



GURU GOBIND SINGH
INDRAPRASTHA
UNIVERSITY



GGs Indraprastha University Girls' Hostel

Information Bulletin for Admission to Hostel
2015-2016

- **Last Date of Submission of Application Form
(New admission)** **July 28, 2015**
- **New Admission list** **July 30, 2015**
- **Last Date of Re-admission** **August 17, 2015**

NEW ADMISSION

NOTE:

1. The above mentioned dates are tentative in nature (subject to admission for academic year 2015-16) and students are advised to see the website for details.
2. The detailed schedule for re-admission of existing residents will be notified on University Website /hostel notice board.
3. **Admission forms will be available on University Website.**
4. Parents are requested to be present at the time of admission of their ward in the hostel for fresh admissions. (Girls Hostel)

GH-I [Hostel Office : 011-25302912
Hostel Gate : 011-25302911

GH-II [Hostel Office : 011-23302906
Hostel Gate : 011-25302910



GURU GOBIND SINGH
INDRAPRASTHA
UNIVERSITY

Girls' Hostel GGS Indraprastha University

Sector 16-C, Dwarka, New Delhi-110078

Satpura (Girls Hostel I) & Nilgiri (Girls Hostel II)

**Information Bulletin for Admission to Hostel
2015-2016**

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



GURU GOBIND SINGH
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Professor P.C. Sharma

FNAsc., FNAAS

Dean, University School of Biotechnology

Director (Research & Consultancy)



Message from the Chief Warden

The Hostel is a home away from home as the students live away from their parents and family members. Hostel life provides a great opportunity to experience independence in life, make new friends and expand the horizon of academic and extra-curricular activities. Hostel stay also helps in developing qualities and skills required to fit in team work activities, an important component of present day education. Hostel life is a lesson of life and students remember its precious memories throughout their life.

The Guru Gobind Singh Indraprastha University provides safe and affordable accommodation to over 700 students in the four Hostels (02 Girls Hostels and 02 Boys Hostels) at Dwarka Campus. Each Hostel is a 9 floor building housing spacious rooms and other facilities including Dinning Hall, Visitors' Lounge, Gymnasium, etc. Common Room is fairly equipped with LCD TV, music system, internet connection, news papers and magazines. The university campus has excellent sports facilities for Table Tennis, Badminton, Lawn Tennis, Basket Ball, Volley Ball, Cricket and Athletics. The University swimming pool is also likely to become functional in the coming season. Efforts have been

initiated to provide Medical Insurance cover to all hostel inmates. The Hostel Mess provides Breakfast, Lunch, Evening Tea with snacks and Dinner in hygienic atmosphere at reasonable rates.

The Wardens' Council makes all efforts to make hostel life comfortable and secured with the help of student representatives. The Rules and Regulations of the Hostel and Mess are detailed in the Hostel Bulletin 2015-16. We expect all the inmates to follow these Rules and Regulations in totality. Particularly, we have a zero tolerance policy towards indiscipline. University hostels are ragging free and I advise all the inmates to refrain from such activities. I also advise all the students, particularly new comers, to inform the O/o. Warden, Chief Warden and Proctor, if they notice any such antisocial activity.

I urge upon all the students to exercise self discipline so that his/her activities do not cause any inconvenience to fellow inmates. I extend my all good wishes to all the hostelers for a comfortable and memorable hostel stay. We are open to constructive suggestions from all the stakeholders for a better management of hostel affairs.

I wish all the success in your academic endeavours for a successful career.

(Prof. P.C. Sharma)
Chief Warden and Proctor

GIRLS' HOSTEL

GGs Indraprastha University

The Hostels in Universities play a very significant role in pursuing academic, cultural and recreational activities. While developing Hostel facilities without having any mind set, it will be our endeavor to follow the well-established ethos and a healthy community atmosphere in the Hostel.

HOSTEL ADMISSION PROCEDURE FOR 1ST YEAR

- a) Immediately after the 1st Counseling when admission is secured for the University School of studies, students seeking admission to the hostel **should fill the hostel admission form. The hostel prospectus and form will be available on University website and at the hostel office also.**
- b) The First year students of various University Schools of Studies desiring hostel accommodation should submit the application form as per Appendix-I attached to this prospectus duly filled in by the prescribed last date for submission to the hostel office along with the attested photocopies of:
 1. **Admission receipt of the University**
 2. **Medical Certificate (Appendix-II A and B)**
 3. **Last year Mark Sheet (Only for existing students).**
 4. **Certificate if reservation is claimed in any category as applicable in the university rules.**

PRIORITY FOR ALLOTMENT

1. While all the regular students of GGSIPU are eligible for hostel accommodation, preference will be given to Outside Delhi (OD) category students admitted after the first counseling. The remaining seats will be carried over to be filled up by the OD category students after the 2nd counseling. The remaining seats after the above said allotment is over, then those will be duly filled up by the Delhi Category Students. These will be subsequently filled up according to the following priority.
 - (i) Disabled/Severely handicapped students of Delhi Quota. (**Appendix-III**)
 - (ii) According to qualifying degree merit, two lists will be prepared and the priority will be decided accordingly. First list will include students having Outside Delhi Address though admitted under Delhi Quota and the second list will include students admitted under Delhi Quota having address residential in Delhi.

RESERVATIONS OF SEATS

Reservation of seats in the hostel would be as per the University rules applicable for admission in various courses.

GENERAL CODE OF CONDUCT FOR HOSTEL RESIDENTS

- 1. The name and address of the Local Guardians (LG) to be provided in the admission form with the consent of parents at the time of interview during admission in the Hostel.**
2. Hostellers must submit a fresh declaration about their home address at the beginning of each academic year, if they are readmitted.
3. In case hosteller's parents change their residence the same should be intimated within two weeks to the Hostel Office in writing with a proof.
4. If the students do not avail of a hostel seat when it is offered to them, they will lose their priority in the waiting list.
5. **A 'Resident Tutor'** is also appointed in each hostel for overall support & smooth functioning of the Hostel.
6. Hostellers are required to acquaint themselves with hostel rules and regulations and abide by them.
7. **Every student must bring her own blanket, linen, curtains, water buckets and jug etc. There is a facility of mattress and pillow in the Hostel.**
8. Students must hand over to the Warden or her nominee, office (Assistant), all the furniture and equipment of their rooms before leaving and obtain a Clearance Certificate. A certificate should also be produced from newspaper vendor, Mess Secretary Literary and Sports Secretaries to the effect that all bills have been paid.

9. Residents should adopt measures for a sustainable environment friendly stay, which may include beautification of the notice board, plantation, cleaning their hostel premises, etc.
10. The residents may use the washing machine facility of the hostel.
11. Taking Hostel food is compulsory for all hostel inmates.

DISCIPLINE

Students seeking admission to the hostel must read the rules and regulations carefully.

1. Ragging, in any means is strictly prohibited in the hostel and any indulgence will lead to expulsion from the hostel.
2. Students wanting to go during university holidays may do so with the special permission of the Deans/HOD/Warden but on the clear understanding that there will be no rebate of any charges including mess charge as per rules.
3. A resident will not be permitted to take leave for more than a total period of 5 weeks per semester (inclusive of 9 night leaves per month). In special circumstances, the extension of 9 days leave period may be extended by the Warden with maximum limit of 15 days per month.
4. Residents will be allowed to go home during End-term examination only for preparatory leave as per University Calendar.

5. Day Scholars are not allowed inside the hostel premises.
6. Every student is responsible for the care of the room and its furnishing allotted to her and the furniture provided to her. No furniture will be removed from the room. Similarly no additional furniture will be brought into the room without prior permission of the Warden. Charges will be recovered for all damages and losses caused by the resident students.
7. Residents are expected to keep their rooms neat and tidy. Rooms are subjected to check by the warden at any time. Residents are required to maintain cleanliness of their bathrooms and corridors. Bins are provided for the collection of litter, fruit peels, etc. and fine of Rs. 100/- will be imposed if the bins are found outside the room in the evenings.
8. Any forbidden articles such as heaters, immersion rods, iron stoves, hot plates, electric kettles, hair straightening drier, blow dryers, etc if found in the room will be confiscated for the duration of the resident's stay in the hostel and in addition a fine of Rs. 500/- may be imposed for the violation of the rule. The decision of the warden shall be final in this regard.
9. **Cooking of any type and ironing of clothes are strictly prohibited in the rooms.**
10. **Smoking, consuming alcohol, use of narcotics and drugs are strictly prohibited. Violation of this rule will result in expulsion from the hostel.**

11. Music Systems, PC or laptop may be used in the rooms, but the volume may be adjusted at the decibel which does not disturb neighbours. Any violation of these regulations will lead to confiscation of these articles for the duration of their stay in the hostel and the decision of the Warden shall be final on receipt of complaint.
12. No students shall carry any activity in her room, which may cause disturbance or annoyance to her neighbours in the hostel. Disciplinary action will be taken against such students by the hostel authorities.
13. No resident can engage any person for service of any kind.
14. Every student on leaving her room **shall switch off the light and fan.**
15. Resident student is not allowed to go out of the hostel after 8:00 p.m. (Winter : 1 October to 31 March) & 9:00PM (Summer : 1 April to 30 September). Violation of this rule could lead to disciplinary action.
- 16a. A roll call will be taken at dinner time for 20 mins after the main gate closes in the evening, daily and all students should be present. Senior students who are doing projects and research scholars should seek prior permission for late entry at the beginning of semester. These students must furnish permission of their Supervisors/Guides to work in the lab during late hours and submit it to the Warden office.
- 16b. **Residents for Girls hostels are required to be back in the hostel by: 9:00 PM (Summer: 1 April to 30**

September) & 8:00 PM (Winter : 1 October to 31 March)

17. Dinner is the one meal at which all residents are present and everyone is expected to come decently dressed and maintain an atmosphere of dignity and decorum. The residents are expected to maintain an atmosphere of cordiality and friendliness.
18. A resident taking part in any cultural event outside the campus must have permission from parents/local guardian and take prior permission from their respective Dean and the warden.
19. All academic programmes, i.e. lectures, tutorials, seminars, minor examinations, etc. must be attended by the residents. No concession whatsoever in this regard will be given. **If a student is not permitted to appear in the "End Term Exams" due to the shortage of attendance, her candidature in the hostel will automatically be terminated in the next semester.**
20. The resident shall vacate her room within two days after the major examination or inform the warden about the leaving schedule in any condition.
21. Any physical/mental discomfort illness, sick resident should inform hostel warden without delay.
22. **The Hostel seat will be reallocated to another student if a resident fails to return to the hostel by the stipulated date at the end of vacation and no information/valid reason is furnished to the office within one week.**

23. **Hostellers are requested to take care of their own room. Hostel authority will not be responsible for any theft or missing of any items.**

VISITORS

1. During working days (Monday - Friday) visiting hours are from 5:00 PM to 8:00 PM. However, on Saturday and Sunday visiting hours will extend from 8:00 am to 8:00 pm. Authorised lady visitors may visit the residents in the rooms with the permission of the Warden in case of emergency. Authorised male visitors can meet inmates only during specified hours in the visitor's room

GUESTS

1. Guests who are permitted to stay include Mothers, Sisters and one whose prior approval has been obtained from the warden in writing.
2. Any student who is found entertaining a guest without prior permission will be punished with a fine of Rs. 500/- in addition to the guest charges.
3. Guests are not permitted to stay for more than 4 days.
4. The guest charges are payable in advance. The billing will be from 10:00 a.m to 10:00 p.m. and a fraction of a day will be treated as one day. Guest forms (available in the hostel office) should be filled in and paid for in advance by the students bringing in the guest after approval is given. No guest will be

ordinarily allowed during minor and major exams.

5. **Guest charges per day will be Rs. 200/- for the only USS student guest and Rs. 300/- for the other guests; the meal charges will be separately paid by the guest as applicable. For a student guest prior permission has been taken from the warden and they will be allowed to enter the hostel after showing their Identity Card at the hostel entrance gate. If no permission has been obtained then the guest shall be treated as unauthorized warranting suitable action.**
6. **Day scholars wanting to stay in the hostel as guests during University/USS will be charged a nominal amount of Rs. 200/- per day.**
7. **The alumnus will be considered as outsider and the same charges will be applicable for them i.e. Rs. 300/-.**

LEAVE

1. Each student will be permitted night leave , either for Friday, Saturday or Sunday night or for three nights the maximum permissible night leaves being nine per month (inclusive of holidays). In special circumstances, the extension of 9 days leave period may be extended by the Warden with maximum limit of 15 days. Students on leave will report by 8:00A.M. either on Saturday, Sunday or Monday according to the day/date of return mentioned in the leave book.
2. Application for leave for a period exceeding 4

working days must be sanctioned by the Dean/HOD/Chief Warden.

3. All leave must be taken at least one day in advance the evening before. However, no leave can be availed till the classes are over (till 5:00 PM)
4. Students will not be permitted to stay overnight at any place except their local guardians. If found doing otherwise the authorities shall take appropriate action including cancellation of the hostel seat.
5. No resident student may leave the hostel without having written permission of the Warden. Leave will not be sanctioned on phones from the Local Guardian. Emergency leave / Urgent leave may be approved up to four (04) days only for an academic year.
6. The above privileges will be withdrawn for a specified period, if students stay away from the Hostel, without obtaining previous permission from the Warden or for any other act of indiscipline in the Hostel/College/University.
7. **Each student is provided with a night leave book to be issued once, wherein the student is to get the signature of the local guardian or parents when they return after the leave. Loss of book is to be reported to the nearest Police Station.**
8. Students will not be permitted to go earlier than the allowed dates, therefore students are not expected to get the reservations done before the allowed dates.

9. Students are not allowed to extend the leave beyond the sanctioned date while on leave.

HOLIDAYS

1. During summer vacation (as notified in the University Academic Calendar) hostel will remain closed.
2. However, the resident of higher semester should inform the Warden prior to the vacation break if she wants to stay back for summer training programme. Accordingly the resident has to procure a letter from the firm/lab. /company /institution confirming her participation in the training programme.
3. For winter break Parents /Local Guardian must inform in writing well in advance, exactly where & when their daughters/wards are going for the holidays.

MEDICAL CARE

1. First aid box is available with the house secretary.
2. Any case of major illness or medical ailment should be reported to the Warden.
3. The residents shall be solely responsible for all their Health care, and medical related expenditure.
4. In case of emergency medical requirement, subject to the availability of fund in the Hostel Welfare Account, an amount not more than Rs.25,000/- may be spent by the hostel administration. Any medical expenditure made from Hostel Welfare Account shall be recoverable from the student concerned.

5. The hostel administration is in the process to introduce medical insurance for the residents to take care of mediclaim/any unfortunate mishappenings. The payment of premium and other details will be notified in due course.

HOSTEL MESS

Hostel has a mess system which is supervised by the members of the Mess Committee of the Students Council.

DINING HALL

Meals will be served in the Dinning Hall at the following timings:

Breakfast	08:00 AM - 09:00 AM
Lunch	12:30 PM - 01:45 PM
Tea	05:00 PM - 06:00 PM
Dinner	08:00 PM - 09:30 PM

Guests will observe the same timings. The timings may be adjusted to suit the teaching schedule.

Those who are late from class for any meal or want a meal earlier must inform the Mess secretary/Mess Manager in writing for special arrangement.

MESS FEE

1.	Mess Maintenance Charges (Annual)	Non Refundable	Rs.500/-
2.	Mess Charges	Advance payment for mess charges for the academic session	Rs.29,500/-
Total Annual Mess Fee			Rs.30,000/-

1. No hostel property may be removed from the dining room under any circumstances. Anyone found guilty of breaking this rule would make a good loss from her hostel security deposit.
2. Food should not be carried out of the dining hall. Under exceptional cases it may be done with prior permission.
3. Taking plates from dining hall without permission will be fined Rs. 200/-.
4. No rebates of mess fees will be given below minimum mess charges during preparatory leave other than fixed.
5. Any medical certificate submitted after having overstayed the holidays will not be considered for mess rebate.

HOSTEL FEE STRUCTURE

1.	Hostel Admission Fee (It will be charged only once for the first time admission to the hostel)	Rs. 500/- (Per Annum)
	Re-admission Fee	Rs. 200/- (Per Annum)
2.	Hostel Charges	Rs. 16,500/- (Per Annum)
3.	Hostel Security (refundable)	Rs. 5,000/-
4.	Mess Security (refundable)	Rs. 4,000/-
5.	Hostel Welfare charges (non refundable)	Rs. 3,000/-

RULES FOR REFUND OF THE HOSTEL CHARGES AND SECURITY CHARGES

1. Any student who is allotted a seat in the hostel and later withdraws on or before 31st August of the same year will be refunded 50% of the total hostel charges. During "even semester" if a student does not stay even for a day and decides to withdraw will be charged for the full academic year.
2. Mess Security deposit will be refunded if the student has cleared her last mess bill. Clearance has to be taken from the Mess Secretary on 'No Dues Certificate' at the time of leaving the hostel.
3. 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, if any, will be deducted from the Hostel Security charges. Refund will be processed only after all the hostel dues including clearance from Newspaper vendor has been procured.

FEE EXEMPTIONS

All the residents are required to pay the entire fee at the time of allotment of rooms in hostels. However, Hostel charges may be refunded to the students belonging to economically weaker sections of the society whose parental monthly income from all sources is less than threshold exemption limit as specified by DSW and who gets admission on their own merit and continue to secure more than 60% marks in

University examinations. Such students have to apply to the Director, Students Welfare (DSW) for exemptions from Hostel Charges and fees will be refunded as per the existing policy of DSW followed by recommendations of the Chief Warden with the following documents.

- i) Income certificate from the parent's employer or from a Gazetted Officer;
- ii) University enrolment certificate;
- iii) Attested copy of the mark sheet of semester examinations last appeared.
- iv) Recommendation of the Chief Warden.,

The cases will be decided by the competent authority on the recommendation of the University Scholarship awarding committee.

HOSTEL FEE DEPOSIT DETAILS

Hostel fee will be deposited through three separated demand draft, at the Hostel office.

1.
 - a) One Demand draft of Rs. 26,000/- (Twenty Six Thousand) should be made in favour of "The Registrar, GGSIP University" (For Fresh Admission Students).
 - b) One Demand Draft of Rs. 16,700/- (Sixteen Thousand Seven Hundred Only) should be made in favour of "The Registrar, GGSIP University" **(for Re-admission only)**
2. The hostel welfare charges (annual, non refundable)

will be deposited in the hostel office through a separate demand draft of Rs. 3,000/- (Three Thousand only) made in favour of "Girls Hostel Welfare Fund" at Indian Bank, University Extn., Dwarka, Delhi 110078. **(Applicable for all students)**

3. The hostel welfare charge is integral component of Hostel Charges and it shall be at the disposal of respective hostel wardens along with student welfare secretary and it shall be used for purposes specified for expenses of welfare funds and subject to auditing like other funds of the university.
4. The hostel mess charges will be deposited in the hostel office through a separate Demand draft of Rs, 30,000/- (Thirty Thousand only) made in favour of "Girls Hostel Mess Fund" at Indian bank, University Extn., Dwarka, New Delhi 110078. **(Applicable for all students)**

WHAT SHOULD BE ATTACHED ALONG WITH APPLICATION FORM?

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

APPENDIX I

UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL 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 and 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 of showing off power, authority or superiority by a student over any fresher or any other student.

ADMINISTRATIVE ACTION IN THE EVENT OF RAGGING

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

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

gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.

- b) The Anti-Ragging Committee may, depending on the nature of gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;
 - 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.

Hostel Wardens



Prof. P. C. Sharma
Chief Warden and Proctor



Dr. Shalini Yadava
Warden - GH-I



Ms. Gayatri Sahu
Warden - GH-II

Important Telephone Numbers

Satpura (GH-I) Hostel Office : 011-25302912
Hostel Gate : 011-25302911

Nilgiri (GH-II) Hostel Office : 011-23302906
Hostel Gate : 011-25302910

Dispensary : 011-25302890

Counsellor : 011-25302112

Security Incharge : 011-25302244

Indian Bank : 011-25302870

Warden GH-I : 011-25302911 (O)
09873511122 (M)

Warden GH-II : 011-25302906 (O)
08510018469 (M)

Chief Warden : 09899088818 (M)

University Ambulance : 09968597902





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