



## DEPARTMENT OF SOCIAL WORK HOSTEL



## HANDBOOK OF INFORMATION & RULES

**3, UNIVERSITY ROAD,  
UNIVERSITY OF DELHI,  
DELHI-110007.**

**DEPARTMENT OF  
SOCIAL WORK  
HOSTEL**

**HANDBOOK OF INFORMATION &  
RULES**



**3, UNIVERSITY  
ROAD, UNIVERSITY  
OF DELHI DELHI –  
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### HOSTEL AUTHORITIES

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Mr. Sunder Lal	Cook
Mr. Sunil Dutt	Mess Bearer
Mr. Raj Kumar Mourya	Mess Bearer
Mr. Sahebe Alam	Mess Helper
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### ADDRESS FOR CORRESPONDANCE

#### **The Provost**

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## **1. INTRODUCTION**

In consonance with the ethos of the profession of Social Work, the Department of Social Work Hostel (DSWH) was established in the year 1962. Since its inception, the hostel has made endeavour to enrich the lives of the resident with emphasis on the values of acceptance and equality and help the students keep striving for a tolerant and accommodative society.

The Hostel is for the stay of both men and women residents. The residents have opportunities for healthy interaction and development.

## **2. MANAGEMENT**

The Hostel is directly under the control of the Managing Committee. The Head of the Department (as Provost) is assisted by the Warden for day-to-day administration of the Hostel. The Managing Committee reserves the right to amend the rules without prior notice in order to ensure the smooth functioning of the Hostel.

## **3 FACILITIES AT THE HOSTEL**

The Hostel is equipped with following facilities and services for the residents.

### **3.1 Mess**

The Hostel Mess provides both vegetarian and non-vegetarian food for breakfast, lunch and dinner for all *bona fide* residents as per the approved menu of the Mess Committee.

### **3.2 Common Room**

The timings for the Common Room are from **9.00 a.m. to 10.00 p.m.** Currently, it is equipped with a TV; and a few newspapers and magazines. The lights must remain on whenever the Common Room is in use. Eatables are not allowed inside the Common Room.

Common Room is a public place for all the *bona fide* residents only. Therefore, any conduct which is not conducive to the maintenance of the decorum in this space is strictly prohibited.

### *3.3 Wireless Internet Connections*

University of Delhi provides individual user ID and Password to every *bona fide* student.

### *3.4 CCTV Cameras*

Hostel premise is equipped with CCTV surveillance system for security reasons.

### *3.5 Washing Machines*

Washing Machine facility is available for all the *bona fide* residents in both the wings.

### *3.6 Clocks*

Digital clocks are installed at all the important places of the Hostel.

### *3.7 Lawns*

There are three lawns in the Hostel premises. Residents must contribute to maintain, enhance and preserve the beauty and maintenance of the lawns. Residents are advised not to use the lawns during night.

### *3.8 Safe Drinking Water*

There are three water coolers with reverse osmosis (RO) system for the mess and both the wings of the Hostel.

### *3.9 Fire and Safety*

The Hostel gives very high priority to the matters of fire and safety issues. Currently, as many as 14 (fourteen) fire extinguishers are placed at appropriate locations. Related signage and alarms are also in place. Any damage to the safety equipment or any act that threatens the safety of the Hostel residents is strictly prohibited and shall attract stringent action as per rules/statutes

### 3.10 Disable Friendly

All the main entrances of the Hostel have ramps to make them friendly for the residents with special needs.

## 4 ADMISSIONS

4.1 E-Application form for admission can be downloaded from the [dswh.du.ac.in](http://dswh.du.ac.in). The Application Form duly filled in has to be submitted to the Hostel Office by the date notified on the Hostel Notice Board/Website <<http://dswh.du.ac.in>>. Students may also download application Form from the Hostel Website [http://dswh.du.ac.in/download\\_files/eform.pdf](http://dswh.du.ac.in/download_files/eform.pdf).

4.2 The Hostel is primarily meant to accommodate the students and research scholars of the Department of Social Work. The details are as follows

Course	
MA (P)	Total Number of seats is 51. Allocation will be based on the number of applications received and as per the University of Delhi Guidelines..
MA (F)	
Research Scholars	
Orphan /CW/PH	

Other Post-Graduate students registered with the University of Delhi may be considered for admission, provided seats are available and the recommendation of the respective Head of the Department is obtained. Admission to other candidates is offered on the basis of merit and for the purpose of the inter-disciplinary exchange of views. Preference is given to students in Social Sciences/ Arts i.e. Economics/ Sociology/ History/ Psychology/Philosophy/ Political Science.

4.3 Admission to the Hostel will be based on merit of the student/research scholar, who is admitted in the Department of Social Work, University of Delhi.

Note: One room reserved for previous year in the women's wing, for (Orphan Quota), if application does not received in Orphan Quota, the reserved seat will be converted into Single Girl Child Quota. If application does not receive from "both Orphan & Single Girl Child Quota" the seat of respective category will be converted into General Category as per merit list.

#### 4.4 Re-admission

- (i) The residents who are promoted to M.A. (Final)/ next year of study are required to take readmission to the Hostel when the new academic year commences.
- (ii) A fresh application is to be submitted every academic year for readmission.
- (iii) Readmission is offered on the basis of merit and *good conduct during the previous year in the Hostel.*

#### 5. ELIGIBILITY FOR ADMISSION

The students satisfying all of the following eligibility criteria will be considered for admission or readmission to the Hostel:

- 5.1 He/She is a *bona fide* student i.e pursuing M.A. Social Work, or pursuing Ph.D in the Department of Social Work, University of Delhi;
- 5.2 He/She is not enrolled in a part-time course or in an evening course;
- 5.3 Those students whose parents / family are residing in the National Capital Territory of Delhi and within a radius of 70 kms from this Hostel are not eligible for Hostel admission.
- 5.4 He/She is not employed anywhere on full-time, part-time, ad-hoc or temporary basis.
- 5.5 He/She is not registered as an ex-student;
- 5.6 He/She has cleared the terminal examination of the last course attended;
- 5.7 He/She must produce **Anti-Ragging Affidavit** by the Student and Parent / Guardian (refer **Annexure I & II**) as prescribed by the University of Delhi; and
- 5.8 He/She should not have an adverse disciplinary record in any hostel or university/college previously attended, or any criminal cases.

A student, while seeking admission and even during the stay in the Hostel, must fulfil the criteria stated above, and provide documentary proof to establish the same. Should he/she fail to fulfil any of these conditions; he/she shall be made to vacate the Hostel immediately. Suppression/misrepresentation of information pertaining to any of these eligibility criteria, shall lead to strict disciplinary action and/or legal action, as may be deemed fit by the Hostel Authorities.



## **6 ADMISSION PROCEDURES**

- 6.1 Admission to the Hostel will be made available to the bonafide candidates of the Department. The notification for the admission to this Hostel will be issued soon after the admission to the Department of Social Work gets completed.
- 6.2 The admission is made for a *period not more than ten months* in an academic year for all the residents including , and Ph.D research scholars.
- 6.3 The reservation and quotas of seats in the Hostel are as approved by the University of Delhi.
- 6.4 For the newly admitted students in M.A. (Social Work), and Ph. D. programmes of the Department, the merit or rank of the entrance/admission test (DUET) will be considered for admission to the Hostel.
- 6.5 For M.A. (F) students, the marks obtained in the M.A. (Previous) will be considered as a selection criteria. When result of Semester II examinations is awaited, provisional admission will be given based on the percentage of marks obtained in Semester I. For every academic year, admission will be considered afresh.

*Note: Admission Lists will be displayed on the Notice Board of the Hostel as well as on its website: <http://dswh.du.ac.in> soon after the due process is completed. No personal communication would be sent in any form to anyone.*

## **7. ACCOMMODATION**

The Hostel has 51 rooms to accommodate both men and women students of the Department. The rooms will, in principle, be open to all those who meet the above listed eligibility criteria. The decision of the Admission Committee will be final in the matters of admission to the Hostel. The Admission Committee, as per the merit, need and situation of the students will take the final decision. However, if any vacant rooms are available in either wings of the hostel, it will be notified and allotted to M.A. (Final) students on the basis of their merit in the latest aggregate results of semester end examinations and other criteria as laid down by the Provost and Warden of the Hostel as per hostel rules.

## 8. Hostel Fee Structure

The fees payable by each resident including Ph.D Research Scholars, as follows (subject to change):

**A: Hostel Caution Money (Refundable) -**   **Rs. 10000/-**

### B: Annual Charges for Hostel:-

S.No.	Budget Head Particulars	M.A (Previous/Final) M.Phil./Ph.D
1	Admission Fee	100
2	Room Rent	200
3	Electricity & Water Charges	6000
4	Establishment Charges	1000
5	Equipments Maintenance Fund	2000
6	Common Room Fund	500
7	Cultural Fund	1200
8	Crockery & Utensils Fund	300
9	Furniture & Fixture Fund	400
10	Medical Provision Fund	400
11	Students Amenities Fund	1000
12	Service Charges Fund	7500
	<b>Total Rs.</b>	<b>20600</b>

### C: Mess Charges at the time of Admission:-

S.No.	Budget Head	M.A (Previous/Final) M.Phil./Ph.D
1	Mess Advance for the period of July/August	5000/-
2	Monthly Mess Bill	September onwards.

8.1 The total fee amount payable for single room at the time of admission:

$$A+B+C= \text{Rs. } 10,000 + 20,600 + 5000 = \text{Rs. } 35,600/-$$

- 8.2 At the time of admission the candidate will have to pay Annual Hostel Fee irrespective of the payment schedule mentioned above.
- 8.3 No fees are refundable except the Caution Money, which will be refunded by Bank Transfer /A/c payee cheque after the resident has paid all the outstanding dues and vacated the Hostel within 90 days.
- 8.4 In Case a student does not join, and informs the hostel office within 15 days time after payment of fees about his/her withdrawal, then all fees, after deduction of Rs.100/ (admission fee) will be refunded.

**Note:**

- Hostel Caution Money will be refunded through Bank Transfer/Cheque only in the name of resident only.
- Annual charges calculated for Ten months only.
- A resident receiving a fellowship (UGC-JRF, ICCR, etc.) will be required to pay room rent as per his/her entitlement for HRA under the fellowship.
- Electricity and water charges per head are revisable subject to change in TPDDL rates and actual consumption.
- Foreign students are required to pay the fee of Rs. 6,000/- in addition to charges indicated against 8.1 & 8.2 above.
- Exemption / Waiver of fees for PWD/Orphan Quota residents will be admissible as per notifications of University of Delhi.

## **9 REFUND OF HOSTEL CAUTION MONEY**

Caution money is refundable to a resident through Bank Transfer/ cheque after leaving the Hostel within three months, after clearing all dues including cost of breakage articles by a resident. Resident has to submit the prescribed form for this which can be obtained from the Hostel office or downloaded from the Hostel website <[http://dswh.du.ac.in/download\\_files/cmoney.pdf](http://dswh.du.ac.in/download_files/cmoney.pdf)>. If Caution money remains unclaimed for a period of one year after a resident leaves the Hostel, it will be forfeited.

## **10 RULES OF RESIDENCE**

- 10.1 The Hostel is strictly a **NO RAGGING** Zone. Any form of ragging is strictly prohibited and shall attract the strictest of action (refer to appendix **Ordinance XV-C**). All residents must ensure the maintenance of discipline in the Hostel premises as per the rules/ statutes/ordinances of the University of Delhi (refer to appendix **Ordinance XV-B**).
- 10.2 Every resident and his/her guest must maintain the decorum in his/her conversation/conduct with fellow residents, staff, and the authorities of the hostel and should prove worthy of his/her being a *bona fide* resident. If any resident and his/her guest do not follow the above, it will be regarded as indiscipline and suitable disciplinary action will taken against the *bona fide* resident.

- 10.3 No resident is allowed to shift from one room to another without prior written permission of the Provost/ Warden. No furniture should be shifted from one room to another without prior written permission of the Hostel administration.
- 10.4 All residents, including Ph. D. research scholars shall vacate their rooms within three days of completion of examinations of **Semester II and IV** of M.A (Social Work) and no extension for stay will be allowed beyond the permitted date. Residents who do not hand over their room keys to hostel office within the stipulated period of three calendar days will be treated as defaulters and will be charged penalty room rent of Rs.300/-per day from the date of their due date.
- 10.5 Residents who take up full time jobs, discontinue their studies or research, or have completed their Ph. D. studies in the middle of the session shall inform the Hostel Office in writing and leave the Hostel within one week after clearing all dues.
- 10.6 Residents must inform the office if they get job/ appointment and join an organization during the period of stay in the Hostel. They must leave the Hostel within seven days after clearing all the dues. Those who do not inform the office regarding their job/ appointment and continue to stay in the Hostel shall be charged penal rent of Rs.9,000/- per month from the date of their appointment. In no case, the resident shall be allowed to stay beyond a period of one month from the date of their appointment.
- 10.7 Residents must sign daily in the Hostel Attendance Register and Late Night Register maintained at the security hut and required to write the address and mobile number at which he/she may be contacted in emergency.
- 10.8 Residents are not allowed to hand over the keys of their rooms to any person other than the Hostel Authorities. Residents are required to keep the room locked and should not keep costly items or large amount of money in the room. They themselves will be responsible for any loss due to their own careless.
- 10.9** In view of mounting electricity bills and increasing load on existing installation and past incidents in the hostel, use of any electric appliance such as: Electric heater/convactor, electric stove, air conditioner, electric Iron, etc. are strictly prohibited. **There is no provision for high power socket in residents, rooms.**
- Violation of this rule will attract severe penalty and lead to summary rustication of the resident from the Hostel.

- 10.10 Residents are not allowed to engage any person for personal service. No employee of the hostel should be asked to do any personal job by any resident.
- 10.11 Residents should inform to the Hostel office of any change in address, email address, Mobile phone number and Telephone Nos. of local guardians and parents immediately.
- 10.12 It is mandatory for all residents all residents to be present and mark their attendance in the Hostel by 10.00 p.m. every day. No resident is expected to be in the lawns or sitting on the steps in front of Warden's residence or security hut or corridors of the Department after the stipulated time of exit. Residents are not allowed to go out of the Hostel after marking their attendance.
- 10.13 Request for permission to stay out late night should be made in writing to the Warden. For proper and timely approval, this must be obtained latest by 8.30 p.m. on the day and must be signed by the resident. Permission for staying out **late night will be granted only once a week**. Entry or exit to the Hostel beyond the stipulated time will be treated as **night outs**. Disciplinary shall be initiated if a resident violates this rule.
- 10.14 The Common Room will be locked at 10.00 p.m. No resident will be allowed to stay after 10.00 p.m. in any circumstance. However Warden may allow the use of the Common Room beyond these hours for special occasions. No oral/telephonic/SMS will be entertained for extension of Common Room hours for watching T.V. programmes or holding birth day parties or any other parties in the Common Room. If a resident or his/her guest does not follow and keeps insisting /demanding with the administration, it will be treated as indiscipline and Hostel authorities may take necessary disciplinary action against him/her.
- 10.15 Timings for the visitors into the Hostel is strictly from 7.00 a.m. to 9.00 p.m., even during the days of cultural functions in the Hostel or Department of Social Work. Residents are not allowed to entertain their guests or visitors including day scholars of the Department of Social Work or other departments of the University in their room beyond the above stipulated time. It is important to note that a resident has to take prior written permission before entertaining a guest. Disciplinary action shall be initiated if a resident violates this rule.

- 10.16** Women residents are not allowed to visit Men's wing and Men residents are not allowed to visit Women's wing at any time including festival days. **Violation of this rule shall lead to strict disciplinary action, including rustication from the Hostel.**
- 10.17 Residents are strictly prohibited to go to the Hostel roof after 10.00 p.m. If a resident violates this rule then he/she will be penalized by Rs.300/- per visit. On subsequent/repeated violation disciplinary action shall follow.
- 10.18 **Storage and consumption of alcohol and intoxicating drugs are strictly prohibited both inside and outside of the Hostel; violation of the rule shall lead to expulsion of the concerned resident.** The hostel authorities have right to enter a resident's room to make any inquiry/search, as and when considered necessary. The Managing Committee has authorized the Warden to conduct surprise visits to hostel room to ensure that hostel rules, particularly pertaining to non-use of liquor in the resident rooms are followed stringently.
- 10.19 In case of the key loss, no resident is allowed to break the door bolt and damage any part of the door fittings. To break open the lock, permission must be obtained from the Hostel authorities. Failure in this regard may lead to disciplinary action.
- 10.20 Making loud noise/ loud sound by musical instruments and indulging in in disciplinary activity both inside and outside of the Hostel are totally prohibited. Also the said musical instrument will be forfeited by the Warden and disciplinary will be taken against the resident(s).
- 10.21 Residents are advised not to use lawn in dark especially during winter and rainy season. They must enhance and preserve the beauty of the green lawns.
- 10.22 Maintenance of washing machines is the responsibility of all residents. They are advised to report to Hostel office if there is any need to repair/ maintain the washing machines.
- 10.23 Residents are not allowed to park their cars and motor cycles inside the Hostel premises. Residents are advised to park their vehicles besides the Department's dedicated parking.

- 10.24 Usage/cooking by the residents in the Kitchen (Mess) is not permitted under any circumstances. However, gas stove provision is made in the common place of both wings of the hostel for emergency /tea/ snacks. Caution must be maintained while using these facilities, as any carelessness may threaten the safety/wellbeing of the fellow residents.
- 10.25 CCTV footage of the residents in the Hostel premises (public places) will be recorded and used for security purposes.
- 10.26 The Department of Social Work Hostel is a **No Smoking Zone**. Smoking is strictly not permitted in the premises of the Hostel. If someone is found violating this rule, then he/she will be penalized by Rs.300/- for each violation.
- 10.27 Residents are not allowed to keep any pets in the Hostel premises.
- 10.28 No notices can be put on any of the notice boards of the Hostel without written permission/signature of the Hostel administration. Sticking of unauthorized bills, posters or notices in any of the public places within the Hostel premises is strictly prohibited and violation of this provision shall be treated as an act of serious indiscipline on the part of the defaulter.
- 10.29 Hostel resources are to be used appropriately according to the needs and requirements of the resident community. Any misuse/mishandling of hostel resources shall amount to penalty.
- 10.30 Any rule given in this Handbook is subject to change. In case any rule is added, changed or modified, the same shall be applicable to existing residents also from the date of approval of Minutes of the meeting of Managing Committee of the Hostel or from the date if specifically mentioned in the Managing Committee decision/ resolution.

**Note:** *The fine amount shall be deposited in the Hostel office within two days.*

## **11 HOSTEL UNION CLUB**

- 11.1 Subject to the disciplinary provisions of the Hostel, the residents with a specific objective to promote academic/ intellectual, cultural and recreational activities in the Hostel will form the Hostel Union Club according to approved Constitution and elect the Hostel Union Club members every year.
- 11.2 The Warden constitutes the Hostel Union Club every year.

- 11.3 The elected Hostel Union Club members consist of a President, Vice-President, General Secretary, Common Room Secretary, Mess Secretary, Cultural Secretary and two Health Secretaries.
- 11.4 If the elected President post is vacant in any circumstances, the Vice-President will perform the duties of the President. In the absence of other Hostel Union Club members, the Hostel office will fulfill their responsibilities.
- 11.5 Notwithstanding anything contained in the Constitution of Hostel Union Club, the President of the Hostel Union Club should take prior written permission in writing of the Hostel administration for holding any meeting or function in the Hostel. The Hostel administration reserves the right to stop such activity which, according to the administration, goes against the healthy development/maintenance of Hostel life or which is likely to lead to vitiation of the congenial atmosphere and harmony in the hostel.
- 11.6 The President of the Hostel Union Club shall also be a *ex-officio member of the Managing Committee of the Hostel on student related matters*, as long as he continues to be a resident of the Hostel (Ordinance XX, para 4(v)).
- 11.7 The term of Hostel Union Club executives including President shall be coterminous with the term of their admission to the Hostel.
- 11.8 No rule in the Constitution of the Hostel Union Club shall run counter to: (i) University Act, Statues, Ordinances, Rules and Regulations, decisions of Executive and Academic Councils of the University, (ii) Rules/ provisions as approved by the Managing Committee of Department of Social Work Hostel and enshrined in the 'Hand Book of Information and Rules'.

*\* However, each resident is expected to contribute to the smooth running of the mess, common room, internet room by volunteering their services.*



## 12 MEDICAL FACILITIES

- 12.1 The residents of the Hostel are members of the World University Services Health Centre, maintained by the University of Delhi. The Health facilities are available to them.
- 12.2 Any case of illness shall be notified immediately to the Provost/ Warden. Residents may also visit the nearest approved Hospitals in emergency with prior permission of the Provost/ Warden. **In such cases, residents make their own arrangements and there is no official transport available in the Hostel.**
- 12.3 A First Aid Box is available with the Health Secretaries. Health Secretaries have to submit their required general medicines list to the Hostel office for procurement and are not allowed to buy medicines in their individual capacity.

## 13 GUESTS

- 13.1 **Authorized Guest** is one, who is not expelled or against whom disciplinary action has been taken by any Department/Hostel of the University of Delhi.
- 13.2 A resident who wants to keep an authorized guest in the Hostel room allotted to him/her, is required to take prior written permission of the Warden, on a prescribed form available in the Hostel office/Security or download from the Hostel website < [http://dswh.du.ac.in/download\\_files/guest.pdf](http://dswh.du.ac.in/download_files/guest.pdf)>, and the concerned resident shall be responsible for the conduct of his/her guest. The Provost/Warden reserves the right to refuse permission or cancel the permission for stay of any guest at any time without assigning any reason. The host of each authorized guest will pay Rs.300/- per day and other daily charges. Such guests can have food in the mess by buying the coupons.
- 13.3 Authorized Guests will ordinarily be allowed to stay only for up to 3 days. However, if a resident seeks in writing an extension of stay for his/her guest, in appropriate case the permission for an extended stay may be granted by the administration at its discretion and *same Authorized Guest cannot be repeated by any other resident in two calendar months.*

**13.4. No day scholars of the Department of Social Work is allowed to stay during examination days in the Hostel as an authorized guest in any circumstance.**

Overnight stay of **unauthorized persons** in the Hostel including **during functions of the Department or Hostel** will be considered a violation of Hostel discipline. Any resident violating this rule shall be liable to disciplinary action.

If any resident fails to intimate about the accommodation of his/her guest or keeping his/her guests in their rooms/hostel, the hostel authorities may observe and right to collect necessary guest charges or debited to respective resident account and also disciplinary action may be taken against them without any prior intimation.

**14 TELEPHONE**

- 14.1 Residents are **not** allowed to install their own telephone connection/Internet connection in their respective rooms without prior written permission of the Provost/Warden.

**15 CELEBRATIONS**

- 15.1 **Festival Celebrations:** Hostel Union Club organizes different festivals, viz. Diwali, Holi, Id, Christmas, etc. in the hostel premises.
- 15.2 **Hostel Night:** Hostel Union Club organizes Hostel Night in the Department's auditorium (up to 8.00 p.m.) in which year round activities are highlighted. Cultural programmes are performed by the residents during the hostel night every year and distributing various prizes to winners.

15.3 No birthday celebration or other parties in the Common Room or in the premises of the Hostel after 10.00 p.m. are allowed.

15.4 **No Fresher's Party, Farewell Party and other celebration/ function** allowed in the Hostel premises without prior written permission of the authorities.

15.5 The Warden reserve the right to refuse or cancel the permission for Birthday celebration/other Party in the Common Room or in the Hostel premises at any time without assigning any reason.

#### **16 MESS RULES\***

16.1 Hostel Mess is a cooperative venture and is run on "No Profit No Loss" basis. It is the responsibility of the duly nominated Mess Secretary of the hostel to run smoothly **under the overall supervision of the Warden**. In the event of Mess secretary being non-functional, it shall be the responsibility of the Hostel office to manage the mess under the supervision of the hostel authorities or **may be given for out sourcing depending on situation**.

16.2 Mess will not function during winter break and summer vacation.

16.3 Hostel Club or General body of the hostel has no right to appoint or remove the Mess Secretary without written approval of the Warden. *The decision taken in the General body meetings of the residents is not final decisions. These are subject to approval of the hostel authorities for implementation.*

16.4 Provost and Warden is the final authority in all the matters of the Hostel Mess including appointment or removal of the Mess Secretary and approves the hostel menu time to time.

16.5 All the residents are required to take their meals in the Mess at the following timings:

Breakfast	---	8.00 a.m. to 9.00 a.m.
Lunch	---	1.15 p.m. to 2.15 p.m.
Dinner	---	8.00 p.m. to 9.00 p.m.

- 16.6 Warden may change the timings of mess from time to time in special circumstances.
- 16.7 Packed lunch will be served to all resident on fieldwork days of the Social work students.
- 16.8 Meals can be taken out of the dining hall only in the case of sickness of a resident with prior permission of the Warden in their own utensils.
- 16.9 Residents are not allowed to take out any utensils/crockery from the Mess without written permission; if Mess utensils/crockery found in rooms then he/she will be penalized by Rs.300/-
- 16.10 Residents will not claim/consume food or breakfast on behalf of other residents who are not present in the Hostel.
- 16.11 Residents are expected to come to the dining hall (Mess) adequately and properly dressed. They must maintain decorum in the dining hall.
- 16.12 Mess fee should be paid on or before 20<sup>th</sup> of the month by the resident (if 20<sup>th</sup> is a Holiday, the next working day shall be the last date for mess fee submission without fine). A fine of Rs.5/ - will be charged for each day up to last date of the month and Rs. 10/- per day from the next month onward.
- 16.13 A resident who desires to entertain his/her authorized guests in the mess shall purchase requisite number of coupons for the required meal against the cash payment in advance.
- 16.14 Mess guest coupon charges are liable to change from time to time depending on menu, and are fixed from time to time by the Mess Committee.
- 16.15 Smoking is strictly prohibited in the Mess and Hostel Premises.  
*The amount of rupees 300/- Shall be imposed as Fine.*

**Note:** *The fine amount will be deposited in the Hostel office within two days.*

## **17 MESS REBATE\***

- 17.1 For availing mess rebate on the grounds of academic/personal work, the resident will have to obtain an official prescribed mess rebate form from the hostel office, stating this trip is in connection with his/her academic/personal work, (b) place of visit, and (c) period of visit.
- 17.2 Prescribed application for mess rebate in advance should be given to the Hostel office. If a resident fails to apply for rebate in prescribed form before proceeding on leave, his/her application will not be entertained under any circumstances.
- 17.3 The normal mess rebate facility @ Rs.60/- per day (to be revised from time to time by the Mess Secretary/Mess Committee) for a minimum period of 10 consecutive days.
- 17.4 No resident is allowed to avail mess rebate for more than 60 days (maximum mess rebate) and be charged 100 % of the monthly mess bill after maximum limit of 60 mess rebate days of a respective resident.
- 17.5 In case a resident decides not to have food from the mess, they have to be charged 50% of the monthly mess bill.

## **18 GUIDELINES FOR MESS COMMITTEE\***

- 18.1 All the purchases of the hostel mess, such as: Grocery from Kendriya Bhandar and Vegetables from Mother Diary, or any other outlet providing quality products on competitive rates with printed/computerized bill.
- 18.2 Milk may be purchased from the outlets of the Mother Diary/Delhi Milk Scheme/any authorized outlet suppliers.
- 18.3 Bread, butter, Mutton, Chicken, Fish and Eggs purchased from reliable/ authorized outlet suppliers with proper printed bill.
- 18.4 Mess Committee may take any kind of help for smooth functioning of the Mess from the hostel office/warden. No local vendor bill is entertained under any circumstances.

*Note: \*Notwithstanding the Mess rules, Mess rebate and Guidelines for Mess Committee, the Warden is the final authority in all the matters of the Hostel Mess.*

## **19 GENERAL INSTRUCTIONS**

- 19.1 Residents are required to see the Hostel Notice Board and visit the Hostel Website <<http://dswh.du.ac.in>> for announcements made from time to time.
- 19.2 Any rule given in this hand book is subject to change by the Provost/Warden subject to due approval from the Managing Committee.
- 19.3 Notwithstanding any provisions in this Hand book, the Provost is the final authority in the matters of discipline, admission and overall functioning of the Hostel.

Ordinance XVB, XVC and XVD are attached at Appendix I, II and III

- 20.1 The Hostel administration shall have the right to enter resident's room to make an inquiry/search, as and when considered necessary.
- 20.2 Residents are expected to give due respect to Hostel staff (employees, mess and safai karamcharis, malis and security staff) If and when residents encounter any problem with or lapse on the part of any employee/s he/they may report the same to Warden. In case the resident (s) is/are not satisfied with the action taken by the Warden in this regard, the matter may be brought to the notice of Provost. However, residents shall not take the law in their own hands and do anything to hurt the honor and dignity of hostel employees. Any act of misconduct towards the hostel employees on the part of a resident will be treated as an act of serious breach of discipline & liable for disciplinary action/fine up to Rs. 2000/-
- 20.3 Residents must ensure that vehicles kept by them in the premises of hostel are duly registered with appropriate authorities. All vehicles must be kept locked in the place allotted for this purpose by the hostel.
- 20.4 No resident shall indulge in any activity in the hostel premises other than academic and the Residents's Union activities. No notices can be put up on any of the notice boards of the hostel without written permission/signature of the administration. Sticking of unauthorized bills, posters or notices in any of the public spaces within the hostel premises is strictly prohibited and violation of this provision shall be treated as an act of serious indiscipline on the part of the defaulter.
- 20.5 Notwithstanding any provision in the previous pages, the Provost is the final authority in matters of discipline, admission and over all functioning of the hostel.

## **21 PROCEDURE FOR TAKING DISCIPLINARY ACTION AGAINST A RESIDENT**

- 21.1 The Provost can for any default on the part of the a resident, such as suppression of information in the application for admission, act of indiscipline, violation of any of the duly prescribed rules, indulgence in indecent or violent behaviour, or for any other reason deemed sufficient for taking a disciplinary action, issue warning, intimate 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 Provost or on his/her direction the Warden will call for an explanation from the defaulting resident giving a minimum of 24 hours notice.
- 21.2 On receiving the reply from the resident concerned the Provost may get the entire matter enquired into by any appropriate person/committee and take necessary action on receiving the report of the inquiry officer/committee. If no reply is received from the defaulting resident within the stipulated time, the Provost may take appropriate disciplinary action straight away without holding an inquiry into the matter.
- 21.3 The disciplinary action taken by the Provost will be final and the same may be done under intimation to the concerned Head of the Department/Supervisor, if any, and the Parents/Guardian and the local guardian, if any.

## **22 PROCEDURE FOR FORCIBLE EVICTION**

- 22.1 Forcible eviction shall be undertaken by an Eviction Committee to be constituted by the Provost and, if necessary, with the inclusion of University Security/ Proctorial staff. All luggage, articles, books, documents, etc. shall be put in sacks/bags/boxes / gatharis, etc. or otherwise appropriately wrapped up. The same shall be duly sealed in the presence of the Eviction Committee and kept securely in Hostel store/any other room under proper lock and key. The luggage so kept may be collected by the owner within two weeks, failing which the owner may forfeit his/her claim on the luggage or he/she may be charged demurrage @Rs.50/- per day after the expiry to two weeks.

22.2 A resident who violates any of the hostel or university rules or who creates disturbance in the hostel is liable to appropriate disciplinary action as per university ordinance, excerpts from which are given in the following sections.

## **23 DISCIPLINE UNDER ORDINANCES**

### **Appendix-I**

#### **Ordinance XV-B: Maintenance of Discipline among Students of the University**

1. All powers relating to discipline and disciplinary action are vested in the Vice-Chancellor.
2. The Vice-chancellor may delegate all or such power as he/she deems proper to the Proctor and to such other persons as he/she may specify in this behalf.
3. Without prejudice to the generality of power to enforce discipline under the Ordinance, the following shall amount to acts of gross in discipline:
  - (a) physical assault, or threat to use physical force against any member of the teaching and non-teaching staff of any Institution/Department and against any student within the University of Delhi;
  - (b) carrying of, use of, or threat of use of any weapons;
  - (c) any violation or the provisions of the Civil Rights Protection Act, 1976;
  - (d) violation of status, dignity and honour of students belonging to the scheduled caste and tribes;
  - (e) any practice-whether verbal or otherwise-derogatory of women;
  - (f) any attempt at bribing or corruption in any manner;
  - (g) willful destruction of institutional property;
  - (h) creating ill-will or intolerance on religious or communal grounds;
  - (i) causing disruption in any manner of the academic functioning of the University system;
  - (j) ragging as per Ordinance XV-C.



4. Without prejudice to the generality of his/her powers relating to the maintenance or discipline and taking such action in the interest of maintaining discipline as may seem to him/her appropriate, the Vice-Chancellor, may in the exercise of his/her power aforesaid order or direct:

- (a) that any student or students be expelled; or
- (b) any student or students be, for a stated period, rusticated; or
- (c) be not for a stated period, admitted to a course or courses of study in a college, department or institution of the University; or
- (d) be fined with a sum of rupees that may be specified; or
- (e) be debarred from taking a University or College or Departmental Examination or Examinations for one or more years; or
- (f) that the result of the students or students concerned in the examination or examination in which he/she or they have appeared be cancelled.

5. The Principal of the College, Heads of the Halls, Deans of Faculties, Head of Teaching Department in the University, The Principal, School of Correspondence

Course and Continuing Education and Librarian shall have the authority to exercise all such disciplinary powers over students in their respective Colleges, Institutions, Faculties and Teaching Department in the University as may be necessary for the proper conduct of the Institutions, Halls and teaching in the concerned Department. They may exercise their authority through, or delegate authority to, such of the teachers in their colleges, Institutions or Department as they may specify for these purposes.

6. Without prejudice to the power of the Vice-Chancellor and the proctor as aforesaid, detailed rules of discipline and proper conduct shall be framed. These rules may be supplemented, where necessary by the Principal of Colleges, Head of Halls, dean of Faculties and Head of Teaching Departments in the University. Each student shall be expected to provide to himself/herself with a copy of these rules.

7. At the time of admission, every student shall be required to sign a declaration that on admission he/she submits himself/herself to the disciplinary jurisdiction of the Vice-Chancellor and the several authorities of the University who may be vested with the authority to exercise discipline under the Acts, the statutes, the Ordinance and the rules that have been framed there under by the University.

## Appendix-II

### Ordinance XV-C: Prohibition of and Punishment for Ragging

1. Ragging in any form is strictly prohibited, within the premises of College/Department or Institution and any part of Delhi University System as well as on Public transport.
2. Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under this Ordinance.
3. Ragging for the purpose of this ordinance, ordinarily means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are in any way considered inferior by other students and includes individual or collective acts or practices which:
  - (a) involve physical assault or threat or use of physical force;
  - (b) violate the status, dignity and honour of women students;
  - (c) violate the status, dignity and honour of students belonging to the scheduled castes and tribes;
  - (d) expose students to ridicule and contempt and affect their self esteem;
  - (e) entail verbal abuse and aggression, indecent gestures and obscene behaviour.
4. The Principle of a College, the Head of the Department or an Institution, the authorities of College, of University Hostel or Hall of Residents shall take immediate action on any information or the occurrence.
5. Notwithstanding anything in Clause (4) above, the Proctor may also suo motto inquire incidence of ragging and make a report to the Vice-Chancellor of the identity of those who have engaged in ragging and the nature of the incident.
6. The Proctor may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of the ragging incident.
7. If the Principal of the College or Head of the Department or Institution or the Proctor is satisfied that for some reason, to be recorded in writing, it is not reasonably practical to hold such an enquiry, he/she may so advise the Vice - Chancellor accordingly.
8. When the Vice-Chancellor is satisfied that it is not expedient to hold such an enquiry, his/her decision shall be final.
9. On the receipt of a report under Clauses (5) or (6) or a determination by the relevant authority under Clauses (7) disclosing the occurrence of ragging incident described in clauses 3(a), (b) and (c), the Vice-Chancellor shall direct or order rustication of a student or students for a specific number of years.

10. The Vice-Chancellor may in other cases of ragging order or direct that any student or students be expelled or be not for a stated period, admitted to a course of study in a college, departmental examination or examination in which they appeared be cancelled.
11. In case where students who have obtained degree or diplomas of Delhi University are found guilty under this Ordinance, appropriate action will be taken under Statute 15 for withdrawal of degrees or diploma conferred by the University.
12. For the purpose of the Ordinance, abatement to ragging will also amount to ragging.
13. All institutions within the Delhi University system shall be obligated, and to give aid assistance to the Vice-Chancellor to achieve the effective implementation of the Ordinance.

### **Appendix-III Excerpts From Ordinance XV-D: Prohibition of and Punishment for Sexual Harassment**

#### **1. SHORT TITLE AND EXTENT**

The present ordinance is based on the Policy against Sexual Harassment by the Delhi University and seeks to maintain and create an academic and work environment free of sexual harassment for students, academic and non-teaching staff of the Delhi University. The ordinance will also apply to outsiders and residents, on the Delhi University campus, to the extent specified herein these rule and procedures.

#### **2. DEFINITION**

- I. "Students" includes regular students as well as current ex- students of Delhi University.

- II. Teaching staff include any person on the staff of the Delhi University or any colleges or institution affiliated to it, who is appointed to a teaching and/or research post, whether full time, temporary, ad-hoc, part-time, visiting, honorary, or on special duty or deputation and shall also include employees employed on a casual or project basis.
- III. Non- Teaching Staff includes any person on the staff of the Delhi University or of any colleges or institutions affiliated to it, who is not included in the teaching staff. It includes employees who are full- time, temporary, ad-hoc, part-time, visiting honorary, or on special duty or deputation, and employees employed on a casual or project basis.
- IV. “Member of the University” includes all those included in categories i-iii above.
- V. “Resident” includes any person who is temporary or permanent resident of any of the accommodations or premises allotted to an employee by the University of Delhi or by any of its affiliated colleges or institutions.
- VI. “Outsider” includes any person who is not a member of the University or a resident. It also includes, but is not limited to, any private person offering residential, food and other facilities to students, teaching staff or non teaching staff of the Delhi University or any college or institution affiliated to Delhi University.
- VII. “Campus” includes all places of work and residence in the Delhi University or any college or institutions affiliated to the Delhi University. It includes all places of instruction, research and administration, as well as hostel, health centers, sports grounds, staff quarters and public places (including shopping centers, eating place, parks, streets, and lanes) on the Delhi University campus or the campus of any college or institution affiliated to the Delhi University
- VIII “Sexual harassment” includes any unwelcome sexually determined behavior, whether directly or by implication and includes physical contact and advances, a demand or request for sexual favours, sexual-coloured remarks, showing pornography or any other unwelcome physical ,verbal or non-verbal conduct of sexual nature. Explanation: “Sexual harassment” shall include, but will not be confined to, the following:

- a) When submission to unwelcome sexual advances, requests for sexual favours, and verbal or physical conduct of a sexual nature are made, either implicitly or explicitly, a ground for any decision relating to employment, academic performance, extracurricular activities, or entitlement to services or opportunities at the Delhi University.
- b) When unwelcome sexual advances, and verbal, non-verbal and/or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or e-mail, gestures, exhibition of pornography, lurid stares, physical contact, stalking, sounds or display of a derogatory nature have the purpose and/or effect of interfering with an individual's performance or of creating an intimidating, hostile, or offensive environment.
- c) When a person uses, with a sexual purpose, the body or any part of it or any object as an extension of the body in relation to another person without the latter's consent or against the person's will, such conduct will amount to sexual assault.
- d) When deprecatory comments, conduct or any such behavior is based on the gender identity/sexual orientation of the person and/or when the classroom or other public forum of the University is used to denigrate/discriminate against a person or create a hostile environment on the basis of a person's gender identity/sexual orientation.

### **Scope of the Ordinance**

This ordinance shall be applicable to all complaints of sexual harassment made:

- (a) by a member of the university against any other member of the university irrespective of whether the harassment is alleged to have taken place within or outside the campus.
- (b) by a resident against a member of the university or by a member against a resident irrespective of whether the harassment is alleged to have taken place within or outside the campus.
- (c) by any outside against a member of the university or by a member of the university against an outsider if the sexual harassment to have taken place within the campus.
- (d) by a member of the university, against an outsider if the sexual harassment is alleged to have taken outside the campus. In such cases the Committee shall recommend that the university college authorities initiate action by making a compliant with the appropriate authority. Further the Committee will actively assist and provide available resources to the complaint in pursuing the complaint.

## **Complaint Mechanism**

Implementation of the University policy against sexual harassment shall be achieved through:

- (a) College Complaints Committees, which shall be set up in each college of the University of Delhi as complaints and redressal bodies.
- (b) University Units Complaints Committees, Which shall be set up in clusters of University Departments/ Centres as complaints and redressal bodies.
- (c) Central Pool Complaints Committees, which shall be complaints and redressal bodies (one each for the North and South Campuses) for those units that are not affiliated to any college/department/institution and have not been included in either CCC or UUCC.
- (d) The Apex Complaints Committee, which shall be an apex regulatory and appellate body of the University of Delhi for redressal and resolution of complaint.

## **Redressal**

- (a) UUCC/CCC/CPCC/ACC may ask the College/University to suspend the alleged harasser from an administrative post/class if his/her presence is likely to interfere with the enquiry.
- (b) The victim of sexual harassment shall have the option to seek transfer of the perpetrator or her/his own transfer where applicable.
- (c) Notwithstanding the contents of any other ordinance relating to service conditions etc., the head of the institution upon receipt of the enquiry report, shall refer the same to the Governing Body/Executive Council (EC) and take disciplinary action on the basis of recommendation of the Complaint Committees provided that in the case of termination of service the existing rules of the university will also be forwarded.
- (d) The disciplinary action shall be commensurate with the nature of the violation.

**A. In the case of University/College employees, disciplinary action may be in the form of:**

- i) Warning
- ii) Written apology
- iii) Bond of good behaviour
- iv) Adverse remarks in the Confidential Report
- v) Debarring from supervisory duties
- vi) Denial of membership of statutory bodies
- vii) Denial of re-employment
- viii) Stopping of increments/promotion
- ix) Reverting, demotion
- x) Suspension
- xi) Dismissal
- xii) Any other relevant mechanism

**B. In case of students, disciplinary action may be in the form of:**

- i) Warning
- ii) Written apology
- iii) Bond of good behavior
- iv) Debarring entry into a hostel/campus
- v) Suspension for a specified period of time
- vi) Withholding results
- vii) Debarring from exams
- viii) Debarring from contesting elections
- ix) Debarring from holding posts
- x) Expulsion
- xi) Denial of admission
- xii) Declaring the harasser as “persona non grata” for a stipulated period of time
- xiii) Any other relevant mechanism.

C. In the case of third party harassment, the University/college authorities shall initiate action by making a complaint with the appropriate authority.

The hostel of the Department of Social Work will abide by the ordinance on the Policy against Sexual Harassment as laid down by the University of Delhi and seeks to maintain and create an academic and work environment free of sexual harassment for students, academic and non-teaching staff of Delhi University. Any complaint under this ordinance should be addressed to proper authorities.

The composition of the Committees, mode of election/nomination powers, duties and procedure to be followed is outlined in the Appendix to Ordinance XV(D), which will be read as part and parcel of Ordinance XV(D).