

Bharat Ratna Dr. B.R.
AMBEDKAR UNIVERSITY, DELHI

Hostel for the
Students of IITD, Govt. Engineering College,
& Ambedkar University, Delhi

BULLETIN OF INFORMATION
2011-2012

OBJECTIVES OF THE HOSTEL LIFE ARE:

- (a) To ensure that the students are able to devote adequate time to their studies and research;
- (b) To ensure that students learn to live together and strengthen their relations with mutual co-operation and goodwill; and
- (c) To develop a climate congenial for co-curricular and extra-curricular activities of students.

ORGANIZATION OF THE HOSTEL ADMINISTRATION

(i) AUD has been entrusted by the Department of Training & Technical Education, Government of National Capital Territory of Delhi the task of managing the hostel located at Integrated Institute of Technology(IIT) Campus at Dwarka, New Delhi, both for boys and girls, for the students of IIT ,Ambedkar University, Delhi and Government Engineering College, Jaffarpur.

(ii) HOSTEL MANAGEMENT COMMITTEE

The Vice-Chancellor of AUD will appoint a hostel Management Committee with Dean, Students' Services as ex-officio chairperson. This Committee will have representation from Integrated Institute of Technology and Jafalpur Engineering College. This Committee will take policy decisions for the functioning of the hostel subject to the approval of the Vice Chancellor, Ambedkar University, Delhi.

(iii) **The Dean of Student Services** is the Head of the Department and looks after the general welfare of Students, and provides guidance to the Wardens on matters concerning their functions. The Dean is assisted by Hostel Wardens who are appointed by the Vice-Chancellor. The Dean of Student Services is also assisted and advised on matters concerning general administration by an Asst. Registrar/Dy. Registrar

(iv) **The Sr. Warden** in a hostel is the principal authority and Executive in all matters relating to resident students welfare, their discipline and services as well as the administration and security of the hostel. The Sr. Warden is assisted by the other warden and also by full-time office staff i.e. Office In-charge,Caretaker. The Wardens are responsible for the duties and responsibilities assigned to them.

(v) At the Hostel level there would be Hostel Committee which is to be presided over by the Senior Warden. The other Warden and one representative each from Institutes sharing the Hostels i.e.IITD & CBPGECJ. The Constitution of the Hostel Committee is as given below:

- (a) Sr.Warden – Chairperson
- (b) Other Warden
- (c) Representative of IITD

- (d) Representative of CBPGECJ
- (e) One senior Girl resident
- (f) One senior Boy resident

The Hostel Committee will be responsible to make rules for day to day functioning of the hostels, various facilities and timings etc. The Hostel Committee will have a separate Mess Committee. The Mess Committee will have one of the Wardens as ex-officio Chairman and student representatives from both the hostels nominated by the Wardens to supervise functioning of the mess.

- (vi) There would be a Nodal Officer from each Institute sharing the hostels to form a Hostel Disciplinary Committee including the two wardens to coordinate the functioning of the Hostels and ensure that Hostel rules and regulations are strictly adhered to by the residents and recommend strict action for any violation of the rules including penalties and expulsion from the Hostel.

ADMISSION CRITERIA

Application for admission to the Hostel should be made on the prescribed form available with the Bulletin of Information from the Hostel Office on payment of Rs.100/- in cash. The Application form duly filled in has to be submitted to the Hostel Office by the prescribed date notified on the Hostel Notice Board. The admission will be made as per rules approved by the Managing Committee regarding the duration of stay, allotment of seats of different disciplines / Categories etc. and various fees and other rules for the Residents. These rules will be applicable to all the Residents and shall be binding for all concerned.

A. ELIGIBILITY

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

1. He/she should be a full time bonafide student of
 - (a) IIT
 - (b) AUD
 - (c) Engineering College, Jaffarpur
2. He/she should not be enrolled in a part time course.
3. The entire hostel Complex will be managed by AUD. The allotment of rooms in Hostel will be in following preference for the students of IIT/AUD/Engineering College, Jafferpur:
 - (i) Outside Delhi Students who have passed qualifying examinations from Schools/ Colleges located outside Delhi.
 - (ii) Students having residence more than 40 Km away from Institute / University / Engineering College.
 - (iii) Students having residence 30 km to 40 km away from Institute / University/ Engineering College.

4. He/she should not be employed anywhere on full-time, part-time, ad-hoc or temporary basis.
5. Admission to Hostels will be strictly according to the eligibility conditions keeping in view the various reservations.
6. The students, who were residents of the Hostels during the previous semester, can take re-admission in the hostel if otherwise eligible and their conduct and behavior was satisfactory during their stay in the hostel.
7. After re-admission to the eligible students, resultant vacancies shall be offered to the fresher applying for the hostels according to the approved criteria.
8. Any student who fails to successfully complete the last semester or year shall not be considered for admission/re-admission.
9. The Admission in the Hostel will be made on the basis of the criteria decided by respective institutions which share the hostel. .Application forms for admission to hostels will be received by all the three Institutions sharing the hostels. The concerned Institutions will scrutinize the applications keeping in view the eligibility conditions and reservations and forward the same to the Hostel Authorities along with the final list of students to be admitted as per the earmarked seats.
10. An allottee should produce a Medical Certificate of fitness (as per Proforma given in the Application Form)
A student, while seeking admission and during the stay in the Hostel must fulfill the criteria decided for the allotment of the hostel. Before admission or during the period of stay, if he/she fails to meet any of these conditions, he/she will have to vacate the Hostel immediately.

Suppression/ wrong information pertaining to any of the eligibility Criteria would be liable to disciplinary action as may be deemed fit by the Hostel Administration.

B. ADMISSION RULES

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

Candidates accepted for admission will be required to pay the requisite fees along with two pass port size color photographs to be used for various administrative purposes. Every student must submit an affidavit to the effect that they will not indulge in ragging in any form. Such affidavit is to be submitted on the prescribed format.

If any candidate fails to pay the fees within the stipulated time as notified, his/her admission will be treated as cancelled.

C. DURATION OF STAY

- (I) A student shall not be eligible to stay in the Hostel exceeding the duration of the allotment or when he/she ceases to be a student (whichever is earlier) of any of the institutions sharing the hostel.
 - (II) Every student has to seek re-admission to the hostel every semester if otherwise eligible and their conduct and behavior was satisfactory during their stay in the hostel.
 - (III) A resident will have to vacate the Hostel
 - (a) After the completion of the semester.
 - (b) Statutory period of his/her program.
 - (c) If he/she fails to successfully complete the semester.
- iv. Total stay in the Hostel for AUD students shall in no case exceed two years in case of those students who have joined the Hostel at the post-Graduate level and three/four years in case of under graduate students.
For students of other institutions the duration may be decided by respective institutions.
A resident having failed to appear in the examination due to disabling sickness may be considered for re-admission provided (1) he makes an immediate report regarding his sickness to the Hostel Administration and (2) undergoes treatment at any hospital / dispensary approved by AUD.

GENERAL RULES & REGULATIONS

1. Residents must maintain proper decorum in the Hostel. They should behave properly with the staff and their fellow residents.
2. No resident may shift from one room to another without written directive of the warden.
3. Visitors are expected to be attended to in the Visitor's Room. No Visitor is allowed beyond 9 P.M. No female visitor is allowed in the rooms of boys hostel and no male visitor is allowed in the rooms of girls hostel.
4. Each resident is responsible for care of the room allotted and the furniture/fixtures provided to them. No furniture can be removed from the room and no additional furniture can be brought in the Hostel without prior permission of the Warden.
5. Residents will pay for the damages or any loss caused to the Hostel Property.
6. Residents who take up full time jobs or discontinue their studies in the middle of the session shall inform the Hostel office in writing and shall vacate the hostel within the period they are allowed to stay after clearing all dues. Residency of those residents who fail to intimate the authorities on their employment status will be terminated and they will be required to vacate the Hostel immediately.

7. Strict disciplinary action will be taken against residents who undermine the discipline or violation of any of the rules.
8. Residents shall not hand over the keys of their rooms to any person other than the Hostel Authorities.
9. Residents are expected to keep their rooms, bathrooms and surroundings clean and tidy. They are not expected to disfigure walls.
10. Lights and Fans should always be switched off when leaving the rooms, Common Room, Reading Hall etc.
11. Smoking, Consuming liquor, drugs or other intoxicants like gutka etc. are strictly prohibited in the Hostel premises. Any violation of this rule will attract severe penalty and fines including expulsion from the Hostel.
12. If any resident is found forging parent's / local guardian's signature, he/she shall be expelled from the Hostel.
13. There shall be no ragging in the Hostel. Any student who indulges in ragging or fails to report any incident of ragging will be expelled from the hostel and criminal proceeding will be initiated with the help of the police.
14. Residents, who want to have their meal outside the Hostel should indicate this twelve hours in advance and shall make entries in the register kept for this purpose. Wastage of food/ water is considered as an irresponsible act.
15. Battery operated transistor, music systems may be played at a low volume. Residents shall not do anything that causes disturbance to others.
16. Every resident must inform the Administration in writing about his/her absence from the Hostel. If the absence is for a period of more than 7 days, without prior permission, the room will be double locked.
17. No Cooking is allowed in the rooms.
18. In view of mounting electricity bills and increasing load on existing installation, use of any electric appliance is not permitted without prior approval from the Hostel Administration and payment of additional charge be made as stipulated from time to time. Violation of this rule will attract severe penalty and fines.
19. No crockery or food is to be taken out of the Dining Hall.
20. Students are advised not to keep large sums of money or other valuables in their rooms. Hostel authorities will not be responsible for any loss.

21. Residents are required to see the Hostel Notice Board regularly for any announcement etc. made from time to time.
22. No Chowkidar or any other Hostel/ Mess employee should be asked to do personal work by any resident.
23. The Complaint Register is available with the security guards. For any requirement, repair or complaint the resident must submit their observations in writing.
24. The residents who park their cycle/ scooter/ car in the Hostel premises should keep them properly locked. Case of any theft should be reported immediately to the Hostel authorities. However, the Hostel will not be responsible for any loss or theft.
25. All Rooms are subjects to surprise checks by the Hostel Authorities at any point of time. Any Violation of Hostel rules mentioned above or elsewhere in this prospectus will lead to confiscation of unauthorized property/ suspension and / or both.
26. Residents should inform the hostel office of any change in address and telephone Nos. of parents and local guardians immediately.
27. No Pets are allowed in the hostel rooms.
28. Strict action will be taken against residents if any male is found in the premises of Girls Hostel or females in the Boys Hostel.
29. The residents should be back in their respective hostels latest by 9 P.M. A resident who wishes to stay out late or to remain absent overnight shall inform the Warden concerned in the prescribed form. The Hostel authorities shall not be responsible for any unwanted out-of-campus activities of the residents.
30. Students who are found involved in any violence or otherwise disturbing the peace on campus and privacy of hostel community will be evicted from hostel forthwith apart from any other disciplinary action by the University.
31. Male visitors including male students or guests shall not be allowed in ladies hostels except that bonafide male guests may be permitted by Mess Warden in the dining halls of ladies hostels. Similarly Ladies (including girl students) may be allowed in the dining halls of Men's Hostels.
32. Only men can stay as guests in a men's hostel and only women can stay as guests in women's hostel with the prior written permission of the Warden. Violation of this rule will result in expulsion from the Hostel.

33. ISSUE OF GATE PASS-PROCEUDRE FOR TAKING OUT ARTICLES FROM HOSTEL

- (i) No articles shall be allowed to be taken outside including personal belongings of students unless a proper gate pass prepared by the Caretaker and signed by the Sr. Warden is produced to the Security Guard on duty at the hostel gate.
- (ii) The gate pass will be retained by the Security Guard for record.
- (iii) Any lapse will be viewed seriously and disciplinary action will be taken.

34. The following Electric Equipments installed in the Hostel will function on the months noted against each equipments:

Geysers	October to March
Water Coolers	April to September

ACCOMMODATION

Each Institute has 48 seats in the triple bedded Hostel (24 for boys and 24 for girls.)

Allotments of Rooms will be made as per the quota at the time of allotment and if the Students are not available for specific quota (s), the seats will be transferred to the General Quota.

Distribution of Seats

- (i) Scheduled Castes 15%
 - (ii) Scheduled Tribes 7.5%
 - (iii) "Visually Handicapped and other disabled Student" 3%
 - (iv) *Outstanding Sports person 1%
- *The application should be routed through Instructor Sports/ Dean Student Services.
- (v) Foreign Students may be allotted seats as per policy decided by the Hostel Committee.
The Foreign Students are also required to do the following:
 - (a) Application should be forwarded by the respective Embassy.
 - (b) Inform the foreign Registration Office.

(Vi) Various institutions can decide any additional reserve categories at their level. If the Candidates from any of the above reserved categories are not available, such seat will be considered in general category.

PAYMENT OF HOSTEL FEES

1. The Payment of per semester Hostel Fees is to be made in advance at the time of admission. The payment of mess charges will be on monthly basis to be made in advance.
2. As the financial year of the Hostel closes on March 31 every year, all the charges payable to the Hostel including mess charges for the month of March must be cleared before 10th of March.

3. No Late Fee will be charged up to 15th of the month.
4. After 15th of the month a fine of Rs.10/- will be charged for each day up to the Last day of the month from the defaulters, Rs. 15/- will be charged for each day thereafter till the payments are made. The Hostel Committee may make any change in the schedule.
5. Room Rent and other fees will be charged for the whole semester irrespective of the Resident Joining the Hostel on any date of the Month within the semester. Only the Mess Charge will be payable from the date of admission of the Hostel.
6. The residents, who fail to pay their dues for more than a month, shall be required to vacate the Hostel with immediate effect failing which eviction proceedings will be initiated as per Hostel Rules.
7. Such residents may, however, be considered for re-admission by the Hostel Committee on payment of a re-admission fee of Rs.500/- in addition to the fine for non-payment of dues.

Per Semester Hostel Charges payable at the time of Admission / Readmission

1. Admission Fee	Rs. 100.00
2. Medical Services	Rs. 200.00
3. Sanitation	Rs. 200.00
4. Common Room Fund	Rs. 200.00
5. Cultural & Sports Fund	Rs. 300.00
6. Hostel Room Rent	Rs. 1500.00
7. Electricity & Water Charges	Rs. 1500.00
8. Maintenance charges	Rs. 500.00
9. Mess Establishment /Service Charges	Rs. 200.00
	Rs.4700.00

CAUTION MONEY (Payable at first admission Refundable)

Hostel/Mess Caution Money	Rs.3000.00
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Mess Charges (per month) (Subject to revision by Mess Committee)	Rs.2250.00
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Notes:-

- i. All charges shall be reviewed after every semester if required and can be revised.
- ii. If students are permitted to stay beyond the specified dates in each semester strictly on a “need to stay” basis, such students will be treated as “Resident Guest on Extension” and charged as decided by the Hostel Committee.

MEAL TIMINGS

Meals will be served during the following hours:

Breakfast	7:30 AM to 9:30 AM
Lunch	12.30 PM to 2.30 PM
Dinner	8:00 PM to 9.30 PM

Guests will also observe the same timings.

Those who are late from class for any meal or want a meal earlier must inform in advance the Warden/ Mess Contractor in Writing for special arrangements. **Packed lunch** for those who cannot come for lunch may also be arranged by the Mess Contractor.

MESS REBATE

- (i) If a resident goes on leave for a Minimum period of Nine days in a month with prior intimation, he will be entitled for only 7 days rebate or as per the decision taken by the Mess Committee.
- (ii) Since the mess is attached to hostel, rebate for not consuming meals while staying in the hostel is not allowed.
- (iii) If a resident goes on leave for full month with prior intimation and approval of Warden, he/she is entitled for only 75% rebate in the mess charges.
- (iv) Mess and other charges must be paid before 10th of every month.

GUESTS

- (1) Any bonafide resident who wants his casual guest to stay in his allotted room is required to take prior written permission of the Warden. The prior written permission means permission during working hours of the University at least a day before the arrival of the Guest. Last moment request for permission during odd hours is not allowed. The concerned resident will be responsible for the conduct of his guest. Hostel authorities reserve the right to refuse the permission or cancel the permission for stay of any guest (s) at any time without assigning any reason. Charges @ Rs.50/- per day will be paid in advance, at the time of registration of the guest. The meaning of word guest is only parents. The stay of guest is restricted to father in the case of boys hostel and mother in the case of girls hostel. The identity proof of the guest must be submitted along with the application.
- ii The resident may have his parents occasionally as his guest for a maximum period of four days, with prior permission of the Warden.
- iii. A resident who desires to entertain a guest in the Dining Hall is required to obtain meals for the guest by purchasing the requisite meal coupons.
- iv. The residents whose final year examinations are over should vacate the Hostel within **seven days of the completion of their examinations**. They may be permitted to stay in the Hostel for a short period, strictly on a “need to stay” basis and charges as “Resident Guest on Extension”.

- v. The Resident Guest on Extension charges will be as under :-
 - 1. Room Rent (Per day) Rs.10/-
 - 2. Establishment / Maintenance / Electric & Water Charges (Per day) Rs.40/-
- vi. If any Resident doesn't vacate the Room at the end of the Month of his Annual Examinations, he will be charged double the amount of the daily rates of 'Resident Guests on Extension' and that too upto the end of 30th June (No further extension will be granted after 30th June under any circumstances).

REFUND OF HOSTEL CAUTION MONEY

Hostel Caution Money will be refunded through cheque only after the student has left the Hostel. The Money must be claimed within six months of leaving the Hostel or the deposit will lapse to the Hostel accounts. The cost of breakage and other dues, if any, will be deducted from the Hostel Caution Money.

Residents should observe the following:

1. Any case of illness shall be notified immediately to the Warden.
2. Generally all serious cases of illness will be referred to a Hospital or Nursing Home with the knowledge of local guardian.

Mess Committee

- (a) To assist the Warden there will be a Mess Committee consisting of :
 - (i) One or more Wardens
 - (ii) Student members (preferably two from each hostel) nominated by senior Warden.
 - (iii) The members will hold office for one semester and can be renominated.
One of the wardens nominated by the Hostel Committee will be the Chairperson of the Mess Committee.

COMMON ROOM AND RECREATIONAL FACILITIES:

- (i) In each hostel, the common room will be run by a student(s) caretaker(s) selected from amongst the hostel's residents mainly of suitability for the job and the student's economic need. Students not in receipt of any fellowship or scholarship may apply to the Warden. Senior Warden will appoint the student caretakers.
- (ii) The appointment of student caretaker will be for is semester subject to satisfactory performance. They can also be reappointed.
- (iii) Suitable Honorarium may be paid to the caretakers as decided by the Hostel Committee from time to time.
- (iv) The student caretaker will be responsible for the following:
 - (a) To ensure that common room is open and facilities for indoor games are available to residents during stipulated hours.
 - (b) To ensure cleanliness in the Common Room.
 - (c) To ensure that all electrical fittings and electronic equipment etc. are in proper order.

- (d) To make purchases and maintain proper records of consumables and non-consumables in Common Room in consultation with wardens.
- (e) To maintain proper records of all magazines received in Common room and their disposal in consultation with wardens.
- (f) To organize the annual events as decided by Warden and Hostel Committee.
- (g) To assist Warden(s) in any other function necessary for the smooth and efficient running of common room.

1) DISCIPLINARY ACTION AGAINST A RESIDENT:

The Chairperson can for any default on the part of a resident, such as suppression of information in the application for admission, indulgence in ragging, act of indiscipline, violation of any of the duly prescribed rules, indulgence in indecent or violent behavior, or for any other reason deemed sufficient for taking a disciplinary action. The Punishments may include 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.

Any resident of the Hostel can also be expelled or suitable disciplinary action be taken against him / her if the University or the institution they study in has taken any action against them for any act of indiscipline committed by them.

THE PROCEDURE FOR TAKING THE DISCIPLINARY ACTION:

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

On receiving the reply from the concerned resident, the Warden may get the entire matter enquired into by any appropriate person / committee and take the necessary action on receiving the report of the inquiry officer / committee.

If no reply is received from the defaulting resident within the time stipulated in the letter seeking her / his explanation, the Warden may take the appropriate disciplinary action straight away without holding an inquiry in the matter.

The Warden may report the matter to Dean Student Services if they feel it requires the attention of senior officials. The Dean may take suitable action as per the prevailing rules.

The disciplinary action taken by the Dean Student Services with the approval of Vice-Chancellor will be final and the same may be done under intimation to the Dean of the Schools in case of student of AUD or to the Head of the IIT / Govt. Engineering College, Jaffarpur and the parents/ guardian and the local guardian, if any.

PROCEDURE FOR FORCIBLE EVICTION

The forcible eviction shall be undertaken by an eviction Committee to be constituted by the Dean Student Services if necessary, with the inclusion of University Security Staff. All luggage, articles, books, documents etc. shall be put in sacks/ bags/ boxes/ gatharis etc otherwise appropriately wrapped up. The same shall be duly sealed in the presence of the Eviction Committee and kept securely in the 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 claim on the luggage or he may be charged demurrage @ Rs.5 per day after the expiry of two weeks.

DISCIPLINE

1. All powers relating to discipline and disciplinary action are vested in the Vice-Chancellor.
2. The Vice-Chancellor may delegate all or such powers as deemed proper to the Dean Student Services/Senior Warden or such other person as may be specified in this behalf.
3. Without prejudice to the generality of power of enforcing the discipline under the regulations, the following shall amount to act of gross indiscipline:
 - (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.
 - (b) Carrying of, use of, or threat of use of any weapons;
 - (c) Any violation of the provisions of the Civil Rights Protection Act, 1976;
 - (d) Violation of status, dignity and honor of students belonging to the Scheduled Caste and Scheduled Tribes;
 - (e) Any practice/behavior whether verbal or otherwise- derogatory to women or any action which is construed as sexual harassment under the Act against sexual harassment.
 - (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 in the academic functioning of the University system;
 - (j) Ragging as defined under the ragging regulations issued by UGC/AUD.
4. Without prejudice to the generality of his/her powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem appropriate, the Vice-Chancellor, may in the exercise of his/her aforesaid powers may 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 of courses of study in a School, or institution/Centre of the University; or
 - (d) be fined with a sum of rupees that may be specified ; or
 - (e) be debarred from taking a University assessment exercise or Examinations for one or more semesters; 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. Without prejudice to the power of the Vice-Chancellor and Dean of Students Services as aforesaid, detailed rules of discipline and proper conduct shall be framed. These rules may be supplemented, where necessary by the hostels and Deans of Schools in the

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