

अम्बेडकर विश्वविद्यालय दिल्ली



Ambedkar University Delhi

Hostel for Girl Students

BULLETIN OF INFORMATION

HOSTEL ADMISSIONS

2018-19

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Since the Academic Year 2013-14, the 2nd floor of Kaveri Hostel, Indira Gandhi Delhi Technical University for Women (IGDTUW) for girl students with an intake capacity of 45 students was allotted to Ambedkar University Delhi (AUD). As per the decisions of the Coordination Committee, the hostel will be managed by the Warden of IGDTUW for an overall coordination/supervision of the hostel and welfare of residents. AUD will suggest the list of students who will be recommended for admission of 45 seats allocated for AUD students. AUD students will be required to abide by the rules and regulations of the hostel including the fee structure as per the laid down procedure in the hostel guidelines of IGDTUW. AUD Warden is responsible for admission of students, maintenance of floor allotted to AUD, redressal of problems, overall coordination with IGDTUW Warden and welfare of hostel residents. The Dean, Student Services of AUD heads the Hostel management and looks after the general welfare of students, and also provides guidance to the Warden on matters concerning the smooth running of the Hostel related items. The Dean is assisted by the Assistant Registrar (Student Services) and the Warden of the Hostel.

OBJECTIVES:

1. To ensure that the students are able to devote adequate time to their studies
2. To ensure that students learn to live together and strengthen their relations with mutual co-operation and goodwill and
3. To develop a climate congenial for co-curricular and extra-curricular activities

ADMISSION CRITERIA:

The application for admission to the Hostel should be made on the prescribed form available on the website of IGDTUW. The details about hostel facilities, rules and regulations are available at www.igdtuw.ac.in. However, it is also listed on page number.7-10 of this information bulletin. The application form is also available in the office of Student Services Division, Ambedkar University Delhi. The duly filled application form has to be submitted at the office of the Student Services Division of Ambedkar University Delhi. Admissions will be done as per rules approved by the Hostel Admission Committee regarding the duration of stay, allotment of seats in different programmes or categories, applicable fees and other rules. These rules will be applicable to all the residents and shall be binding for all concerned.

The applicants should submit their duly filled Hostel admission form along with the following documents:

1. Admission fee receipt of the University
2. Mark-sheet of the last qualifying examination
3. Medical fitness certificate on the proforma given with application form
4. Residential proof with family details (Ration card/Passport/Aadhaar card)
5. Salary slip/Income proof of parents issued by competent authority

6. Reserved category Certificate (SC/ST/OBC/PwD), if applicable

[Documents to be submitted at the time of Hostel admission:]

7. Recent telephone bill/electricity bill
8. Recent photograph of the family
9. Recent photograph of the local guardian
10. Photocopy of parent's I-Card (for parent's signature verification)
11. Photocopy of local guardian's I-Card (for Guardian's signature verification)

ELIGIBILITY CRITERIA:

The applicants should satisfy the following eligibility criteria before applying for Hostel accommodation:

1. She should be a full time bonafide student of AUD.
2. She should not be enrolled in a part-time course.
3. The residential address of the applicants should be falling under the given categories
Seats in the Hostel will be allotted as per the following preferences:
 - i. Students who are residents of states other than NCR of Delhi.
 - ii. Students who are residents of NCR Delhi, but residing at a distance of more than 40 km from the institution in which they are enrolled.
4. She should not be employed anywhere on full-time, part-time, ad-hoc or temporary basis.
5. Admission to Hostel will be strictly based on the eligibility conditions keeping in view of the policy of reservation.
6. Admission to Hostel shall be done afresh every year and there shall be no guarantee of re-admission of the students who were residents of the Hostel during the previous semester/year. Every year admission shall be given on the basis of fresh applications and due process of selection criteria will be followed.
7. Any student who fails to successfully complete the last semester or year shall not be considered for admission/re-admission.
8. The admission in the Hostel will be made on the basis of the criteria decided by Hostel Admission Committee. Application forms for admission to hostel will be scrutinized according to the eligibility conditions.
9. Suppression/wrong information pertaining to any of the eligibility criteria would be liable to disciplinary action as may be deemed fit by the Warden/Dean Student Services.

Additional eligibility & Schoolwise allocation of seats:

10. One seat in each programme will be allocated to the existing Schools of AUD against the quota for AUD students.
11. Given the limited number of seats available, admission to the hostel will be restricted to students who are enrolled in the first year of study for MA students and upto 2 years for BA students.
12. Preference will be given to Undergraduate and Postgraduate students who happen to come to study in Delhi for the first time.
13. Economic background of the family will also be considered as one of the criteria.

ADMISSION RULES

Admission to the Hostel will be made as per schedule decided by the Hostel Admission Committee. The list of candidates to be interviewed and admitted to the Hostel would be notified from time to time on AUD website: www.aud.ac.in. No admission will be made after the date of admission notified by the Hostel Admission Committee in an academic year or whenever all the seats get filled up, whichever is earlier.

Every student must submit an affidavit to the effect that they will not indulge in ragging of any form. Such affidavit is to be submitted on the prescribed format. *If any candidate fails to pay the fees within the stipulated time as notified, her admission will be treated as cancelled.*

DURATION OF STAY

1. The seat will be allocated for a period of one year that may be extended to a maximum duration of the course in which the student is enrolled. A student shall not be eligible to stay in the Hostel exceeding the duration of the allotment or when she ceases to be a student (whichever is earlier). There is no policy of extension of the period of stay due to the limited seats available in AUD Hostel.
2. A resident will have to vacate the Hostel:
 - (a) After the completion of the academic year allotted to the student.
 - (b) Completion of statutory period of the concerned program.
 - (c) If she fails to successfully complete the last semester or year.

Reservation of Seats

- | | | |
|-------|---|------|
| (i) | Scheduled Castes | 15% |
| (ii) | Scheduled Tribes | 7.5% |
| (iii) | Other Backward Class (OBC) (Delhi State) | 27% |
| (iv) | “Visually Handicapped and other disabled Student” | 3% |
| (v) | *Outstanding Sports person | 1% |

*The application should be routed through Instructor Sports/ Dean Student Services.

HOSTEL ANNUAL FEE STRUCTURE (2018-19)

Hostel Charges payable at the time of Admission / Readmission

| Sl. No. | Fee details | Fee | Remarks |
|---------|--|--------------|--------------|
| | | Structure | |
| 1. | Hostel admission fee (Non-refundable) | Rs. 500/- | Per annum |
| 2. | Hostel Annual Fees | Rs 26,000/- | Per annum |
| 3. | Security Charges (Hostel Security + Mess Security Charges) (Refundable) | Rs. 10,000/- | One time |
| 4. | TOTAL HOSTEL FEE (excluding Hostel Welfare charges, Mess maintenance, Mess Charges) for NEW ADMISSION STUDENTS | Rs. 36,500/- | |
| 5. | TOTAL HOSTEL FEE (excluding Hostel welfare charges, Mess Maintenance and Mess Charges) FOR RE-ADMISSION STUDENTS | Rs.26,500/- | |
| 6. | Hostel Welfare Fund | Rs. 3000/- | Per annum |
| 7. | Mess Maintenance (non-refundable) | Rs. 500/- | Per annum |
| 8. | Mess Charges (Non-refundable) | Rs. 18,100/- | Per semester |
| | | | |

All Hostel annual charges, Mess fee and Hostel Welfare Fund shall be submitted through online payment mode provided by IGDTUW. For details check/visit IGDTUW website. The Bulletin of Information of IGDTUW Hostel is available at www.igdtuw.ac.in.

Those who want to use electrical equipments like Room Coolers, Electric Kettle or Iron would have to pay an extra amount as given below:

Room Coolers and Iron - Rs. 1000/- per semester
Kettle ---- - Rs. 200/- per semester

REFUND OF HOSTEL ANNUAL FEES AND SECURITY MONEY (as per IGDTUW hostel rules):

1. Hostel security and mess security charges will be refunded only after the student has left/vacated the Hostel and the same must be claimed within a year of leaving the hostel. The cost of breakage and other dues, if any, will be deducted from the Hostel Security Money.
2. Refund of Hostel & Mess security deposits are subject to submission of 'No Dues Certificate' from the Hostel Warden.
3. A resident who fails to pay Hostel fee and Hostel mess charges within stipulated period, a fine of Rs. 20/- per day will be imposed.
4. In case of availability of a vacant seat, Hostel admission may be granted to the student in the middle of the session provided the student makes full payment of hostel charges.

HOSTEL ACCOMMODATION DURING VACATION (as per IGDTUW hostel rules):

1. Hostel will remain closed during **summer** vacation.
2. It is mandatory for the hostel residents to vacate the hostel within 3 days after their final examination.
3. If the resident wishes to avail hostel facilities during vacation for any project or training programme, prior permission needs to be taken from the Warden and the residents are required to submit a letter from the Supervisor/Head/Dean of the School concerned confirming her participation in the training programme/project. All such students are required to apply through prescribed format available at Kaveri Hostel office and they have to pay Rs. 2500/- per month.

CANCELLATION OF HOSTEL ADMISSION (as per IGDTUW hostel rules):

Hostel admission of a resident may be cancelled for any of the following reasons:

1. Involvement in ragging.
2. Non-payment of dues within the due dates.
3. Keeping guests without valid permission.
4. Mischief/any act causing damage to the hostel property.
5. Suppression of facts and/or providing wrong information.
6. If a student is continuously absent for 7 days without prior permission from the hostel warden.
7. Any misconduct or misbehavior with Warden/Staffs/Fellow students.
8. Any other complaint received by the hostel office.
9. In case any disciplinary action against the student been taken by the faculty/department/School of the university.
10. Forging parent's, authorities or/and guardian's signature.
11. Smoking, drinking alcohol, use of narcotics and drugs.
12. Breaking any other hostel rules.

GENERAL CODE OF CONDUCT FOR HOSTEL RESIDENTS (as per IGDTUW hostel rules):

1. The name and address of local Guardians(LG) mentioned in the admission form will be subject to the approval of the University authorities with the consent of parents at the time of interview during admission.
2. The local guardian shall be available when called upon by the hostel authorities in case of any medical emergency/misconduct by the resident;
3. Hostellers are required to strictly follow IGDTUW Hostel Rules and Regulations.
4. Common Room is allowed to the students from 5.00 p.m. to 10.00 p.m. and 9.00 am to 10.00p.m. during weekends,
5. In case any student is found to break the IGDTUW Hostel Rules and Regulations or indulge in any case of misconduct/misbehavior, she shall be immediately expelled from the hostel.
6. It is mandatory for the residents to vacate the rooms at the end of each academic year.
7. The hostel residents are required to co-operate with the hostel administration for various maintenance work.
8. In case of any change in the residential address, the same should be intimated in writing to the Hostel Office within two weeks with proof.
9. **Every student must bring her own blanket, mattress, bed linen, curtains, water bucket and jug.**
10. The residents may use the campus ground for outdoor game and morning/evening walks,
11. The residents may use the washing machine facility and the gym facility of the hostel as per rules.
12. Residents are encouraged to adopt sustainable environment friendly stay, allowed for beautification, plantation, cleaning their premises.
13. Parking of four wheelers/two wheelers strictly prohibited.
14. The rooms will be re-allotted at the beginning of each Academic Session at the discretion of the Hostel Warden.
15. Every student is responsible for the maintenance of the room and furniture allotted to her. No furniture should be removed from the room. No additional furniture is allowed without prior permission of the warden.
16. Students will not break any lock/latches (personal/official) in the hostel without permission of the warden. The recovery of damaged articles will be made from the students and strict action will be taken against her.
17. Residents are required to maintain cleanliness of their rooms, bathrooms and corridors. Dustbins should be kept in the corridors for disposal of waste during 09:00am-1:00 pm.
18. **Cooking and ironing are strictly prohibited in the rooms. Induction cooker, power points and iron tables are provided in the hostel corridors for the facility of the students.**
19. Residents are not allowed to engage any person for service of any kind.
20. Residents are advised to behave properly with mess workers, hostel staff and security guards.
21. Residents using air coolers are required to keep them clean and disinfect them regularly to prevent spreading of dengue and malaria. If any penalty is imposed by the Municipal Corporation of Delhi in this regard, the concerned resident will have to pay the same.

- 22 The residents should keep their rooms locked as and when they go out of their rooms. The hostel is not responsible for loss of valuables due to theft or fire. The residents are requested not to leave their belongings in the corridors, washroom etc.
- 23 Resident students are not allowed to go out of the hostel after 8.00 pm.
- 24 Any food items/parcels/couriers will be received by the residents at the hostel gate only. No delivery boys will be allowed to enter the hostel. Violation of this rule could lead to disciplinary action.
- 25 The presence of all students is compulsory for the Roll Call taken at dinner time 8:00pm-8:10 pm Research scholars and students doing project work should seek prior permission for late entry. These students need to furnish a letter from their Supervisor/Heads of their Departments to be allowed for late entries.
- 26 Students are expected to maintain a proper decorum and an atmosphere of cordiality in the hostel.
- 27 **In case a student falls ill with any contagious disease she may not be allowed to stay in the hostel till such time she produces a certificate of Medical Fitness issued by a doctor working in a Govt. Hospital.**
- 28 A resident taking part in any cultural event outside the campus must take prior permission from parents/local guardian, department HOD and the Warden.
- 29 The residents are required to see the Notice Boards for necessary announcements made from time to time. Any suggestion to improve the social, cultural, academic and intellectual environment of the hostel is always welcome.
- 30 Minimum duration of stay at the hostel will not be less than 85% in any case. Attendance will be reviewed monthly/semester/yearly basis by the concerned warden and hostel office. Any student found short of attendance in the hostel will be considered as unwilling resident
- 31 Smoking, drinking alcohol, gambling, use of narcotics and drugs are strictly prohibited. Violation of this rule will result in expulsion from the hostel.
- 32 Hostellers are required to take care of their own room. Hostel authorities will not be responsible for any theft or missing of any items.
33. Any forbidden articles such as heaters, immersion rods, iron stoves etc. if found in the room, will be confiscated for the duration of the resident's stay in the hostel and fine of Rs. 500/- will be imposed per article.

LEAVE RULES (as per IGDTUW hostel rules):

1. Night leaves can be availed only from Friday to Sunday or on Holidays, the maximum permissible night leaves being nine per month (inclusive of holidays). Student on night leave should report by 8.00 am the next day.
2. Late night leave up to 10.00 pm is permitted (twice a month) at student's own risk and responsibility with prior approval of the hostel warden. Intimation needs to be given by parents to the hostel warden for grant of late night permission.
3. Residents are not permitted to take leave for more than a total period of 5 weeks per semester (inclusive of 9 night leaves per month).
4. Residents are allowed to go home during preparatory leaves for end-term examination as per University calendar.
5. Application for leave for a period exceeding 4 working days must be sanctioned by the Dean/HOD.
6. Permission for all leave, especially night leave, must be taken at least one day in advance.
7. Students will not be permitted to stay overnight at any other place except at their local guardians. If found doing otherwise, the authorities can take appropriate action including cancellation of the hostel seat.
8. Residents are not permitted to leave the hostel without written permission of the Warden. Leave will not be sanctioned on phones from the Local Guardian.
9. Each student is issued a Night Leave Book in which the student should get the signature of the local guardian for every night leave availed. Loss of the book should be reported to the nearest Police Station.
10. Students will not be permitted to leave the hostel earlier than the sanctioned dates of leave.
11. Students are not allowed to extend the leave beyond the sanctioned date except in case of medical emergency for which a medical certificate needs to be submitted.
12. Students who want to go home during the preparation leave may do so with special permission from the warden. There will be no rebate in Mess Charges during this period.
13. Advance intimation needs to be given to the Warden by the parents/local guardian about the place of visit of the resident during winter break.

MEDICAL FACILITIES (as per IGDTUW hostel rules)

IGDTUW dispensary facility is available from 10 am to 5 pm. However, all serious cases of illness are referred to a hospital or Nursing Home with the knowledge of the local guardian. In case of emergency during night, the student may use the facility of ambulance/van of the University.

DISCIPLINARY ACTION AGAINST A RESIDENT:

The Dean Student Services can for any default on the part of a resident, such as suppression of information in the application for admission, indulgence in ragging, act of indiscipline, violation of any of the duly prescribed rules, indulgence in indecent or violent behavior, or use of abusive languages or derogatory remarks or for any other reason deemed sufficient for taking a disciplinary action. The punishments may include issuing a warning, informing the parents/ guardian, Head of the Department / Supervisor, if any, impose fine, double-lock the room / cancel the allotment of room of a resident/ expel or forcibly evict a resident at the risk and cost of the resident or take any other disciplinary action, including banning the entry to the Hostel and recommending non-issuance or de-recognition of degrees, depending upon the gravity of the act of the indiscipline committed by a resident.

THE PROCEDURE FOR DISCIPLINARY ACTION:

The Warden will call for an explanation from the defaulting resident giving a notice to be responded within a time frame.

1. On receiving the reply from the concerned resident, the Warden may get the entire matter enquired into by any appropriate person / committee and take the necessary action on receiving the report of the inquiry officer / committee.
2. If no reply is received from the defaulting resident within the time stipulated in the letter seeking her explanation, the Warden may take the appropriate disciplinary action straight away without holding an inquiry in the matter.
3. The Warden may report the matter to the Dean Student Services if required. The Dean may take suitable action as per the prevailing rules.
4. The disciplinary action taken by the Dean Student Services with the approval of Vice-Chancellor will be final and the same may be done under intimation to the Dean of the School concerned.
