of the University

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

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

ORDINANCE XV-C

Prohibition of and Punishment for Ragging

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

- d) expose students to ridicule and contempt and affect their self-esteem:
 - e) entail verbal abuse and aggression, indecent gestures and obscene behavior.
4. The Principal of a College, the Head of the Department or an Institution, the authorities of College, of University Hostel, of Hall 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 into any incident of ragging and make a report to the Vice-Chancellor of the identity of those who have engaged in ragging and the nature of the incident.
 6. The Proctor may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of the ragging incident.
 7. If the Principal of a College, 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 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 inquiry, his/her decision shall be final.
 9. On the receipt of a report under Clause (5) or (6) or a determination by the relevant authority under Clause (7) disclosing the occurrence of ragging incidents described in clause 3 (a), (b) and (c) the Vice-Chancellor shall direct or order rustication of a student or students for a specific number of years,
 10. The Vice-Chancellor may in other cases of ragging order or direct that any student or students be expelled or be not for a stated period, admitted to a course of study in a college, departmental examination for one or more years or that the results of the student or students concerned in the examination or examinations in which they appeared be cancelled.
 11. In case any students who have obtained degrees of Delhi University are found guilty under this Ordinance appropriate action under Statute 15 for withdrawal of degrees conferred by the University shall be initiated.
 12. For the purpose of this Ordinance, abetment to ragging whether by way of any act, practice or incitement of ragging will also amount to ragging. All institutions within the Delhi University system shall be obligated to carry out instructions/directions Issued under this Ordinance, and to give aid and assistance to the Vice-Chancellor to achieve the effective implementation of the ordinance.
 13. All institutions within the Delhi University system shall be obligated to carry out instructions/directions Issued under this Ordinance, and to give aid and assistance to the Vice-Chancellor to achieve the effective implementation of the ordinance.

ORDINANCE XV-D

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" 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" 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. I 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" all those included in categories I - III above
- v) "Resident" 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" 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-leaching staff of the Delhi University or any college or Institution affiliated to Delhi University.
- vii) "Campus" all places of work and residence In the Delhi University or any college or institutions affiliated to the Delhi University. It all places of Instruction, research and administration, as well as hostel, health centers, sports grounds, staff quarters and public places (Including shopping centers, eating places, parks, streets and lanes) on the Delhi University campus or the campus of anycollege or institution affiliated to the Delhi University.
- viii) "Sexual harassment" any unwelcome sexually determined behaviour, whether directly or by Implication and physical contact and advances, demand or request for sexual favours, sexually-colored remarks, showing photography 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, aground 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 behavior is based on the gender Identity/ sexual orientation of the person and/or when the classroom or other public forum of the University is used to denigrate/discriminate against a person or create a hostile environment on the basis of a person's gender identity/sexual orientation.

3. SCOPE OF THE ORDINANCE

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

- i. by a member of the university against any other member of the university irrespective of whether the harassment is alleged to have taken place within or outside the campus.
- ii. by a resident against a member of the university or by a member against a resident Irrespective of whether the sexual harassment is alleged to have taken place within or outside the campus.
- iii. By an outsider against a member of the University or by a member of the University against an outsider if the sexual harassment is alleged to have taken place within the campus.
- iv. By a member of the University against an outsider if the sexual harassment is alleged to have taken place outside the campus. In such cases the committee shall recommend that the University college authorities initiate action by making a complaint with the appropriate authority. Further, the committee will actively assess 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 complaint 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 re-addressal bodies (one each for the North and South Campuses) for those units that are not afflicted 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 the redressal and the solution 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 his/her own transfer where applicable.
 - iii.** Notwithstanding the content 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 committee 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)** Writing apology
 - iii)** Bond of good behaviour
 - iv)** Adverse remark in the Confidential Report
 - v)** Debarring from the supervisory duties
 - vi)** Denial of membership of saturated bodies
 - vii)** Denial of re-employment
 - viii)** Stopping of increment promotion
 - ix)** Reverting demotion
 - x)** Suspension
 - xi)** Dismissal
 - xii)** Any other relevant mechanism.

- B. In the 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 the hostel/campus
 - v) Suspension for a specified period of time
 - vi) With holding result
 - vii) Debarring from exam
 - viii) Debarring from contesting elections
 - ix) Debarring from holding post
 - x) Expulsion
 - xi) Denial of admission
 - xii) Declaring the harasser as “persona non grata” for a stipulated period of time.
 - xiii) Any other relevant mechanism.
- C. In the case of third-party harassment, the University/College authorities shall initiate action by making a complaint with the appropriate authority.
1. The composition of the committees, mode of election/nomination powers, duties and procedure to be followed is outlined in the appendix II ordinance XV(D), which will be read as part of parcel of ordinance XV(D).

II. IMPORTANT TELEPHONE NUMBERS

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

III. EMERGENCY SERVICES

Name	Telephone Numbers
Police Control Room	112
Police Station, Maurice Nagar	27666332, 27667178
Police Station, Civil Lines	23810633, 23815444
Police Station, Roop Nagar	23844632, 23849120
Police Station, Mukherjee Nagar	27231131, 27231132
Help Line for Women	1091
Help Line for Senior Citizen and Students	1291
Fire	101
To Stop obscene Calls at mobile	1096
DMRC (24x7) HELPLINE	128128
24X 7 Hours Emergency Help Line	1077
Ambulance	102/1099
Hindu Rao Hospital	23919476, 23963350
Tirath Ram Shah Hospital	23972487, 244849100, 2425
Sant Parmanand Hospital	23981260, 23994403, 2394406-08
St Stephen Hospital	23982978, 23966021-27, 23958005
Aruna Asaf Ali Hospital	23983618, 23983618, 23965532, 23922333
Causality	23831524, 23968939
W.U.S. Health Centre Emergency	27666257, 27669708 (direct) EPBAX No. 1662
V.P. Chest Institute	27667441, 27256180, 27667102/ Ext. 148
U.C.M.S	22582971-74

Postal Address:

Meghdoot Hostel
University of Delhi
Delhi-110007
Phone : 011-27666109
Email: meghdoothosteldu@gmail.com
Website : www.meghdoothostel.du.ac.in

IV. ANNEXURES

ANNEXURE-I

UNDERTAKING BY THE STUDENT

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

Declared this _____ day of _____ month of _____ Year.

Signature of deponent:

Name:

VERIFICATION

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

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

Signature of deponent:

Name

ANNEXURE-II

UNDERTAKING BY PARENT/GUARDIAN

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

Declared this _____ day of _____ month of _____ Year.

Signature of deponent:

Name:

Address :

Telephone/MobileNo.:

VERIFICATION

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

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

Signature of deponent:

Name



