



Guru Gobind Singh Indraprastha University
Sector 16-C, Dwarka, New Delhi-110078

Girl's Hostel

Satpura Girl's Hostel (GH-I)

Nilgiri Girl's Hostel (GH-II)

Information Bulletin for Admission to Girl's Hostel
2023-24

IMPORTANT DATES:

Release of Hostel Admission Brochure	16.08.2023
Last Date for Application Form Submission (New Admission)	30.08.2023
First Admission List	01.09.2023
Date of Counseling	02.09.2023 to 04.09.2023
Last date of Re-admission for existing residents	31.08.2023

Note:

1. Admission forms will be available on University website: www.ipu.ac.in
2. Parents are requested to be present at the time of admission of their ward in the hostel for fresh admissions/Readmissions.
3. The existing residents are required to take readmission in accordance to specified admission schedule. In case, the residents failed to take readmission as per notified schedule she will forfeit 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. **Duly filed Hostel Admission Form with supporting University Admission Allotment Letter, Qualifying Examination Xerox Mark Sheets, Residence Proof and Aadhar Card to be submitted in Office of Satpura Girls Hostel.**
6. Any clarification or updates may be obtained from contacts as stated here:

Satpura : 011-25302912
Nilgiri: 011-25302906

Contents

1.	Procedure for the Allotment of Hostel Room	1
2.	Procedure for Re-admission	3
3.	General Code of Conduct	5
4.	Visitors and Guests	11
5.	Medical Care	13
6.	Hostel Mess Timings	13
7.	Hostel Charges	14
8.	Mess Charges	15
9.	Summary of Amount Payable	17
10.	Rules for Refund of Hostel Charges	18
10.	Checklist of Documents to be attached along with application form	18

11. APPENDIX I 19

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

12. APPENDIX II

**RULES REGARDING MESS-OFF
(W.E.F. ACADEMIC SESSION 2023-24)**

List of Officials

- 1. Chief Warden : Prof. C.S Rai**
- 2. Associate Chief Warden : Dr. AnujVaksha**
- 3. Warden (Satpura Girl's Hostel) : Dr. Neetu Rani**
- 4. Warden (Nilgiri Girl's Hostel) : Dr. UpmaGautam**

Satpura (Hostel Office)	: 011-25302912
Nilgiri (Hostel Office)	: 011-25302906
Doctor (Physician/Gynecologist/ Psychiatrist/Psychologist)	: 011-25302890
Counselor	: 011-25302112
Security In-charge	: 011-25302422
Indian Bank	: 011-25302870

Hostels Admission Brochure (Girl's Hostel)

Academic Year: 2023-24

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

PROCEDURE FOR ALLOTMENT OF HOSTEL ROOM

1. All the admission in hostel shall be allotted strictly on the basis of merit and the relevant reservation rules as per the university and the Govt. of NCT of Delhi.
2. All the students admitted as regular full time students in University Schools of Studies (USS) only are eligible for hostel accommodation.

3. The Outside Delhi (OD) excluding NCR candidates will be given priority in hostel allotment over the candidates admitted under Delhi Category. The Allotment of hostel to the newly admitted OD students shall be done after the completion of admission process in the respective school of the University School of Studies.

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

i) Disabled/Severely handicapped students of Out Delhi Region/Delhi Region.

ii) The students admitted in OD Category having residence Outside Delhi and NCR Region.

iii) The students admitted in Delhi Region having residence Outside Delhi and NCR Region. Such students are required to submit latest Electricity Bill as their residence proof.

iv) The students admitted in Delhi or Outside Delhi Region having residence in NCR Region.

v) The students admitted in Delhi Region but their parents are posted Outside Delhi and NCR Region in Government/PSU/Private Company. All such hostel seeking students are required to submit the order of posting and Electricity Bill as residence proof.

vi) The remaining seats, if any left after the allotment as per above rule shall be offered to the students from Delhi Category.

vii) A waiting list of the students will be prepared in case accommodation could not be provided to all the applicants.

As and when the seats will get vacant, the allotments will be done from the waiting list till 31st October. Admissions in the hostel will be closed after 31st October.

viii) If a student does not accept the hostel allotment offered within stipulated period in the hostel admission notice she

will lose her claim and seat will be offered to the next candidate in the list.

ix)5% of total available seats in academic year may be offered to foreign students and the same will be equally distributed across the USS so that the students admitted under foreign quota in various schools will have equal opportunity for admission to hostel.

5. If any seat gets vacated during the academic year, the allotment will be made by the decision of the hostel committee consisting of the Chief Warden and Wardens subject to the submission of fees for entire academic year.

6. The reservation norms of the University shall be followed in the hostel allotment in respective OD and Delhi category. The hostels seats remaining vacant in various reserved category shall be brought in the general pool, after second counseling, if there are no claimant from the reserved categories for such seats.

7. Before the commencement of Academic Year the seat matrix as per availability of accommodation will be prepared by taking into consideration applicable reservation policy.

PROCEDURE FOR RE-ADMISSION

1. All the residents are required to submit following documents and appear before the Hostel Admission Committee for allotment of room as per the notified schedules for the next academic sessions with the following documents:

- a. Mark sheets of the previous academic year.
- b. Requisite fee.
- c. Two recent passport size photographs along with duly filled admission form.
- d. Photocopy of student's admission slip and I-Card.

2. If the students are detained/not promoted to the next academic session because of detention or failure in the examinations are deemed to be non bonafide students and they are not entitled for re-admission in the hostels.

3. The existing residents are required to take readmission as per following schedule:

a) UG Programme: 31 August 2023

b) PGProgramme: 31 August 2023

c) PhDProgramme: 31 August 2023

If the student fails to take readmission as per the above schedule, their admission in the hostel shall be cancelled and their room will be allotted to other hostel seekers.

d) Before re-admission, the residents are required to clear their all outstanding dues of the hostel.

e) Hostel admission form to be duly signed by parents/guardians with an undertaking of the designated local guardians and their updated contact details. LG's appointment shall be confirmed at the time of interview during admission in the hostel.

GENERAL CODE OF CONDUCT
RULES AND REGULATION FOR HOSTEL
RESIDENTS

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

1. Hostel residents are expected to maintain highest standards of community residency. They should be respectful and polite towards the co-residents. Residents are expected to treat fellow residents with respect and deference. They should desist from causing threat, intimidation, verbal abuse or use of intemperate language.

2. Hostel residents should be respectful and courteous in dealing with the staff and employee of the hostel. Any discourteous, disrespectful or obnoxious conduct with staff/employee of the hostel shall tantamount to indiscipline.

3. Hostel residents should desist from any kind of acts which tantamount to ragging, violence, harassment (verbal or physical), nuisance, etc.

4. Hostel residents should desist from causing damage or destruction to any hostel property.

5. Hostel residents should cooperate with the hostel administration in conducting routine affairs of the hostel particularly those relating to safety, security, hygiene, general upkeep, peace and order in and around the hostel premises.

6. A student who fails in the End Term Examination is not eligible for re-admission. A student who is detained from appearing in University examinations or is debarred from promotion shall cease to be a bonafide resident of the hostel.

7. Every student should bring his own blanket, linen, clips, hangers, curtains, string, water buckets, jug and lock. Hostel residents are solely responsible for the care of their personal belongings, valuables and the hostel furniture allotted to them.

8. Hostel residents should follow the mess time schedule and should be appropriately dressed in the mess and the public areas of the hostel.

9. Unauthorized guests, day scholars and friends entry in the hostels are strictly prohibited.

10. The concerned residents shall be held liable for any damage or loss caused to the hostel furniture or other items allotted to them and that shall be deducted from the hostel refundable security deposit.

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

12. Before leaving the hostel on completion of the academic session, the hostel residents should hand over possession of their rooms and the furniture allotted to them to the hostel warden and obtained a clearance certificate to this effect to ensure refund of the hostel charges.

13. The final year residents of the hostel are advised to handover the possession of the room and all allotted furniture within one week of the end of the end term examination. Any further stay in the hostel either because of examination or any other academic reasons can be permitted only with the written permission of the Warden.

If a final year resident fails to handover the possession of the room and allotted furniture by the scheduled date, possession of the said room shall be taken over by the hostel warden on 'as is where is basis' without giving any

notice. In such case student shall not be issued the clearance/no dues certificate from the hostel.

14. After the end term examination, in case the students wish to stay in hostel (during June-July) due to internship/dissertation/summer training, then duly attested request form from the respective Dean of the School has to be submitted to the hostel office in advance. Such request will be considered on case to case basis. However Ph.D Scholar well be allowed to stay in the hostel during summer vacation.

15. Only full time Regular PhDstudents shall be considered to hostel allotment. If PhD scholars availing JRF/SRF/RA/other scholarship under any existing scheme of the University/Govt./any agency shall not eligible for HRA if they are availing the hostel accommodation.

16. The room of any resident may be changed by the decision of hostel warden in each academic session.

17. The residents of the hostel are not eligible for fee concession under EWS Scheme from the annual hostel admission fees.

18. As and when the possession of the room is taken over on 'as is where is basis' the hostel warden shall not be responsible for loss of any valuables claimed to have been kept in room.

19. Hostel residents should keep the hostel warden office informed and updated about any change in their contact numbers, email id, and postal address of their parents' & local guardians.

20. All the important notices including supplementary rules and regulations if any, relating to the hostel shall be notified on the Hostel Notice board from time to time.

21. The resident should not be absent from hostel without prior approval of the hostel warden. Residents are required

to mark their attendance on daily basis as per the entry time of the hostel and attendance. Residents found to be absenting from hostel without prior approval shall be liable for disciplinary action and even expulsion for such unauthorized absence from hostels.

22. The Hostel rooms are subject to surprise inspection by the warden or university authorities with prior intimation to warden at any time.

23. If the room of any resident is found locked in suspicious circumstances or otherwise without prior intimation to hostel warden, the lock of such room will be broken for inspection.

24. Taking allotment of the hostel room without attending classes regularly and/or taking private coaching/tuitions is strictly prohibited. **Except the exceptional cases no resident shall be permitted to take leave from the hostel for more than 4 weeks in a semester.**

25. In case of emergency leave resident should apply one hour before leaving the hostel. Only four emergency leave are allowed in a academic year. The leave period may be extended by the warden

26. Each student is provided with a night leave book to be issued once in which the students are to get the signature of the local guardian/parents when they return after the leave. Loss of leave book is to be reported to the nearest police station.

27. All the leave must be taken at least one day before.

28. Residents are not allowed to cook inside the rooms of the hostel. The mess is compulsory for all residents and all residents shall be charged for the mess facility annually. The hostel mess will function on cooperative basis, under overall supervision of the Warden.

29. Keeping and parking of motorized vehicles in the University premises on regular basis is permitted only with the permission of the University administration. A request to this effect should be made to the Warden, who will forward it to the respective branch of the University for issuance of university sticker. Only one vehicle is allowed.

30. If the residents attendance in respective USS and hostel is less than 75% in aggregate shall be denied hostel residency in next academic session.

31. No resident is permitted to keep arms, ammunitions, heaters, immersion rods, stoves, extra hostel furniture, in their rooms. The residents violating the same will be liable for strict disciplinary action.

32. Residents are not allowed to do any painting/art/designing on the walls of occupied room. They will be charged a fine of Rs. 1000/- for the same.

33. Residents should desist from causing noise, disturbance, annoyance, nuisance in the hostel premises with co-residents. The residents violating the same will be liable for strict disciplinary action.

34. Residents are expected to conserve electricity and water. They should switch off lights, fans and water taps when the same are not in use.

35. Any case of physical violence, ragging, threats, intimidation, destruction to public property, theft, serious medical sickness, etc. should be reported to the hostel warden forthwith.

36. Every hostel resident is under obligation to promote community living, collective safety and security, health and well being of all co-residents.

37. Use of alcohol or any other narcotic substance such as cigarette, ganja whether natural or flavored or other tobacco product inside the hostel premises is strictly

prohibited. Any residents found using or enter the hostel premises in inebriated condition shall be summarily expelled from hostel residency with immediate effect by the Hostel Warden. The matter may be referred to the Proctorial Board for further disciplinary action.

38. No residents are allowed to exit/enter the university hostel premises after 9.00 pm on any pretext whatsoever except medical emergency in university ambulance.

Hostel Entry Time (Throughout the Year): 9:00 PM

If any resident violates these regulations, she will be expelled from hostel residency after informing to their parents/guardian.

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

40. Failing to attend the roll call is a serious breach of discipline and is liable for appropriate disciplinary action.

41. No residents will be allowed to have food from outside after 11 pm. Before placing the order for food from outside they must ensure that it is to be delivered before 11 pm.

42. No residents is allowed to have access to top most terrace of hostel premises under any circumstances whatsoever. Using the fire exit space for sitting in day/evening/night times is strictly prohibited. Violation of above will invite disciplinary action including expulsion from hostel by the warden.

43. 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.

44. 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 memento.

45. Hostel residents shall also abide by the rules, regulations and directions issued by hostel warden from time to time.

VISITORS AND GUESTS

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

2. The parents/guardians/blood relation may be allowed to meet their ward in visitor room from 10.00 am to 5.00 pm. As a rule guests are not allowed in the hostel rooms.

3. In Girls' hostel Male guest are strictly prohibited.

4. Guests who are in the blood relation of the resident (Mother/Sister) may be allowed to stay in the guest room for night stay only with the prior written permission of the Warden. No residents shall be allowed to entertain more than four nights of guest stay in the hostel in a month subject to the availability of guest room. The residents shall be required to pay Rs.400/- per day /night inclusive of meal as a guest. All the payments have to be deposited in advance in the office of the warden. Request to the said effect to be made to the warden in writing in advance.

5. Hosting guest in the hostels without prior permission shall tantamount to serious act of indiscipline. Such residents may be suspended/expelled from hostel residency.

6. Guests are not allowed to stay in the hostel during End Term Examinations.

MEDICAL CARE

1. Medical facility is available in the university campus for residents.
2. Any case of major illness or medical ailment should be reported to the Warden.
3. The residents shall be solely responsible for all their health care, and medical related expenditure.
4. In case of emergency medical requirement, subject to the availability of fund in the Hostel Welfare Account, an amount not more than Rs.25,000/- may be spent by the hostel warden. Any medical expenditure made from Hostel Welfare Account shall be recoverable from the student concerned.
5. Parents are required to intimate to respective Hostel Warden about Mental and Physical Health of their ward at the time of admission and any noticeable changes subsequent thereof.

HOSTEL MESS TIMINGS

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

2. The mess timings are as follows;

Break Fast	:	08:00 AM - 09:30 AM
Lunch	:	12:45 PM - 02:00 PM
Tea	:	05:00 PM - 06:00 PM
Dinner	:	08:00 PM - 09:30 PM

3. 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.

4. 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:

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

Fee Structure for Academic Session 2023-24

		New Admission	Re-Admission
1.	Hostel Admission Fee (charged only once for the first time admission to the hostel)	Rs. 1000/- (Per Annum)	Rs. 500/- (Per Annum)
2.	Hostel Charges	Rs. 24,000/-	Rs. 18,500/-
3.	Hostel Security (Only at the time of new admission) Refundable	Rs. 5000/-	NA
4.	Mess Security (Only at the time of new admission) Refundable (refundable)	Rs. 5000/-	NA
5.	Hostel Welfare Charges (Annual) (Non refundable)	Rs. 4000/-	Rs. 4000/-
6.	Total Amount (In Rs.)	Rs.39,000/-	Rs.23,000/-

2. All the charges (Hostel Charges, Refundable Hostel and Mess Security amount, and Hostel admission Fee) have to be deposited through Demand Draft. The Demand Draft

to be made in favor of “**The Registrar, GGS Indraprastha University**” payable at Delhi.

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

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

MESS CHARGES:

1. Following
will be the mess fee structure for the Academic Session **2023-24.**

S.No.			New Admission	Re-Admission
1.	Mess Maintenance Charges (Annual)	Non Refundable	Rs. 1000/-	Rs. 1000/-
2.	Meal Charges (August-June)	Advance payment for mess charges for the academic session	Rs. 35,000/-	Rs.35,000/-
Total Annual Mess Fee			Rs.36,000/-	Rs.36,000/-

2. At the time of admission or re-admission every resident is required to deposit entire mess fee of Rs. 36,000/- by demand Draft in favour of “**GIRLS HOSTEL MESS FUND (GH-2, NILGIRI)**” Nilgiri residents and for

Satpura residents: "GIRLS HOSTEL MESS ACCOUNT-SATPURA" as the case may be at the time of admission/Re-admissions. The demand draft should be deposited in the office of the respective hostels.

3. 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.35000/-. The deficit, if any, shall be recovered and excess, if any, shall be returned to the concerned residents.

Summary of the Amount Payable:

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

Total Annual Hostel Charges		Break-up	Demand Draft in Favor of
New Admission	Rs. 35,000/-	Rs. 1,000+Rs. 24,000 + Rs. 5,000+ Rs. 5,000	Registrar, GGSIP University, Delhi
Re-Admission	Rs. 19,000/-	Rs. 500+ Rs. 18,500/-	Registrar, GGSIP University, Delhi
Total Annual Mess Charges		Break-up	Demand Draft in Favor of
New / Re-admission	Rs. 1,000+ Rs. 35,000/- = Rs. 36,000/-		"GIRLS HOSTEL MESS FUND (GH-2, NILGIRI)" Or "GIRLS HOSTEL MESS ACCOUNT-SATPURA" as case may be.
Total Annual Welfare Charges			
New Admission	Rs. 4,000/-		"GIRLS HOSTEL WELFARE FUND (GH-2, NILGIRI)" or "GIRLS HOSTEL WELFARE ACCOUNT - SATPURA". as case may be.
Re-admission			

RULES FOR REFUND OF HOSTEL CHARGES

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

CHECKLIST OF DOCUMENTS TO BE ATTACHED ALONG WITH THE APPLICATION FORM:

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

APPENDIX I

UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 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 expenditureburden put on a fresher or any other student by students;
7. Any act of physical abuse including all variants of it; sexual abuse, homosexual assaults, stripping, forcing

obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

8. Any act or abuse by spoken words, emails, post, public insults which would also include deriving prevented pleasure, vicarious or sadistic thrill for actively or passively participating in the discomfiture to fresher or any other student;

9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

ADMINISTRATIVE ACTION IN THE EVENT OF RAGGING

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

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

- ii) Withholding / withdrawing scholarship / fellowship and other benefits.
- iii) Debarring from appearing in any test / examination or other evaluation process.
- iv) 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 2023-24)

1. The students residing in hostel are compulsorily required to avail the mess facility as per the hostel admission brochure.
2. However, if some residents are required to visit home on occasion of festivity, interview or examination outside the university or any other unforeseen contingencies may be given mess-off subject to following conditions:
 - i) The residents are required to give prior intimation in writing towards office at least one day in advance.
 - ii) Such residents will be entitled to mess-off for maximum period of 7 days in a month at the rate of Rs. 50/- per day. This waiver is only applicable when the leave is for a continuous period of three or more days.
 - iii) If the students/residents give application for mess off and at the same time avail the mess facilities without information have to pay mess bill for the entire month and their previous applications for mess-off stands cancelled.
 - iv) All the disputes regarding mess-off will be resolved by the Warden in consultation with the Mess Committee/Residents.

FEE EXEMPTIONS

All the residents are required to pay the entire fee at the time of allotment of rooms in girls 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 uptoRs. 5000/- 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 Council:

Chief Patron

Padma Shri Prof. (Dr.) Mahesh Verma
Hon'ble Vice Chancellor, GGSIP University

Prof. C. S. Rai

Chief Warden, Hostels

Prof. Anuj Kumar Vaksha

Associate Chief Warden, Hostels

Dr. Rakesh Kumar

Warden, Shivalik Boys Hostel (BH-I)

Mr. Vinay Shah

Warden, Aravali Boys Hostel (BH-II)

Dr. Neetu Rani

Warden, Satpura Girls Hostel (GH-I)

Dr. UpmaGautam

Warden, Nilgiri Girls Hostel (GH-II)

S. No.

Guru Gobind Singh Indraprastha University Hostel Application Form

For the Academic Year 2023-24
(ALL ENTRIES MUST BE MADE IN
CAPITAL LETTERS)



- 1. Name of Student 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/DEF GEN)
- 8. Name of Parents : Father
- Mother
- 9. Present Address of the Parents :

OFFICE

RESIDENCE

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

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

- 10. **To be filled by the Office** : Allotted Room No.
- Residence :
- Tel. : Email ID :

(Signature of Warden)

11. Undertaking by the Parents

Ihereby declare that Shri/Km. is my ward. I nominate Shri /Mrs. the relevant information about whom is furnished below, as his/her local guardian. If my ward Shri / Km vioates 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)

OFFICE

RESIDENCE

.....
.....
.....
Tel No.
Email ID

.....
.....
.....
Tel No.
Email ID

ii)
.....
.....
Tel No.
Email ID

.....
.....
.....
Tel No.
Email ID

11.b) I, Father / Mother of certify that the above information are 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. Mobile No.

13. Mobile No. of the Student

11.c) Email ID the Student

14. Medical certificate : Attached / Not Attached (As given in Appendix 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)
(2023-2024 Session)

Name of Student Ms./Mrs

S/o

Age..... Sex : Marital Status

R/o

Name, Address and Phone No. of Family Doctor

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

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

Are you HIV positive? Yes / No

Are you Hepatitis B Positive? Yes / No

Are you suffering from any category of Skin Disease?

If yes, please specify

Are you suffering from any heart disease? Yes / No

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

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

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

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

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

registered by DMC/State Medical council

* Strike whichever is not applicable.

Use in original

MEDICAL CERTIFICATE

(to be submitted at the time of Interview/Admission)
(2023-2024 Session)

I certify that I have carefully examined Ms./Mrs.*.....
SON/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

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

(To be submitted at the time of Interview/Admission)
(2023-2024 Session)

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

**HOSTEL IDENTITY CARD FORM
(to be filled by the student) 2023-24**

The Photo Should
be Attested by
the warden /
Chief Warden

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

Signature of Hostel Warden

Signature of Chief Hostel Warden



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

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

SECTOR 16-C, DWARKA, NEW DELHI-110078

FOR ACADEMIC 2023-24

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 Ms. / Mr. 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**