



GURU GOBIND SINGH
INDRAPRASTHA
UNIVERSITY

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

East Delhi Campus Hostels

**Information Bulletin for Admissions to
East Delhi Campus Hostels [2024 – 2025]**



IMPORTANT DATES:

Release of Hostel Admission Brochure	25.07.2024
Submission of Filled in form by students (Registration link with scans of required documents)	28.07.2024
Date of release of tentative allotment list for hostel rooms	29.07.2024
Verification of documents, Release of final list of students for Boys' and Girls' Hostel, Submission of Hostel Fee + Mess + Security+ Welfare Fee by student, Issue of ID Card and Hostel keys/ Room Shifting	01.08.2024 & 02.08.2024

Note:

1. Admission forms will be available on the university website: www.ipu.ac.in
2. Parents & Local Guardians 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 with the specified admission schedule* In case, the residents fail to take readmission as per notified schedule he/she will forfeit his/her claim for readmission.
4. Important Dates as stated above may change; change, if any, shall be notified on the University website www.ipu.ac.in
5. **The interested students must apply for Hostels admission in East Delhi campus through the following HOSTEL REGISTRATION LINK by uploading the required documents:**

<https://forms.gle/ekAWnHoCBBwy4zKF7>

6. **Duly filled Hostel Admission Form with supporting documents to be submitted in the Office of Girls' Hostel ((For Girl candidates) and of Boys' Hostel (for Boy candidates), East Delhi campus at the time of Hostel admission/allotment.**
7. Any clarification or updates may be obtained from contacts as stated here:

Girls' Hostel East Delhi Campus:	Boys' Hostel East Delhi Campus:
Ar. Deekshali Anand, Warden I Ar. Sonali Roy Chandra, Warden II Email: wardengh.edc@ipu.ac.in	Dr. Ravi Butola, Warden I Dr. Ashish Joshi, Warden II Email: wardenbh.edc@ipu.ac.in
Chief Warden : Dr. Rahul Johari	

*Subject to availability of seats

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LIST OF OFFICIALS/ HOSTEL COUNCIL

Chief Patron: **Padma Shri Prof. (Dr.) Mahesh Verma**
(Hon'ble Vice Chancellor, GGSIPU)

Co Patron: **Dr. Kamal Pathak**
(Registrar, GGSIPU)

Director In-Charge: **Prof. (Dr.) P.C. Sharma**
East Delhi Campus GGSIPU

Chief Warden: **Dr. Rahul Johari**
(Associate Professor, USAR, GGSIPU)

Warden I (Boys' Hostel): **Dr. Ravi Butola**
(Assistant Professor, USAR, GGSIPU)

Warden II (Boys' Hostel): **Dr. Ashish Joshi**
(Assistant Professor, USAR, GGSIPU)

Warden I (Girls' Hostel): **Ar. Deekshali Anand**
(Assistant Professor, USDI, GGSIPU)

Warden II (Girls' Hostel): **Ar. Sonali Roy Chandra**
(Assistant Professor, USAP, GGSIPU)

Girls' Hostel & Boys' Hostel EDC

Admission Brochure

The University maintains two hostels on campus, one for the Boy Students and one for the Girl students of the East Campus, Guru Gobind Singh Indraprastha University.

The EDC hostel infrastructure comprises following room typology.



Hostel Type	Single Seated Room (For PG and PhD students)	Triple Seated Room	Four Seated Room (For 1st year students)	Total Seats
Girls Hostel EDC	22	30	16	176
Boys Hostel EDC	38	54	16	264

Each room is equipped with basic furniture like cot, chair, table, cupboard, tube light and fans, charging points etc. For Hygienic reasons, it is expected that every student would bring his own mattress, pillows, Quilt, blanket, linen/bed sheet, water buckets, jug, etc. Each of the hostels provides mess facilities for the residents. It is a 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/possession of alcoholic, tobacco products or narcotics substances is strictly prohibited in the hostels.

PROCEDURE FOR ALLOTMENT OF HOSTEL ROOM

1. The allotment to the hostel shall be made on an academic year basis. The residents must vacate their allotted room at the end of the academic year.
2. All the admission in the hostel shall be allotted strictly based on merit and the relevant reservation rules as per the University and the Govt. of NCT of Delhi applicable.
3. All the students admitted as regular full-time students in University Schools of Studies (USS) of East Campus only, are eligible for hostel accommodation.
4. The Outside Delhi region (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 Outside Delhi region (OD) students shall be done after the completion of admission process in the respective school of the University School of Studies.
5. The EDC hostel committee shall allot hostel rooms as per the hostel allocation policy of EDC.
6. **The allocation of accommodation in Hostel shall be done on the following priority basis: -**
 - i) Disabled/Severely handicapped students of Outside Delhi region (OD)/ Delhi region. ii) Admission to the students who have secured admission in outside Delhi category.
 - iii) The outside Delhi Candidates shall be allotted hostels as per the merit list prepared based on result till preceding semester (Marks secured in 12th [best five subjects] /equivalent for first year students).
 - iv) If seats still remain vacant, then allotment of hostel seats shall be done to the students who have secured admission in Delhi Category and whose parents have been transferred outside Delhi (Central Govt./ State Govt./PSU/Autonomous bodies under govt. employees only)
 - v) If seats still remain vacant, then allotment of hostel seats to the students would be done based on the distance of the permanent residence from the East Delhi Campus.
 - vi) **A waiting list of 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 (date to be released later).**
- vii) If a student does not accept the hostel allotment offered within the stipulated period in the Hostel admission notice, he/she will lose his/her claim and the seat will be offered to the next candidate in the list.
 - viii) Final year students of undergraduate courses of USS may be allotted single seater rooms (on Merit Basis) based on available of seats at the end of hostel admissions.
 - ix) **5% of total available hostel 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.**
7. 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 fee for the entire academic year.
8. Before the commencement of Academic Year the seat matrix as per availability of accommodation will be prepared by taking into consideration applicable reservation policy of the university.

PROCEDURE FOR RE-ADMISSION

1. All the residents are required to submit the 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 drafts
 - c. Three recent passport size photographs along with duly filled admission form
 - d. Photocopy of the student's admission slip card & I-Card
 - e. Medical Certificate.
 - f. Aadhar card copy of candidate and parent(s).
 - g. Local Guardian's consent form and Aadhar card copy.
 - h. Anti Ragging Form
 - i. Hostel Id card Form
2. If the students are **detained/not promoted** to the Next academic sessions because of detention or failure in the examinations, such students are deemed to be non bonafide students and they are not entitled for the readmission in the hostels.
3. If any disciplinary action has been taken against any resident, he/she may not be entitled for the admissions in the hostel.
4. The existing residents are required to take readmission as per following schedule (subject to availability of seats):-
 - a) UG Programme :- Dates to be notified from time to time
 - b) PG Programme:- Dates to be notified from time to time
 - c) Ph.D Programme:- Dates to be notified from time to time
4. If the students fail to take re-admission as per the above schedule, their admission in the hostel shall be canceled and their room will be allotted to other hostel seekers.
5. Before re-admission, the residents are required to clear all outstanding dues of the Hostel.
6. Hostel admission form to be duly signed by parents or guardians with an undertaking of the designated Local Guardian and their updated contact details.

GENERAL CODE OF CONDUCT RULES AND REGULATION FOR HOSTEL RESIDENTS

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

- 1) Hostel Residents are expected to maintain the highest standards of community residency. They should be respectful towards the co-residents. Residents are expected to treat fellow residents with respect and deference. They should desist from causing threats, intimidation, verbal abuse or use of intemperate language.
- 2) Hostel residents should be respectful and courteous in dealing with the staff and employees of the hostel administration. 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 like ragging, violence, harassment, nuisance, etc.
- 4) Hostel residents should desist from causing damage or destruction to any hostel property.
- 5) Hostel residents should cooperate with the warden 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 would not be eligible for readmission. A student who is detained from appearing in University examinations or is debarred from promotion shall cease to be a bona-fide resident of the hostel.
- 7) **Every student should bring his own Mattress, Pillow, blanket and linen, water buckets, jug, etc.** Hostel residents are solely responsible for the care of their personal belongings, valuables and the hostel furniture allotted to them.

The concerned residents shall be held liable for any damage or loss caused to the hostel furniture allotted to them and the same shall be deducted from their refundable security amounts.

- 8) Water and electricity should be used economically. **Use of electrical appliances e.g. Heater, heating rod, stove, electric kettle, iron, hot plate etc. is strictly prohibited.** The students found using such appliances will be fined besides other action as per rules, which include dismissal from the hostel.
- 9) While leaving the room all switches (light, fan etc.) must be turned 'OFF'. There will be surprise visits and checking by the university authorities. If the lights, fans and any other electrical gadget (s) are recorded ON' in absence of the resident in the room, a fine will be imposed. Residents are expected to conserve electricity and water. They should switch off lights, fans and water tap when not in use.
- 10) Residents are solely responsible for any mishappening in the campus or outside the campus.
- 11) Hostel residents should follow the mess time schedule and appropriate dress norms in the mess and the public areas of the hostel.
- 12) Unauthorized guests, day scholar, friend's entry in the hostel is strictly prohibited.
- 13) 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.
- 14) 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 warden and obtain a clearance certificate to this effect to ensure refund of the hostel charges.
- 15) 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 of any other academic reason/s can be permitted only with the 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 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.

- 16) After the end term examination, in case the students wish to stay in the hostel (during June-July) during 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. Scholars will be allowed to stay in the hostel during the summer vacations.
- 17) Hostel Committee in each academic session, may change the room of any resident.
- 18) The residents of the hostel are not eligible for fee concession under EWS Scheme from the annual hostel admission fee.
- 19) As and when the possession of the room is taken over on 'as is where is basis' the hostel administration shall not be responsible for loss of any valuables claimed to have been kept in the room.
- 20) Hostel residents should keep the hostel Warden office informed and updated about the contact numbers, email id, and postal address of their parents' & local guardians.
- 21) 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.
- 22) The resident should not be absent from the hostel without a prior approval of the hostel warden. Residents are required to mark their attendance on a daily basis. Residents found to be absent from hostel without prior approval shall be liable to disciplinary action for such unauthorized absence from hostels.
- 23) The Hostel rooms are subject to surprise inspection by Chief Warden, Warden or University authorities with prior intimation to warden at any time.
- 24) Student residents are not allowed to access the faculty residence area and are liable to strict action if found loitering around the faculty residences.

- 25) If the room of any resident is found locked in suspicious circumstances or otherwise without prior intimation to Warden, the lock of such room will be broken for inspection.
- 26) Taking allotment of the hostel room without attending class regularly and / or taking private coaching / tuitions is strictly prohibited. **Except in exceptional cases no student shall be permitted to take leave from the hostel for more than 4 weeks in a semester.**
- 27) In case of emergency leave, residents should apply one hour before leaving the hostel. Only four emergency leaves are allowed in an academic year. The warden may extend the leave period.
- 28) 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/parents when they return after the leave. Loss of leave book is to be reported to the nearest police station.
- 29) All the leave must be taken at least one day before.
- 30) No student is allowed to cook inside rooms of the hostel. The mess is compulsory for all residents and all residents shall be charged for the mess facility annually.
- 31) **Keeping and parking of motorized vehicles in the University premises on a regular basis is not permitted to the hostel residents. However, for a short period vehicle can be parked in the designated area near Gate no 2.**
- 32) **If the resident's attendance in USS and respective hostel is less than 75% in aggregate shall be denied hostel residency in the next academic session.**
- 33) No resident is permitted to keep arms, ammunition, heaters, immersion rods, stoves, extra hostel furniture, and AC in their rooms. The residents violating the same will be liable for strict disciplinary action.
- 36) Residents are not allowed to do any painting/art/designing on the walls of the occupied room. They will be charged a fine of Rs.1000/- for the same.

- 37) Residents should desist from causing noise, disturbance, annoyance, and nuisance in the hostel premises with co-residents. The residents violating the same will be liable for strict disciplinary action.
- 38) Any case of physical violence, ragging, threats, intimidation, destruction to public property, theft, serious medical sickness, etc. should be reported to the warden forthwith.
- 39) Every hostel resident is under obligation to promote community living, collective safety and security, health and wellbeing of all co-residents.
- 40) **Use or possession of alcohol or any other narcotic substance such as cigarettes, ganja whether natural or flavored or other tobacco product inside the hostel premises is strictly prohibited. Any resident found possessing, using the same or entering in the hostel premises in inebriated condition shall be summarily expelled from hostel residency with immediate effect. The matter will be referred to the Proctorial Board for further disciplinary action.**
- 41) No residents are allowed to exit/enter university campus/hostel premises after 9 pm on any pretext whatsoever except medical emergencies in the university ambulance. If any residents violate these regulations he/she shall be expelled from hostel residency after informing their parents / guardian.
- Last Entry Time in the Hostel (Throughout the Year): 9:00 PM**
If any resident violates these regulations, he./she will be expelled from hostel residency after informing their parents/guardian.
- 42) **Attendance should be taken from 9:00 to 9:20 pm everyday.** Senior students who are doing Internships/projects/dissertations and Ph.D. work 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 (Annexure –VI).
- 44) Failing to attend the roll call is a serious breach of discipline and is liable for appropriate disciplinary action.
- 45) Since, the mess facility is compulsory for all residents of the hostel, no residents will be allowed to have food from outside. **Food delivery is not permitted in the hostel premises.**

- 46) **No residents are allowed to have access to the 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 the hostel.**
- 47) 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.
- 48) Elected hostel council members shall not be 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 mementos.
- 49) Hostel residents shall also abide by the rules, regulations and directions issued by hostel administration from time to time.
- 50) The residents of Hostel will be allowed to use outside hostel sports facilities till 9:00 p.m. After 9:00 p.m. high mast light will be switched off compulsorily. Entry and Exit to the hostel buildings will be closed at 9:00 PM sharp.
- 51) The Hostel rules may be modified by the hostel committee with due permission of the competent authority.

VISITORS AND GUESTS

1. The entry of day scholars or friends of the hostel residents is strictly prohibited.
2. **The parents/guardians/blood relatives may be allowed to meet their ward in the visitor room from 09.00 am to 5 p.m.**
3. As a rule, guests are not allowed in the hostel rooms.
4. **In boys hostel female guests and in Girls hostel Male guests are strictly prohibited.**
5. In exceptional circumstances 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. The residents shall be required to pay Rs.400/- per day /night exclusive of meal as a guest. If the guests avail messing facility, the mess charges as applicable shall be payable by the resident. All the payments have to be deposited in advance in the office of the warden. Request to this effect to be made to Warden in writing in advance.
6. **During End Term Examination Residents Guest are not permitted to avail Hostel Guest Room.**
7. **Hosting guests in the hostels without prior permission shall tantamount to serious acts of indiscipline. Such residents may be suspended/expelled from hostel residency.**

MEDICAL CARE & FACILITIES

1. Medical facilities are available on the university campus for residents during working hours. First aid box is available in the 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. The residents must ensure to keep their relevant medications/ medical tools and equipment handy as per the medical condition.
5. In case of emergency medical requirement, subject to the availability of funds in the Hostel Welfare Account, an amount not more than Rs.25,000/- may be spent by the Warden. Any medical expenditure made from Hostel Welfare Account shall be recoverable from the student concerned.
6. Parents are required to intimate to respective Hostel Warden about mental and physical health of their wards at the time of admission and any noticeable changes subsequent thereof.
7. If a resident is suffering from any health condition, it should be informed to the warden at the time of joining the hostel facility.

HOSTEL MESS TIMINGS

The Hostel provides a 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 a self-service basis in the Dining Halls of the respective hostels.

The mess timings are as follows:

<u>Break Fast</u>	: 07:00 AM - 08:30 AM
<u>Lunch</u>	: 12:00 Noon - 03:00 PM
<u>Tea</u>	: 05:00 PM - 06:00 PM
<u>Dinner</u>	: 07:30 PM - 09: 00 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

(NEW ADMISSION ONLY)

Following hostel charges are payable by every student seeking new admission in the admission in the hostel:

1..	Hostel Admission Fee (It will be charged only once for the first time admission to the hostel)	Rs. 1000/-
2.	Hostel Charges	(Annual)
	Four Seated (Only for 1st year students)	Rs. 25,000/-
	Three Seated	Rs. 30,000/-
	Single Seated (only for PG and PhD Students)	Rs. 35,000/-
3.	Hostel Security (Only at the time of new admission) (Refundable)	Rs. 5000/-
4.	Mess Security (Only at the time of new admission) (Refundable)	Rs. 5000/-
5.	Hostel Welfare Charges (Annual) (Non Refundable)	Rs. 4000/-
6	TOTAL AMOUNT	
	Four Seated (Only for 1st year students)	Rs. 40,000/-
	Three Seated	Rs. 45,000/-
	Single Seated (only for PG and PhD Students)	Rs. 50,000/-

HOSTEL CHARGES (RE-ADMISSION ONLY)

Following hostel charges are payable by every student seeking Re-admission in the admission in the hostel:

1.	Hostel Re-admission Fee	Rs. 500/-
2.	Hostel Charges	(Annual)
	Four Seated	Rs. 18000/-
	Three Seated	Rs. 20,000/-
	Single Seated (only for PG and PhD Students)	Rs. 24,000/-
3.	Hostel Welfare Charges (Annual) (Non refundable)	Rs. 4000/-
4.	TOTAL AMOUNT	
	Four Seated	Rs. 22,500/-
	Three Seated	Rs. 24,500/-
	Single Seated (only for PG and PhD Students)	Rs. 28,500/-

All Charges (Hostel Charges, Refundable Hostel and Mess Security amount and Hostel admission Fee, Welfare Charges) can be paid through Drafts only for academic session 2024-25.

The Hostel Welfare Charge is an integral component of Hostel charges 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 2024-25 (August 2024 - July 2025).

1.	Mess Maintenance Charges (Annual)	Non-Refundable	Rs. 1,000/-
2.	Meal Charges	Advance payment for mess charges	Rs. 54,000/-
Total Annual Mess Fee			Rs. 55,000/-

The Mess fee can be paid through draft only for academic session 2024-25.

Mess off for consistent 7 or more days only shall be permitted to the student. The student must submit the application for a mess off at the hostel office. 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. 54,000/- (for academic year 2024-25). The deficit, if any, shall be recovered and excess, if any, shall be returned to the concerned students.

SUMMARY OF THE AMOUNT PAYABLE

The selected students who will be allotted hostel as per the list shared by the Hostel committee can pay **only offline (through demand draft) at the time of hostel admission.**

At the time of admission/ re-admission the fee shall be payable by **three separate Demand Drafts (single payment not allowed)** as per details specified above of the following amounts:

Total Annual Hostel Charges		Separate Demand Draft in Favor of
New Admission		Registrar, GGSIP University, Delhi
Four Seated	Rs. 36,000/-	
Three Seated	Rs. 41,000/-	
Single Seated (only for PhD & PG candidates)	Rs. 46,000/-	
Re-Admission		Registrar, GGSIP University, Delhi
Four Seated	18,500/-	
Three Seated	20,500/-	
Single Seated (only for PhD & PG candidates)	24,500/-	
Total Annual Mess Charges		
Mess Charges	Rs. 55,000/-	GGSIPU Hostel Mess, East Delhi Campus
Total Annual Welfare Charges		
Welfare Charges	Rs. 4,000/-	GGSIPU Hostel Student Welfare, East Delhi Campus

RULES FOR REFUND OF HOSTEL CHARGES

1. The seat within the stipulated date will be entitled for refund as per the prevalent university rules.
2. Hostel Fee and Welfare fee are non-refundable once paid. Only Mess and Hostel Security shall be refunded. Mess charges after necessary deductions of monthly bills will be refunded.
3. Mess Security deposit will be refunded if the student has cleared his last mess bill. Clearance has to be taken from Warden.
4. Hostel Security Charges 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 SUBMITTED DURING REGISTRATION
& HOSTEL ALLOTMENT**

Documents to be uploaded at the time of Registration and to be submitted in original at the time of Hostel Allotment		
S.No.	Document	Appendix No.
1	Duly filled Application Form with 3 recent passport size photographs	I
2	Undertaking by the parents.	I
3	Certificate for availing admission against physically handicapped quota (if applicable)	III
4	Photocopy of the admission fee receipt (only for new students)	
5	Last year Mark sheet (Only for existing students).	
6	Aadhar card copy of candidate and parent(s).	
7	I-Card photocopy	
8	Id Card Copy of previous hostel (Only for Students who availed Hostels of Dwarka campus in academic year 2023-24).	
Other Documents to be submitted at the time of Hostel Room Allotment		
S.No.	Document	Appendix No.
1	Medical form and Certificate.	II (A), II (B)
2	Local Guardians' consent form and Aadhar card copy of Local Guardians.	IV
3	Hostel Id card form	IV
4	Requisite fee Demand Drafts in original and copy	

APPENDIX I

UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTE, 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 an which as the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche or such fresher or any other student;
4. Any act any a 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 or 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. Withholding 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 2024-25)**

1. The students residing in the 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 the warden office at least one day in advance. ii) If the students/residents give an application for mess off and at the same time avail the mess facilities without information have to pay the mess bill for the entire month and their previous applications for mess- off stands canceled.

iii) Such residents will be entitled to a mess-off for a maximum period of 7 days in a month at the rate of Rs. 50/- per day / or as per the prevalent university rules. This waiver is only applicable when the leave is for a continuous period of seven or more days.

iv) All the disputes regarding mess-off will be resolved by the Hostel committee in consultation with the Mess Committee/ Residents.

HOSTEL FORMS 2024-25
EAST DELHI CAMPUS

S. No.

Guru Gobind Singh Indraprastha University
East Delhi Campus, Surajmal Vihar, Delhi - 110092

Hostel Application Form

For the Academic Year 2024-25

**(ALL ENTRIES MUST BE MADE
IN CAPITAL LETTERS)**



Application for (Tick the appropriate)

BOYS' HOSTEL

GIRLS' HOSTEL

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

9. Present Address of the Parents :

OFFICE

RESIDENCE

.....
.....

TelNo..... Tel No.

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

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

Residence :

Tel. : Parent's Email ID :

10. **To be filled by the Office :**

Allotted Room No.

(Signature of Warden)

11. Undertaking by the Parents

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

Name & address of Local Guardians (Mandatory)

<u>OFFICE</u>	<u>RESIDENCE</u>
.....
.....
TelNo.....	TeINo.....
Email ID	Email ID
ii)
.....
Tel No.....	TeINo.....
Email ID	Email ID

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

11.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..... MobileNo.....

13. Mobile No. of the Student

11.c) Email ID the Student

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

15. Extra Curricular Activities

(Signature of Student)

Date:

(Signature of Parents)

MEDICAL FITNESS FORM

(to be submitted at the time of Interview/Admission)
(2024-2025 Session)

Name of Student Ms./Ms./Mrs.

Do/So

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/Psychological 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 (Stamp of Medical Practitioner is mandatory)

Annexure-II (B)

MEDICAL CERTIFICATE

(to be submitted at the time of Interview/Admission)
(2024-2025 Session)

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

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

(To be submitted at the time of Interview/Admission)
(2024-2025 Session)

Certified that Mr./Ms./Mrs.....
Son/Daughter/Wife of is
physically handicapped due to..... and he/ 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 :

*Note : use photocopy of this Form

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
EAST DELHI CAMPUS
SURAJMAL VIHAR, NEW DELHI-110092

LOCAL GUARDIAN FORM
2024-25

Local Guardian Details

Name

Relationship

Occupation

Address.....

.....

MobileLandline.....

E-mail.....



Undertaking

I, _____ do hereby declare that

Mr./Ms./Mrs. _____ admitted in East Delhi Campus, GGSIPU is my relative/ known to me. During his/her entire duration of stay, he/she shall be under my local guardianship and I shall monitor his/her conduct and behavior. I can be contacted any time in emergency or otherwise for issues pertaining to his/her conduct and well being.

Signature of student

Name of student

Signature of Local Guardian

Name of Local Guardian

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
EAST DELHI CAMPUS
SURAJMAL VIHAR, NEW DELHI-110092

HOSTEL IDENTITY CARD FORM
(to be filled by the student) 2024-25

The Photo Should
be Attested by
the warden /
Chief Warden

Application for (Tick the appropriate)

BOYS' HOSTEL

GIRLS' HOSTEL

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



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
EAST DELHI CAMPUS**

SURAJMAL VIHAR, NEW DELHI-110092

FOR ACADEMIC 2024-25

Permission for Late Entry in the Hostel/Night Stay in the School/Lab

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 Residents

The Warden

..... Hostel

Dear//

Permission is granted to Mr. / Ms./Mrs for

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

Signature of the Dean
with Stamp

(Signature of the Supervisor / Mentor
with Stamp



**GGs Indraprastha University Hostels,
East Campus, Surajmal Vihar
Delhi- 110092
www.ipu.ac.in**

Contact Details

For any queries, kindly email at

Boys Hostel Warden: wardenbh.edc@ipu.ac.in

Girls Hostel Warden: wardengh.edc@ipu.ac.in