GEETANJALI HOSTEL

for

Post Graduate Women Students

BULLETIN OF INFORMATION

2024-25

Relevant numbers of the hostel administration

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Hostel administration

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Warden: Dr. Harsupreet Kaur (Deptt. of Elec. Science)
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Email: hemlataagnihotri@south.du.ac.in

Technical Assistant (Computers): Sh. K.Mahesh Ravi Shankar

House-keeper: Smt. Kasthuri

Female Attendants: Smt Beena Massey
Smt Neelam Kumari

Office Attendant: Sh. Yogender Kumar

Managing Committee:

Prof Amita Gupta,
Chairperson
Department of Biochemistry

Prof Anu Mehra
Faculty of Law

Prof Surekha Katiyar
Department of PMB

Prof Yamini Gupt
Department of Business Economics

Proctor, University of Delhi

Dean Student Welfare, University of Delhi

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AN INTRODUCTION TO THE HOSTEL

The Geetanjali Hostel for women provides residence to women students pursuing full time courses at South Campus, University of Delhi. This includes post-graduate students and research scholars of the South Campus.

The primary objective of the hostel management is to provide a comfortable stay to the residents and encourage intellectual stimulation and cross-cultural interaction. The students are encouraged to participate and initiate various activities and programs.

Being a residence of post-graduate students, the freedom enjoyed by the students is more than that of under-graduate hostels. Stay in the hostel comes with attached responsibility to adhere to the existing rules and regulations, ensure safety of other residents and assist the administration in functioning smoothly.

For all practical and administrative purposes, the Provost is the administrative head of the Hostel. For internal administration and day-to-day discipline, the Warden and Resident Tutor (if any) assist her.

FACILITIES

IN HOSTEL

i. Double-occupancy rooms with racks, clothes rack, bed, study table and shared almirah.
ii. Common washroom area with multiple units
iii. Laundry Room: The Hostel has three automatic washing machines operated by an attendant. Detergent is provided by the hostel on payment as per usage.
iv. Common Room with TV
v. Gym equipment
vi. Reading Room Space and Library
    a. The Hostel has a space with few working tables, books and seating arrangement for reading and using laptops (with charging points)
vii. Shared Refrigerators
viii. Shared Microwave
ix. Hostel managed drinking water supply
x. Hostel managed geysers in the winters
xi. Induction top on each floor
xii. Visitor's Room
xiii. Large Music system available for events within hostel
xiv. Green area in the front with seating arrangement and swings
xv. Green area at the back
xvi. Basic medicine and tie-up with WUS, Health Centre on campus

ON CAMPUS

i. Beautiful green campus with a nice balance between wilderness and curated gardens
ii. Wide roads for walking
iii. Green grounds for exercise and games
iv. Secure entry spots
v. University managed internet facility
vi. Post Office
vii. ATM and Bank
viii. Health Centre (WUS)

HEALTH, BANK AND POST OFFICE (Details)

A. The residents of the hostel are members of the World University Service of South Campus Health Centre, maintained by the University. The Centre's facilities are open to them at fixed timings notified by the Centre. In case of illness, residents should contact the Health Centre for assistance. When the Health Centre is closed, the residents are advised to contact the Senior Medical Officer or other sources of assistance through the Provost,

Warden and Resident Tutor. Health Centre membership forms are to be filled in at the time of admission to the Hostel.

B. Any case of illness should be immediately reported to the authorities, First-aid box is available in the Hostel.

C. In case a resident fall ill with contagious/infectious disease, she will have to shift to her authorized Parent/ Guardian's house/ID Hospital immediately. She will be allowed to rejoin the Hostel only upon her complete recovery. Fitness to rejoin the Hostel is to be obtained from the University of Delhi WUS Health Centre. All such students must observe the prescribed period of quarantine before returning to the Hostel.

D. The South Campus has a branch of the State Bank of India in its premises. All official business of the hostel is transacted through this branch, which also provides banking facilities to students, teachers and other employees.

E. A Post Office with Registration, Parcel, Money Order, Speed Post, Savings Bank, Savings Certificate, Indian Postal Order, Postal Life Insurance and all kinds of fixed deposit schemes facilities is available in the campus situated near the Main gate.

VICINITY

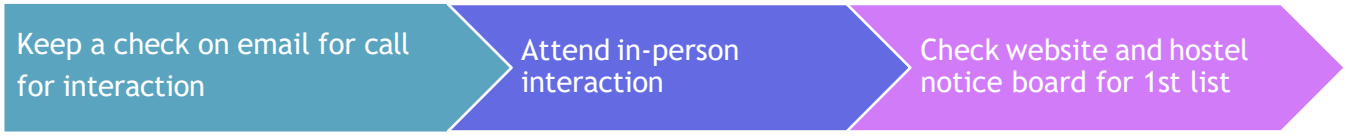
Nearest markets: South Moti Bagh, Nanakpura, Satya Niketan, Sarojini Nagar, R.K.Puram
Nearest Metro station: Durgabhai Deshmukh Metro station (pink line)

ADMISSIONS

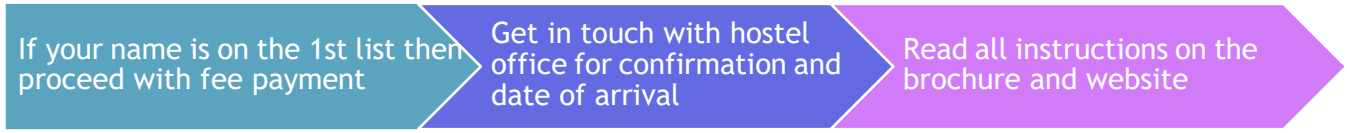
BRIEF OVERVIEW

Step 1

Step 2



Step 3



Step 4

1. PROCEDURE

A. All applicants seeking admission to the hostel for PG/M.Phil/Ph.D will have to register their hostel requirement at the common portal for admission to University of Delhi. The reference number generated will need to be mentioned in the hostel admission form.

B. All applications for admission to the Hostel duly recommended by the Head of the Department/Institution' where the applicant is admitted should be submitted on the prescribed form available online. **Application form should be filled online, the applicant will receive a copy of the form as a PDF on the submitted email. This PDF should be printed, signed by whomsoever indicated and submitted to the hostel office along with print of transaction ID of of Rs 150/-. Instruction for documents to be filled or printed or read is available on the website gh.du.ac.in.** Fresh admission to the Hostel shall be made every year. The application in the prescribed format duly filled in should reach the office of the Hostel, as per the following schedule:

Research students: Only after registration
Other students: As notified by the University

- **The first list of candidates to be admitted to the Hostel will ordinarily be brought out in the third week of July. Please visit the website https://gh.du.ac.in for update.**
  Note: The dates may change based on the University admissions

- No admission will normally be made in any category after the admission process is over.

- Candidates accepted for admission will be required to pay requisite fees and submit one passport size photograph for Identity card. If any candidate fails to pay the fees within the stipulated time, her admission will be treated as cancelled.

- A second/third list may be declared if required.

- Only those applicants shall be considered for admission under the Sports quota, who had participated in sports events at the state or national level. Name(s) of applicant(s) seeking admission under the sports quota will be required to be endorsed in order of merit by the Sports Council of the University of Delhi.

- Reservation of seats as approved by the University of Delhi shall be strictly implemented.

2. ELIGIBILITY

The students satisfying all the following eligibility criteria will be considered for admission:

A. The student should have put in a requirement for a hostel at the common registration portal at the time of seeking admission. The reference number hence generated should be written on the application form.

B. **The applicant should be a full-time bonafide post-graduate student** of the University of Delhi South Campus or she should be a full-time PG/M.Phil/Ph.D degree student admitted to a post-graduate department/faculty of the University of Delhi South Campus. Those seeking admission to the hostel need to clear **Common Post Graduate Admission Test** conducted by the University.

C. As per policies of other University hostels no NCT students will be given admission to the hostel. However, students from Delhi NCT region can apply, and if some seats are vacant, admission to such students may be granted. However, the final selection in such cases will be preferentially given to applicants who have poor connectivity to south campus in terms of train/bus/metro services from the applicant's residence.

D. She should not be employed anywhere on full-time, part-time, ad-hoc or temporary basis. However, temporary or ad-hoc lecturers of University/College may be allowed to stay so

long as they are bonafide research students (only during the first registration, i.e., first five years of the Ph.D. programme).

E. She should not have availed herself of University of Delhi/College hostel facility for a course of the same level earlier. No student can avail of the hostel seat twice on the basis of a course/degree of the same level.

F. She should not have completed six years of stay in any other post-graduate hostel(s) of the University.

G. She should have passed the examination of the last course attended.

H. Admission shall not be granted to a student against whom disciplinary action has been taken by a department college/hostel of the University of Delhi.

I. A student, while seeking admission and during the stay in the hostel must fulfill the criteria stated above. During the period of stay, if she fails to fulfill any of these conditions, she will have to vacate the hostel immediately. Suppression of information or giving wrong information pertaining to any of these eligibility criteria would make the defaulting student liable for disciplinary action as may be deemed fit by the hostel administration.

Note:

- Managing Committee, in exceptional circumstances, may exempt a few students from the requirement given in 2.B, if satisfied subject to vacancies.
- Admission to the Hostel will be made on the basis of merit and in accordance with the policy laid down by the Admission Committee for the admission process every year.
- Seats will be reserved for Scheduled Caste and Scheduled Tribe students and other approved categories as per University rules.

3. READMISSION AND RENEWAL

Ph.D. students seeking renewal of admission shall be required to submit a certificate from the Head of the Department and the Supervisor (in case of M.Phil. and Ph.D. students) to the effect that the student is actively engaged in the research work and her work is satisfactory.

MA/M.Sc. students seeking re-admission will have to appear for an interview again. Their admission to the hostel will be renewed depending upon the merit and availability of the seat in the current year.

4. DURATION OF STAY

A. A student shall be eligible to stay in the hostel for the duration of her course as per the details given below:

i. M.A./M.Sc./MBA: 2 years.
ii. M.Phil.: 18 months or span period as laid down by the M.Phil. Committee of the department concerned and approved by the Academic Council of the University, but in no case more than a maximum of two years.
iii. Ph.D.: 6 years.

The maximum period of stay in the University Post Graduate hostels shall not exceed six years. However, under special circumstances an extension of a maximum of six month maybe granted at the discretion of the Provost.

B. A resident shall vacate the hostel within three days after completing her:

i. Statutory period of the course as specified above, or

ii. All M.Phil/Ph.D. residents have to vacate the hostel within one month of submitting their thesis or on completion of six years of their stay in the Hostel, whichever is earlier.

C. A student who fails in the examination or fails to appear in the examination for any reason whatsoever (even on medical grounds) forfeits her right to re-admission. No student will be re-admitted and granted any extension on medical ground.

5. REDRESSALOF GRIEVANCES WITH REGARD TO THE ADMISSION

Dispute, if any, against the list of applicants short-listed for interview for being considered for admission to the hostel should be given in writing to the Provost within three days after

the display of the list. The admission committee, if necessary, would review these complaints. In view of the fact that names of applicant/s have to be compulsorily notified in the form of a short-list prepared for admission, the name/s of applicant/s, whose objection/s has/have been sustained by the Admission Committee, shall not be automatically included into the final list under preparation for admission. However, the seat/s under dispute will not be filled and the name/s of the student/s whose objection/s had been sustained will be considered for inclusion in the next admission short-list to be notified as per the schedule specified.

6. GUESTS

Following types of guests may be allowed to stay with the written permission of the hostel administration:

A. No resident of the hostel is allowed to bring their female guest for night stay. In case of any emergent condition of the resident, only immediate blood relatives (female) of the resident can be allowed to stay for a maximum of 3 days upon payment of Rs. 250/- per day with prior approval from Provost / Warden.
   i. Full details of the guest are required. Guest and host both have to sign the Guest register both at the time of entry and exit.
   ii. Guests may have food in the hostel mess by buying coupons available in the mess. Eatables from outside are not permitted in the mess/dining hall. Only those guest of the residents are allowed inside the mess who have ordered meals in the mess through coupon.

B. The night guests are required to be back in the Hostel in time and follow Hostel rules. All applications for all late night/night leave have to be made as per rules with signatures of both the guest and the host.

C. Resident Guests: those students who may be allowed to stay in the hostel after the expiry of the academic year till the re-admission for the purpose of summer training subject to the hostel remaining open during summer vacation.

D. Resident Guests Under Extension: M.Phil. and Ph.D. students may be permitted to stay till viva by provost beyond the maximum permissible duration of stay in the hostel with a view to facilitate the submission of dissertation/thesis or for taking viva - voce examination only on guest basis and subject to availability of accommodation.

E. A student against whom any disciplinary action has been taken by any hostel or department or college of University of Delhi will not be allowed to stay in a hostel as a resident or as a guest.

F. Applications from women teachers/students coming from other Universities/institutions for attending University of Delhi Conferences, consulting University of Delhi Library etc., should be submitted through proper channel well in advance. Such guests needing accommodation for more than one month are required to deposit 3000/- (refundable) in advance as caution money. They will be charged 120/- per day for lodging, and 850/- for electricity, 200/- for maintenance of Utilities and 300/- for Upkeep and maintenance charges extra.

G. In case, the stay of Guests is for less than and up to fifteen days, they will be charged 45/- per day towards electricity and maintenance charges in lieu of full month charges. Electricity and maintenance charges will be charged for full month for the stay beyond fifteen days. They are also required to buy meal coupons @ 180/- per day from the office in advance during their stay in the hostel. Since meals are compulsory during the stay in the Hostel as no concession will be given for skipping any meal (lunch/dinner) / breakfast / tea. All guest charges including mess are to be paid in advance.

H. The overnight stay of UNAUTHORIZED PERSONS in the hostel will be considered a violation of the Hostel discipline. Any resident violating this rule shall be liable to disciplinary action

I. The University of Delhi students who need to stay in the University Campus for reasons such as performance of Laboratory experiments or the Provost may also consider terminal examinations for guest status. These applicants shall be considered only when their cases are recommended by the concerned Head of the Department/Dean of the Faculty and a stay guarantee is given by their supervisors or a responsible person working in the University of Delhi. The maximum period of stay for these guests will be three months in case of the Postgraduate students and two terms of three months each in case of research students. They Would be required to pay 70/- per day in addition to the usual electricity and maintenance charges (same as described in 6.F above) and will have to buy coupons for taking meals in the Hostel mess. They are also required to deposit Rs 3000/- (refundable) caution money deposit along with room charges.

J. All guests may be required to share room with another resident/guest and will not be considered for regular admission thereafter in the same hostel during that session even if she is found eligible.

FEES

10. SCHEDULE AND PROCESS OF FEE PAYMENT

A. All payments are done through the SBI Collect, details available on the website or from hostel office.

B. At the time of admission, the resident is required to pay the following:
   a) Caution money, b) Annual charges + Hostel fee for first quarter c) Mess fee for the first quarter

C. The Hostel and Mess fees would be payable **quarterly.** These payments should be made by the 10th of every quarter month, the schedule of quarterly payment is as follows, unless separately notified:

First Quarter:	July – September	: At the time of admission
Second Quarter:	October – December	: Latest by 10th October
Third Quarter:	January – March	: Latest by 10th January
Fourth Quarter:	April – June	: Latest by 10th April

D. Each resident is required to have an operational bank account at admission (within 7 days of issuance of admission slip)

E. Further schedule of payment of fees to be followed is given below:

   i. Fees are payable in advance **paid through sbi collect through the following link** https://www.onlinesbi.com/sbicollect/ icollecthome.htm?corpID=952522

   ii. The fine structure for late payment is as follows:
   100/- for a period from 11th to 20th.
   200/- for a period from 21st to the end of the month.

F. A resident who fails to pay her quarterly dues for more than one month may be required to vacate the Hostel accommodation with immediate effect. A resident may, however, be re-admitted with the permission of the Provost, on payment of a re-admission fee of 500/- latest by 5th of next month together with the fine for late payment. A fine of 100/- per day will be imposed if the resident fails to pay by the last date and will have to vacate the hostel if not paid by 10th.

G. The residents going on long leave are also required to pay the fees within the stipulated period of time in advance.

H. A resident, who intends to vacate the Hostel accommodation before the month is over, has to pay the entire monthly charges for that particular month.

Note: Quarterly fees once paid will not be refunded under any circumstances.

11. FEE STRUCTURE (2024-2025)

A. The Fees payable by each resident is as follows:

i.	Caution Money (one-time at admission)	**5000.00**
ii.	Annual Charges	
	Admission fee	100.00
	Crockery and Utensils	70.00
	Furniture and Furnishings	350.00
	Membership of Health Centre	240.00
	Residents Activities / Recreation Charges	800.00
	Identity card and Night Leave Book & RFID	150.00
	Sanitation	650.00
	Common room	150.00
	Tube lights/ Bulbs	450.00
	Development fund	700.00
	FirstAid & Health Emergency	65.00
	Maintenance of utilities	500.00
	Garden	200.00
	Maintenance of Gym Facility	350.00
	Water Heating / Washing Facility	400.00
	Total (Annual Charges) ;	**5175.00**
iii.	Monthly Charges	
	Establishment	200.00
	Electricity & Water *	850.00
	Room rent (double occupancy)	200.00
	Upkeep and maintenance	300.00
	Total (Monthly charge):	**1550.00**

B. Foreign Students

i. All applicants in the foreign category are advised to visit the hostel or contact via email for more details regarding the available facilities
ii. Foreign students must pay ₹ 18,000/- as annual fee one-time payment (non-refundable) at the time of admission in addition to the charges mentioned under Fees Structure, Heads A, B and C above
iii. Applications from foreign students are to be routed through the Foreign Students Advisor and should be forwarded by the respective Embassy
iv. Foreign applicants should produce a Medical Certificate as per guidelines

C. Divyangjan (PwD) Fees

i. Divyang students residing in the University Hostels shall be exempted from payment of 50% of the mess fees payable to the Hostel. Thus, Divyangjan shall have to pay 50% of the total mess fees and the remaining 50% of the Mess fees will be reimbursed to the Hostel concerned by the University.
ii. Divyang students who are getting fellowships/financial assistance shall be exempted from payment of fees/charges/mess fees subject to the following conditions:

Value of Fellowship	Exemption of Fee Waiver etc.
Upto 3000/- per month	Fees waiver+50% Mess Subsidy
3001 to 8000 per month	Fees waiver and no Mess Subsidy
8001 and above per month	No Fees waiver and no Mess Subsidy

D. Note:

i. Fees under A and B, together with those under C (for the first quarter) and D are payable at the time of admission.
ii. In case a student does not join, but informs the Hostel office, within a week after payment of fees about her withdrawal, then all fees, after deduction of 100/- (admission fee) will be refunded. In other case, no fees are refundable except the Caution Money which will be refunded after the resident has paid all dues and vacated the Hostel.
iii. The Caution money can be claimed after a month of vacating the Hostel. The same shall be claimed within a period of six months after leaving the Hostel, otherwise it will lapse. No interest will be paid for the caution money deposits.
iv. All refunds will be made by Account Payee Cheques to the claimants.

RULES AND REGULATIONS

7. REGARDING RESIDENCE

A. 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 hostel administration.

B. In case of double-seated rooms the administration shall have the right of shifting any resident to another room with a view to ensure the double occupancy of rooms in the hostel. No resident shall shift from the room allotted to her to another room. No item should be shifted from one room to another. The responsibility of keeping their rooms clean and tidy will rest with the residents.

C. Every resident is responsible for proper maintenance of Hostel property. Residents will be charged three times the actual cost of the damaged item of the Hostel property they use, individually or collectively, as the case may be.

D. Residents, who take up full time jobs, discontinue their studies and Ph.D./M.Phil. students completing their work in the middle of the session, shall inform the Hostel office in writing and vacate the Hostel accommodation immediately, after clearing all the dues.

E. All Residents, except research and foreign students shall vacate their rooms within three days of completion of their annual examinations. Cases of those who wish to stay in the Hostel beyond this date, if regarded essential by their respective Departments, may be considered individually by the Provost, after a formal recommendation has been received by her from the Department concerned. Such an application should be made at least 15 daysin advance.

F. No resident can claim the guest status for any other reason during her stay unless approved by the authorities.

G. No resident will be permitted to stay in the Hostel for more than six years.

H. The residents must hand-over the complete charge of their rooms, while vacating the Hostel accommodation and must obtain a Clearance Certificate and Gate pass. A copy/photocopy of clearance certificate and gate pass is to be handed over to the Security Guard on duty before leaving the Hostel premises. The residents are not allowed to hand over the keys of their rooms to any person other than the Hostel authorities.

I. Residents getting temporary employment, provided they continue to be full-time bonafide students, may be permitted to stay as per following conditions:

i. Residents working on a temporary basis who continue to be bonafide students of a University/College may be allowed to stay in the hostel on payment of an amount as per rules. All such residents must inform the office immediately on getting the job. Residents getting temporary employment of an academic nature in University of Delhi or its affiliated colleges may be allowed to stay in the Hostel, provided they continue to be bonafide students, a sum of 150/- per month will be charged as surcharge establishment charges, over and above the normal monthly charges, if monthly income is above 1,000/-. Surcharges will be 100/- if monthly income does not exceed 1,000/- per month. Residents, who do not inform the Provost of their appointments and do not take her special permission to stay, will be charged penal rent of 2500/- per month from the date of their appointment. The residency of those students who fail to intimate to the authorities about their employment status, will be terminated and they will be required to vacate the Hostel accommodation immediately.

ii. The residents pursuing Ph.D/M.Phil. are required to give an undertaking every six months, duly certified by the Head of the Department, that they are not employed anywhere or doing any paid job, full-time or part-time.

9. GENERAL MAINTENANCE AND SECURITY

A. Residents are advised not to talk to visitors at the Hostel gate.

B. Residents are not allowed to accept any delivery of food items after 11.00 p.m. Any delivery person appearing at the hostel gate after 11.00 p.m. will be sent back by the security guard.

C. Residents are required to abide by all instructions from the Hostel authorities, which are displayed on the Notice Board from time to time or conveyed otherwise.

D. Residents of each floor are required to maintain the refrigerator on their floors as well as other equipment like microwave, etc.

E. Residents are allowed to use air coolers (not provided by the hostel) in their rooms having water capacity between 25-30 ltrs. To prevent spreading of Dengue and Malaria, the residents are required to keep their coolers clean and disinfect them regularly. Before installing the coolers, they need to get electricity points for proper earthing, so that no electrical malfunction happens**.**

F. Residents are expected to actively participate in the various Hostel activities including running of the mess, cultural activities, library, maintenance of garden, computer facility or any other duty assigned by the Provost/Warden. In the event of non-participation of a

resident, she will be immediately removed from the committee and a disciplinary action will be taken against such residents who fails to be an active member of the committee.

G. A resident should pay all the dues and get a clearance certificate from the Hostel office to this effect at least three days before vacating the Hostel.

H. As per University decision, residents are required to produce 'No dues' Certificate from the Hostel for obtaining admission ticket for the annual examination and for submission of Ph.D. thesis/M.Phil. dissertation.

I. General complaints regarding civil/electrical work on the floor should be reported in writing to the House Keeper with a copy to the Resident Tutor/Warden.

J. All residents are required to keep their Identity cards ready for inspection by the Hostel authorities.

K. Fine on Violation of Rules: A resident who violates any of the Hostel or University rules or creates disturbance in the Hostel is liable to appropriate disciplinary action by the Provost/Warden. The penalty for the violation will be 100/- or more and/or any other punishment decided by the authorities. Residents are liable to be expelled from the Hostel on repeated violation.

L. At the time of admission, every student shall be required to sign a declaration that she submits herself to the disciplinary jurisdiction of the V.C., Director, South Campus, the Provost and other authorities of the University who may be vested with the authority to exercise discipline under the Act, the Statutes, the Ordinances including Ordinance XV (B) and (C) and Rules that have been framed by the University.

M. Sale of Newspapers and other old items to 'Kabadiwala' by the residents would be allowed on working days only during office hours.

N. Each resident will be issued RFID card to access the Hostel Main entry especially during night hours. The residents must report any loss or mutilation of the RFID card immediately to the Hostel Office and they will have to pay a fee of ₹600/- (₹500/- fine & ₹100/- for replacement charges). Those who are leaving the hostel must handover the card back in the Hostel Office. Clearance can only be done after this handing over.

O. Residents cannot plead ignorance of the rules and regulations contained in this Bulletin of Information and also any notified modification made from time to time.

10. THE MESS AND DINING HALL

A. The mess and dining hall is run on contract basis. Contract will be given to a Contractor to be appointed for a period of one academic year. The contract may, however, be extended after reviewing the performance.

B. A Mess Committee consisting of the Provost, Warden, Resident Tutor and Students representatives, along with the Mess Contractor will decide the Menu and other details in the beginning of term.

C. All students availing the hostel will have to compulsorily avail the mess and cannot be exempted from the mess fee altogether for any reason whatsoever.

D. The residents of the Hostel are expected to extend cooperation in running the Mess through the Mess Committee.

E. Food will not be served to the residents outside the dining hall. Food cannot be taken by the residents outside the dining hall without permission. In case of sickness, a resident may be allowed to have diet in her room to be carried by the Female Attendant, with the prior permission of the Warden/Resident Tutor.

F. No utensils will be allowed to be taken out of the mess. In case of violation, the residents will be liable to disciplinary action by the Hostel authorities.

G. A resident, who desires to entertain a lady guest in the dining hall, shall purchase the requisite coupon, on production of which food may be obtained for the guest.Mess charges for a guest per day per meal will be as follows:
Breakfast; Lunch/Dinner; Tea & Snacks

H. The Mess charges for guests are liable to change from time to time. Mess charge for residents may be changed at the beginning of a new session.

I. Male guests will not be allowed for any meal in the dining hall.

J. Any kind of cooking inside/outside the room is strictly prohibited. Cooking to a limited extent is permitted in the common area where the induction has been kept. Note that inductions are not allowed in the rooms and may be a potential fire hazard.

K. Mess Rebate: A resident will be eligible for rebate in mess charges @ 75% per day under the following conditions:

i. Non-Research Students

- When the resident is on leave (night out) from the hostel for a minimum period of 7 consecutive days (excluding the days of departure and arrival). The night out should have been applied at least two days in advance in the night out register andinforming the female attendant.
- No rebate is admissible for absence of less than 7 consecutive days from the hostel.

- During a semester, a maximum of 15 days rebate will be admissible in addition to the University vacation.
- Residents have to apply for Mess rebate in advance and get it signed from RT/Warden, before processing on leave and record it in the mess rebate register. A copy of the same should also be given to the Mess Contractor.

ii. Research Students

- Mess rebate will be admissible for a maximum of 45 days in a year, or part thereof beginning from 1st July of the year of admission to 30th June of the succeeding year for research/ library/field work/conference participation or any academic activity recommended by the Supervisor and Head of the Department.
- The resident will have the option to avail the mess rebate accumulated for 45 days (provided she has stayed in the hostel at least upto 31st October) or for 15 days per term. Prior to 31st October, a resident will be eligible for a rebate of only 15 days.
- In case a research student is granted admission to the hostel after the 1st quarter (that is, after 30th September), the mess rebate of accumulated 45 days will become admissible only after the resident has completed a stay of 90 days in the Hostel.
- In addition to 45 days rebate as above, a research student may be granted a maximum of an additional 30 days mess rebate in an academic year on the recommendation of the Supervisor.
- **Residents have to apply for Mess rebate, application will be verified RT/Warden, before proceeding on leave and record it in the Mess Rebate Register. In case of extension of leave, no mess rebate for the extended period will be given.**
  Note: No corrections / over writing will be allowed in the Mess Rebate Register. Recording of leave in the Mess Rebate Register on joining the hostel after availing leave will not be allowed and considered for rebate.

L. Mess timings in Hostel will be as follows:

Breakfast	8.00 a.m. to 9.00 a.m.
Lunch	1.00 p.m. to 2.00 p.m.
Evening tea	5.00 p.m. to 6.00 p.m.
Dinner	8.00 p.m. to 9.00 p.m.

M. During summer vacation

The hostel mess may/may not function during the summer vacation even for those who may be permitted to stay in the Hostel during that period. If Mess functions, the chargeswill be as per arrangement.

11. VISITORS

Someone who is close to you may be a stranger to others.

Therefore:

A. Male visitors are not permitted to enter the main hostel area. The residents are not permitted to receive male visitors either in the Dining hall, common room or in their rooms of the Hostel.
They are welcome to the common area on the ground floor, office and visitor's room. Residents are requested to utilize the visitor's room for meeting their male guests, in the duration mentioned below

Week days: 04.00 p.m. to 8.00 p.m.

Sundays and all University Holidays: 10.00 a.m. to 1.00 p.m ; 04.00 p.m. to 8.00 p.m

B. Female Visitors
All days: 8.00 a.m. to 8.00 p.m.

C. Visitors are to be received only in the Visitors' area.

D. All visitors must leave the Hostel by the time specified.

E. No Visitors Day: There will be no visitors permitted to enter the hostel on the festival of HOLI.

12. SHORT AND LONG LEAVE FROM THE HOSTEL

DAILY RETURNS

Residents are requested to be back in the Hostel by 10.00 P.M. sharp and get their attendance recorded every day. It is the responsibility of every resident/guest who is present in the premises to get herself marked present in the attendance register at attendance time, i.e., 10.05 p.m. No resident/guest is allowed to leave the hostel premises after 10.00 P.M. In case the residents have to leave the hostel before 6.00 a.m., they must get prior permission from the Resident Tutor/Warden. In case of violation of this rule the hostel may cancel the admission of the resident. Late nights for academic purposes with request from the concerned Head of the Departments/Supervisors may be sent to Provost/Warden. Late Nights can only be granted by authorities in emergency situation or, on case to case basis.

SHORT LEAVE

Residents can avail leave of absence not exceeding three days at a time, at their own responsibility after submitting an undertaking and recording the necessary details in the Leave Register such as address and telephone number of her destination. Only a maximum of twelve Short Leave/Night Outs in a month can be availed. Short Leave/Night Out cannot be converted to Long Leave. A resident taking night leave without prior intimation will be liable to disciplinary action.

LONG LEAVE

Permission for leave of absence exceeding three days, i.e., long leave, may be granted by Provost/Warden/Resident Tutor on application made at least three days in advance with proper recommendation from Parents/authorized Guardian. The details are required to be recorded and signed by the authority in the leave book. Residents will also submit an undertaking before proceeding on long term leave.

OTHER RELATED CASES

A. In case of academic excursion/field work the residents must get their leave application duly forwarded by the Head of the Department and submit to the Hostel office before proceeding on leave.
B. Extension of Leave: In case, the residents are on leave and want to extend their leave they should write or intimate to the hostel authorities for permission in advance, signed / endorsed over email/SMS by their Local Guardian/Parents to the hostel office.
C. Before return to the Hostel, the leave book must be duly signed by the authorized guardian/parent and after coming back to the Hostel, it must be counter-signed by the concerned Hostel authority.
D. Residents remaining absent without intimation/permission will be liable to disciplinary action including cancellation of admission. The hostel authorities will be compelled to get her room vacated as per procedure and to allot it to another student. In such cases, the luggage of the resident/guest resident would be handed over to her after she clears all the dues. Repeated long absence from the hostel, even with written intimation to the authorities, is also liable for disciplinary action.

GATE-PASS

The residents leaving the Hostel temporarily/permanently and carrying any baggage should get the gate pass made in advance and show the same to the Security Guard on duty.

13. DISCIPLINE AND DISCIPLINARY ACTION

Cases where disciplinary action can be taken by hostel authorities and residents may be penalized:

A. In case any resident remains away from the Hostel for more than 3 days without informing the Hostel administration in writing, it will be presumed that she has left the hostel, and hostel administration reserves the right to take possession of the room and re-allot it to another student. The luggage of the resident concerned, if any, will be deposited in the store/any other room of the hostel. If the luggage is not claimed within three months, the Hostel Administration may dispose it off in any manner considered suitable. A penal rent @ 20/- per day in addition to the normal charges for the period during which the luggage remains unclaimed shall be payable by the concerned person.

B. Admission shall be terminated in case of a student against whom disciplinary action has been taken by a department/college/hostel of the University of Delhi.

C. Outstanding hostel and mess dues exceeding the amount of hostel caution money will result in the room/s of resident/s being double-locked

D. Defaulters, especially regular defaulters who leave lights and fans switched on when leaving the rooms, common room, Library etc.

E. Battery operated radio and music systems may be played at a low volume. Residents shall not do anything that causes disturbance to others.

F. Failure to immediately intimate in writing to the Office any changes in the addresses and telephone No. of Parents and Local Guardians, duly verified by the guardian. The Provost, the Warden or their nominee shall have the right to enter resident's room to make a surprise check or an inquiry/search, as and when considered necessary.

G. Failure to give due respect to Hostel staff (office 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 she may report the same to Resident Tutor /Warden/Provost.

In case the resident/s is/are not satisfied with the action taken by the RT/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 honour and dignity of hostel employees. Any act of misconduct towards the hostel employees on the part of a resident/s will be treated as an act of serious breach of discipline.

H. 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. No notices can be put up on any of the notice boards of the Hostel without written permission/signature of the administration.

I. The hostel does not permit the use of refrigerators/induction plates and high wattage equipments greater than 800 W including, but not limited to electric iron, immersion rod,

induction stove, heater and blower in the rooms. The use of electrical appliances such as heater, blower, electric iron, immersion rod etc. in the hostel by the residents is strictly forbidden. Any attempt to use such equipment or appliance in the room may lead immediate eviction as it threatens the safety of the hostel.

J. The residents are warned not to tamper with the electrical installations in the rooms or in the Hostel premises including but not limited to Water pump, WiFi etc. The passwords should not be shared with random people as it affects the availability of bandwidth to the hostellers. Disciplinary action will be taken against those who violate these rules.

K. Sticking material on the walls damages the plaster and paint on the walls. The residents are requested to avoid such defacement. This may lead to withholding security charges to cover the cost of fresh whitewash in the rooms.

L. The residents are not allowed to engage any person for personal services. No employees of the Hostel should be asked to do personal job by any resident.

M. Possession/consumption of Alcoholic drinks, Narcotics, Drugs and smoking is strictly prohibited in the hostel.

N. Indulging in ragging in any form

O. Any resident found forging parents'/authorized guardians' signature, giving false information about whereabouts when asked by the authorities will be expelled from the hostel.

P. Residents are expected to maintain high hygiene standards in their rooms, washrooms and common areas. For clarification on usage of various essential facilities, residents are advised to consult friends, floor in-charge, housekeeper or RT/Warden.

KEY UNIVERSITY ORDINANCES APPLICABLE TO THE HOSTEL

I. Ordinance XV-B: Maintenance of discipline among students of the University
II. Ordinance XV-C: Prohibition and punishment for ragging
III. Ordinance XV-D: Prohibition and punishment for sexual harassment

Read more about these ordinances here on the Geetanjali Hostel website.

These, and other changes in the ordinances as informed by the University will be applicable for all future purposes.

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 University of Delhi. The ordinance will also apply to outsiders and residents, on the University of Delhi campus, to the extent specified here in these rule and procedures.

ALLOCATION OF SEATS

The following distribution is made for the 102 seats (51 rooms, each double seated):

Number of reserved seats for SC/ ST: 23
Number of seats for Ph.D./M.Phil. students: 20
Number of seats for Divyangjan (PwD): 05
Number of seats for Foreigners: 02
Number of seats for Masters Courses: 52

FACULTY	DEPARTMENT	NO. OF SEATS	TOTAL
Interdisciplinary and Applied Sciences (Depts =7)	Biochemistry	3	22
	Biophysics	2	
	Electronics	4	
	Genetics	3	
	Institute of Informatics and Communications	4	
	Microbiology	3	
	Plant Molecular Biology	3	
Applied Social Sciences and Humanities (Depts = 1)	Finance and Business Economics (two courses)	3	6
		3	
Arts (Depts = 4)	Applied Psychology	3	9
	English	3	
	Hindi	2	
	Sanskrit	1	
Social Sciences (Depts = 2)	Political Science	2	4
	History	2	
Mathematical Sciences (Depts = 2)	Mathematics	3	5
	Applied Operation Research	2	
Floating			6

Note : 1) The seat allocation for previous and final year students for a course will be 50:50, however in case of a department having 3 seats, the 3rd seat priority will be given to 1st year student. 2) The admission committee and Provost will be the final authority in decision making regarding the distribution of the floating seats, as per the needs of the students. 3) The Provost is the Final Authority in all matters.

FORMS TO BE SUBMITTED TO THE HOSTEL OFFICE AT THE TIME OF ADMISSION

CHECKLIST (with links)

1. Application form (to be first filled online, print the PDF received over email) along with Financial guarantee/consent from the applicant's parent/legal guardian/Foreign student advisor (click here to open link to fill)
    a) Transaction detail of admission fee (payable through SBI collect)
    b) Photograph
    c) Address and identity proof (Aadhaar Card)
2. Certificate of the head of institution. Download and fill the PDF (PDF is directly fillable) (click here to open link to fill)
3. Medical Certificates
    a) WUS Health Centre form no 10 (UDSC) (students will report to the health centre immediately at the time of joining after being admitted/ the medical certificate can also be signed by WUS In-charge if required. For signing medical form/ certificate, WUS may ask students to undertake tests in case they are indicative (click here to open format to fill online)
    b) COVID double vaccine certificate
4. Anti-Ragging undertaking must be filled by the students online on http://www.antiragging.in only. No need to provide Hard/printed copy/Affidavits as per UGC D.O. F.No.1-15/2009(ARC)PT.III dated 12th June, 2023.

ADVISORY FOR INCOMING AND OUTGOING STUDENTS

INFORMATION FOR INCOMING STUDENTS

This information is to facilitate shifting to the hostel comfortably. The hostel provides basic furniture however a number of items need to be carried by the incoming students. Many students go to the nearest local market and arrange for these, however often students come at night and are left unprepared. Therefore, it is highly recommended that students speak to the hostel Housekeeper to prepare for coming to the hostel

A basic list of items that you need to bring with you are also listed here:

- Bedsheets and toiletries
- Your personal clothes and towels
- Bucket and Mug
- Bed mattress and pillow
- Air cooler
- Basic utensils, if needed (mess utensils cannot be carried to room)
- One lock (to be shared with room-mate)

In the room, the hostel provides bed, curtains, chair, table almirah space, rack and cloth drying stand.

INFORMATION FOR OUTGOING STUDENTS

The students are requested to completely vacate the room at the time of leaving. All items that have been bought by the resident should be taken with them. Especially the mattress, since usually students do not use second hand mattress and the hostel does not have space to store used ones. Hostel owned furniture and furnishings need to be returned in good condition, as issued

USEFUL PHONE NOS. / HELPLINES

Police Control Room	:	100
Fire	:	101
Ambulance	:	102
Women in Distress Cell	:	181
Women Help Line	:	1091 & 1096
CAT	:	1099
Water(DJB), Sewage Emergency	:	23814338
EPABX (South Campus)	:	24157000/24112231
S.B.I. (South Campus)	:	24116921 7231
Taxi Stand	:	24676035 24111497/6035
Post Office	:	24113559 7232
D.T.C. Pass Section	:	24111971 7230
South Campus (Police outpost)	:	24117214

Nearby Hospitals and phone numbers:

Charak Palika Hospital	:	26117879
Primes Hospital	:	66206620
Safdarjung Hospital	:	26165060
AIIMS	:	**26594405, 26594706**