



# INTERNATIONAL STUDENTS' HOUSE

## UNIVERSITY OF DELHI



**HANDBOOK OF  
INFORMATION AND RULES  
2022-2023**



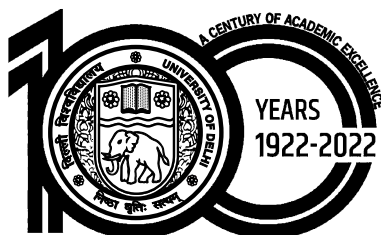




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**UNIVERSITY OF DELHI  
MALL ROAD, DELHI-110007**





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**DELHI-110007**

**INFORMATION AND RULES**  
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(To be retained by the applicant)

**INTRODUCTION:**

Established as the first International Students' House in Delhi, the ISH was founded on 27th May 1964 by the Indian Council for Cultural Relations (ICCR) at University of Delhi, North Campus in order to provide accommodation facilities to mainly foreign and a few Indian students. The objective was to contribute to the growing role of India in promoting International understanding and setting up the goal to promote amity between different countries of the world. The ISH serves as a venue for cultural exchange as well as a living library for the study of past and present culture. The ISH was taken over by the University of Delhi in 1968. Over the years, International Students' House has proved to be a valuable experiment in International understanding and cosmopolitan living hosting students from over 65 countries and bringing them together in their daily life presenting a happy blend of many cultures.

The International Students' House is a Men's Hostel for full time postgraduate students of the University of Delhi. A few full time foreign undergraduate students are also admitted to the House.

While furthering its basic aim of promoting an atmosphere for academic excellence, the International Students' House provides an ambience for nurturing creative talents to grow. It seeks to create a healthy environment through cultural and sports activities. Every resident is encouraged to take advantage of these facilities and contribute to the corporate life of the House. The House is consciously engaged in the task of building an environment of mutual understanding, warm friendship and appreciation among the residents.

The Provost is the Head of the House. He is assisted by the Warden, who is in-charge of the day-to-day administration of the House and the Resident Tutor, who takes care of the extra-curricular activities and general welfare of residents.

**1. SEATS:**

There are 98 seats in International Students' House, of which 78 are reserved for foreign students. These seats are allotted to the applicants in order of merit giving representation to as many countries as possible. Out of 78 seats 20% will be allotted to undergraduate foreign students. However, not more than one undergraduate from any country will be admitted at a time.

Out of 20 seats meant for Indian students, 15% seats are reserved for SC, 7.5% for ST, 3% for person with Disability (PWD). The faculty wise distribution of seats for Indian students are as follows: Faculty of Law-2; Faculty of Arts-4, Faculty of Social Science-4, Faculty of Science-4, Faculty of Management Studies-1; Faculty of Mathematical Sciences-2, Faculty of Music-1 and Cluster Innovation Centre- 2(MME). Due to limited seats available for Indian Students, preference will be given to Master Programme of the University.

## **2. Admission Committee:**

Admission to the International Students' House will be done through an Admission Committee consisting of Provost (Chairman), Warden (Member) and Resident Tutor (Member).

## **3. Admission:**

a) Application form for admission can be obtained from the ISH office on payment of Rs. 100/- (Rupees one hundred only) in cash. The last date for submitting the application and the date(s) for the interview will be notified on the ISH Notice Board.

Hostel admission will be based strictly on the merit list of the students admitted to a given course as provided by the respective Departments/Faculties. The admission to the house is valid till May 31, 2023.

### **b) Re-admission**

i) The residents who are promoted to the next year of the course are required to take readmission to the House as soon as the new academic year commences.

ii. Research students are required to provide a certificate indicating progress from the supervisor duly forwarded by the Head of the Department.

## **4. Eligibility for Admission:**

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

4.1 The applicant should be a full-time bona-fide student of the University of Delhi admitted to a Department/Faculty or a College of the University.

4.2 He should not be enrolled on a part-time or in an evening course.

4.3 His parents should not be residing in National Capital Territory of Delhi (NCT) and within a radius of 70 Kilometers from International Students House, University of Delhi. The distance from International Students House, to the applicant's residential address will be calculated using google map only.

4.4 He should not be employed anywhere on full-time, part-time, ad-hoc or temporary basis. However, ad-hoc lecturers of University/College may be allowed to stay as long as they are bonafide research students (only during the first registration, i. e., first five years of the Ph. D. programme).

4.5 He 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. In this context, for the purpose of admission to the hostel, the full-time courses like LL.B, 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.

4.6 He should not have completed six years of stay in any other post-graduate hostel(s) of the University.

4.7 He should have passed the examination of the last course attended.

- 4.8 Teachers on study leave, except in case of foreign students, will not be considered for admission to ISH.
- 4.9 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.
- 4.10 Foreign students visiting India and affiliated to a Department or College of the University of Delhi for a full academic year/one semester under Exchange Programme (on the recommendation of the HOD/Principal) shall be eligible for admission to the ISH.
- 4.11 A student, while seeking admission and during the stay in the hostel must fulfil the criteria stated above. During the period of stay, if he fails to fulfil any of these conditions, he 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.

## **5. Procedure for Admission:**

- 5.1 The last date for submitting the application form and the date(s) for the interview for the foreign students will be notified on the ISH Notice Board. The list of those selected for admission will be put up on the House Notice Board thereafter. Selected candidates should produce (i) the letter of admission from the University of Delhi or its College (ii) a certificate from the WUS Health Centre and/or Govt. Hospital (Signed only by the CMO) that the student is not suffering from any chronic illness and is fit to stay alone in a single seated room of the hostel and pay the House fees by the date notified for this purpose, failing which their admission will be cancelled.
- 5.2 Indian students seeking admission to the hostel will be short-listed by the Admission Committee. Such a short-list signed by the Provost will be duly notified and the applicants included in the short-list will be invited for an interview with the Admission Committee by giving a minimum three-day notice. After eliminating the cause(s) of grievance(s), if any, the final list of applicants selected for admission will be signed by the Provost and duly notified.
- 5.3 The admission is made for a period of one academic year and a fresh application is needed for re-admission at the beginning of each academic year. Except the M. Phil and Ph. D. scholars, residents will vacate the rooms either on or before the last day of the academic year or immediately after his last University examination being held at the end of the academic year. Students wishing to stay in a hostel during the summer vacation may be allowed to do so as resident guests by the Provost on their written request.
- 5.4 Admission is made strictly on the basis of merit as decided by each Department, provided the applicants satisfy the eligibility criteria.
- 5.5 A student who has taken admission to any one of the P. G. hostels of Delhi University will not be considered for admission to another P. G. hostel, till he completes the course on the basis of which he had taken admission to the earlier hostel.



5.6 If admission to a course is made through a written test/interview such that the Department provides a merit list for admission, the same merit will be followed for admission to the hostel. No weightage will be given for any other parameter or factor for admission to the hostel in this case.

5.7 In case a Department has categories/preferences for admission to a course, the categories /preferences for admission to the hostel will be in the same order as followed by the Department.

#### **6. Redressal of grievances with regard to the admission to a Hostel:**

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. These complaints, if necessary, would be reviewed by the Admission Committee.

#### **7. Admission schedule:**

The admission to ISH will be done in three (3) phases as specified below:

Phase I : July 20<sup>th</sup> - August 31<sup>st</sup>

Phase II : September 15<sup>th</sup> - 30<sup>th</sup>

Phase III : December-January (if required)

#### **8. Duration of Stay:**

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

- a) M.A./M.Sc./MME/LLM/ MBA: 2 years
- b) M. Phil: 18 months or span period as approved by the Academic Council of the University but not more than the maximum of two years.
- c) Ph. D: 5 years (students re-registered in Ph.D. after the expiry of first 5 years of enrolment will not be eligible for admission to the hostel).
- d) LL.B/MCA: 3 years.
- e) B.A./B.Sc./B.Com: 3 years (for foreign students).
- f) Maximum duration of stay in ISH: six years.

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

- a) Statutory period of the course as specified above, or
- b) M. Phil/Ph. D. thesis and viva-voce examination, or
- c) Six years in the University hostel system.

8.3 A student who fails in the examination or fails to appear in the examination for any reason whatsoever (even on medical grounds) forfeits his right to re-admission. No student will be re-admitted and granted any extension on medical ground.

8.4 At the time of re-admission (in the new academic session) the applicants shall be required to submit a certificate from the Head of Department and the Supervisor (in case of M. Phil and Ph.D. students) to the effect that the student is actively engaged in research work and his work is satisfactory. M.A./M.Sc./LL.B/MCA/MBA and students of other categories

(including undergraduate foreign students) 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.

## **9. Cancellation of Admission**

Admission to ISH will be cancelled if the resident is found to fall in any of the following categories:

- i. Non-payment of dues for consecutive three months.
- ii. Keeping Guests without registration (illegal).
- iii. Anti-social activities in the hostel.
- iv. Mischief causing damage to the hostel property.
- v. Ceases to be a regular student.
- vi. Or such an act of the resident which may warrant cancellation of his admission.

## **10. GENERAL RULES:**

### **Residents are:**

- a) (i) Required to obtain Identity Cards from the House and keep them in their personal possession for verification on demand. These should be handed back while vacating the hostel.
- (ii) Responsible for the care of the House property. They will be charged for all damages to the House property they use, individually or collectively, as the case may be. Disciplinary action may be taken against such residents, if required.
- (iii) Not allowed to engage any person for service of any kind, personal or otherwise including any alteration, without the prior permission of the Warden. No ward bearer, security guard or any other House/Mess employee can be asked to do personal work by a resident.
- (iv) Not allowed to keep their visitor (other than guests permitted by prior approval) in the House beyond 10.00 p.m.
- (v) Required to keep their rooms locked and not to leave the room unlocked when they are not in their rooms, in order to safeguard their personal effects against theft.
- (vi) Not allowed to give their room keys to any unauthorized person.
- (vii) Required to keep their vehicle locked inside the shed made for parking, nor are they supposed to give their duplicate keys to any other person. Only cycle/scooter/motor cycles may be permitted. Car parking will not be permitted in any case. The residents must inform the office about the vehicle's license plate number and submit a copy of the proof of ownership.
- (viii) Not permitted to shift from the room allotted to him to another room in the House without permission of the authorities. No furniture should be shifted from one room to another without prior written permission of hostel administration.
- (ix) Expected to come to the Dining Hall, Common Room and Visitor's Room properly dressed.

- (x) Permitted to receive their female relatives/guest in their rooms during 9.00 A.M. to 9.00 P.M. only. Violation of this rule may lead to the summary eviction of the resident concerned.
- (xi) Allowed to change their room only once during their stay in the ISH. The request will be considered during the summer vacation only.
- (xii) Advised to obtain clearance certificate from the House Office before taking admission ticket for their University examinations.
- (xiii) Not allowed to make any alteration/ white washing/ painting in his room.
- (xiv) Not allowed to use Air Conditioners in their rooms.
- (xv) Required to switch off the lights, fans before leaving their rooms and switch off Air Conditioners, lights, fans and geysers while leaving the Computer Room, Common Room, Reading Room and Bathrooms, respectively.
- (xvi) Required to make the entries of their guests/ visitors at the gate while entering and leaving the hostel premises.
- b) Residents who take up full-time jobs, discontinue their studies or research, or who have completed their Ph.D./M. Phil Programme in the middle of the session, shall inform the hostel office in writing and leave the hostel within one month clearing all dues.
- c) 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.
- d) A resident should pay all his dues and obtain a clearance certificate from the House Office to this effect before vacating the House. The clearance certificate should be obtained during the working days. He must hand over the room key to the office before his departure.
- e) The Common Room will remain open during the following hours;
- |          |                         |
|----------|-------------------------|
| Morning: | 7.00 A.M. to 10.00 A.M. |
| Evening: | 6.00 P.M. to 10.00 P.M. |
- f) The Reading Room and Computer Room will remain open during the following hours;
- 10.00 A.M to 10.00 P.M. (closed during vacation)
- g) Use of alcoholic drinks, narcotics and drugs is strictly prohibited in the House. Any resident or guest found using alcoholic drinks or drugs in his room or in the Hostel premises or allowing his room to be used for such purpose or under the influence of alcoholic drinks or drugs shall be summarily expelled from the House.
- h) The Provost/ Warden or Resident Tutor may enter the room of any resident at any time if considered necessary or expedient.
- i) Residents should intimate in writing to the Office immediately any changes in the addresses and telephone/mobile numbers of parents and local guardian.



- j) Residents using Air Coolers required to keep them clean and disinfect them regularly to prevent spreading of Dengue and Malaria. If any penalty is imposed by the Municipal Corporation of Delhi in this regard, the resident concerned shall have to pay the same.
- k) Any Resident found forging parents, /authorized guardians' signature, will be expelled from the hostel.

If a resident ceases to be a regular student of the University, he automatically forfeits his right to continue as a resident. Therefore, students who have appeared in final year examination of the respective courses must vacate the hostel within 7 days of the last examination. The hostel authorities may consider applications to allow residents to continue as resident guest till June 30<sup>th</sup> 2023.

## **11. HEALTH:**

11.1 Any case of illness should be immediately reported to the Warden/Resident Tutor or the House office.

11.2 Residents are entitled to the services available at the W. U. S. Health Centre in the University Campus. A prescribed form available from the House office for the purpose should be filled in and submitted at the time of admission.

## **12. LEAVE/ABSENCE:**

12.1 Every resident must inform the Resident Tutor in writing in the prescribed form about his absence from the House if he stays outside for more than 3 nights. He should also leave the address at which he may be contacted. If necessary, in his absence the room of the resident will be double-locked and key of the hostel lock will be available with the security guard on duty.

12.2 In case any resident remains away from the House for more than 7 days without informing the Hostel authorities, it will be presumed that he has left the House, and Hostel authorities reserve the right to take possession of the room. The luggage of the resident concerned, if any, will be deposited in the storeroom of the House. If the luggage is not claimed within three months, the Hostel authorities may dispose it off in any manner considered suitable. Alternatively, the hostel authorities may charge a penal rent @ Rs. 10/- per day in addition to the normal charges for such a period of absence.

12.3 The International students House will normally remain open from the 1st August to 31st May each year. The House will be closed during the summer vacation. Only regular students of Delhi University may be allowed to stay as resident guests with the written permission on a prescribed form submitted latest by May 31, 2023.

12.4 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 behaviour, or for any other reason deemed sufficient for taking a disciplinary action, issue warning, intimate the parents/guardian, Head of the Department/supervisor, if any, impose fine, double-lock the room/ cancel the allotment of room of a resident/expel or forcibly evict a resident at the risk and cost of the resident or take any other disciplinary action, including banning 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. GUESTS:**

13.1 A resident should inform the Warden/Resident Tutor in writing in advance about the arrival of his guest.

13.2 All requests for permission for the guest to stay should be addressed to the Warden/Resident Tutor in the prescribed form. He reserves the right, in consultation with the Provost, to cancel the permission for the stay of any guest at any time.

13.3 The resident will be directly responsible for the conduct of his guest.

13.4 No guest will be allowed to stay for more than seven days. In case an extension of stay is necessary an application addressed to the Provost should be submitted through the hostel office.

13.5 Guest sharing the room with the resident will be charged at the rate of Rs. 100/- per night for their stay in the House. The guest(s) residing independently in the separate room shall be charged Rs. 150/- as room charges and Rs. 250/- as mess charges compulsorily per day per person subject to the availability of rooms. All guest charges should be paid in advance.

13.6 The overnight stay of unauthorized guests in the hostel will be considered a violation of the House discipline.

13.7 A member resident shall not entertain a guest or a person who has been expelled from the House or against whom disciplinary action is pending. Violation of the rule will render the member resident liable to disciplinary action, including his own expulsion from the House.

13.8 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. Any resident who entertain such a person as a guest will be liable for disciplinary action.

13.9 A guest room may be made available only to the parents and the sister if accompanied by parents of the regular resident. Charges and other details may be obtained from the office.

13.10 The coupon charges for the guests in the house mess will be as follows:

Breakfast:	Rs. 80/-
Lunch:	Rs. 90/-
Dinner:	Rs. 110/-
Special Lunch/Dinner	Rs. 150/-

These rates are subject to change, as and when found necessary.

### **14. HOUSE FEES:**

14.1 Registration Fee: Foreign students who are admitted to ISH are required to pay a registration fee Rs. 14,200.00 fixed by the University of Delhi and the amount is non-refundable.

**14.2 The following charges are payable at the time of admission:**

(i) Admission Fee Rs. 100.00

(ii) Medical Fee for the University WUS Health Centre	Rs. 240.00
(iii) House Union Fee	Rs. 1500.00
(iv) Annual Electricity Charges	Rs. 2000.00
(v) Computer Maintenance Charges	Rs. 600.00
(vi) Crockery and Kitchen Utensils Fee	Rs. 100.00
(vii) Identity Card Fee	Rs. 30.00
(viii) Caution Money	Rs. 10000.00
(ix) Sports/Gym Fee	Rs. 500.00
(x) Garden Fee	Rs. 350.00
(xi) Establishment Charges	Rs. 400.00
(xii) Cable TV Charges	Rs. 100.00
(xiii) Hostel Development Fund	Rs. 300.00
(xiv) Equipment Maintenance Charges	Rs. 700.00
(xv) Washing Machine Room Charges	Rs. 150.00
(xvi) Intercom Maintenance Charges	Rs. 800.00

#### 14.2 (a)

(xvii) Fridge Charges (p/m)*	Rs. 200.00
(xviii) Television charges (p/m)*	Rs. 100.00
(xix) Heaters (p/m)**	Rs. 250.00
(xx) Coolers (p/m)**	Rs. 200.00
(xxi) Other Electrical Appliances Charges (p/m)***	Rs. 50.00
(xxii) Duplicate Identity Card #	Rs. 100.00

\* Payable by the resident having these appliances/ facilities in his rooms.

\*\* Residents with these appliances will be charged for four months in a year.

\*\*\* Payable by the resident having other electrical appliances such as electric iron, electric kettle etc. in his rooms.

# Duplicate Identity card will be issued only in case of lost/ damage (with proof).

Sr. No	Items	Monthly Charges (in Rs.)
14.3	Monthly Fees (August to May)	
1	Lodging	10/-
2	Maintenance charges	450/-
3	Electricity charges	1100/-
4	Common room fee	60/-
5	Water charges	50/-
6	Mess dues* (August to May)	3000/-
7	Mess dues* (June to July)	3300/-
	<b>Total Charges (August to May)</b>	<b>4670/-</b>
	<b>Total Charges (June-July)</b>	<b>4970/-</b>



\*plus monthly deficit if any, shall be charged on the basis of actual expenditure.

14.4 Payment of dues: All House dues are payable in advance as per the following schedule;

- i. August to October: At the time of admission.
- ii. November to January: by 10<sup>th</sup> of November
- iii. February to May: by 10<sup>th</sup> of February
- iv. June/July : by 10<sup>th</sup> June

**FEE TIMING: - 10.00 A.M. TO 3.00 P.M. ON ALL WORKING DAYS**

14.5 A fine of Rs. 4.00 per day will be charged if the dues are not paid in time as per the schedule given above. If the dues are not paid within 20 days after the due date, the member resident will be required to pay a fine of Rs. 8.00 for each additional day. Late payment cannot be waived in any case. He shall not be admitted to the Mess if mess dues are not paid by the end of two months. In case of default for three months, the resident shall be asked to vacate the room.

14.6 The fees listed above are not refundable, except the Caution Money, which will be refunded by cheque to the resident on leaving the House after he has cleared off all Hostel and mess dues, including the mess deficit, if any and return the Identity Card. Notice of four working days will be required to process the refund of his caution money.

14.7 The Caution money may also be utilized for meeting defaults in respect of the payment of any fine and damage caused to the House property. The Caution money, if unclaimed for a period of one year, shall lapse to the Hostel funds.

14.8 A resident who has been admitted to the ISH for full academic year will have to stay for a minimum of 180 days; otherwise his caution money will be forfeited.

14.9 As the financial year of the House closes on March 31, all the House charges, including that for March, must be cleared by March 10.

14.10 Electricity: House members should not tamper with the electrical installation in the room or in the House premises. No electrical/ electronic appliances are allowed in rooms of the residents except those specified under House Fees item 14.2 (a).

**14.11 Surcharge/ Penal Rent:**

a) If a student gets a job on ad-hoc basis for a period exceeding six months, he should inform the hostel authorities immediately and shall vacate the House within one month from the date of such an appointment.

b) If a student gets a job on ad-hoc basis for a period of less than six months, he should inform the hostel authorities immediately. He may be permitted to stay in the House subject to a surcharge of Rs. 900/- per month over and above the normal monthly charges.

c) Those members who do not intimate about such appointments and do not take the permission of the Provost to stay will be charged the penal rent of Rs. 1200/- per month from the date of appointment, in addition to the normal dues payable immediately before the employment.

#### 14.12 PWD Students:

- 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 reimbursed to the hostel by the University subject to the conditions mentioned in 14.12 (b).
- 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 Rs. 3000/- per month	Fees waiver+50% Mess Subsidy
Rs. 3001 to 8000/- per month	Fees waiver but no Mess Subsidy
Rs. 8001 and above per month	No Fees waiver and no Mess Subsidy

#### 15. Dining Hall:

15.1 The mess of the International Students' House will be run by the students of the House in consultation with the Hostel authorities on a no-profit no-loss basis according to the rules framed for the purpose by the Hostel authorities. All residents are required to participate in the day-to-day functioning of the mess and perform floor duties as advised by the Mess chairman.

15.2 No rebate of any kind shall be given to the members for breakfast, lunch or dinner missed by him. However, if a resident is to attend a distant College and for that reason is unable to take his lunch in the House, he may be provided with packed lunch on request made in advance.

15.3 A resident who has been permitted to be away from the House for consecutively seven days or more will be given a rebate of Rs. 30/- per day including the period of absence during Autumn and Winter breaks provided he has informed the Warden/ Resident Tutor in writing before he left. Such residents will be entitled to avail for a maximum period of 60 days at one stretch during the year.

15.4 Full mess rebate may be allowed during summer break if a resident, with the prior permission of the hostel authority, is away for more than 7 days.

15.5 Food will not be served outside the Dining Hall to residents or their guests. The residents can take their meals only in the Dining Hall as per the following schedule:

Breakfast	:	7.30 A.M. to 9.00 A.M. (On working days)
	:	8.00 A.M. to 9.30 A.M. (On Sunday and other Holidays)
Lunch	:	1.00 P. M. to 2.00 P.M.
Dinner	:	8.00 P. M. to 9.00 P.M. (summer)
	:	7.30 P. M. to 8.30 P.M. (winter)

In case of illness, residents may be served food in their rooms with the permission of the Warden.

15.6 Residents are not allowed to cook inside their rooms.

15.7 Smoking is strictly prohibited in the Hostel. Residents are expected to enter the Dining hall in proper dress and maintain decorum.

## **16. House Union:**

16.1 Subject to the discipline of the House, the residents may form the House Union for promoting academic, cultural and recreational activities only. The Provost, Warden and Resident Tutor shall have the right to attend any meeting of the Union or its bodies.

16.2 No rule in the Constitution of the Residents' Union shall run counter to: i) University Act, Statutes, ordinances, rules and regulations, decision of Executive and Academic councils of the University: ii) rules/provision as approved by the Managing Committee of P. G. hostels and enshrined in the 'Hand Book of Information and Rules'.

16.3 The President of the Union shall take prior written permission of the Provost/ Warden / Resident Tutor for all the functions that the union intends to hold. The administration reserves the right to stop any activity which, according to the administration, goes against the conduciveness of the hostel life or which is likely to lead to vitiation of the congenial atmosphere and harmony in the hostel.

16.4 All functions of the Union should end normally by 10.00 p.m. Prior permission, in writing, should be taken from the Provost/Warden/Resident Tutor in case the function is to be extended beyond that time.

16.5 The expenditure incurred on Union activities with the prior permission of the Hostel authorities shall be met from the Union fund.

16.6 The term of office bearers of residents' union shall be coterminous with the term of their admission to the hostel. However, the union office bearers will continue to represent the residents, provided they remain bona-fide residents, until new office bearers are elected after the commencement of the academic year 2022-2023.

## **17. Discipline:**

17.1 A resident, who violates any of the Hostel or University rules or creates disturbance in the hostel, is liable to the appropriate disciplinary action by the Provost.

17.2 At the time of admission, every student shall be required to sign a declaration that he submits himself 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, Sexual Harassment of Women (Prevention, Prohibition and Redressal) Act-2013) and rules that have been framed by the University and the hostel.

17.3 The Hostel administration shall have the right to enter resident's room to make an inquiry/search, as and when considered necessary.

17.4 Residents are expected to give due respect to Hostel staff (office employees, mess and safai karamcharis, malis and security staff). If and when resident/s encounter any problem with or lapse on the part of any employee/s he/they 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.



17.5 Residents must ensure that vehicles (only cycle/scooter/motor cycle) kept by them in the premises of hostel are duly registered with appropriate authorities. All vehicles must be kept locked in the place allotted for this purpose by the hostel and are at owner's risk

17.6 No resident shall indulge in any activity in the Hostel premises other than academic and the Residents' Union activities.

17.7 No notices can be put up on any of the notice-boards of the Hostel without written permission/signature of the administration. Sticking of unauthorised 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.

17.8 Residents shall not do anything that causes disturbance to others by way of loud music etc.

## **18. Discipline Under Ordinance XV-B**

18.1 All powers relating to discipline and disciplinary action are vested in the Vice-Chancellor.

18.2 The Vice-Chancellor may delegate all or such power as he/she deems proper to the Proctor and to such other persons as he/ she may specify on his behalf.

18.3 Without prejudice to the generality of power to enforce discipline under the Ordinance, the following shall amount to 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 weapon;
- c) Any violation of the provision of the Civil Rights Protection Act, 1976;
- d) Violation of status, dignity and honour of students belonging to the schedule castes and tribes;
- e) Any behavior (whether verbal or otherwise) derogatory of women;
- f) Misbehavior whether verbal or otherwise with hostel authorities and staff;
- g) Any attempt at bribing or corruption in any manner;
- h) Willful destruction of Institutional property;
- i) Creating ill-will or intolerance on religious or communal grounds;
- j) Causing disruption in any manner of the academic functioning of the University system;
- k) Ragging as per Ordinance XV-C.

18.4 Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him appropriate, the Vice-Chancellor may, in the exercise of his powers aforesaid, order or direct that:

- a) Any students or students be expelled; or
- b) Any students or students be, for a stated period, rusticated; or
- c) Be debarred from taking a University or College or Departmental Examinations for one or more years;
- d) Be fined with a sum of rupees that may be specified; or
- e) Be debarred from taking a University or College or Departmental Examinations for one

or more years;

f) Result of the student or students concerned in the examination in which he/they have appeared, be cancelled.

18.5 The Principals of Colleges, Heads of Halls, Deans of Faculties, Heads of Teaching Departments in the University, the Principal, and School of Correspondence Course and Continuing Education and Librarian shall have the authority to exercise all such disciplinary powers over students in their respective Colleges, Institutions, Faculties and Teaching

Departments in the University as may be necessary for the proper conduct of the Institutions, Halls and Teaching in the concerned departments. They may exercise their authority through, or delegate authority to, such of the teachers in their College, Institutions of Departments as they specify for these purposes.

18.6 Without prejudice to the power 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 the University. Each student shall be expected to provide himself/herself with a copy of these rules.

18.7 At the time of admission, every student shall be required to sign a declaration that on admission he submits himself 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 Ordinance and the Rules that have been framed by the University.

18.8 The residents will be under the disciplinary jurisdiction of the Vice-Chancellor, Proctor and such authorities of the University who may be vested with the authority to exercise discipline under the Acts, the Statutes, the Ordinance and the rules that have been framed by the University.

18.9 A resident who violates any of the above or other rules in existence in the House/University or who creates disturbance in the House is liable to disciplinary action by the Provost.

## **19. Ordinance XV-C**

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

19.1 Ragging in any form is strictly prohibited, within the premises of College/Department or Institution and any part of Delhi University system as well on public transport.

19.2 Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under this Ordinance.

19.3 Ragging for the purpose of this Ordinance, ordinarily means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students and includes individual or collective acts or practices which:

- a) Involve physical assault or threat or use of physical force;
- b) Violate the status, dignity and honour of women students;
- c) Violate the status, dignity and honour of students belonging to the Scheduled Castes and Tribes;
- d) Expose students to ridicule and contempt and affect their self-esteem;

e) Entail verbal abuse and aggression, indecent gestures and obscene behaviour.

19.4 The Principal of a College, the Head of the Department or an Institution, the authorities of College, of University Hostel or Hall of Residence shall take immediate action on any information of the occurrence.

19.5 Notwithstanding anything in Clause (4) above, the Proctor may also suo moto inquire into incidence 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.

19.6 The Proctor may also submit an initial report establishing the identity of the perpetrators ragging and the nature of the ragging incident.

19.7 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.

19.8 When the Vice-Chancellor is satisfied that it is not expedient to hold such an enquiry his/her decision shall be final.

19.9 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 incident 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.

19.10 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 college, departmental examination for one or more years or that the result of the examinations in which they appeared be, cancelled.

19.11 In case where students who have obtained degree or diploma of Delhi University are found guilty under this Ordinance, appropriate action will be taken under Statute 15 for withdrawal of degrees or diploma conferred by the University.

19.12 For the purpose of this Ordinance, abetment to ragging will also amount to ragging.

19.13 All institutions within the Delhi University system shall be obligated to carry out instructions/ direction issued under this Ordinance, and to give aid and assistance to the Vice-chancellor to achieve the effective implementation of the Ordinance.

## **20. The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (Ministry of Law and Justice)**

An Act to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected there with incidental there to.

WHEREAS sexual harassment results in violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21 of the Constitution and right to practice any

profession or to carry on any occupation, trade or business which includes a right to a safe environment free from sexual harassment;

AND WHEREAS the protection against sexual harassment and the right to work with dignity are universally recognized human rights by international conventions and instruments such as Convention on the Elimination of all forms of discrimination against Women, which has been ratified on the 25th June, 1993 by the Government of India;

AND WHEREAS it is expedient to make provisions for giving effect to the said Convention for protection of women against sexual harassment at workplace.

For details, please visit the website <http://indiacode.nic.in/acts-in-pdf/142013.pdf>.

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The composition of the Committees, mode of election/nomination powers, duties and procedure to be followed as laid down in The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

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

#### **DISCLAIMER**

Every care has been taken to verify the authenticity of the contents of this Information Bulletin. However, the information contained in relevant Rules, Regulations, Ordinances and Statutes of the Hostel/University will be final. Hostel shall not be responsible for any wrong information and the consequences of using such information. The data contained in this Information Bulletin is indicative only and must not be used for legal purposes.

**NOTE: The Provost is the final Authority in all matters.**



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**Campus of the University, its colleges and Hostels are smoke free zone.**



### Useful Phone Nos./ Helplines

Police Control Room	:	112
Fire	:	101
Ambulance	:	102
Women in Distress Cell	:	181
Women Help Line	:	1091 & 1096
CAT	:	1099
Water, Sewage Emergency	:	23814338
EPABX (NORTH CAMPUS)	:	27667725
Fire Station (Roop Nagar)	:	23842505, 23841828
WUS Health Centre (North)	:	27666257 (Emergency)
University of Delhi (EPABX)	:	23922480
Dean Students Welfare	:	27667092
Foreign Students Registry	:	27666756
Proctor	:	27667291

## Joint Control Room

(North Campus) : 27667291

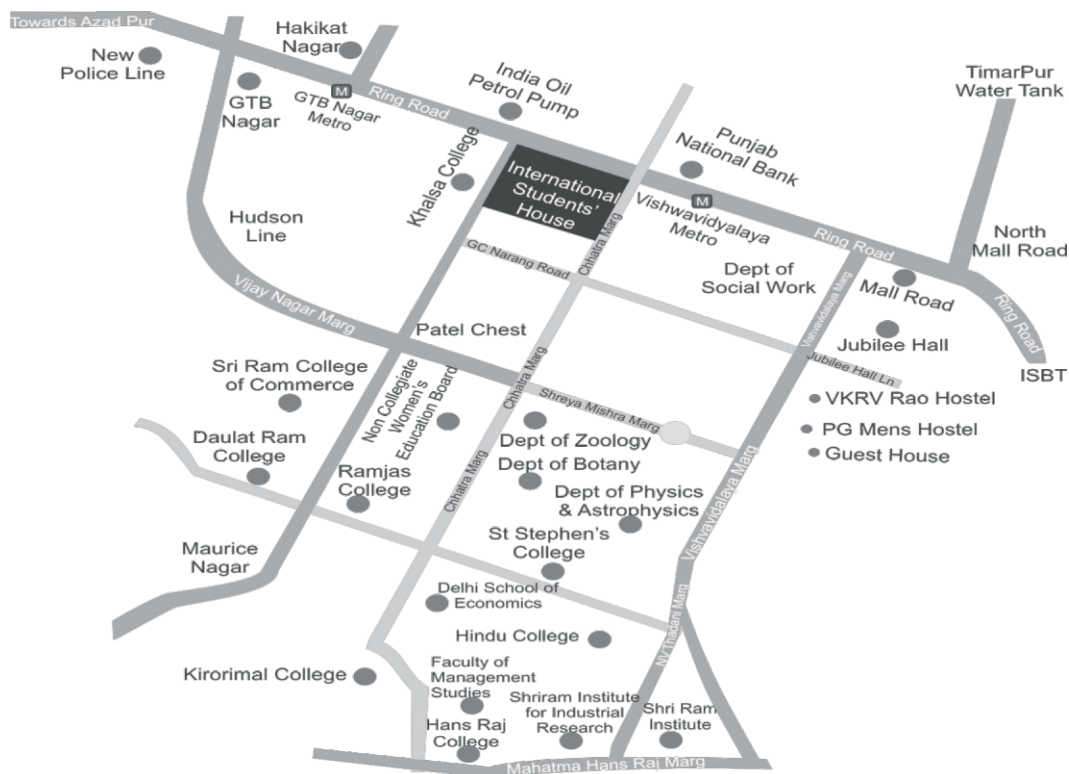
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Anti Ragging Helpline (MHRD) : 1801805522 (Helpline@antiragging.in)

The Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act-2013: Website: <http://wcd.nic.in/wcdact/womenactsex.pdf>





PROVOST

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(Department of Geography)

Tel. Ph.: 9560525260



RESIDENT TUTOR

**Dr. Uma Shankar**

(Department of Sanskrit)

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Mr. Anand Singh-Mess Steward

Tel. Ph.: 9910268924

## MEMBERS OF THE MANAGING COMMITTEE

Professor T.R. Seshadri, Department of Physics and Astrophysics	- Chairman
Professor Niti Bhasin, Department of Commerce	- Member, (EC Nominee)
Professor Urvashi Sharma, Department of Commerce	- Member, (EC Nominee)
Professor Sunil Sharma, Faculty of Management Studies	- Member, (EC Nominee)
Professor Sunil Choudhary, Department of Political Science	- Member, (EC Nominee)
University Proctor	- Member, (Ex-officio)
Dean, Students' Welfare	- Member, (Ex-officio)
Foreign Student Advisor	- Member, (Ex-officio)
Director General, ICCR	- Member, (Ex-officio)
Professor B.W. Pandey	- Provost, Member Secretary
Dr. Aditya Kumar Gupta	- Warden, Member
Dr. Uma Shankar	- Resident Tutor, Member
President, ISHU	- Students' Representative
Mess Chairman, ISHU	- Students' Representative

**Office Hours: 9.00 AM to 5.30 PM (Monday-Friday)**

Students' dealing (for fee): 10.00 AM to 3.00 PM

(On working days only)

### Postal Address:

Provost, International Students' House

University of Delhi, Mall Road,

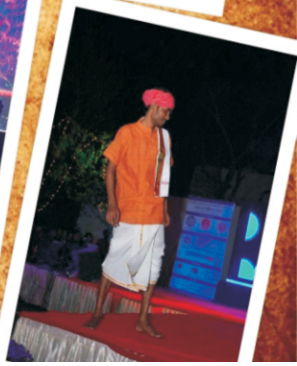
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Price 100/-

**Ragging in the University, its Colleges and Hostels is a Punishable Offence**