



GURU GOBIND SINGH  
INDRAPRASTHA  
UNIVERSITY

# **GGS Indraprastha University Girl's Hostel**



**Information Bulletin for Admission  
Girl's Hostel  
2018-2019**

## **IMPORTANT DATES**

- **Last Date for Application Form Submission  
(New Admission)** **July 25th, 2018**
- **First Admission List** **July 30th, 2018**
- **Date of Counseling** **August 1st - 3rd 2018  
(2:30 PM to 5:00PM)**
- **Second Admission List** **August 4th, 2018**
- **Last date of Interview & Re-admission**  
-For UG Students : 10th August, 2018  
-For PG/PhD/M.Phill Students : 14th August, 2018

### **NOTE:**

1. **Admission forms will be available on University Website: [www.ipu.ac.in](http://www.ipu.ac.in)**
2. Parents are requested to be present at the time of admission of their ward in the hostel for fresh admissions/Readmissions.
3. The existing residents are required to take readmission in accordance to specified admission schedule. In case, the residents failed to take readmission as per notified schedule she will forfeet her claim for readmission.
4. Last date for submission of fresh hostel admission form for PhD and M.Phill will be announced separately.

(GH-I) Satpura: 011-25302912  
(GH-II) Nilgiri : 011-25302906



GURU GOBIND SINGH  
INDRAPRASTHA  
UNIVERSITY

# GGs Indraprastha University Girl's Hostel

Sector 16-C, Dwarka, New Delhi-110078

**Satpura** (Girl's Hostel I)  
& **Nilgiri** (Girl's Hostel II)

**Information Bulletin for University Girl's Hostel  
2018-2019**

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# List of Officials

- |  |                          |
|--|--------------------------|
| <b>1. Chief Warden</b>                   | <b>Prof. Rita Singh</b>  |
| <b>2. Associate Chief Warden</b>         | <b>Dr. Anuj Vaksha</b>   |
| <b>1. Warden (Satpura Girl's Hostel)</b> | <b>Dr. Neetu Rani</b>    |
| <b>2. Warden (Nilgiri Girl's Hostel)</b> | <b>Mrs. Gayatri Sahu</b> |

- |   |                |
|---|----------------|
| Satpura (Hostel Office)                                       | : 011-25302912 |
| Nilgiri (Hostel Office)                                       | : 011-25302906 |
| Doctor (Physician/Gynecologist/<br>Psychiatrist/Psychologist) | : 011-25302890 |
| Counselor   | : 011-25302112 |
| Security Incharge   | : 011-25302422 |
| Indian Bank   | : 011-25302870 |

# **Hostels Admission Brochure (Girl's Hostel)**

## **Academic Year 2018-19**

The University maintains four hostels on campus, two for the boys and two for the girl students of the University. The two boy's Hostel are named Shivalik Hostel, Aravali Hostel and two girl's Hostel are named Nilgiri Hostel and Satpura Hostel. Each hostel has over 180 single seat rooms. Each room is equipped with basic furniture like cot, pillow, chair, table, and cupboard, tube light and fan. Each of the hostels provides mess facilities for the residents. A common room, gymnasium, reading room and sports facilities are also available for residents. There is a provision for round the clock water and electricity facilities for the hostels. It is concerted effort of the University to provide a wholesome hostel facility for the residents and help them pursue their respective academic and professional goals to their best. It is a consistent endeavor of the hostel administration to follow the well- established ethos of hostel life and promote a healthy community atmosphere in the hostel. **Ragging, physical violence, negative discrimination, consumption of alcoholic or narcotics substances is strictly prohibited in the hostels.**

### **PROCEDURE FOR ALLOTMENT OF HOSTEL ROOM**

1. All the admission in hostel shall be allotted strictly on the basis of merit and the relevant reservation rules as per the university and the Govt. of NCT of Delhi.
2. All the students admitted as regular full time students in University Schools of Studies (USS) are eligible for hostel accommodation.
3. The Outside Delhi (OD) excluding NCR candidates will be given priority in hostel allotment over the candidates

admitted under Delhi Category. The Allotment of hostel to the newly admitted OD students shall be done after the completion of admission process in the respective schools of the University School of Studies. The remaining seats, if any left after the allotment to the OD category students shall be offered to the students from Delhi category. .

**4. The allocation of accommodation in the hostel shall be done on the following priority basis;**

- i) Disabled/Severely handicapped students of Outside Delhi Region/Delhi Region.
- ii) The students admitted in OD Category having residence Outside Delhi and NCR Region.
- iii) The students admitted in Delhi Region having residence Outside Delhi and NCR Region. Such students are required to submit latest Electricity Bill as their residence proof.
- iv) The students admitted in Delhi or Outside Delhi Region having residence in NCR Region.
- v) The students admitted in Delhi Region but their parents are posted Outside Delhi and NCR Region in Government/PSU/Private Company. All such hostel seeking students are required to submit the order of posting and Electricity Bill as residence proof.
- vi) The remaining seats, if any left after the allotment as per above rule shall be offered to the students from Delhi Category. vii) A waiting list of the students will be prepared in case accommodation could not be provided to all the

applicants. As and when the seats will get vacant, **the allotments will be done from the waiting list till 31st October.**

**Admissions in the hostel will be closed after 31st October.**

- viii) If a student does not accept the hostel allotment offered within stipulated period in the Hostel admission notice she will lose her claim and seat will be offered to the next candidate in the list.
  - ix) 5% of total available seats in academic year may be offered to foreign students and the same will be equally distributed across the USS so that the students admitted under foreign quota in various schools will have equal opportunity for admission to hostel.
5. If any seat gets vacated during the academic year, the allotment will be made by the decision of the hostel committee consisting of the Chief Warden and Wardens subject to the submission of fees for entire academic year.
  6. The reservation norms of the University shall be followed in the hostel allotment in respective OD and Delhi category. The hostels seats remaining vacant in various reserved category shall be brought in the general pool, after second counseling, if there are no claimant from the reserved categories for such seats.
  7. Before the commencement of Academic Year the seat matrix as per availability of accommodation will be prepared by taking into consideration applicable reservation policy.



## **PROCEDURE FOR RE-ADMISSION**

1. All the residents are required to submit following documents and appear before the Hostel Admission Committee for allotment of room as per the notified schedules for the next academic sessions with the following documents:
  - a. Mark sheets of the previous academic year.
  - b. Requisite fee.
  - c. Two recent passport size photographs along with duly filled admission form.
  - d. Photocopy of student's admission slip and I-Card.
2. If the students are detained/not promoted to the next academic session because of detention or failure in the examinations are deemed to be non bonafide students and they are not entitled for re-admission in the hostels.
3. The existing residents are required to take readmission as per following schedule:
  - a) UG Programme : 10th August, 2018.
  - b) PG Programme : 14th August, 2018.
  - c) PhD/M.Phill Programme : 14th August, 2018.If the student fails to take readmission as per the above schedule, their admission in the hostel shall be cancelled and their room will be allotted to other hostel seekers.
  - d) Before re-admission, the residents are required to clear their all outstanding dues of the hostel.
  - e) Hostel admission form to be duly signed by parents/guardians with an undertaking of the designated local guardians and their updated contact details. LG's appointment shall be confirmed at the time of interview during admission in the hostel.

## GENERAL CODE OF CONDUCT

### RULES AND REGULATION FOR HOSTEL RESIDENTS

**(Any violation of the general code of conduct may invite necessary disciplinary action, written reprimand, suspension /expulsion from the hostel residency)**

1. Hostel residents are expected to maintain highest standards of community residency. They should be respectful and polite towards the co-residents. Residents are expected to treat fellow residents with respect and deference. They should desist from causing threat, intimidation, verbal abuse or use of intemperate language.
2. Hostel residents should be respectful and courteous in dealing with the staff and employee of the hostel. Any discourteous, disrespectful or obnoxious conduct with staff/employee of the hostel shall tantamount to indiscipline.
3. Hostel residents should desist from any kind of acts which tantamount to ragging, violence, harassment (verbal or physical), nuisance, etc.
4. Hostel residents should desist from causing damage or destruction to any hostel property.
5. Hostel residents should cooperate with the hostel administration in conducting routine affairs of the hostel particularly those relating to safety, security, hygiene, general upkeep, peace and order in and around the hostel premises.
6. **A student who fails in the End Term Examination is not eligible for re-admission. A student who is detained from appearing in University examinations or is debarred from promotion shall cease to be a bonafide resident of the hostel.**

7. Every student should bring his own blanket, linen, clips, hangers, curtains, string, water buckets, jug and lock. Hostel residents are solely responsible for the care of their personal belongings, valuables and the hostel furniture allotted to them.
8. **Hostel residents should follow the mess time schedule and should be appropriately dressed in the mess and the public areas of the hostel.**
9. Unauthorized guests, day scholars and friends entry in the hostels are strictly prohibited.
10. The concerned residents shall be held liable for any damage or loss caused to the hostel furniture or other items allotted to them and that shall be deducted from the hostel refundable security deposit.
11. Hostellers are requested to take care of their own room and belongings. Hostel authority will not be responsible for any theft or missing of any items.
12. Before leaving the hostel on completion of the academic session, the hostel residents should hand over possession of their rooms and the furniture allotted to them to the hostel warden and obtained a clearance certificate to this effect to ensure refund of the hostel charges.
13. The final year residents of the hostel are advised to handover the possession of the room and all allotted furniture **within one week of the end of the end term examination**. Any further stay in the hostel either because of examination or any other academic reasons can be permitted only with the written permission of the Warden.

If a final year resident fails to handover the possession of the room and allotted furniture by the scheduled date,

possession of the said room shall be taken over by the hostel warden on 'as is where is basis' without giving any notice. In such case student shall not be issued the clearance/no dues certificate from the hostel.

14. After the end term examination, in case the students wish to stay in hostel (during June-July) due to internship/dissertation/summer training, then duly attested request form from the respective Dean of the School has to be submitted to the hostel office in advance. Such request will be considered on case to case basis. However Ph.D Scholar well be allowed to stay in the hostel during summer vacation.
15. Only full time Regular PhD/M.Phil students shall be considered to hostel allotment. If PhD scholars availing JRF/SRF/RA/other scholarship under any existing scheme of the University/Govt./any agency shall not eligible for HRA if they are availing the hostel accommodation.
16. The room of any resident may be changed by the decision of hostel warden in each academic session.
17. The residents of the hostel are not eligible for fee concession under EWS Scheme from the annual hostel admission fees. However, such students are eligible for the concession accorded under the EWS scheme of the University and other students welfare assistants provided by the Government agencies.
18. As and when the possession of the room is taken over on 'as is where is basis' the hostel warden shall not be responsible for loss of any valuables claimed to have been kept in room.
19. **Hostel residents should keep the hostel warden office informed and updated about any change in their**

**contact numbers, email id, and postal address of their parents' & local guardians.**

20. All the important notices including supplementary rules and regulations if any, relating to the hostel shall be notified on the Hostel Notice board from time to time.
21. **The resident should not be absent from hostel without prior approval of the hostel warden.** Residents are required to mark their attendance on daily basis as per the entry time of the hostel and attendance. Residents found to be absenting from hostel without prior approval shall be liable for disciplinary action and even expulsion. for such unauthorized absence from hostels.
22. The Hostel rooms are subject to surprise inspection by the warden or university authorities with prior intimation to warden at any time.
23. If the room of any residents are found locked in suspicious circumstances or otherwise without prior intimation to hostel warden, the lock of such room will be broken for inspection.
24. Taking allotment of the hostel room without attending classes regularly and/or taking private coaching/tuitions is strictly prohibited. Except the exceptional cases no resident shall be permitted to take leave from the hostel for more than 4 weeks in a semester.
25. **In case of emergency leave resident should apply one hour before leaving the hostel. Only four emergency leave are allowed in a academic year. The leave period may be extended by the warden**
26. Each student is provided with a night leave book to be issued once in which the students are to get the signature of the local guardian or parents when they

return after the leave. Loss of leave book is to be reported to the nearest police station.

27. All the leave must be taken at least one day before.
28. **Residents are not allowed to cook inside the rooms of the hostel. The mess is compulsory for all residents** and all residents shall be charged for the mess facility annually. The hostel mess will function on cooperative basis, under overall supervision of the Warden.
29. Keeping and parking of motorized vehicles in the University premises on regular basis is permitted only with the permission of the University administration. A request to this effect should be made to the Warden, who will forward it to the respective branch of the University for issuance of university sticker. **Only one vehicle is allowed.**
30. If the residents attendance in respective USS and hostel is less than 75% in aggregate shall be denied hostel residency in next academic session.
31. No resident is permitted to keep arms, ammunitions, heaters, immersion rods, stoves, extra hostel furniture, in their rooms. The residents violating the same will be liable for strict disciplinary action.
32. Residents should desist from causing noise, disturbance, annoyance, nuisance in the hostel premises with co-residents. The residents violating the same will be liable for strict disciplinary action.
33. Residents are expected to conserve electricity and water. They should switch off lights, fans and water taps when the same are not in use.
34. Any case of physical violence, ragging, threats, intimidation, destruction to public property, theft,

serious medical sickness, etc. should be reported to the hostel warden forthwith.

35. Every hostel resident is under obligation to promote community living, collective safety and security, health and well being of all co-residents.
36. Use of alcohol or any other narcotic substance such as cigarette, ganja whether natural or flavored or other tobacco product inside the hostel premises is strictly prohibited. **Any residents found using or enter the hostel premises in inebriated condition shall be summarily expelled from hostel residency with immediate effect by the Hostel Warden. The matter may be referred to the Proctorial Board for further disciplinary action.**
37. **No residents are allowed to exit/enter the university campus/hostel premises after 11.00 pm on any pretext whatsoever except medical emergency in university ambulance.**

Winter : 1st October to 31st March 8 p.m.

Summer : 1st April to 30th September 9 p.m.

If any residents violates these regulation she will be expelled from hostel residency after informing to their parents/guardian.

38. Attendance should be taken from 8:00 to 8:20 pm during winters and 9:00 to 9:20 pm during summers. Senior students who are doing projects/dissertations and PhD should seek prior permission for late entry at the beginning of semester or as and when required. These residents must furnish permission of their Research or Project Supervisors/Guides duly forwarded by the Dean of School to work in the lab during late hours and submit

it to the Warden Office (Appendix VI).

39. Failing to attend the roll call is a serious breach of discipline and is liable for appropriate disciplinary action.
40. Since, the mess facility is compulsory for all residents of the hostel, no residents will be allowed to have food from outside after 11 pm. Before placing the order for food from outside they must ensure that it is to be delivered before 11 pm.
41. **No residents is allowed to have access to top most terrace of hostel premises under any circumstances whatsoever. Using the fire exit space for sitting in day/evening/night times is strictly prohibited. Violation of above will invite disciplinary action including expulsion from hostel by the warden.**
42. **Parents /guardians are required to give undertaking that their wards shall strictly abide by these regulations during their residency in hostel premises. Any violation of these regulations shall invite strict disciplinary measures including suspension or expulsion from hostel residency.**
43. Elected hostel council members shall not entitled for any kind of honorarium/perks or favor from the hostel, however their contribution to the hostel shall be recognized by awarding them certificates and memento.
44. Hostel residents shall also abide by the rules, regulations and directions issued by hostel warden from time to time.

## **VISITORS AND GUESTS**

1. The entry of day scholar or friends of the hostel residents is strictly prohibited.



2. The parents/guardians/blood relation may be allowed to meet their ward in visitor room from 10.00 am to 5.00 pm. As a rule guests are not allowed in the hostel rooms.
3. **In Girls' hostel Male guest are strictly prohibited.**
4. Guests who are in the blood relation of the resident may be allowed to stay in the guest room for night stay only with the prior written permission of the Warden. **No residents shall be allowed to entertain more than four nights of guest stay in the hostel in a month subject to the availability of guest room. The residents shall be required to pay Rs.400/- per day /night inclusive of meal as a guest. All the payments have to be deposited in advance in the office of the warden. Request to the said effect to be made to the warden in writing in advance.**
5. Hosting guest in the hostels without prior permission shall tantamount to serious act of indiscipline. Such residents may be suspended/expelled from hostel residency.
6. Guests are not allowed to stay in the hostel during End Term Examinations.

### **MEDICAL CARE**

1. First aid box is available in hostel office.
2. Any case of major illness or medical ailment should be reported to the Warden.
3. The residents shall be solely responsible for all their health care, and medical related expenditure.
4. In case of emergency medical requirement, subject to the availability of fund in the Hostel Welfare

Account, an amount not more than Rs.25,000/- may be spent by the hostel warden. Any medical expenditure made from Hostel Welfare Account shall be recoverable from the student concerned.

5. Parents are required to intimate to respective Hostel Warden about Mental and Physical Health of their ward at the time of admission and any noticeable changes subsequent thereof.

### **HOSTEL MESS TIMINGS**

The Hostel provides for compulsory mess facility for all the residents. The day to day management of the hostel is done by the Residents' Committee under the overall supervision of the concerned Warden. Meals are served on self service basis in the Dining Halls of the respective hostels. The mess timings are as follows;

Break Fast : 08:00 AM - 09 : 30 AM

Lunch : 12:45 PM - 02 : 00 PM

Tea : 05:00 PM - 06 : 00 PM

Dinner : 08:00 PM - 09 : 30 PM

**No mess furniture, utensils and materials should be removed from the dining room under any circumstances.** Meals are not allowed to be taken out of the dining hall. Fine of Rs. 100/- will be levied for each violation. Under exceptional circumstances in cases of major illness meals may be allowed to be carried in respective rooms with prior intimation.

### **HOSTEL CHARGES:**

Following hostel charges are payable by every student seeking admission/re-admission in the hostel.

1.	<b>Hostel Admission Fee</b> (It will be charged only once for the first time admission to the hostel)	Rs. 1000/- (Per Annum)
	<b>Re-admission Fee</b>	Rs. 500/- (Per Annum)
2.	<b>Hostel Charges</b>	Rs. 18,500/- (Per Annum)
3.	<b>Hostel Security ( Only at the time of admission) (refundable)</b>	Rs. 5,000/-
4.	<b>Mess Security ( Only at the time of admission) (refundable)</b>	Rs. 5,000/-
5.	<b>Hostel Welfare charges (Annual) (non refundable)</b>	Rs. 3,000/-

All these charges (Hostel Charges, Refundable Hostel and Mess Security amount and Hostel admission Fee) have to be deposited through Demand Draft. **The Demand Draft to be made in favor of “The Registrar, GGS Indraprastha University” payable at Delhi.**

The hostel welfare charges will be deposited in the respective hostels through the demand draft. For students admitted in Nilgiri Girls Hostel the demand draft to be made in the favour of **"GIRLS HOSTEL WELFARE FUND (GH-2, NILGIRI)"** and for students admitted in Satpura Girls Hostel the demand draft to be made in favour of **"GIRLS HOSTEL WELFARE ACCOUNT - SATPURA"**.

The Hostel Welfare Charge is an integral component of Hostel fee and it shall be at the disposal of respective hostel warden along with student welfare secretary and it shall be used for purpose specified for expenses of welfare funds and subject to auditing like other funds of the university.

## MESS CHARGES

Following will be the mess fee structure for the academic session 2018-19.

1.	Mess Maintenance Charges (Annual)	Non Refundable	Rs.1,000/-
2.	Mess Charges (Aug-June)	Advance payment for mess charges for the academic session	Rs.30,000/-
<b>Total Annual Mess Fee</b>			<b>Rs.31,000/-</b>

**At the time of admission or re-admission every resident is required to deposit entire mess fee of Rs. 31,000/- by demand Draft in favour of "GIRLS HOSTEL MESS FUND (GH-2, NILGIRI)" Nilgiri residents and for Satpura residents: "GIRLS HOSTEL MESS ACCOUNT-SATPURA" as the case may be at the time of admission/Re-admissions. The demand draft should be deposited in the office of the respective hostels.**

The mess charges of every month shall be displayed on the notice board and at the end of the academic session, the mess charges for the whole of the session shall be adjusted against the advance mess charge of Rs.30000/-. The deficit, if any, shall be recovered and excess, if any, shall be returned to the concerned residents.

### **SUMMARY OF THE AMOUNT PAYABLE:**

At the time of admission/re-admission the fee shall be payable by three separate Demand Drafts as per details specified above of the following amounts:

Total Annual Hostel Charges		Break-up	Demand Draft in Favor of
New Admission	Rs. 29,500/-	Rs. 1,000+ Rs. 18,500+ Rs. 5,000+ Rs. 5,000	Registrar, GGS IP University, Delhi
Re-Admission	Rs. 19,000/-	Rs. 500+ Rs. 18,500/-	Registrar, GGS IP University, Delhi
Total Annual Mess Charges		Break-up	Demand Draft in Favor of
New / Re-admission	Rs. 31,000/-	Rs. 1,000+ Rs. 30,000	"GIRLS HOSTEL MESS FUND (GH-2, NILGIRI)" or "GIRLS HOSTEL MESS ACCOUNT-SATPURA" as case may be.
Total Annual Welfare Charges			
New/ Re-admission	Rs. 3,000/-		"GIRLS HOSTEL WELFARE FUND (GH-2, NILGIRI)" or "GIRLS HOSTEL WELFARE ACCOUNT - SATPURA". as case may be.

## RULES FOR REFUND OF HOSTEL CHARGES

1. Any student who is allotted a seat in the hostel and later withdraws on or before 31st August will be refunded 50% of the charges.
2. Mess Security deposit will be refunded if the resident has cleared his last mess bill. Clearance has to be taken from Warden.
3. Hostel Security Charged will be refunded only when a student leaves the Hostel and the same must be claimed within a year of leaving the hostel. The cost of the breakage or other dues, fine imposed if any, will be deducted from the hostel security and refund may be held up if other hostel dues have not been cleared.

## **CHECKLIST OF DOCUMENTS TO BE ATTACHED ALONG WITH THE APPLICATION FORM**

1. Three passport size photographs.
2. Photocopy of the admission fee receipt (only for new students)
3. Last year Mark sheet (Only for existing students).
4. Undertaking by the parents.
5. Permanent address proof of the candidate.

## APPENDIX I

### **UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTION, 2009 (Under Section 26 (1) (g) of the University Grants Commission Act, 1956)**

Ragging is totally prohibited in Guru Gobind Singh Indraprastha University. The following acts constitute ragging:

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
2. Indulging in rowdy or undisciplined activities by any student or students which cause or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
4. Any act by any senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
7. Any act of physical abuse including all variants of it; sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
8. Any act or abuse by spoken words, emails, post, public insults which would also include deriving prevented pleasure, vicarious or sadistic thrill for actively or passively participating in the discomfiture to fresher or any other student;
9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

### **ADMINISTRATIVE ACTION IN THE EVENT OF RAGGING**

The university shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein under:

- a) The Anti-Ragging Committee of the university shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- b) The Anti-Ragging Committee of the university shall



take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti Ragging Squad.

- i) Suspension from attending classes and academic privileges.
- ii) Withholding / withdrawing scholarship / fellowship and other benefits.
- iii) Debarring from appearing in any test / examination or other evaluation process.
- iv) With holding results.
- v) Debarring from representing the university in any regional, national or international meet, tournament, youth festival, etc.
- vi) Suspension / expulsion from the hostel.
- vii) Cancellation of admission.
- viii) Rustication from the university for period ranging from one to four semesters.
- ix) Expulsion from the university and consequent debarring from admission to any other university for a specified period. Provided that where the persons committing or abetting the act of ragging are not identified, the university shall resort to collective punishment.

## APPENDIX II

### **RULES REGARDING MESS-OFF (W.E.F. ACADEMIC SESSION 2018-19)**

#### **RULES REGARDING MESS-OFF (W.E.F. ACADEMIC SESSION 2018-19)**

1. The students residing in hostel are compulsorily required to avail the mess facility as per the hostel admission brochure.
2. However, if some residents are required to visit home on occasion of festivity, interview or examination outside the university or any other unforeseen contingencies may be given mess-off subject to following conditions:
  - i) The residents are required to give prior intimation in writing to warden office at least one day in advance. Further no intimation/information/request to mess off shall be entertained post facto.
  - ii) Such residents will be entitled to mess-off for maximum period of 7 days in a month at the rate of Rs. 50/- per day.
  - iii) If the students/residents give application for mess off and at the same time avail the mess facilities without information have to pay mess bill for the entire month and their previous applications for mess- off stands cancelled.
  - iv) The residents visiting home during winter vacation after end of Term End Examination will be entitled for mess off for maximum period of 15 days.
  - v) The residents visiting home in June and July and seeking readmission are required to pay Rs 1250/- per months as overhead expenses which will be used for payment of salary of mess workers in month of June/July. Such amount will not be used for subsidizing the mess bill of residents of hostels who were availing mess facilities. Balance if any, shall form part of the Mess Corpus.
  - vi) All the disputes regarding mess-off will be resolved by the Warden in consultation with the Mess Committee/Residents..

## Hostel Council



**Prof. Rita Singh  
Chief Warden**



**Dr. Anuj Vaksha  
Associate Chief Warden**



**Dr. Neetu Rani  
Warden  
(Satpura Girl's Hostel)**



**Mrs. Gayatri Sahu  
Warden  
(Nilgiri Girl's Hostel)**







GURU GOBIND SINGH  
INDRAPRASTHA  
UNIVERSITY

**Guru Gobind Singh Indraprastha University**

Sector 16-C, Dwarka, New Delhi-110078

[www.ipu.ac.in](http://www.ipu.ac.in)

S. No. ....

Allotted Room No.....

**GIRL'S HOSTEL**  
**GGs Indraprastha University**  
 Dwarka, New Delhi-110078  
**Hostel Application Form**  
 For the Academic Year 2018-19  
 (ALL ENTRIES MUST BE MADE IN  
 CAPITAL LETTERS)



1. Name of Student Ms./Mrs .....
2. Nationality .....
3. Date of Birth .....
4. Enrolment No. ....
5. Programme & University School of Study .....
6. a) Date of Joining theUniversity .....
- b) Date of Joining the Hostel .....
7. Category (Delhi, Outside Delhi and .....  
    SC/ST/PH/DEF GEN)
8. Name of Parents : Father .....
- Mother .....

9. Present Address of the Parents :

**OFFICE**

**RESIDENCE**

.....	.....
.....	.....
.....	.....

Tel No. .... Tel No. ....

Mobile ..... Mobile .....

\*In case of change in Residential Address of parents during the session :

.....

10. **To be filled by the Office** : Allotted Room No. ....

Residence : .....

Tel. : ..... Email ID : .....

(Signature of Warden)

11. a) **Undertaking by the Parents**

I .....hereby declare that  
Km. .... is my ward.  
I nominate Shri /Mrs. .... the relevant  
information about whom is furnished below, as her local guardian. If my ward Km  
.....violates any rules or regulations  
of the Hostel, disciplinary action may be taken against her in accordance with the  
disciplinary rules of the University.

Name & address of Local Guardians (Mandatory)

**OFFICE**

**RESIDENCE**

.....  
.....  
.....

Tel No. .... Tel No. ....

Email ID ..... Email ID .....

ii) .....  
.....  
.....

Tel No. .... Tel No. ....

Email ID ..... Email ID .....

b) I, ..... Father / Mother of .....  
certify that the above information are correct.

c) Foreign students are required to submit approved local Guardians address from director,  
International Affairs of GGS Indraprastha University.

12. Contact Address in case of Emergency :

.....  
.....  
.....  
.....

Tel No. .... Mobile No. ....

13. Mobile No. of the Student .....

14. Email ID the Student .....

15. Medical certificate : Attached / Not Attached (As given in Appendix II A & B)

16. Extra Curricular Activities .....

(Signature of Student)

Date:

(Signature of Parents)



## MEDICAL FITNESS FORM

(to be submitted at the time of Interview/Admission)  
(2018-2019 Session)

Name of Student Ms./Mrs .....

D/W/o .....

Age..... Sex : ..... Marital Status .....

R/o .....

Name, Address and Phone No. of Family Doctor .....

Have you ever been diagnosed with Diabetes/Hypertension/Sleeping disorder/Anorexia/Tuberculosis/  
Asthma/Epilepsy or any Psychiatric illness? Yes / No

If yes, provide details of treatment taken and Name and Address of the Doctor .....

Are you HIV positive? Yes / No

Are you Hepatitis B Positive? Yes / No

Are you suffering from any category of Skin Disease?

If yes, please specify .....

Are you suffering from any heart disease? Yes / No

Are you suffering from any disease which may require sudden emergency treatment? Yes / No

If yes, please mention the line of treatment it may require .....

Are you suffering from any fear / Phobia. If yes, please specify .....

Other than above any other medical information you want to give. (Attach a separate sheet)

All the mentioned details have to be duly certified by a qualified medical practitioner (Allopathy)

registered by DMC/State Medical council

\* Strike whichever is not applicable.

**Use in original**

## MEDICAL CERTIFICATE

(to be submitted at the time of Interview/Admission)  
**(2018-2019 Session)**

I certify that I have carefully examined Ms./Mrs. ....  
Daughter/Wife of Mr./Ms./Mrs .....  
whose signature is given below. Based on the examination, I certify that she is in good mental and physical health and is free from any physical defects, which may interfere with her studies including the active outdoor duties required of a professional and her residence in the hostel.

Visible Mark of Identification : .....

Blood Group : .....

Signature of the Candidate : .....

Place :

Date :

Name and Signature of the Medical Officer with Seal and Registration Number #

Strike whichever is not applicable.

# To be signed by a registered Medical Practitioner holding a degree not below that of MBBS.

**Use in Original**

**CERTIFICATE FOR AVAILING ADMISSION AGAINST PHYSICALLY  
HANDICAPPED QUOTA**

(To be submitted at the time of Interview/Admission)  
**(2018-2019 Session)**

Certified that Ms./Mrs.....  
Daughter/Wife of ..... is  
physically handicapped due to .....and she is  
fit for undergoing the course(s) .....  
.....  
at Guru Gobind Singh Indraprastha University, Delhi and can be a hostel resident.

(Office Seal)

Name & Signature  
The Officer-in-charge  
Vocational Rehabilitation  
Centre for Physically  
Handicapped

Date :

**HOSTEL IDENTITY CARD FORM**  
**(to be filled by the student) 2018-19**

The Photo Should  
be Attested by  
the warden /  
Chief Warden

1. Name ..... Class ..... Subject .....
2. Father's Name .....
3. Mother's Name .....
4. Date of Birth (Day, Month, Year).....
5. Permanent Address .....
- .....
- .....
6. Address of Parents for Correspondence (if different from above)  
(Phone / Fax / E-mail) / Mobile .....
- .....
7. Name and Address of Local Guardian .....
- (Phone / Fax / E-mail) / Mobile .....
- .....
8. Room No. ....Name of the Hostel .....
9. Hostel/Admission fee Receipt No..... Date.....Signature of Clerk

**Signature of Hostel Warden**

**Signature of Chief Hostel Warden**



**Permission for Late Entry in the Hostel/ Night stay in the School/Lab**

**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY  
SECTOR-16C, DWARKA, NEW DELHI-110078  
FOR ACADEMIC YEAR 2018-19**

1. Name of Student / Enrollment No. ....
2. Name of the Hostel / Room No.....
3. Programme & University School of Studies .....
4. Reasons of late entry / Night stay in the School / Lab.....  
.....  
.....  
.....
5. Date : From ..... To.....
6. Time : From ..... To .....

Signature of the Resident

The Warden,

..... Hostel

Dear \_\_\_\_\_

Permission is granted to Ms. / Mr. \_\_\_\_\_ for

Late night stay in the School / Lab for his / her research / dissertation / project work.

**Signature of the Supervisor / Mentor  
With Stamp**

**Signature of the Dean  
with stamp**