

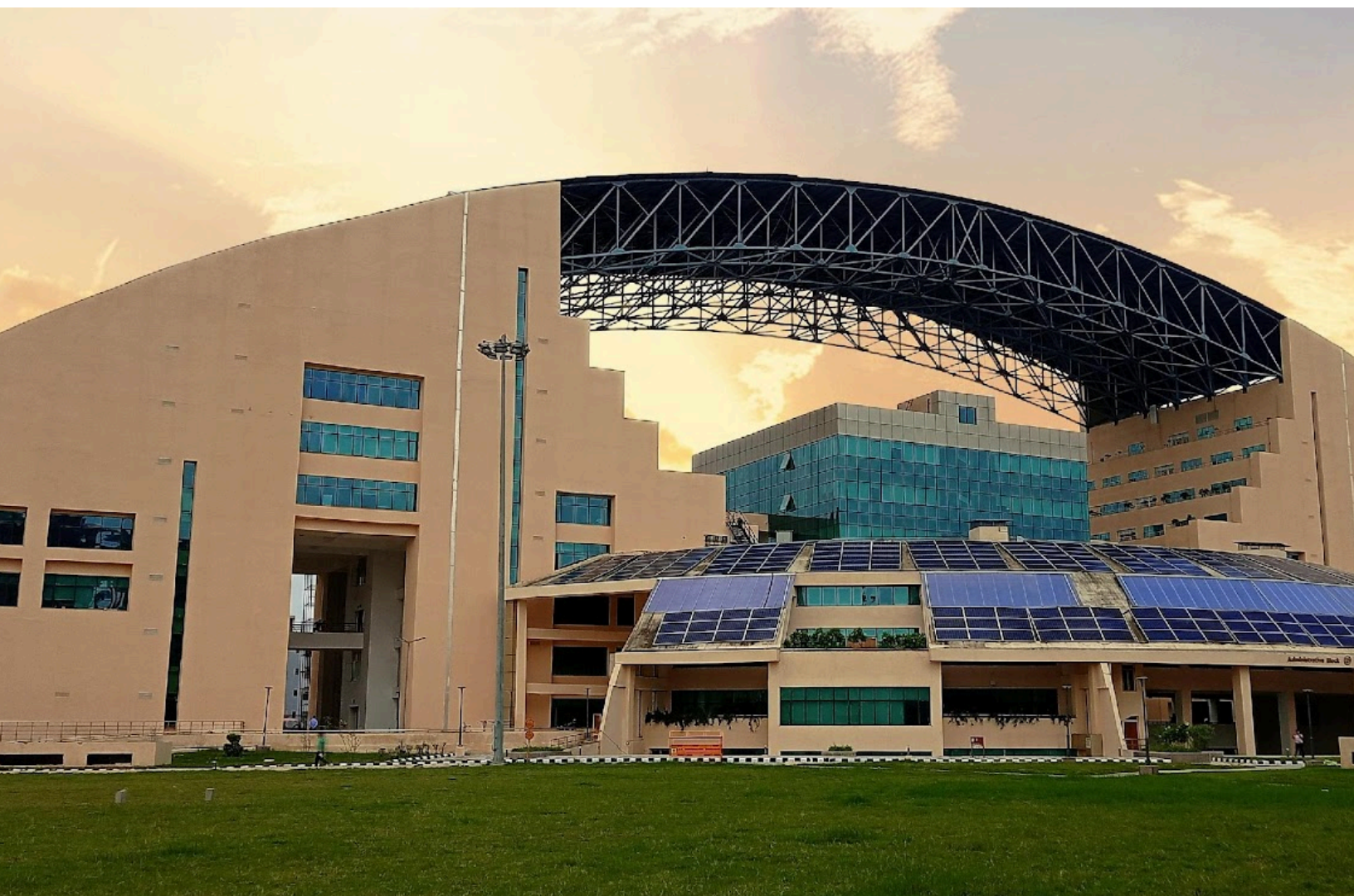


GURU GOBIND SINGH
INDRAPRASTHA
UNIVERSITY **IPU**
NEW DELHI

EDC GIRLS' HOSTEL

ADMISSION BROCHURE

(ACADEMIC SESSION 2025-26)



EAST DELHI CAMPUS
SURAJMAL VIHAR, DELHI – 110032

IMPORTANT DATES:

Release of Hostel Admission Brochure	24.07.2025
Release of list of ex-residents eligible for re-admission	28.07.2025
Re-admission of ex-residents (in online mode)	28.07.2025 – 30.07.2025
Submission of filled in form by fresh candidates (in online mode)	30.07.2025 – 03.08.2025*
Release of list of re-admitted residents	31.07.2025
Physical reporting of re-admitted residents	01.08.2025 – 18.08.2025 (Between 9:30 AM to 4:30 PM, except Saturday Sunday and Gazetted holidays)
Release of first allotment list for fresh candidates	04.08.2025
Verification of documents and allotment of hostel seat to fresh candidates	05.08.2025 – 08.08.2025 (Between 9:30 AM to 4:30 PM, except Saturday Sunday and Gazetted holidays)
Release of second allotment list for fresh candidates	To be informed later on as per availability of hostel seats

Note:

- a. *Last Dates for submission of application form for new admissions is subject to completion of Counseling by the University.
- b. Admission brochure and notices shall be available on university website: www.ipu.ac.in
- c. Parents & Local Guardians are requested to be present at the time of admission of their ward in the hostel for fresh admissions/Re-admissions.
- d. 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.
- e. Important Dates as stated above may change. Changes, if any, shall be notified on the University website www.ipu.ac.in
- f. Link for online **registration** form for **fresh admission** to the hostel is available in the brochure under fresh admission section.
- g. Link for online **registration** form for **re-admission** to the hostel is available in the brochure under re-admission section.

LIST OF OFFICIALS

Chief Patron:

Prof. (Dr.) Mahesh Verma
(Hon'ble Vice-Chancellor, GGSIPU)

Co Patron:

Dr. Kamal Pathak
(Registrar, GGSIPU)

**Director,
East Delhi Campus,
GGSIPU:**

Prof A. K Saini

**Chief Warden
East Delhi Campus,
GGSIPU:**

Dr. Rahul Johari
(Associate Professor, USAR, GGSIPU)

**Warden I
(EDC Girls' Hostel):**

Ar. Deekshali Anand
(Assistant Professor, USDI, GGSIPU)

**Warden II
(EDC Girls' Hostel):**

Ar. Sonali Roy Chandra
(Assistant Professor, USAP, GGSIPU)

CONTENTS

S.No.	Contents	Page
1	General Information	1
2	Policy for allotment of Hostel seat	2
3	Procedure for Fresh Admission	2
4	Procedure for Re Admission	4
5	General Code of Conduct and Hostel regulations	5
6	Visitors and Guests policy	10
7	Medical Care & Facilities	11
8	Mess Facility	11
9	Hostel Welfare facility	12
10	Fee for hostel allotment – fresh admissions	13
11	Fee for hostel allotment – re-admissions	14,15
12	Rules for Refund of Hostel Charges	16
13	Checklist of documents to be submitted	17
14	Annexures	A1-A10

GENERAL INFORMATION

The University maintains two hostels in the East Delhi Campus, one for the male students and one for the female students of the schools situated at the East Campus, Guru Gobind Singh Indraprastha University.

The EDC GIRLS hostel infrastructure comprises of following room types:

Single Seated Room (For PG and PhD students)	Triple Seated Room	Four Seated Room	Total Seats
22	30	16	176



Each room is equipped with basic furniture like 7ft x 3ft cots, chairs, tables, Almirah, tube light, fans and power points etc. For Hygienic reasons, it is expected that every student should bring his own mattress, pillows, Quilt, blanket, linen/bed sheet, water buckets, mugs, etc.. The hostel provides compulsory 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, violence, negative discrimination, consumption/possession of alcoholic, tobacco products or narcotics substances is strictly prohibited in the hostels.

POLICY FOR ALLOTMENT OF HOSTEL SEAT

1. The allotment to the hostel shall be made on an academic session basis as per academic calendar. The residents must vacate their allotted room at the end of the academic session.
2. All the admissions 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 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 strictly as per the hostel allocation policy of EDC.

PROCEDURE FOR FRESH ADMISSION

1. Interested students must apply **online** as per schedule for **fresh admission** in East Delhi Campus Girls' hostel through the following Hostel registration form and uploading the required documents:
<https://forms.gle/gEhvUiZrcRadtHp4A>
2. Duly filled Hostel admission form along with supporting documents must be submitted **offline** in the EDC Girls' hostel office, East Delhi campus at the time of **physical Hostel allotment**. The notice containing a list of allottees will be circulated as per schedule. **Mere filling up the online registration form does not guarantee hostel allotment.**

The allocation of accommodation in Hostel to newly admitted candidates and candidates applying for the hostel for the first time shall be done on the following priority basis: -

- I. Disabled/ handicapped students**
- II. Admission to the students who have secured admission in outside Delhi category**
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).
- III.** 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 of Delhi (Central Govt./ State Govt./PSU/Autonomous bodies under Govt. employees only). All such Hostel seeking students are required to submit the order of posting and electricity bill as their residence proof.
- IV.** The students admitted in Delhi Region having Residence outside Delhi and Delhi-NCR Region such students are required to submit the latest electricity bill as their residence proof.
- V.** If seats still remain vacant, then allotment of hostel seats to the Delhi category students shall be done based on the distance of their 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 get vacant, the allotments will be done from the waiting list (date to be released later).

The following documents are required at the time of fresh admission (forms are available in the annexures):

- I. Filled in hostel application form.
- II. Mark sheets of 10th and 12th standard/equivalent/preceding semesters as the case may be.
- III. Requisite hostel fee payment proofs with filled in fee receipt.
- IV. Three recent passport size photographs
- V. Photocopy of the student's admission slip card & I-Card
- VI. Medical Certificate.
- VII. Aadhar card copy of candidate and parent(s).
- VIII. Local Guardian's consent form and Aadhar card copy.
- IX. Anti Ragging affidavit
- X. Hostel Id card Form
- XI. Undertaking for compliance of hostel rules
- XII. Hostel leave form

Note:

- a) *Applicants must not pay any fee till his name appears in the allotment list/notice.*
- b) If a student does not accept the hostel allotment offered within the stipulated period in the Hostel admission notice, he will lose his claim and the seat will be offered to the next candidate in the list.
- c) **5% of total available hostel seats in academic session 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.**
- d) If any seat gets vacated during the academic session, the allotment will be made as per the decision of the hostel committee consisting of the Chief Warden and Wardens subject to the submission of fee for the entire academic session.
- e) The reservation norms of the University shall be followed in the hostel allotment in respective OD and Delhi category. The hostel seats remaining vacant in various reserved categories shall be brought in the general pool, after second counseling, if there are no claimants from the reserved categories for such seats.
- f) 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. Eligible students as per list circulated must take **online admission** as per schedule for **re-admission** in East Delhi Campus Girls' hostel through the following Hostel registration form and uploading the required documents:

<https://forms.gle/8Ga3rJg1Lte1xg887>

2. Duly filled Hostel admission form along with supporting documents must be submitted **offline** in the EDC Girls' hostel office, East Delhi campus at the time of **physical reporting**. **Re-admission to the hostel shall be provisional subject to verification of documents and fees.**

All the residents who stayed in the hostel in the preceding academic session and are eligible for re-admission are required to submit the following documents and appear before the Hostel Admission Committee for allotment of room as per the notified schedule:

- I. Filled in hostel application form.
- II. Mark sheets of preceding semesters.
- III. Requisite hostel fee payment proofs with filled in fee receipt.
- IV. Three recent passport size photographs
- V. Photocopy of student I-Card
- VI. Proof of payment of academic fee
- VII. Fresh Medical Certificate.
- VIII. Aadhar card copy of candidate and parent(s), in case of any change.
- IX. Local Guardian's consent form and Aadhar card copy, in case of any change.
- X. Anti Ragging affidavit if not submitted earlier.
- XI. Hostel Id card Form.
- XII. Undertaking for compliance of hostel rules.
- XIII. Hostel leave form.

Eligibility for re-admission:

- a. The applicant must be a resident in the previous academic session.
- b. The applicant must not have been detained in the preceding years.
- c. The applicant should be promoted to the next academic session. Year back cases/ detention or failure in the examinations are not eligible for re-admission.
- d. **The applicant should not have any disciplinary action (notice amounting to ineligibility for re-admission) taken against him in the preceding session.**

Note:

- I. *Applicant must not pay any fee till his name appears in the allotment/eligibility list.*
- II. If the students fail to take re-admission as per the schedule, their admission in the hostel shall be canceled and their room will be allotted to other hostel seekers.
- III. Before re-admission, the residents are required to clear all outstanding dues of the Hostel.

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 resist 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. If any student is found involved in destruction of hostel property, he shall be subject to fine of Rs. 5,000/ or payment of value of the property so damaged -whichever is higher. Any subsequent involvement will lead to an expulsion from the hostel.**
5. Misuses of fire extinguishers and fire alarms are strictly prohibited. Violation of above will invite disciplinary action including expulsion from the hostel by the warden.
6. 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.
7. A student who fails to get promoted in the next academic year 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.
8. **Every student should bring his own Mattress, Pillow, blanket and linen, water buckets, mug, 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 or payment of value of the furniture so damaged -whichever is higher.
9. 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.

10. 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.
11. Residents are solely responsible for any mishappening in the campus or outside the campus.
12. Hostel residents should follow the mess time schedule and appropriate dress norms in the mess and the public areas of the hostel.
13. **Unauthorized guests, day scholar, friend's entry in the hostel is strictly prohibited.**
14. 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.
15. 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.
16. 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 or as per notified schedule**. Any further stay in the hostel either because of examination or any other academic reason/s can be permitted only with the permission of the Warden. If a final year/expelled 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.
17. 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.
18. During summer vacation (as notified by the University), the hostel will remain closed.
19. The students who are still pursuing their course will not be allowed to stay in the hostel during summer vacation. Students should proceed to their hometown within one week of their last end semester exam. The students should plan the travel to their respective hometown well in advance. They will be allowed in the hostel only after completing the readmission formalities on commencement of the next Academic Session.

20. After the end term examination, in case the students wish to stay in the hostel (during June-July) during vacations for internship/dissertation/summer training/Minor/Major Project, then a duly attested request form from the respective Dean of the School has to be submitted to the hostel office in advance. Such requests will be considered on a case-to-case basis. However, Ph.D. Scholars will be allowed to stay in the hostel during the vacations after the application is signed by the respective Ph.D supervisor.
21. Only **full-time regular** PhD scholars admitted in USS shall be considered for hostel allotment. If PhD scholars availing JRF/SRF/RA/other scholarship under any existing scheme of the University/Govt./any agency shall not be eligible for HRA if they are availing hostel accommodation.
22. Any further stay/ unofficial stay in the hostel by the resident will attract a penalty in the form of guest charges @ 400/- per day. Disciplinary action as per rules shall be taken against such resident.
23. Hostel Committee in each academic session, may change the room of any resident.
24. The residents of the hostel are not eligible for fee concession under EWS Scheme from the annual hostel admission fee.
25. 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.
26. 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.
27. 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.
28. The Hostel rooms are subject to surprise inspection by Chief Warden, Warden or University authorities with prior intimation to warden at any time.
29. Student residents are not allowed to access the faculty residence area and are liable to strict action if found loitering around the faculty residences.
30. 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.
31. 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.**

32. 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.
33. 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.
34. All the leave must be taken at least one day before.
35. 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.
36. **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.**
37. **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.**
38. 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.
39. 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.
40. 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.
41. Any case of physical violence, ragging, threats, intimidation, destruction to public property, theft, serious medical sickness, etc. should be reported to the warden forthwith.
42. Every hostel resident is under obligation to promote community living, collective safety and security, health and well-being of all co-residents.
43. **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.**

44. No residents are allowed to exit/enter university campus/hostel premises after 9 pm on any pretext whatsoever except medical emergencies. If any residents violate these regulations, he/she shall be expelled from hostel residency after informing their parents / guardian.
45. **Last Entry Time in the Hostel (Throughout the Year) is 9:00 PM. The first exit time from the hostel throughout the year is 6:00 AM.**
46. If any resident violates these regulations, he /she will be expelled from hostel residency after informing their parents/guardian.
47. **Attendance shall be taken from 9:00 to 9:30 pm every day.** Senior students who are doing Internships/Minor and Major 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 –X).
48. Failing to attend the roll call is a serious breach of discipline and is liable for appropriate disciplinary action.
49. 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.**
50. **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.**
51. 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.
52. 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.
53. Hostel residents shall also abide by the rules, regulations and directions issued by hostel administration from time to time.
54. 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.
55. The Hostel rules may be modified by the hostel committee with due permission of the competent authority.

56. Residents are not allowed to change their allotted rooms. Residents are required to seek prior approval from the wardens through the appropriate official channels before making any changes to their allocated rooms. They are fully accountable for the furniture, safety, and security of their designated rooms. Any damage or improper handling of hostel property will result in stringent disciplinary measures and financial penalties.

VISITORS AND GUESTS POLICY

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 GIRLS' 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 @80 Rs. per meal shall be payable by the resident. All the payments have to be deposited in advance in the hostel office.
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 FACILITY

The Hostel provides a compulsory mess facility for all the residents. The day-to-day management of the hostel mess 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:

Break Fast : 07:30 AM - 09:00 AM

Lunch : 12:00 Noon - 03:00 PM (12:30 noon - 2:30 pm on weekends/holidays)

Tea : 05:00 PM - 06:00 PM

Dinner : 08:00 PM - 09:30 PM

Mess Rules

1. Mess facility is compulsory for all the residents.
2. **No mess furniture, utensils and materials should be removed from the dining room under any circumstances.**
3. **Meals are not allowed to be taken out of the dining hall.**
4. **Fine of Rs. 500/- 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 to the hostel office.
5. Any change in the mess rules as suggested by the mess committee and approved by the respective wardens and chief warden shall be notified from time to time.
6. If resident fails to pay the fine, same shall be recovered from his mess security.

7. **No mess off shall be provided to the resident during the academic session. Mess off for consistent 7 or more days only shall be permitted to the student during notified vacations @100 per day.** 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 mess fee. The deficit, if any, shall be recovered and excess, if any, shall be returned to the concerned students.
8. No mess off shall be provided for re-admitted students in the beginning of the session due to delay in their joining the hostel.
9. For fresh admission students, mess off @Rs 100/- per day shall be provided from the first date of their month of admission to the date preceding to their date of admission.
10. All the disputes regarding mess-off will be resolved by the Hostel wardens in consultation with the Mess Committee/Residents.
11. 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/- the deficit, if any, shall be recovered and excess, if any, shall be returned to concerned students.

HOSTEL WELFARE FACILITY

The Hostel Welfare charge is an integral component of Hostel charges and it shall be at the disposal of hostel wardens in consultation with the student welfare committee. It shall be used for purposes specified for expenses of welfare funds and subject to auditing like other funds of the university.

FEE FOR ALLOTMENT OF HOSTEL SEAT (FRESH ADMISSIONS ONLY)

Following charges are payable by every student seeking fresh admission in the hostel during academic session **2025-26**:

	Room Type	Four Seater	Triple Seater	Single Seater	Payment (Online only)
Annual Hostel Charges	Hostel Fee (Non-Refundable) (Rs.)	25,000	30,000	35,000	Amount as per room allotted in favour of REGISTRAR GGSIPU A/C No: 927860555 IFSC: IDIB000G082 INDIAN BANK GGSIPU BRANCH DWARKA
	Hostel Security (Refundable) (Rs.)	5,000			
	Admission Charges (Non-Refundable) (Rs.)	1,000			
	Total Hostel Charges (Rs.)	31,000	36,000	41,000	
Annual Mess Charges	Mess Security (Refundable) (Rs.)	5,000			Rs. 60,000/- in favour of EDC GIRLS HOSTEL MESS A/C No: 7994977585 IFSC: IDIB000V127 INDIAN BANK VIVEK VIHAR BRANCH
	Mess Maintenance (Non-Refundable) (Rs.)	1,000			
	Mess Fee (Refundable after deductions as per use) (Rs.)	54,000			
	Total Mess Charges (Rs.)	60,000			
Annual Welfare Charges	Welfare (Non-Refundable) (Rs.)	4,000			Rs. 4,000/- in favour of EDC GIRLS HOSTEL WELFARE A/C No: 7994980247 IFSC: IDIB000V127 INDIAN BANK VIVEK VIHAR BRANCH

Note:

- The fee specified as above must be deposited in the accounts mentioned above via **three separate transactions** using online mode only. The applicant must provide a proof of successful transaction clearly showing the account in which amount was credited.
- The admission in the hostel shall be provisional subject to verification of transaction.

FEE FOR ALLOTMENT OF HOSTEL SEAT (RE-ADMISSIONS ONLY)

Re-admission fee for applicants who were first admitted during 2024-25

Following hostel charges are payable by every student who was first admitted in the academic session **2024-25** and is seeking Re-admission in the hostel during 2025-26:

	Room Type	Four Seater	Triple Seater	Single Seater	Payment (Online only)
Annual Hostel Charges	Hostel Fee (Non-Refundable) (Rs.)	25,000	30,000	35,000	Amount as per room allotted in favour of REGISTRAR GGSIPU A/C No: 927860555 IFSC: IDIB000G082 INDIAN BANK GGSIPU BRANCH DWARKA
	Admission Charges (Non-Refundable) (Rs.)	500			
	Total Hostel Charges (Rs.)	25,500	30,500	35,500	
Annual Mess Charges	Mess Maintenance (Non-Refundable) (Rs.)	1,000			Rs. 55,000/- in favour of EDC GIRLS HOSTEL MESS A/C No: 7994977585 IFSC: IDIB000V127 INDIAN BANK VIVEK VIHAR BRANCH
	Mess Fee (Refundable after deductions as per use) (Rs.)	54,000			
	Total Mess Charges (Rs.)	55,000			
Annual Welfare Charges	Welfare (Non-Refundable) (Rs.)	4,000			Rs. 4000/- in favour of EDC GIRLS HOSTEL WELFARE A/C No: 7994980247 IFSC: IDIB000V127 INDIAN BANK VIVEK VIHAR BRANCH

Note:

- The fee specified as above must be deposited in the accounts mentioned above via **three separate transactions** using online mode only. The applicant must provide a proof of successful transaction clearly showing the account in which amount was credited.
- The admission in the hostel shall be provisional subject to verification of transaction.

FEE FOR ALLOTMENT OF HOSTEL SEAT (RE-ADMISSIONS ONLY)

Re-admission fee for applicants who were first admitted during 2023-24

Following hostel charges are payable by every student who was first admitted in the academic session **2023-24** and is seeking Re-admission in the hostel during 2025-26:

	Room Type	Four Seater	Triple Seater	Single Seater	Payment (Online only)
Annual Hostel Charges	Hostel Fee (Non-Refundable) (Rs.)	18,000	20,000	24,000	Amount as per room allotted in favour of REGISTRAR GGSIPU A/C No: 927860555 IFSC: IDIB000G082 INDIAN BANK GGSIPU BRANCH DWARKA
	Admission Charges (Non-Refundable) (Rs.)	500			
	Total Hostel Charges (Rs.)	18,500	20,500	24,500	
Annual Mess Charges	Mess Maintenance (Non-Refundable) (Rs.)	1,000			Rs. 55,000/- in favour of EDC GIRLS HOSTEL MESS A/C No: 7994977585 IFSC: IDIB000V127 INDIAN BANK VIVEK VIHAR BRANCH
	Mess Fee (Refundable after deductions as per use) (Rs.)	54,000			
	Total Mess Charges (Rs.)	55,000			
Annual Welfare Charges	Welfare (Non-Refundable) (Rs.)	4,000			Rs. 4000/- in favour of EDC GIRLS HOSTEL WELFARE A/C No: 7994980247 IFSC: IDIB000V127 INDIAN BANK VIVEK VIHAR BRANCH

Note:

- The fee specified as above must be deposited in the accounts mentioned above via **three separate transactions** using online mode only. The applicant must provide a proof of successful transaction clearly showing the account in which amount was credited.
- The admission in the hostel shall be provisional subject to verification of transaction.
- Hostel fee for students structure for students admitted before **2023-24** in Dwarka hostels and seeking re-admissions in EDC Girls' hostel shall be as under. However other components shall be as above.

Annual Hostel Fee structure for students admitted before academic year 2023-24.

1.	Re-admission Fee	Rs. 500/- (per Annum)
2.	Hostel Charges	Rs. 18,500/- (per Annum)
	TOTAL HOSTEL CHARGES	Rs. 19,000/-
3.	Hostel Welfare Charges (non-refundable)	Rs. 4000/-

RULES FOR REFUND OF HOSTEL CHARGES

1. Any student who is allotted a seat in the hostel and later withdraws within two months from the date of admission will be refunded 50% of the charges.
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 will be refunded if the student has cleared his last mess bill. Clearance has to be taken from the Hostel office.
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 ONLINE APPLICATION & OFFLINE HOSTEL ALLOTMENT

Roll/Application number _____ Name _____ Branch _____

S. No.	Document	To be submitted during	Annexure No.	Submitted (Yes/No)
1	Filled in hostel application form	Online application and Hostel allotment	I	
2	Requisite hostel fee payment proofs with filled in fee receipt.	Online application and Hostel allotment	II	
3	Mark sheets of preceding semesters/ 10th/12th/Equivalent	Online application and Hostel allotment	--	
4	Photocopy of student I-Card/ university admission slip	Online application and Hostel allotment	--	
5	Proof of payment of university academic fee	Online application and Hostel allotment	--	
6	Aadhar card copy of candidate and parents (in case there is any change for re-admission students)	Online application and Hostel allotment	--	
7	Parents Transfer certificate (if applicable)	Online application and Hostel allotment	--	
8	Undertaking for compliance of hostel rules.	Hostel allotment	III	
9	Anti Ragging affidavit by parents and students (if not submitted earlier)	Hostel Allotment	IV	
10	Hostel Id card Form.	Hostel Allotment	V	
11	Hostel leave form.	Hostel Allotment	VI	
12	Three recent passport size photographs	Hostel Allotment	--	
13	Fresh Medical Certificate.	Hostel Allotment	VII(A), VII(B)	
14	Physically handicapped certificate (if applicable)	Online application and Hostel allotment	VIII	
15	Local Guardian's consent form and Aadhar card copy (in case there is any change for re-admission students)	Online application and Hostel allotment	IX	

----- *to be filled by office* -----

Deficiency _____

Room Allotted _____

Authorized Signatory

S. No.

Guru Gobind Singh Indraprastha University

East Delhi Campus, Surajmal Vihar, Delhi - 110032

Hostel Application Form

For the Academic Year _____

(ALL ENTRIES MUST BE MADE IN CAPITAL LETTERS)

Affix your latest
passport size
photograph
here

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.....	TelNo.....
Email ID	EmailID
ii)
.....
TelNo.....	TelNo.....
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

.....

.....

TelNo..... MobileNo.....

13. Mobile No. of the Student

13.b) Email ID the Student

14. Medical certificate : Attached / Not Attached

15. Extra Curricular Activities

(Signature of Student)

(Signature of Parents)

Date:



OFFICE OF THE WARDEN, EDC HOSTELS
GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY (NAAC A++)
EAST DELHI CAMPUS, SURAJMAL VIHAR, DELHI- 110032
<http://ipu.ac.in/eastcampusmain.php>

No. _____

Date: _____

HOSTEL FEE RECEIPT

Boys/Girls Hostel: _____ Allotted Room: _____

Name of the resident: _____

Roll Number: _____ School: _____

Program: _____ Semester: _____

S. No.	Particular	Amount (in Rs.)	Transaction ID	Bank	Date
1	Annual Hostel Charges				
2	Annual Mess charges				
3	Annual Welfare charges				
Total					

Signature of Student with date

-----for official use-----

Authorized Signatory



OFFICE OF THE WARDEN, EDC HOSTELS
GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY (NAAC A++)
EAST DELHI CAMPUS, SURAJMAL VIHAR, DELHI- 110032
<http://ipu.ac.in/eastcampusmain.php>

UNDERTAKING FOR COMPLIANCE OF RULES

I _____ Roll no./Appl No. _____ admitted in _____ program of USAR/USDI/USAP/USMC hereby undertake that I have read and understood all the hostel rules and regulations as available in the hostel brochure. I will follow the same during my hostel residency at GGSIPU EDC Boys/Girls hostel.

I understand that action as per rules can be taken against me if I violate any of the hostel rules and regulations.

Signature of student

I _____ Father/Mother/Guardian of _____

Undertake that I have read and understood all the hostel rules and regulations as available in the hostel brochure. I understand that action as per rules can be taken against my ward if he/she violates any of the hostel rules and regulations.

Signature of Parent/Guardian

UNDERTAKING BY PARENT/GUARDIAN

I, Mr./Mrs./Ms. _____ (full name of parent/guardian) father/mother/guardian of, _____ (full name of student with admission/registration/enrolment number), having been admitted to _____ (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 5 and clause 6.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

a) My ward will not indulge in any behave our or act that may be constituted as ragging under clause 3 of the Regulations.

b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this ____ day of _____ month of ____ year.

Signature of deponent

Name:

Address:

Telephone/ Mobile No.:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein. Verified at _____ (place) on this the _____ (day) ____ of (month) _____ (year) .

Signature of deponent

UNDERTAKING BY THE STUDENT

I, _____ (full name of student with admission/registration/enrolment number) s/o d/o Mr./Mrs./Ms. _____, having been admitted to

_____ (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 5 and clause 6.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

a) I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.

b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this ___ day of _____ month of ____ year.

Signature of deponent

Name:

Address:

Telephone/ Mobile No.:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein. Verified at (place)____on this the (day)____of (month), ____ (year)

Signature of deponent

Annexure-V

**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 Roll no. Branch/ Program.....
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 Student

Signature of Assistant

Signature of Hostel Warden

**Affix your
latest
passport size
photograph
here**

Student will not be permitted to stay overnight at any place except their Local Guardian's/ Parental Place. If found doing otherwise the authorities shall take appropriate action including cancellation of hostel seat.

Parent's Signature

MEDICAL FITNESS FORM

(to be submitted at the time of Admission)

(2025-26 Session)

Name of Student Ms./Ms./Mrs.

Do/So

Age..... Gender: 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)

Signature of student

Date

Annexure-VII (B)

MEDICAL CERTIFICATE
(to be submitted at the time of Admission)
(2025-26 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 #

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

Note: 1. Stamp of Medical Practitioner is mandatory
2. Strike whichever is not applicable.

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

(To be submitted at the time of Admission)
(2025-26 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 fit to be a hostel resident.

(Office Seal)
Date :

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

Annexure-IX

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

EAST DELHI CAMPUS

SURAJMAL VIHAR, NEW DELHI-110032

LOCAL GUARDIAN FORM

Academic Session 2025 - 2026

Local Guardian Details

Name

Relationship

Occupation

Address.....

.....

MobileLandline.....

E-mail.....

Photo of Local
Guardian

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



Annexure-X

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY EAST
DELHI CAMPUS

SURAJMAL VIHAR, NEW DELHI-110092

FOR ACADEMIC 2025-26

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./Mrsfor

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



CONTACT INFORMATION

<p align="center">Girls' Hostel East Delhi Campus</p>
<p align="center">Ar. Deekshali Anand, Assistant Professor (Warden I) Ar. Sonali Roy Chandra, Assistant Professor (Warden II) Ms. Kamlakshi Bhatnagar, Jr. Assistant Ms. Prerna, Jr. Assistant</p> <p align="center">Email: wardengh.edc@ipu.ac.in</p>
<p align="center">Chief Warden, East Delhi Campus Hostels</p>
<p align="center">Dr. Rahul Johari, Associate Professor</p> <p align="center">Email: rahul@ipu.ac.in</p>