

DEPARTMENT OF SOCIAL WORK HOSTEL

HANDBOOK OF INFORMATION & RULES



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DELHI - 110 007**

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PRICE RS.100/-

HOSTEL AUTHORITIES

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Important hostel intercom numbers:

Mess - 202, Security - 211, Women's Wing - 212

** Use in emergency only*

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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 distinctive on the campus because, it makes provision for the stay of both men and women residents. The life here provides the residents immense opportunities for interaction and healthy development.

2 MANAGEMENT

The Hostel for men and women 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 proper functioning of the Hostel.

3 FACILITIES AT THE HOSTEL

The hostel offers a range of services to enhance the quality of life of residents.

3.1 Mess

The Mess provides quality vegetarian and non-vegetarian food for breakfast, lunch and dinner for all bonafide residents as per approved menu.

3.2 Common Room

The Common Room has state of the art LCD TV with digital cable connection and also well furnished with steel sofa sets. Additionally, the Common Room has a carom board and chess set. On the backside of the Common Room, newspapers and magazines are available for residents. The facilities provided in the Common Room are only meant for bonafide residents of the hostel, and not their guests or day scholars of the Department of Social Work.

Note: Residents are not allowed to watch the TV programs without lights and are expected to come properly dressed and also maintain the decorum of the Common Room.

3.3 Internet Room

The Internet Room is another facility available for the residents. The dedicated high speed Internet connections are connected to University network, through which one may access academic journals and databases subscribed by the Delhi University Library System, University of Delhi. To use these facilities, **resident must have their own laptops**. Internet room is not meant for the guests of residents or day scholars of the Department of Social Work.

3.4 Wireless Internet Connections

DSW Hostel has long been acknowledged for its innovative use of technology to enhance hostel life. Since 2012, the hostel has made extensive use of its wireless network and installed two Cisco's Wireless Control System (WCS) for network management for academic and research purpose of the

residents. To use these facilities, resident has to submit the prescribed request application form in the hostel office and activated in the resident Laptop only.

Note: Maintaining the integrity of the password and wireless internet access is the responsibility of all residents. DSW Hostel will not be responsible either for veracity or integrity of Wireless internet access of the residents.

3.5 CCTV Cameras

Public places of the Hostel are equipped with CCTV surveillance system for observation from a distance by means of electronic equipment. The CCTV footages be recorded and used for security purpose of the Hostel.

3.6 Washing Machines

Washing Machines is another facility available for all the bonafide residents.

3.7 Digital Clocks

Digital clocks are installed in all the important places of the hostel for knowing the time and temperature.

3.8 Green Lawns

Three beautiful Green Lawns are available for residents for day time and must enhance and preserving the beauty of the lawns. Residents are advised not to use lawn in dark especially during winter and rainy season.

3.9 Safe Drinking Water

Hostel installed 2 water purifiers in both wings for safe drinking water with cooler and recently one Reverse Osmosis (R O) system with cooler installed in the hostel for safe drinking water.

Note: All the residents are here by advised to make use both purified and RO water for daily drinking water needs.

4 ADMISSION

- 4.1 Application form for admission can be obtained from the DSWH 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/Website <<http://dswh.du.ac.in>>. Students may also submit an electronic Application Form downloaded from the Hostel Website <http://dswh.du.ac.in/download_files/eform.pdf> and enclose a Demand draft of Rs. 100/- drawn in favour of Provost, Department of Social Work Hostel, payable at Delhi/New Delhi.
- 4.2 The Hostel is primarily meant to accommodate the students and research scholars of the Department of Social Work.
- 4.3 However, 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 required. Admission to other candidates is offered on the basis of

merit, need, distance from home, good conduct, subject of study etc., for the purpose of the inter-disciplinary exchange of views. Preference is given to students in Social Sciences i.e. Economics/ Sociology/ History/ Philosophy/ Political Science.

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

4.5 Re-admission

- (i) The residents who are promoted to M.A. (Final), M.Phil., and PhD are required to take readmission to the Hostel as soon as the new academic year commences.
- (ii) A fresh application is to be submitted every academic year for admission.
- (iii) Readmission is offered on the basis of merit, need, distance from the home and **good conduct during the previous year in the Hostel.**

5 ELIGIBILITY FOR ADMISSION

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

- 5.1 be a bonafide student of a full-time Post Graduate (M.A. Social Work) or pursuing M.Phil., or Ph.D in Social Work of the University of Delhi;
- 5.2 not be enrolled in a part-time course or in an evening course;
- 5.3 not have parents residing in the National Capital Territory of Delhi;

- 5.4 not be employed anywhere on full-time, part-time, ad-hoc or temporary basis.
- 5.5 not registered as ex-student;
- 5.6 have cleared the terminal examination of the last course attended;
- 5.7 must produce the **Anti-Ragging Affidavit** by the Student and Parent/Guardian (refer to **Annexure – I & II**) prescribed by the University of Delhi; and
- 5.8 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 fulfill the criteria stated above, and provide documentary proof to establish the same. Should he/she fail to fulfill any of these conditions; he/she shall be made to vacate the Hostel immediately. Suppression of information pertaining to any of these eligibility criteria, are liable to lead to disciplinary action and/or legal action, as may be deemed fit by the Hostel.

6 ADMISSION PROCEDURE

- 6.1 Admission to the Hostel will be made within one week of admission in the Department. The list of candidates to be interviewed and admitted to the Hostel would be notified within a week of the admission.

- 6.2 The admission is made for a *period of ten months* in an academic year for all the residents including M.Phil., and Ph.D research scholars.
- 6.3 All types of reservation quotas of seats as approved by the University of Delhi shall be strictly implemented.

Note: Admission Lists will be displayed on the Notice Board of the Hostel as well as on its website: <http://dswh.du.ac.in> after 4.30 p.m. No personal communication would be sent by any form to anyone.

7 ACCOMMODATION

The Hostel has 51 rooms to accommodate men and women students **on twin sharing basis**. The rooms will in principle, be open to all who meet the above listed eligibility criteria. The Admission Committee as per the needs of the students and situation will take in final decision. However, if any vacant single room available in both wings of the hostel, will be notified to residents and allotted to needy students on the basis of their merit in the previous exam/degree and other criteria laid down by the Provost and Warden of the hostel as per hostel rules.

8. HOSTEL FEE

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

8.1 Annual charges⁺

Room Rent		
Twin sharing	-	100/-
Single Room [^]	-	200/-
Electricity + Water Charges ^{**}	-	6,000/-
Establishment Charges [^]	-	1,000/-
Equipments Maintenance Fund	-	1,500/-
Common Room Fund	-	500/-
Cultural Fund	-	1,000/-
Crockery & Utensils Fund	-	200/-
Furniture & Fixture Fund	-	300/-
Medical Provision Fund	-	300/-
Student Amenities Fund	-	1,000/-

8.2 Mess Charges

Caution Money (Refundable) [#]	-	2,500/-
Mess Service Charges (per annum)	-	2,500/-
Mess advance for the period of 23 rd July to 31 st August	-	2,000/-

Note:

Hostel Caution Money will be refunded through Bank Transfer/Cheque 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 NDP rates and actual consumption.

[^] Waived off for physically changed residents.

9 REFUND OF HOSTEL CAUTION MONEY

Caution money is refundable to a resident through Bank Transfer/ cheque on leaving the Hostel, after clearing all dues including cost of breakage articles by a resident. Resident has to submit the prescribed form for this purpose obtained from the Hostel office or downloaded from the Hostel website <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 lapse to University Fund.

10 RULES OF RESIDENCE

- 10.1 There shall be **no ragging** in the Hostel (refer to appendix **Ordinance XV-C**) and must maintain discipline among students of the University (refer to appendix **Ordinance XV-B**).
- 10.2 Every resident and his/her guest must maintain the decorum in his/her conversation with fellow residents, staff, and the authorities of the hostel and should prove worthy of his/her being a bonafide resident. If any resident and his/her guest do not follow the above, it will be regarded as indiscipline and suitable discipline action will taken against bonafide 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 hostel administration.

- 10.4 All residents including M.Phil., and Ph.D research scholars shall vacate their rooms, after three days of annual examinations of M.A (Social Work) and no extension for stay beyond the permitted date. Residents who do not hand over their room keys to hostel office after due date will be treated as defaulters and will be charged penalty room rent of Rs.100/- 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/M.Phil programme 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 who do not inform the Provost/Warden of their appointment and do not take his/her special permission to stay will be charged penal rent of Rs.3,000/- per 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/converter, electric stove, air conditioner, electric Iron box, 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 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 All residents are required to be present in the Hostel by 10.00 p.m. No resident is supposed to be in the lawns or seating on the steps in front of Warden's residence or security hut or corridors of the Department after 10.00 p.m. Residents are not allowed to go out of the Hostel after marking the attendance.
- 10.13 Request for permission to stay out late night should be made in writing to the Warden for proper approval must be obtained latest by 8.30 p.m on the day and

must signed by the resident. Permission for staying out **late night will be granted only once a week.**

- 10.14 The Common Room and Internet 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 to use 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 insisting/demanding with Warden, it will be treated as indiscipline and Hostel authorities may take necessary disciplinary action against them.
- 10.15 Residents are not allowed to entertain their guests or visitors including day scholars of the Department of Social Work or other department of the university in their room beyond 8.30 p.m. No visitor will be allowed inside the Hostel after 10.00 p.m (unless proper permission has been taken) including during days of the functions in the Hostel or Department of Social Work.
- 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 rustication of the resident from the Hostel.
- 10.17 Residents (particularly Women residents) are strictly prohibited to go at the hostel roof after 10.00 p.m, if

found then he/she will be penalized by Rs.200/- per visit.

- 10.18 Storage and consumption of alcoholic beverages and other 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 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.
- 10.19 In case of key lost no residents 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/making loud sound by musical instruments and indulged in indisciplinary 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 responsibility of all residents and report to Hostel office for maintenance of the washing machines.
- 10.23 Residents are not allowed to park their cars and motor cycles inside the hostel premises. However, residents are advised to park their vehicles besides Department dedicated parking.
- 10.24 Usage of the Kitchen (Mess) by the residents is not permitted under any circumstances. However, gas stove provision is made in the common place of both wings of the hostel for emergency for making of tea.
- 10.25 CCTV footages of the residents in the Hostel premises (public places) will be recorded and used for security purposes.
- 10.26 Smoking is not permitted in the premises of the Hostel and the Department of Social Work Hostel is a **No Smoking Zone**.
- 10.27 Residents are not allowed to keep their own 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 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 properly according to the needs and requirements. 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 will be deposited in the Hostel office within two days.*

11 HOSTEL CLUB

- 11.1 Subject to the discipline of the Hostel, the residents with a specific objective to promote academic/ intellectual, cultural and recreational activities in the hostel will form the Hostel Club according to approved constitution and elects the Hostel Club Executives every year.
- 11.2 The Warden constitutes the Hostel Club every year.
- 11.3 The elected Hostel Club executives consist of a President, Vice-president, General secretary, Common room secretary, Mess secretary, Cultural secretary and two Health secretaries.
- 11.4 If elected President post is vacant in any circumstances, the Vice-president will perform the duties of the President. In the absence of other Hostel Club

- executives, the hostel office will fulfill their responsibilities.
- 11.5 Notwithstanding anything contained in the Constitution of Hostel Club, the President of the Hostel Club should take prior written permission in writing of the 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 of the 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 Club shall also be a President of Residents' Union of the Hostel (*ex-officio*) as long as he continues to be a resident of the Hostel (Ordinance XX, para 4(v)).
- 11.7 The term of Hostel 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 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 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>, 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.50/- 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 scholar of the Department of Social Work is allowed to stay during examination days in the Hostel as an authorized guest in any circumstances.**
- 13.5 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.
- 13.6 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 The hostel does not provide any telecommunication facilities except intercoms for the use of the residents and no resident shall be allowed to make use of the hostel office telephone for personal work.
- 14.2 Residents are not allowed to install their own telephone connection/Internet connection in their respective rooms with prior written permission of the Provost/Warden.

15 CELEBRATIONS

- 15.1 **Festival Celebrations:** Hostel Club organizes different festivals, viz. Diwali, Holi, Id, Christmas, etc. in the hostel premises.
- 15.2 **Hostel Night:** Hostel Club organizes Hostel Night in the Department's auditorium (up to 10.00 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. is 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 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 Packet lunch will be served to all resident on fieldwork days of the Social work students.
- 16.8 Meals can be taken out of the dinning 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.100/-
- 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 dinning hall (Mess) adequately and properly dressed.** They must maintain decorum in the dinning hall.
- 16.12 Mess fee should be paid on or before 20th of any month by the resident (if 20th will be holiday, next working day is the last date for mess fee submission with out

fine). A fine of Rs.5/- would be levied per day in case of late payment.

- 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.**

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 (a) 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.30/- 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.

18 GUIDELINES FOR MESS COMMITTEE*

- 18.1 All the purchases of the hostel mess, such as: Grocery from Kendriya Bhandar and Vegetables from Mother Dairy, 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 Dairy/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.
- 18.5 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 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.

20 PROCEDURE FOR TAKING DISCIPLINARY ACTION AGAINST A RESIDENT

- 20.1 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.
- 20.2 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.
- 20.3 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.

21 PROCEDURE FOR FORCIBLE EVICTION

- 21.1 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.5/- per day after the expiry to two weeks.

- 21.2 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.

22 DISCIPLINE UNDER ORDINANCES

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 debased 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 I 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.

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 advice 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.

Excerpts From Ordinance XV-D: Prohibition of and Punishment for Sexual Harassment

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 complainant 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).