



GURU GOBIND
SINGH
INDRAPRASTHA
UNIVERSITY

GGS Indraprastha University
University Hostels
Sector 16-C, Dwarka, New Delhi-110078

Information Bulletin for Admission to University Hostels
2021-2022

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**RULES REGARDING MESS-OFF
(W.E.F. ACADEMIC SESSION 2021-22)**

University Hostels Admission Brochure

Academic Year 2021-22

The University maintains four hostels on campus, two for the male and two for the female students of the University. The two Boys' Hostels are named Shivalik Hostel, Aravali Hostel and two Girls' Hostels are named Nilgiri Hostel and Satpura Hostel. Each hostel has over 180 single seat rooms. Each room is equipped with basic furniture like cot, chair, table, and 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 warden to 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 applicable.

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 Hostel shall be done on the following priority bass:-**

- i) Disabled/Severely handicapped students of Outside 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 their 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) If a student's does not accept the hostel allotment offered within stipulated period in the Hostel admission notice he will lose his claim and seat will be offered to the next candidate in the list.
 - xi) **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 the student's admission slip card and I-Card
2. If the students are **detained/not promoted** to the Next academic sessions because of detention or failure in the examinations are deemed to be non bonafide students and they are not entitled for the re-admission in the hostels.
3. The existing residents are required to take readmission as per following schedule:-
 - a) UG Programme :-
 - b) PG Programme:-
 - c) M.Phil/PhD programme:-

If the students fail to take re-admission 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 or guardians with an undertaking of the designated Local Guardian and their updated contact details.

GENERAL CODE OF CONDUCT RULES AND REGULATION FOR HOSTEL RESIDENTS

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

1. Hostel Residents are expected to maintain highest standards of community residency. They should be respectful towards the co-residents. Residents are expected to treat fellow residents with respect and deference. They should desist from causing threats, intimidation, verbal abuse or use of intemperate language.
2. Hostel residents should be respectful and courteous in dealing with the staff and employees of the hostel administration. Any discourteous, disrespectful or obnoxious conduct with staff/employee of the Hostel shall tantamount to indiscipline.
3. Hostel residents should desist from any kind of acts like ragging, violence, harassment, nuisance, etc.
4. Hostel residents should desist from causing damage or destruction to any hostel property.
5. Hostel residents should cooperate with the warden in conducting routine affairs of the hostel particularly those relating to safety, security, hygiene, general upkeep, peace and order in and around the hostel premises.
6. A student who fails in 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 and linen, curtains, 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. The concerned residents shall be held liable for any damage or loss caused to the hostel furniture allotted to them and same shall be deducted their refundable security amounts.
8. Hostel residents should follow the mess time schedule and appropriate dress norms in the mess and the public areas of the hostel.
9. Unauthorized guests, day scholar, friend's entry in the hostel are strictly prohibited.
10. 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 obtains a clearance certificate to this effect.
11. The final year residents of the hostel advised to handover the possession of the room and all allotted furniture within one week of the end of the end term examination. Any further stay in the hostel either because of examination of any other academic reason/s can be permitted only with the permission of the Warden.

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

not issued the 'Clearance/No Dues Certificate' from the hostel.

12. After the end term examination, in case the students wish to stay in the 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.
13. Only **full time regular** M.Phil. / PhD scholars 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 be eligible for HRA if they are availing the hostel accommodation.
14. The room of any resident may be changed by Warden in each academic session.
15. The residents of the hostel are not eligible for fee concession under EWS Scheme from the annual hostel admission fees.
16. 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 room.
17. 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.

18. 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.
19. The resident should not be absent from hostel without prior approval. Residents are required to mark their attendance on daily basis. Residents found to be absenting from hostel without prior approval shall be liable for disciplinary action for such unauthorized absence from hostels.
20. The Hostel rooms are subject to surprise inspection by Warden or University authorities with prior intimation to Warden at any time.
21. Residents are requested to take care of their own room. Hostel authority will not be responsible for any theft or missing of any items.
22. If the room of any residents are found locked in suspicious circumstances or otherwise without prior intimation to Warden, the lock of such room will be broken for inspection.
23. 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.**
24. 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. The Hostel mess will function on cooperative basis, under overall supervision of the Warden.

25. 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.
26. **If the resident's attendance in USS and respective hostel is less than 75% in aggregate shall be denied hostel residency in next academic session.**
27. 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.
28. 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.
29. Residents are expected to conserve electricity and water. They should switch off lights, fans and water taps when not in use.
30. Any case of physical violence, ragging, threats, intimidation, destruction to public property, theft, serious medical sickness, etc. should be reported to the warden forthwith.
31. Every hostel resident is under obligation to promote community living, collective safety and security, health and well being of all co-residents.

32. Residents are requested to take care of their own belongings. Hostel authority will not be responsible for any theft or loss of any item.
33. **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. The matter will be referred to the Proctorial Board for further disciplinary action.**
34. **No residents are allowed to exit/enter of university campus/hostel premises after 11.00 pm on any pretext whatsoever except medical emergency in university ambulance.**
- If any residents violate these regulations he/she shall be expelled from hostel residency after informing their parents / guardian.
35. Since, the mess facility is compulsory for all residents of the hostel, no residents will be allowed to have food from outside after 11 p.m. Before placing order for food from outside they must ensure that it is to be delivered before 11 p.m.
36. **No residents are allowed to have access to 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.**

37. Leave Rules etc. as applicable to Girls admitted in Girls' Hostels shall be the same as in Academic session 2019-20.
37. 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.
38. Hostel residents shall also abide by the rules, regulations and directions issued by hostel administration from time to time.
39. The residents of Boys Hostel will be allowed to use outside hostel sports facilities till 11 p.m. After 11 p.m. high mask light will be switched off compulsorily.

VISITORS AND GUESTS

1. The entry of day scholar 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 p.m.
3. As a rule guests are not allowed in the hostel rooms.
4. **In boys hostel female guest and in Girls hostel Male guest 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.300/- per day /night as a guest. If the guests avail messing facility, the mess charges as applicable shall be payable by the resident. All the payments have to be deposited in advance in the office of the warden. Request to this effect to be made to Warden in writing in advance.

6. During End Term Examination Residents Guest are not permitted to avail Hostel Guest Room.
7. **Hosting guest in the hostels without prior permission shall tantamount to serious act of indiscipline. Such residents may be suspend/expelled from hostel residency.**

MEDICAL CARE

1. First aid box is available in 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. 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 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 wards at the time of admission and any noticeable changes subsequent thereof.

HOSTEL MESS TIMINGS

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 of self service basis in the Dining Halls of the respective hostels.

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

No mess furniture, utensils and materials should be removed from the dining room under any circumstances. Meals are not allowed to be taken out of the dining hall.

Fine of Rs. 100/- will be levied for each violation. Under exceptional circumstances in cases of major illness meals may be allowed to be carried in respective rooms with prior intimation.

HOSTEL CHARGES

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

1.	Hostel Admission Fee (It will be charged only once for the first time admission to the hostel)	Rs. 1000/- (Per Annum)
	Re-admission Fee	Rs. 500/- (Per Annum)

2.	Hostel Charges	Rs. 18,500/- (Per Annum)
3.	Hostel Security (Only at the time of admission) (refundable)	Rs. 5000/-
4.	Mess Security (Only at the time of admission) (refundable)	Rs. 5000/-
5.	Hostel Welfare Charges (Annual) (non refundable)	Rs. 3000/-

All these charges (Hostel Charges, Refundable Hostel and Mess Security amount and Hostel admission Fee) have to be deposited in the accounts branch of the university through Demand Draft. The Demand Draft to be made in favor of “**The Registrar GGS Indraprastha University**” payable at Delhi.

The Hostel Welfare charges will be deposited in the respective hostels through the Demand Draft.

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

MESS CHARGES

Following will be the mess fee structure for the academic session 2021-22.

1.	Mess Maintenance Charges (Annual)	Non Refundable	Rs. 1,000/-
2.	Meal Charges (Aug-June)	Advance payment for mess charges for the academic session	Rs. 30,000/-
Total Annual Mess Fee			Rs.31,000/-

At the time of admission or re-admission every resident is required to deposit entire mess fee of Rs. 31000/- by Demand Draft in favour of the respective hostel.

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.30000/-. The deficit, if any, shall be recovered and excess, if any, shall be returned to the concerned students.

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 Favour of
New Admission	Rs. 29,500/-	Rs. 1,000+ Rs. 18,500+ 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 Favour of
New / Re-admission	Rs. 31,000/-	Rs. 1000+ Rs. 30,000	To be deposited in respective hostels
Total Annual Welfare Charges			
New / Re-admission	Rs. 3,000/-		To be deposited in respective hostels

Due to the existing Covid-19 pandemic situation the committee is of the view that, if the students take admission or readmission in Hostel in the beginning of the academic session i.e. in the odd semesters (1st, 3rd, 5th, 7th, 9th), they shall be required to pay the full Hostel fee and other charges as payable for the academic year 2021-22. However, if the students take admission or readmission in Hostel in the even semesters of the academic session i.e. 2nd, 4th, 6th, 8th, 10th semesters, they shall be required to pay the half of the annual Hostel Charges i.e. half of Rs.18,500/- (i.e. Rs.9250/-) only. It is clarified that in the later case, the students shall be required to pay all other fees i.e. other than the hostel charges, in full.

RULES FOR REFUND OF HOSTEL CHARGES

1. In case of withdrawal of admission within two months from the date of admission, 50% of the hostel

charges paid may be refunded. Other charges i.e. welfare fee shall not be refunded. It is clarified that mess charges are payable as per the actual billing.

2. Mess Security deposit will be refunded if the student 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 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 INSTITUTE, 2009 (Under Section 26 (1) (g) of the University Grants Commission Act, 1956)

Ragging is totally prohibited in Guru Gobind Singh Indraprastha University. The following acts constitute ragging:

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
2. Indulging in rowdy or undisciplined activities by any student or students which cause or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
3. Asking any student to do any act which such student will not in the ordinary course do an which as the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche or such fresher or any other student;
4. Any act any a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
7. Any act of physical abuse including all variants of it; sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
8. Any act or abuse by spoken words, emails, post, public insults which would also include deriving prevented pleasure, vicarious or sadistic thrill for actively or passively participating in the discomfiture to fresher or any other student;
9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

ADMINISTRATIVE ACTION IN THE EVENT OF RAGGING

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

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

- i. Suspension from attending classes and academic privileges.
- ii. Withholding / withdrawing scholarship/ fellowship and other benefits.
- iii. Debarring from appearing in any test/ examination or other evaluation process.
- iv. Withholding results.
- v. Debarring from representing the university in any regional, national or international meet, tournament, youth festival, etc.
- vi. Suspension/ expulsion from the hostel.
- vii. Cancellation of admission
- viii. Rustication from the University for Period ranging from one to four semesters.
- ix. Expulsion from the University and consequent debarring from admission to any other university for a specified period. Provided that where the persons committing or abetting the act of ragging are not identified, the university shall resort to collective punishment.

APPENDIX II

RULES REGARDING MESS-OFF (W.E.F. ACADEMIC SESSION 2021-22)

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 to warden office at least one day in advance.
 - ii) Such residents will be entitled to mess-off of for a 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 boys 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 upto Rs. 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.



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