

1 Admission to semesters II-VIII

Hostel reopens on 19th July 2015. All hostel residents of 2nd and 3rd year are required to report to the hostel by 19th July 2015 or latest by morning of 20th July 2015.

Admission in the subsequent semesters will be subject to the following conditions

- Re-admission to the Hostel in subsequent semesters is not automatic.
- Students should have passed all papers of the previous semester.
- They should have secured 75% attendance in all their classes taken together.
- There should be no disciplinary action or other proceedings against them.
- Prescribed Application form for re-admission has to be filled every semester.
- An updated declaration regarding the medical condition of the student must be submitted every semester.
- All admissions will be subject to the recommendation of the Warden and approval of the Principal.
- Those admitted under Sports quota should submit records of participation in events and attendance in the relevant sports activity.

Readmission Schedule

The semester charges are to be paid in the accounts branch between 9:30 a.m. to 1:00 p.m. according to the following schedule.

Semester III and V : 29, 30, 31 July, 2015

Semester II, IV and VI : 6,7,8 January, 2016

Note: After the due dates a fine of Rs. 50/- per day will be charged.

2. Rules

2.1 General Discipline

- **RAGGING IN ANY FORM, IS STRICTLY PROHIBITED.**
- Resident students will be issued Hostel Photo Identity Cards. This card has to be shown to the hostel gatekeeper to enter the hostel. Residents are required to retain and carry this card with them at all times. A sum of Rs. 100/- will be charged for the loss of the hostel identity card.
- Resident students are expected to be present in the hostel on the first day and the last day of each semester.
- It is mandatory for students to maintain the minimum required attendance (75%) failing which, admission to the hostel in the subsequent semesters will be denied. Attendance in all assessment related tasks is compulsory.
- Consumption of liquor, drugs and tobacco is strictly prohibited. Action will be taken against any student found indulging in these activities and those present in gatherings where such activities take place.
- Resident students found forging signatures of parents/local guardian/fellow students will be expelled from the hostel.
- Resident students are not allowed to take up any full time/part time employment or enroll for any course without the prior permission of the College.
- Residents are expected to dress in an appropriate manner while visiting the dining hall, visitors' room and other common spaces in the hostel or college.
- Resident students are advised not to bring expensive jewellery or keep large sums of money in their rooms. Hostel authorities will not be responsible for any loss/theft.
- All resident students must be present in the hostel by 7.30 p.m. and attend the roll call every evening, unless they are on approved leave. No resident is allowed to be absent from the hostel after 7.30 p.m. without valid prior permission. Any unexplained or unauthorised absence from the hostel after 7.30 p.m. will be subject to disciplinary action.
- The College permits food delivery to the Hostel upto 11 pm.
- Students of Indraprastha College Women's Hostel are permitted to stroll within the hostel premises and those of Kalavati Gupta Hostel are allowed to do so in the front quadrangle of the College upto 11 pm.
- Any act of vandalism / soiling of the toilets / loss of keys (of rooms/ cupboards) and locks etc., will be punished with individual / collective fines followed by other disciplinary action. All damages caused by vandalism will be charged to the students.

- The College is not in a position to accommodate any student in the Hostel when it closes for vacations, and all such students will be required to make their own arrangements for stay.

Resident Students are expected to follow the above rules both in letter and spirit.

2.2 Leave

Residents may avail of the following types of leave:

Leave to visit LG	- Weekends (Saturdays and Sundays); Gazetted Holidays; and four times a month during week days.
Late Night Leave	- Weekends (Saturdays and Sundays); (Upto 10:30pm) Gazetted Holidays; and four times a month during week days.
Home Leave	- During Breaks / for special purposes .
Day-scholar Leave	- for valid approved reasons only

A resident will be permitted to avail of day scholar status two weeks in an academic year, subject to request from parents.

Late Night Leave cannot be converted into any other leave.

- Application for any kind of leave has to be submitted at least 24 hours in advance in the prescribed proforma. Residents can proceed on leave only after ensuring that leave is duly sanctioned by the Warden. Prior letter of request is to be furnished from parents in case of home leave / leave for special purposes .
- Residents are required to sign in the appropriate register (Late night/LG leave/Home leave) before proceeding on any kind of leave and on their return. Any resident found leaving or entering the hostel without signing the register is liable to disciplinary action.
- Each student will be issued a leave booklet for sanction of all kinds of leave. A sum of Rs. 100/- will be charged for the loss of the leave booklet.
- Every leave applied for and sanctioned has to be entered in the leave booklet to be signed by the Parent / LG and counter signed by the Superintendent / Warden.
- The Local Guardian is required to be available on the contact number provided to the College and any change in contact details should be intimated to the College immediately.

2.3 Mess

- Meal timings should be strictly adhered to. Meals will not be provided before or after the fixed timings.
- Wastage of food is strictly forbidden and is punishable with a minimum fine of Rs. 100/- per meal.
- Packed lunch facility, in special circumstances only, is available on prior request to the Hostel Superintendent.
- Residents planning to eat out should indicate this 24 hours in advance in a register kept for this purpose.
- Residents are expected to have their meals in the dining room. Sick residents may be allowed to have their meal in their rooms only with the prior permission of the Superintendent.
- Residents are expected to clear up their places after meals.

2.4 Rooms

- The resident is responsible for the care and maintenance of the room and furniture provided to her, including locks and latches. Residents are expected to keep their rooms and surroundings tidy and to refrain from defacing the walls. No additional nails/ pictures are to be fixed on the walls or cupboard.
- Any act of vandalism will be subject to strict punitive action.
- Rooms are subject to check by the Warden / Discipline -In-Charge / Superintendent at any time.
- Lights and fans should be switched off while leaving the rooms.
- Residents are expected to maintain silence in the rooms and the corridors. Every student is expected to be in her room and maintain silence after 11 P.M.
- Cooking or ironing is not allowed inside the room. Use of any electrical gadgets (such as room heaters, coolers etc.) is strictly prohibited.
- Residents should ensure that they do not indulge in any activity in the room that causes disturbance to roommates or other residents.

2.5 Common Room

- The Common Room is for the exclusive use of residents.
- The T.V. will be switched off and the room will be locked at 11 p.m.

- Furniture should not be moved out of the Common Room to any other place in the hostel. A fine of Rs. 100/- will be imposed for violations.
- All common areas, including corridors, should be kept clean and litter-free. Any violation of this rule will invite penalty.

2.6 Medical

- Students suffering from chronic illness and / or requiring special dietary and other care are advised not to apply for the hostel.
- Residents must have the required immunization.
- Any major or minor illness should be reported immediately to the authorities.
- Residents must have their complete medical files with them during their stay in the hostel.
- Students will be admitted to the nearest available medical facility in case of an emergency. The cost will be borne by the student. The LG / parents are required to take charge of the patient thereafter.

2.7 Foreign Students

- All hostel rules are applicable to foreign students.
- Where there is no Local Guardian, the respective Embassy / High Commission will be contacted in case of emergencies, including medical conditions requiring hospitalisation.
- The College is not in a position to accommodate any Foreign Student when it closes during the summer vacations.

2.8 Visitors and Guests

- Resident students may receive visitors between 4.30 p.m. and 7.30 p.m. on all days, and between 11.00 a.m. and 7.30 p.m. on Sundays and other holidays.
- Visitors are to leave their vehicles outside the College gate, except when they have to collect or deposit heavy luggage. In such cases they are required to register the vehicle at the College/Hostel gate post.
- Visitors must sign in the register available with the Chowkidar at the hostel gate, during every visit.
- Students are not to loiter at or around the College gate with their visitors.
- No visitors are allowed to enter the hostel except during visiting hours.

- No visitors (including parents) will be allowed the use of any type of camera or filming equipment in the hostel without prior permission of the Warden.
- The hostel administration reserves the right to deny entry into the Hostel Visitors' Room to any visitor who fails to prove his/ her identity or provide valid reasons for visiting the hostel.
- Women guests are permitted to stay in the hostel (with the prior permission of the Warden) for a maximum period of two days. The same person cannot circulate in the hostel as a guest of different students for more than three days in a month. Mothers and sisters are permitted to stay for a maximum of three days.
- Guest charges (to be paid in advance) are Rs. 300/- per day per head. In exceptional circumstances when the stay is extended beyond the permissible two-day period, (with the prior permission of the Warden), Rs.400/- per day per head will be charged after the initial two days.
- Guests are required to sign in a register (maintained for this purpose) on arrival and departure.
- Guests also will have their meals in the dining hall.
- All guests are required to abide by the rules of the hostel.
- The Warden reserves the right to refuse permission or terminate the stay of any guest, at any time without prior notice.

2.9 Hostel Committee

The Hostel Committee is a consultative committee consisting of faculty members, appointed by the College Staff Council, to assist the Principal and the Warden in the administration of the hostel.

2.10 ACADEMIC CALENDER FOR 2015-2016

SEMESTER I/III/V/VII		
1	Classes begin	July 20, 2015 (Monday)
2	Mid-Semester break	October 21, 2015 (Wednesday) to October 25, 2015 (Sunday)
3	Classes begin after Mid-Semester break	October 26, 2015 (Monday)
4	Dispersal of Classes, Preparation Leave and Practical Examinations begin	November 13, 2015 (Friday)
5	Theory Examinations begin	November 26, 2015 (Thursday)
6	Winter Break	December 19, 2015 (Saturday) to January 03, 2016 (Sunday)
SEMESTER II/IV/VI/VIII		
1	Classes begin	January 04, 2016 (Monday)
2	Mid-Semester break	March 23, 2016 (Wednesday) to March 27, 2016 (Sunday)
3	Classes begin after Mid-Semester break	March 28, 2016 (Monday)
4	Dispersal of classes, preparation leave and Practical Examinations begin	April 26, 2016 (Tuesday)
5	Theory Examinations begin	May 9, 2016 (Monday)
6	Summer Break	May 21, 2016 (Saturday) to July 19, 2016 (Tuesday)

Note: The calendar issued by the University will be strictly followed. Students are advised to ensure their attendance in class as per the given calendar.

Students have to vacate the hostel on the day after the completion of their semester examination in May-June 2016.

The hostel will be closed during the summer break for maintenance and other works.

3. Hostel Fees

3.1 Indraprastha College Women's Hostel

Fees are charged under the following heads of expenditure:

		Year II to IV
A	Annual Charges	
(i)	Admission Fee	100
(ii)	Establishment	15000
(iii)	Room Charges	9600
(iv)	Electricity	8000
(v)	Water	3000
(vi)	Repairs	4000
(vii)	Furniture & Fixture	3000
(viii)	Kitchen Equipment	1500
(ix)	Telephone	200
(x)	Stationery	300
(xi)	T.V.	200
(xii)	Garden	500
(xiii)	Contingencies	1000
(xiv)	Hostel Union Subscription	500
(xv)	Hostel Development Fee	5000
(xvi)	Hostel Newsletter	200
(xvii)	Watch and Ward (for extra security guards)	3500
(xviii)	Laundry	3600
(xix)	Reading Room/Magazines etc	200
(xx)	Sports/Recreation Etc	500
B	Mess Charges	
	Meals@ Rs. 3500/- p.m. for 11 months	38500
	Mess Maintenance	14300
	Grand Total (A+B)	1,12,700

3.2 Kalavati Gupta Hostel

Fees are charged under the following heads of expenditure:

FEE STRUCTURE 2014-15		Year II to IV
A	Annual Charges	
(i)	Admission Fee	100
(ii)	Establishment	10000
(iii)	Room Charges	4800
(iv)	Electricity	8000
(v)	Water	3000
(vi)	Repairs	2500
(vii)	Furniture & Fixture	2500
(viii)	Kitchen Equipment	1000
(ix)	Telephone	200
(x)	Stationery	200
(xi)	T.V.	200
(xii)	Garden	300
(xiii)	Contingencies	700
(xiv)	Hostel Union Subscription	500
(xv)	Hostel Development Fee	3500
(xvi)	Hostel Newsletter	200
(xvii)	Watch and Ward (for extra security guards)	1000
B	Mess Charges	
	Meals@ Rs. 3500/-p.m. for 11 months	38500
	Mess Maintenance	5000
	Grand Total (A+B)	82,200

• Fees to be paid at the beginning of each Semester is as follows

- Kalavati Gupta Hostel
Semester II -VIII - Rs. 41,100/-
- Indraprastha College Women's Hostel
Semester II-VIII - Rs. 56,350/-

Delay in payment will lead to a fine of Rs. 50/- per day.

• Foreign students are required to pay an additional sum of \$200 at the time of Hostel admission as per University Rules.

Note:

- (a) Mess fee for 11 months will be charged from all residents.
- (b) Fees must be paid through demand drafts favouring "Principal, IP College" and payable at Delhi.
- (c) The College reserves the right to increase the fees, if required.
- (d) Caution money/security deposit is refundable upto 31st March of the financial year in which the student passed out or left the hostel.

4 Anti-Ragging Ordinance

The College, as well as the University, takes a very serious view of the practice of ragging. Students found indulging in ragging can be punished by expulsion from the College. We are reproducing here the University Ordinance XV-C for your information.

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 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 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 effect their self esteem;
 - (e) entail verbal abuse and aggression, indecent gestures and obscene behaviour.
4. The Principal of a College, the Head of the Department of 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.
5. Notwithstanding anything in Clause (4) above, the Proctor may also suo moto enquire into 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.
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. The Vice-Chancellor may in other cases of ragging order or direct that any student or students be expelled or not be (for a stated period) admitted to a course of study in a college, department examination for one or more years, or that the result of the student or students concerned in the examination or examination in which they appeared be cancelled.
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 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.
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 for one or more years, or that the result of the student or students concerned in the examination or examination in which they appeared be cancelled.

11. 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.
12. 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.
13. 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.

Name of Hostel Resident_____

Course_____Year_____

College Roll No _____Allotted Room._____

UNDERTAKING FROM THE STUDENT

1. I declare that I have read the Hostel Prospectus and am familiar with the rules and regulations contained therein.
2. I declare that I will maintain a minimum of 75% attendance in all classes, failing which I shall lose the right of re-admission to the Hostel.
3. I undertake to abide by the rules and regulations of the Hostel, the violation of which will subject me to disciplinary action as deemed fit by the authorities, which may include expulsion.
4. I have been informed that,
 - Ragging is banned in Universities and Colleges.
 - Ragging is banned in this Hostel and the College.
 - Punishment for ragging may include expulsion from the College.
5. I shall not plead ignorance of any rule notified from time to time.
6. I undertake to fulfill my social and civic responsibilities as a resident of the Hostel as advised by the College.
7. I undertake that the academic calendar of the College/University will be respected when I plan my home/other visits.
8. I have been informed that:
 - a) the Kalavati Gupta Hostel will be closed for extensive renovation and upgradation in 2016-17.
 - b) All 3rd year and 4th year residents of 2016-17 in Kalavati Gupta Hostel will be shifted to Indraprastha College Women's Hostel at the fee structure applicable to Kalavati Gupta Hostel in that year.
10. I undertake to vacate the hostel on the day after my last semester examination in May/June 2016.

(Signature of the Student)

Declaration by the Parents and Local Guardian

1. We declare that we have read the Rules and Regulations in the Hostel Prospectus and undertake that we will abide by the same.
2. We will take charge of our ward in case of any illness or breach of discipline or any other emergent situation, as required by the College.
3. We undertake not to make any demands on the College to customize any service for our ward whatsoever.
4. We understand that the College is not responsible for the whereabouts of our ward when she avails various types of permissible leaves and when she leaves the Hostel on home leave.
5. We declare that the academic calendar of the College/University will be respected when we plan our wards' home visits.
6. As Local Guardian, I undertake to represent the parents and to take responsibility of their ward in case of any emergency (medical or otherwise), and during University/ College breaks and vacations.

(Signature of the Parent)

(Signature of the Local Guardian)

PERSONAL DETAILS OF PARENTS AND
LOCAL GUARDIAN

Name of Father _____

Name of Mother _____

Residential Address _____

Residential Tel. No.(with STD code) _____

Father's Off. Address _____

Off. Tel. No.(with STD code) _____

Mobile No. _____ E-mail _____

Mother's Off. Address _____

Off. Tel. No. (with STD code) _____

Mobile No. _____ E-mail _____

LOCAL GUARDIAN

Name of Local Guardian _____

Residential Address _____

Tel. No. _____

Office Address _____

Office Tel. No. _____ E-mail _____

Note : Phone/Mobile numbers and addresses must be operative at all times.
The College Hostel should be informed of any or all updates and changes.

Name of Hostel Resident _____
Name of the Hostel _____
Course _____ Year _____
College Roll No _____ Allotted Room No. _____

MEDICAL RECORD OF THE RESIDENT

Blood Group: _____ Known Allergies: _____

Do you suffer from any Chronic Ailment ? Yes/No
If yes, give details:

Any specific Medication required: _____

Details of the person to be contacted in case of an emergency:

Name: _____

Address: _____

Contact Tel. No : _____ Mobile: _____

Any other detail you would like to furnish: _____

Certified that the candidate is medically fit to stay in the hostel: Yes/No

Signature of the Doctor

(Name and Registration No.) (with official seal)

Signature of the Student

Signature of the Parent

Note: Residents are required to keep their complete medical records with them during the period of their stay in the Hostel.