



HOSTEL PROSPECTUS

2017-18

DEEN DAYAL UPADHYAYA COLLEGE

A NAAC Accredited Institution- 'B' Grade (CGPA=2.63)

(UNIVERSITY OF DELHI)

SECTOR-3, DWARKA, NEW DELHI-110078.

DEEN DAYAL UPADHYAYA COLLEGE BOYS & GIRLS HOSTEL

UNIVERSITY OF DELHI

1. PREAMBLE

1.1 Deen Dayal Upadhyaya is a constituent college of the University of Delhi. The Government of National Capital Territory of Delhi established the college in the year 1990 at Karam Pura. The college receives 100% grant-in-aid from the Govt. of NCT of Delhi and is recognized under Section 2 (f) and 12-B of the UGC Act. In July 2016, the college has shifted to its new campus at Sector-3, Dwarka, New Delhi-110078.

1.2 The College offers ten Under-Graduate Honours programmes in Botany, Chemistry, Electronics, Physics, Zoology, Computer Science, Mathematics, Commerce, Management Studies, and English. Further, it also runs Bachelor's programmes in physical science, Life Science, Physical Science with Computer Science, and Mathematical Science; and Bachelor in Arts. We also offer Certificate courses in Russian, French, German, Spanish, Chinese, Japanese, and Korean Language and an add-on course Effective Communication and Personality Development through Theatre (ECPDT) which are very popular amongst the students.

1.3 Deen Dayal Upadhyaya College hostel is a residence for full time Under-graduate students of this college and research scholars registered under guidance of teachers of this college with University of Delhi.

1.4 The internal administration and discipline of the hostel is vested in the warden who will be assisted by the hostel committee members and staff. The policies of the hostel are decided by the Governing Body of the college under the overall guidelines and policies of University of Delhi.

1.5 Applications for admission to Hostel should be made in the prescribed form which can be obtained either from the Hostel Office or can be downloaded from www.dducollegedu.ac.in The application form must be accompanied with application fee of Rs. 200 to be paid electronically. The application form without fee payment will not be accepted. The application should be deposited in the Hostel Office on or before the last date notified on the Notice Board of the Hostel or Website of the college. A fresh application is needed every year. The Warden has the final authority in deciding the admissions. Before actual admission to the Hostel, every applicant has to produce documentary evidence that he/she has already been admitted to the college.

2. Seats in the Hostel

2.1 No. of Rooms in the Hostel:

Boys: 45 (48 Less one room for Medical Emergencies, one for Store, and One for Research Scholars)

Girls: 45 (48 Less one room for Medical Emergencies, one for Store, and One for Research Scholars)

2.2 No. of Seats on Twin-Sharing basis for Undergraduate Students

Boys:	90
Girls:	90

2.3 Reservation: The accommodation in the hostel will be allocated following the reservation policy of the University of Delhi as per details given below:

- 2.3.1. Out of the vacant hostels seats, 15% seats are reserved for SC students and 7½% for ST students in College/ University Hostels. The allotment of seats in Hostels to SC/ ST students should be based on merits of SC/ST. Students of the College whose parents are not residing in Delhi shall be considered for Hostel accommodation.
- 2.3.2. However, if seats are available, any hard case of SC/ ST students, whose parents are residing in Delhi, may be examined by the Head of the Institution/ Hostel on the individual merits of the students concerned. Last date for admission to the Hostels be fixed according to dates fixed for admission of SC/ ST students by the University and the seats remaining unfilled in this reserved category be treated as open seats and be offered to other students after the expiry of last date for admission to Hostels for SC/ ST students.
- 2.3.3. 3% seats are reserved for the PwD Students in the Hostels.
- 2.3.4. Few seats are also reserved for CW quota in the Hostels.

2.4 Course wise Allocation of Seats in each hostel:

Group No.	Courses in the Group	No. of Seats
1.	Science Honours. Course: (B. Sc. (Hons.) in Mathematics, Computer Science, Electronics, Physics, Botany, Zoology, and Chemistry) (All Semesters)	37
2	B. Com. (Hons.) and B.M.S.	21
3	BA and BA (Hons.) English	16
4.	B. Sc. (Physical Science, Life Science, Physical Science with Computer Science, and Mathematical Science)	16
	Total	90

2.5 To maintain equitable distribution of seats among all departments merit list will be prepared department wise within the group. The order of allotment for the first time will be decided by draw of lots and subsequently by rotation. The vacant seats of any category and course shall be re-allocated by the hostel committee. The college also reserves the right to alter the nature and number of seats to be allocated. The hostel committee also reserves the right to relax any condition depending upon availability of seats.

3 Eligibility/Admission Criteria

- 3.1. Hostel accommodation will be provided only to the students admitted in Deen Dayal Upadhyaya College as regular students on yearly basis. Research Scholars must be registered with University of Delhi under the guidance of teacher(s) of Deen Dayal Upadhyaya College.
- 3.2. Admission to the Hostel cannot be claimed as a matter of right.
- 3.3. Either of the parents of applicant must not be residing in the National Capital Territory of Delhi region (Delhi, Faridabad, NOIDA (Gautam Budha Nagar), Gurgaon, Ghaziabad, Sonapat, Bahadurgarh and Bagpat) at the time of admission. Proof of residence in the form of self-attested photocopy of Aadhar Card or Passport is to be submitted along with application. (Original copy of the document is to be produced at the time Admission only). An affidavit has to be submitted with the application form stating that there is no house in the name of either of parents as well as parents are not residing in National Capital Territory of Delhi.
- 3.4. The Hostel Committee is empowered to verify the credentials and may seek additional information in this regard during interaction with parents/local guardian at the time of admission.
- 3.5. **Basis of Allotment for Ist Semester Under Graduate Course**
 - 3.5.1. Student who has secured admission to the College is eligible for Hostel accommodation based on the merit of marks obtained in the qualifying examination(s).
 - 3.5.2. In case of tie in merit the following procedure may be adopted to decide the ranking of the candidate
 - a. Marks in language (Hindi/English)
 - b. Distance (Farthest distance will be preferred)
 - c. Date of Birth (Older student will be preferred)
- 3.6. **Basis of Allotment for III & V Semester Under Graduate Course**
 - 3.6.1. Admissions to the hostel shall be considered afresh every year, based on performance in the previous year examination.
 - 3.6.2. No disciplinary action has been taken against the candidate by the College Discipline Committee or Hostel Committee.
 - 3.6.3. The student should have passed the Previous Year (Both Semester) Examination without any Essential Repeat.
 - 3.6.4. For the Academic Year 2017-18 the candidate should have attended 66.67% or more classes (Lecture+Tutorial+Practical) out of the total classes held during the Previous Academic Year (Both Semesters taken together).

- 3.6.5. For the Academic Year 2018-19 and onwards the requirement of attendance of classes (Lecture+Tutorial+Practical) shall be raised to 75% or more of the total classes held during the Previous Academic Year (Both Semesters taken together).
- 3.6.6. Students will be admitted on the basis of merit of marks/grade obtained in the previous year (Both Semester taken together) and interview.
- 3.6.7. In case of tie in merit the following procedure may be adopted to decide the ranking of the candidate
- Residency in Previous Year will be preferred
 - Distance (Farthest distance will be preferred)
 - Date of Birth (Older student will be preferred)
- 3.7. Suppression of the facts or wrong information pertaining to any of these eligibility criteria would make the students liable to disciplinary action as deemed fit by the Hostel Committee.
- 3.8. Complaints, if any against the admission list of the Hostel should be given in writing to the Warden within three days of the display of the list. These complaints, if necessary, will be reviewed in a meeting of the Hostel Admission Committee.

4. Check List for Applying for Admission

- 4.1. Completed Application Form
- 4.2. Passport size photograph Two
- 4.3. Proof of present residence with copy of Aadhar card, Voters I Card, or equivalent document
- 4.4. Self-attested copy of relevant documents (Mark sheet of qualifying exam, category Certificate, college admission fee slip).
- 4.5. Completed Annexure I and Annexure II

5. RULES AND REGULATIONS

I. RESIDENCE RULES

- 5.1. No resident is allowed to exchange his/her room or his/her partner without the prior written permission of the warden.
- 5.2. Residents are not allowed to handover keys of their rooms to any person other than the Hostel Staff.
- 5.3. Every resident is responsible for the care of the hostel property. Residents found responsible for any damage to the hostel property will be charged for damage, individually or collectively, as the case may be, and disciplinary action will be taken as per rules.

- 5.4. A resident, except research students, will have to vacate the hostel within two days of the last day of his/her even semester examination failing which he/she will have to pay of Rs. 100/- per day for a maximum duration of 7 days. Cases of those residents who stay in the Hostel beyond this date, if regarded as essential, by their respective Teacher-In-charges', may be considered by the Warden.
- 5.5. Every resident is compulsorily a member of the Hostel Mess. The Hostel Mess may/may not function during summer vacation for those who are permitted to stay in the Hostel during the vacation. Cooking in the rooms is strictly prohibited.
- 5.6. Residents should intimate in writing to the Hostel Office immediately regarding any changes in the addresses, email-ids and telephone/mobile no. of parents and local guardians duly verified by the parents/guardian.
- 5.7. Residents who take up part-time jobs or discontinue their studies in the middle of the session shall inform the Hostel Office in writing and leave the Hostel immediately after clearing all the dues.
- 5.8. A resident- student of Ph.D. course is required to submit a certificate from the Head of the Department and the Supervisor concerned every six months that he/she is actively engaged in research and his/her work is satisfactory failing which his/her residence in the hostel will be terminated.
- 5.9. To inculcate the habit of cleanliness and promoting dignity of labour among the students, the residents will clean their own rooms and washrooms themselves. For this a suitable reward system will be developed the Hostel Committee in consultation with Hostel Council.
- 5.10. The common areas will be cleaned by the house keeping staff.

II. LEAVE RULES

- 5.11. All residents are required to return back to the hostel latest by 9.00 p.m. in summer and 8.00 p.m. in winter.
- 5.12. Out station leave will be given only on a letter from the parents/local guardian.
- 5.13. Any student failing to return to the hostel after expiry of his/her leave, without prior intimation, will be liable to disciplinary action which could be expulsion from the hostel.

III. GUEST RULES

- 5.14. Parents/family members of the residents are permitted to stay as guest in the guest house with prior recommendation of the Warden and approval of the Principal for not more than 3 days. They are required to pay a sum of Rs. 1,000/- per day as room rent in advance, without mess facility.
- 5.15. The Overnight stay of unauthorised person/guests in the Hostel will be considered violation of Hostel discipline. Any resident violating this rule shall be liable for expulsion from the Hostel or a fine as decided by the Hostel Committee.
- 5.16. Application for Guest House accommodation is available in Hostel Office.

6. HOSTEL FEES

The fees payable by each resident are as follows (subject to change):

6.1 Annual Fee (To be collected at the time of Admission to Hostel)

Sr. No.	Particulars	Amount in Rs.
1	Admission Fees	500
2	Identity Card	100
3	Utensils and Furniture	2,500
4	WUS and Medical	500
5	Garden Fees	100
6	Recreation Room Fees	500
7	Hostel Union Fees	500
8	Repairs & Maintenance of Premises	2,000
9	Electrical Appliances	2,000
10	Development Fee	5,000
11	Establishment Fees	12,000
12	Magazine/News Paper Fees	200
13	Student Activity Fee	1,000
14	Room rent (for ten month @Rs.1000/- p.m.)	10,000
15	Hostel Campus Security Services (for ten month @Rs.1200/- p.m.)	12,000
16	Contingency	6,000
17	Caution Money (Refundable/Adjustable)	5,000
	Annual Total	59,900

6.2 Quarterly Charges (To be collected for I quarter at the time of Admission and subsequently by 10th of first month of each quarter i.e. October, January, and April)

Sr. No.	Particulars	Amount in Rs.
1	Electricity Charges*	3,000
2	Water Supply Charges*	1,500
3	House Keeping Charges	3,000
4	Mess Fee*	12,000
	Total for Each Quarter	19,500

* Electricity, water supply, and Mess charges are subject to Rates of respective agencies.

* Research Scholar receiving fellowship or engaged in teaching assignments shall deposit HRA entitled to him/her.

MODE OF PAYMENT: Fee will be accepted only in ONLINE Payment Modes.

6.3 Fee for Foreign Students: Besides other charges a fee of Rs. 20, 000/- would be charged annually from foreign students at the time of admission and every year on re-admission.

6.4 Refund of Caution Money: No fee is refundable except the caution money which will be refunded by RTGS after the resident has paid all the dues and vacated the Hostel. The refund of caution money can be claimed in the prescribed form available in the Hostel office not later than one year of the date of their leaving the Hostel.

6.5 Default in payment of Quarterly Charges: If Quarterly charges are not paid by 10th of the concerned month a fine of Rs. 50/- for each day of default will be charged after that date. Beyond 30th of the month, failure to pay the dues will lead to withdrawal of the room allotment and mess facility without any prior notice. All residents going out of Delhi during vacations or otherwise, should make arrangement for the payment of dues by due date.

6.6 Rebate on Mess Fee: Rules regarding rebate in mess fees in case of absence from the Hostel are as follows:

- 6.6.1. No rebate shall be allowed except in the case of absence from the Hostel for not less than 7 consecutive days in a month with prior intimation given in writing to the Hostel Office in the prescribed form
- 6.6.2. The rebate form for mess has to be filled in advance, before departure. In any case no mess rebate will be granted to the resident who will fill-up the form after returning to the Hostel
- 6.6.3. The rate of rebate will be Rs.50/- per day subject to a maximum of 30 days in a year.

7. FACILITIES

I. DINING HALL

- 7.1. There shall be a separate Mess Committee for the hostel under the general supervision of the Warden. The Mess Committee will function in accordance with the Mess rules framed by the Warden. The accounts of the Mess will be maintained by the Hostel Office.
- 7.2. Food will not be served outside the Dining Hall for anyone (residents or their guests). In case of illness, a resident may be allowed to have sick diet in his/her room with the Warden's permission.
- 7.3. Those who are late from class for any meal or want a meal earlier must inform in advance to the mess manager in writing for special arrangements. Packed lunch for those who can't come for lunch can be arranged by the mess manager only if prior intimation is given.

- 7.4. No property shall be removed from the dining hall under any circumstance.
- 7.5. Non-resident dining member (NRDM) facility can be made available for full time bonafide students of the college.
- 7.6. Coupon facility shall be made available for day scholars, staff of the college and guest of the residents to have food in the mess.
- 7.7. Meals will be served in the dining hall during the following hours:

Breakfast	8: 00 a.m. to 9.00 a.m.
Lunch	1:00 p.m. to 2:00 p.m.
Dinner	8:00 p.m. to 9:00 p.m.

II. LIBRARY

- 7.8. For study and borrowing books, the college library is kept open between 9.00 AM to 5.00 PM during college working days (except Saturday and Sunday).

III. RECREATION ROOM

- 7.9. The hostel has one recreation room where television viewing facility is provided. It will remain open during the following hours:

7.00 AM to 9.00 AM
12.00 PM to 2.30 PM
5.00 PM to 10:00 PM

IV. SPORTS/ GYMNASIUM

- 7.10. The college has indoor facility of squash, badminton, table tennis, carom, chess and gymnasium and archery as an outdoor.

V. MEDICAL CARE

- 7.11. First-Aid box is available in the hostel. In case of a medical emergency, resident is taken to the nearest hospital and the local guardian is duly informed. The local guardian is required to take charge thereafter and the entire responsibility for treatment and expenses will be borne by the parents/local guardian and the college will not be responsible in any way for the further course of treatment. Residents are strongly advised not to use self-prescribed medicine in case of illness.

VI. BANKING

- 7.12. The College has Oriental Bank of Commerce (OBC) Branch located inside the main building within the college premises. Additionally, there is an ATM with passbook printing facility located near the college canteen.

VII. CAFETERIA

- 7.13. There is a cafeteria in the college run by a contractor under the supervision of the Cafeteria Committee. Residents are advised to make payments to avail the facility.

8. GENERAL DISCIPLINE

It also becomes the highest obligation and responsibility of all residents that they must keep the college hostel free from Polythene, Alcohol, Smoke etc. to ensure pollution free environment and refrain themselves to be part of any unlawful act including ragging to avoid any severe disciplinary action from the college/University.

Grant of hostel facility is a special facility and privilege. Every resident is expected to conduct him/herself with discretion, pursue his/her studies sincerely and attend his/her classes regularly.

- 8.1. Consumption of liquor and use of any contraband drug is strictly prohibited in the hostel. Anyone found guilty of contravening this regulation will be required to vacate the hostel immediately
- 8.2. Any guest/visitor staying after 9.30 pm in the room shall be considered an unauthorized person and shall invite disciplinary actions.
- 8.3. Residents must not play loud music or indulge in any activity which may disturb other resident.
- 8.4. Use of electric equipment such as Heater, AC, Hotplate, TV, Kettle, Iron, Immersion Rod, Refrigerator, Cooler, etc are strictly prohibited inside the Hostel Room. However, the use of Electronic equipment such as Computer, laptop, and Mobile charger are permitted. Playing music with loud volume is strictly prohibited.
- 8.5. RAGGING in any form is strictly prohibited within the college premises or any other part of University of Delhi.
- 8.6. Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under Ordinance XV C.
- 8.7. Residents must maintain proper decorum in the hostel. Severe action will be taken against students, who abet other students, whether in breaking the rules or in undermining the discipline of the hostel.
- 8.8. Every resident must inform the administration in writing about his/her absence from the Hostel, if he/she stays out for a night. He/she should also give the address at which he/she may be contacted. Failure to adhere to this rule will invite penal action as decided by the Hostel Committee.
- 8.9. Residents are advised not to keep expensive items of large sums in their room.
- 8.10. Residents are required to use their locks and not to leave the room unlocked when they are not in their rooms in order to safeguard their personal belongings against theft.
- 8.11. Residents must carry the Hostel Identity Card with them and produce the same on demand by Security Guard and College/Hostel officials.
- 8.12. No resident shall engage any person for service of any kind.
- 8.13. Gross indiscipline of any kind, irregularity in payment of dues and poor class attendance record will be treated as disqualification for readmission.
- 8.14. Residents are advised not to paste posters on the walls and doors of the Hostel and college premises. Graffiti is strictly prohibited.
- 8.15. Residents are required to switch off the lights and fans while leaving the room.

8.16. Hostel rules and regulations are subject to change from time to time and these will be notified as and when required. Residents are liable to fine/expulsion for breach of these directives.

HOSTEL ADMINISTRATION

Hostel Committee

Principal (Dr. S. K. Garg)	:	Chairman
Warden (Boys)	:	Convener
Warden (Girls)	:	Convener*
Bursar (Dr. Kulvinder Singh)	:	Member
Proctor (Dr. Avnindra Kumar Singh)	:	Member
Two Faculty Members	:	Members

Hostel Residents Council

President

Secretary

Treasurer

Hostel Mess Committee

Warden

President Hostel Residents Council

Secretary Hostel Residents Council

Ordinance XV-B

Maintenance of Discipline among students of the University

- All powers relating to discipline and disciplinary action are vested in the Vice-Chancellor.
- The Vice-Chancellor may delegate all or such powers as he/she deems proper to the Proctor and to such other persons as he/she may specify in this behalf.
- Without prejudice to the generality of power to enforce discipline under the Ordinance, the following shall amount to acts 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 within the University of Delhi;
 - (b) carrying of, use of, or threat to use of any weapons;
 - (c) any violation of the provisions of the Civil Rights Protection Act, 1976;
 - (d) violation of the status, dignity and honour of students belonging to the scheduled castes 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.
- 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 to him/her appropriate, the Vice-Chancellor, may in the exercise of his/her powers aforesaid order or direct that any student or students-
 - (a) be expelled; or
 - (b) be, for a stated period rusticated; or
 - (c) be not for a stated period, admitted to a course or courses of study in a College, Department or Institution of the University; or
 - (d) be fined with a sum of rupees that may be specified; or
 - (e) be debarred from taking a University or College or Departmental Examination or Examinations for one or more years; or
 - (f) That the result of the student or students concerned in the Examination or Examinations in which he she or they have appeared be cancelled.
- The Principals of the Colleges, Heads of the Halls, Deans of Faculties, Heads of Teaching Departments in the University, the Principal, School of Correspondence Courses 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 Departments, in the University as may be necessary for the proper conduct of the Institutions, Halls and teaching in the concerned Departments. They may exercise their authority through, or delegate authority to, such of the teachers in their Colleges, Institutions or Departments as they may specify for these purposes.
- Without prejudice to the powers 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 Principals of Colleges, Heads of Halls, Deans of

Faculties and Heads of Teaching Departments in this University. Each student shall be expected to provide himself/herself with a copy of these rules,

- 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 Ordinances and the Rules that have been framed there under by the University.

ORDINANCE XV-C

Under the Acts, the Statutes, the Ordinances and the Rules that have been framed there under by the University.

Ord. XV-C. Prohibition of and Punishment for Ragging

- Ragging in any form is strictly prohibited, within the premises of College/ Department or Institution and an' part of Delhi University system as well as on public transport.
- Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under this Ordinance.
- Ragging for the purposes 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 junior or inferior by other students and includes individual or collective acts or practices which-
 - (a) involve physical assault or threat to 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 behavior.
- The Principal of a College, the Head of the Department or an Institution, the authorities of College, of University Hostel or Halls of Residence shall take immediate action on any information of the occurrence of ragging.
- Notwithstanding anything in Clause (4) above, the Proctor may also suo moto enquire into any incident 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.
- The Proctor may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of the ragging incident.
- If the Principal of a College or Head of the Department or Institution or the Proctor is satisfied that for some reason, to be recorded in writing, it is not reasonably practical to hold such an enquiry, he/she may so advise the Vice-Chancellor accordingly.
- When the Vice-Chancellor is satisfied that it is not expedient to hold such an enquiry, his/her decision shall be final.
- On the receipt of a report under Clause (5) or (6) or a determination by the relevant authority under Clause (7) disclosing the occurrence of ragging incidents described in Clause 3 (a), (b), and (c) the Vice-Chancellor shall direct or order rustication of a student or students for a specific number of years.
- 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 for one or more years or that the results of the student or students concerned in the examination or examinations in which they appeared be cancelled.

- In case any students who have obtained degrees of Delhi University are found guilty under this Ordinance appropriate action under Statute 15 for withdrawal of degrees conferred by the University shall be initiated.
- For the purpose of this Ordinance, abetment to ragging whether by way of any act, practice or incitement of ragging will also amount to ragging.
- All institutions within the Delhi University system shall be obligated to carry out instructions/directions issued under this Ordinance, and to give aid and assistance to the Vice-Chancellor to achieve the effective implementation of the Ordinance.