



INDRAPRASTHA COLLEGE FOR WOMEN

(UNIVERSITY OF DELHI)



HOSTEL PROSPECTUS JULY 2022-23

CONTACT

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Indraprastha College Women's Hostel Hostel Office Ms. Shabnam (Matron)	22 A, Shamnath Marg, Civil Lines, Delhi-110054 9667889507
College Office	011-47533650, 011-47008184
E-mail ID: KG Hostel IP Hostel	info.kghostel@gmail.com ipcwhostel@gmail.com
College website*	www.ipcollege.ac.in

*** All Hostel related information will be posted on the College website. Aspirants should check regularly.**



COLLEGE ADMINISTRATION

Principal	Prof. Babli Moitra Saraf
Vice Principal	Prof. Rekha Sethi
Bursar	Ms. Sushma Neena Kumar
Administrative Officers	Mr. Dinesh Sundriyal
	Mr. Jagdish Kandpal

HOSTEL ADMINISTRATION

Warden	Discipline-in-Charge
Dr. Seema Singh	Ms. Swaha Das

RIGHT TO INFORMATION

Public Information Officer	Mr. Dinesh Sundriyal
Appellate Authority	Prof. Babli Moitra Saraf





Congratulations and welcome to the Hostels of IP College! The College has two hostels namely, the Kalawati Gupta Hostel on its campus with a total number of 450 seats, and the Indraprastha College Women's Hostel, across the road and opposite the main campus of IP College.

You have just taken your first step out of your homes into public space and community life. This signifies both freedom and responsibility. In fact the COVID 19 pandemic situation has awakened us to a new world in which we are responsible not only to ourselves but to the entire community. IP College runs the hostels on liberal principles, treating its residents as young adults and taking on board the concerns of safety and security of young women who wish to relocate themselves for higher education. Living here is about integration of diversity, of regions and identities but also of accommodating difference.

Life in the hostels is a celebration of community life in an ambience of collegiality. It is also about becoming tough, facing the occasional discomfort and coming out strong and enabled to face a world which challenges our tolerance and endurance. The College encourages an Animal-Friendly campus and the hostel campus brims with the energy of dogs, cats, peacocks and other birds.

IP College is about you. You are at the centre of its vision – a vision which upholds the values of equality and harmony, while it continues to mainstream the marginalized, even as it pursues the goals of academic excellence. Your safety, security and comfort are the College's prime concerns while planning the activities of the hostels.

Admission to the hostels of the College is an enabling facility, and not a matter of right or entitlement. Please read the Prospectus thoroughly to familiarize yourselves with the rules and regulations of the hostels.

I wish you a memorable and enjoyable stay.

Principal

Life on the IP Campus and the Hostels

We, as global citizens, are confronted with global challenges. The main challenges today are the Covid pandemic, climate change and the pollution of air, water, and soil. If we want to move towards resolving these problems, our everyday practices must be part of the solution. The problems we face can only be resolved by both individual and collective action in spaces that are both private and public. One such space is our hostel. Our hostels are shared spaces, which if used with care by respecting the dignity of all members of the campus, could lead to the greater common good.

Our college is interested in our wellness. It pursues our physical and emotional well-being, of both the individual and the community, of you and of us. We are part of a campus that is rich in biodiversity.

Let us maintain and enrich this campus through everyday practices that are essential.

- Let us commit ourselves to sustainable ways of living.
- Let us commit ourselves to observing Covid Appropriate Behaviour.
- Let us avoid single use plastic such as plastic water bottles and plastic cups.
- Let us reuse as often as we can and recycle.
- Let us segregate waste into appropriate bins, designated for organic, plastic and e-waste.
- Let us avoid wastage of food.
- Let us conserve water
- Let us switch off electrical equipment when not in use.

1. Kalawati Gupta Hostel (KG)

The KG Hostel on the College campus was established in 1956 as part of the College's vision to impart quality education to young women. It was redesigned, renovated and refurbished in 2017 with all modern amenities, and inaugurated on the occasion of Gandhi Jayanti in October 2017.



KG Hostel is centrally air-cooled and uses solar heaters for hot water. It has elevators and stairs for upper floors. There is 24 hours power back-up and running water. All the offices of the hostel are on the ground floor, which also has the Medical Room and the Dining Hall. The Dining Hall is also optimised as an Assembly Hall. The modern Kitchen is equipped with the latest kitchen fittings and appliances. There are 3 lush lawns within the hostel premises. The hostel is Wi-Fi enabled (DU facility), and has CCTV cameras. It also has a Laundromat which is operated by the students.

KG Hostel has large furnished rooms given on a twin sharing basis. Every room has 2 beds with mattresses, 2 study tables with chairs, a book rack and 2 wardrobes. Study lights and plug sockets are provided. 8 rooms share a toilet block. The rooms for Persons with Benchmark Disability (PwBD) are located on the ground floor, adjacent to the residence of the Hostel Manager and Matron. The PwBD toilet block is specially designed for disability access.

The Hostel has a Visitor's Lobby, a Library and a Recreation & Common Room as well as facilities for Luggage Deposit. The Visitor's Residence of the College is also on the KG campus. Every floor has 2 kitchenettes with refrigerators, microwave ovens and facilities for snack cooking and a sink for dish-washing. There are hangout cubby holes for students to relax with friends. Additionally, there is a rich bird and animal life on the campus.

KG hostel has 280 seats distributed over the three years of students in various courses and categories.

2. Indraprastha College Women's Hostel (IP Hostel)



The IP Hostel is situated across the road from the College on a separate campus. It was established in 2009 and was renovated and refurbished in 2018.

IP Hostel is centrally air-cooled on the ground and 1st floors, and has AC rooms for 92 students on the 2nd and 3rd floors. It uses solar heaters for hot water. It has an elevator and stairs for the upper floors. There is 24 hours power back-up and running water. All the offices of the Hostel are on the ground floor, which also has the Medical Room, the Dining Hall, and a large Common Room and an Assembly area. The Hostel is Wi-Fi enabled (from DU) and has CCTV cameras. It also has a Laundromat which is operated by the students. Every floor has a refrigerator, a microwave oven and facilities for snack cooking and a sink for dish-washing.

IP Hostel has large furnished rooms given on twin sharing basis. Every room has 2 beds with mattresses, 2 study tables with chairs, a book rack and 2 wardrobes. Study lights and plug sockets are provided. There is a toilet block for every cluster of rooms.

The Hostel has a Visitor's Lobby on the ground floor and there is a strolling area around the building in the campus of IP Hostel. The IP College Visiting Scholar Residence is also on the hostel campus.

IP Hostel has 170 seats distributed over three years in various courses categories. The College has also provided for allocation of seats to students on considerations of distress, remote and conflict areas.

Hostel Admission

The student is required to read the **Hostel Prospectus July 2022-23**, and Rules and the Regulations of the Hostel, and undertake that she will abide by the same.

Hostel admission is available only to students who are already admitted in the academic courses of the College and are from outside Delhi. Students from the NCR will be considered only in case of vacancies. There is no provision to give a hostel seat to a local student.

Number of seats : KG Hostel – 280 seats IP Hostel – 170 seats

The resident is required to have a Local Guardian (LG) and should be in a position to vacate the Hostel at short notice, as may be issued by the College in an emergent situation. In case of emergency, the LG will be the first point of contact for the College.

Any change in the contact details of the parents/ guardian and LG will be intimated immediately to the College/Hostel, and the contact details of the parents/ guardian/ LG will be operative at all times.

Admission is strictly on the basis of merit within each course and category.

- The College reserves the right to allocate a hostel seat to a student in either of its hostels as per availability, even though student preference is invited.
- Students in the PwBD category are accommodated in the KG Hostel only.
- Students in the Foreign Students category are also placed in KG Hostel, unless they have opted for AC rooms.

Documents required at the time of Hostel Admission/Re-admission have been specified in the Google Form/s submitted by the applicant.

At the time of reporting to the hostel, a hard copy of the Admission Form submitted online with all supporting documents have to be submitted to the hostel office.

Admission of Foreign Students:

Admission of Foreign Nationals is through the Foreign Student Registry of the University of Delhi.

The following documents have to be submitted to the College at the time of Hostel admission

- Self-attested photocopy of passport.
- Details of the contact person from the relevant Embassy/ High Commission/ any other sponsoring organization.
- Copy of sponsor letter from the sponsoring organization.

- An additional amount of INR 15000 is charged for a foreign student over and above the Hostel Fees, specified by the College, except in the case of Tibetan students.

Admission to the Hostel in Subsequent Semesters:

Admission to the Hostel in subsequent semesters is not automatic and is subject to the following conditions:

- Students should have passed all papers of the previous semester.
- They should have maintained a cumulative class attendance of 75% in each semester.

Note : Due to unprecedented circumstances of Covid 19 pandemic, the College is waiving off attendance criteria of 75% for the batch of hostel re-admission in July/August 2022. This is a one-time waiver given by the college and will not act as precedent.

- There should be no disciplinary action or any other proceedings against them.
- Prescribed Application for re-admission is to be filled every Semester.
- Students arriving later than three days to the hostel in the academic session will lose their seat to the wait listed candidates. It is mandatory to inform the Hostel authorities accordingly.
- There should be no breach of Hostel Policy, Rules and Regulations.
- An updated Declaration regarding the medical condition of the student must be submitted every semester.
- Those admitted under Sports quota should submit records of participation in events and attendance in the relevant sports activity.
- All admissions will be subject to the recommendation of the Warden and approval of the Principal.



Fire drill conducted to the Hostel

Hostel Policy, Rules and Regulations

Under Covid-19 Protocol:

1. All residents are required to follow protocols as announced by the College/University of Delhi in the Covid 19 Pandemic situation, from time to time.
2. Resident students may be required to disclose their contact history, which may need to be traced in the context of the Pandemic.
3. Residents are required to submit an Undertaking regarding the status of their Covid vaccination.
4. Residents are required to follow Covid Appropriate Behavior (CAB), sanitizing hands regularly, wearing masks and avoiding congregation in large numbers.
5. The resident will not make any demands on the College to customize any service, whatsoever.
6. The academic calendar of the College/University will be followed when the resident plans home visits.
7. The College has taken all possible steps for the resident's safety and security, and will not be responsible for any accident, mishap or disaster, or an act of God.
8. Once a resident steps out of the Hostel, the College will not be responsible for her whereabouts.
9. The College will send the resident to the nearest available medical facility in any medical emergency at her expense, and will inform her LG and parents/ guardian, who will assume all responsibility of her care at that time.

General Discipline

- i. **RAGGING IN ANY FORM IS STRICTLY PROHIBITED.**
- ii. Students who are minors will be governed by the law of the land.
- iii. 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.
- iv. Resident students found forging signatures of parents/local guardian/fellow students will be subject to strict disciplinary action.
- v. 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.
- vi. Any act of vandalism / soiling of the toilets / common areas / loss of keys (of rooms/ cupboards) and locks etc., will attract individual / collective fines including recovery from Caution Money followed by other disciplinary action, if deemed necessary.

- vii. All damages caused by vandalism and breach of discipline will be charged to the students, individually or collectively, and may include forfeiture of the Caution Money.
- viii. 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.
- ix. Residents are required to mark their presence in the hostel biometrically, maintaining hand hygiene before and after the attendance.
- x. A sum of Rs. 250/- will be charged for the loss of the hostel identity card.
- xi. Residents are expected to dress in a manner appropriate to a shared workplace, in spaces so defined i.e. the dining hall, visitors' lounge and other common spaces in the hostel.
- xii. 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.
- xiii. All Resident students are required to participate in the safety drills conducted in the hostels from time to time.

Hostel Attendance Rules

- Resident students are expected to be present in the hostel according to their academic calendar as announced by the University of Delhi for the applicable semester.
- It is mandatory for students to maintain the minimum required class attendance (75%) failing which, admission to the hostel in the subsequent semesters will be denied. Submission in all assessment related tasks is mandatory.
- All resident students must be present in the hostel by 8:00 p.m. and register their presence through biometric attendance. Any unexplained or unauthorized absence from the hostel after 8.00 p.m. will be subject to disciplinary action.
- The College permits food delivery to the Hostel till 11:00 pm.
- Residents of K.G. Hostel are permitted to stroll **only in the College front quadrangle** till 11:00 p.m. Loitering in other spaces will attract disciplinary action.
- Residents of IP Hostel are permitted to stroll **within the hostel premises** till 11:00 p.m.

2.2 Leave from Hostel

Residents may avail of the following types of leaves on prior intimation:

Ordinary leave (apart from Vacations)	Weekends (Saturdays and Sundays) Gazetted Holidays and four times a month during weekdays.
Late Night Leave (upto 10:30 p.m.)	Weekends (Saturdays and Sundays) Gazetted Holidays and four times a month during weekdays.

There is no provision whatsoever, to convert the approved Late Night Leave into any other kind of leave

How to Apply for Leave

- Information regarding leave must be intimated atleast 24 hours in advance to the hostel authorities.
- 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.
- A student who does not sign-in after availing of 'late night' or any other kind of overnight leave will be deemed as absent from the hostel without information and approval, and will be subject to disciplinary action.
- The Local Guardian is required to be available on the contact number provided to the College and any change in contact details of the parents and LG should be intimated to the College immediately.
- **The College/Hostel will not be responsible for the whereabouts, safety and security of the residents, once she steps out of the Hostel.**

Vacating the Hostel

- **Students have to vacate the hostel on the day after the completion of their semester examination as per the examination schedule of the University of Delhi as applicable to the residents. Since the Academic Calendar and the Examination Time Table are notified well in advance, students are advised to book their tickets for travel as soon as their exam schedule is notified. Under no circumstances, will they be permitted to extend their stay in the hostel after the exam is over. (This is not applicable to students admitted to the first year in November/December 2021).**

- The student must inform the Hostel Warden//Matron the date and time of vacating the room, as soon as they have booked their tickets to their hometown.
- **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.**
- **On vacating the room, the student must ensure that the room is handed over with all accessories. Any loss of keys/locks will be charged to their Caution Money.**
- Students planning to sit for Entrance Examinations in centres in Delhi are advised to make their individual stay arrangements, as the hostel will close as soon as the University examination is over.

ROOMS

- At the time of check-in, the student must carry :
 - (a) Google Form alongwith attachments.
 - (b) Bucket, mug, pillows, blanket, bedsheets.
- The resident is responsible for the care and maintenance of the room and the 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.
- Residents should ensure that they do not indulge in any activity in the room that causes disturbance to roommates or other residents.
- 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 11:00 p.m.
- Residents are required to switch off ceiling lights of their rooms by 11:00 p.m. and use table lamps thereafter, if required.
- Residents must use headphones instead of phone speakers when they are present in the room with their roommates.
- Rooms should be kept clean and hygienic. Rooms are subject to check by the College/Hostel authorities at any time.
- All Residents should ensure that washrooms are kept clean after use.
- Any act of vandalism will be subject to strict punitive action. Students are strictly advised to restore original furniture arrangements, when vacating the room at any point during Hostel stay. The student must leave the room neat, clean and tidy and with all waste disposed in the designated waste-bins (green and blue).

- Lights, fans and ACs should be switched off while leaving the rooms.
- Cooking or ironing is not allowed inside the room. The use and possession of any electrical gadgets (such as room heaters, coolers, irons and electrical kettles etc.) are strictly prohibited, and such a student will be heavily penalized. The electric gadgets will be confiscated and will not be restored to the owner.
- During vacation, a resident may be permitted to keep her belongings neatly packed under lock and key in her box/ almirah. However, the room has to be kept accessible for repairs and maintenance.

Note : Failure to adhere to the above mentioned rules will invoke disciplinary action.

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.300/- per meal.
- Packed lunch facility, in special circumstances only, is available on prior request to the Hostel Matron.
- Residents planning to skip a meal in the mess should indicate this 24 hours in advance to the Matron.
- 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 Hostel Matron.
- Residents are expected to clear up their places after meals.

COMMON ROOM AND SHARED SPACES

- The use of the Common Room is subject to Covid Appropriate Behaviour, and 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. 200/- 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.
- The collective responsibility of floor pantries with all the appliances rests with all residents. In case of misuse/ malfunction, the expense for repair/replacement, will be distributed among all residents.

MEDICAL

- **In case of a medical emergency, the student will be admitted to the nearest available medical facility for which the cost will be borne by the student. The LG / parents are required to take charge of the student thereafter.**
- All residents are advised to bring their own medicine kit of SOS/prescription. College arranges only for external First Aid.
- The College as such is not equipped to provide specialized care in specific medical conditions.
- Students suffering from any chronic illness are advised home-care.
- The resident should have compatibility for community living, and take all steps to ensure the health of the community.
- Residents must have the required immunization. They are encouraged to get themselves vaccinated as per the Covid-19 protocol.
- Residents must have their complete medical files with them during their stay in the hostel.

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 hospitalization.
- The College is not in a position to accommodate any Foreign Student when it closes during the long summer vacations.

VISITORS AND GUESTS

- Residents may receive visitors in the designated areas, following Covid Appropriate Behaviour.

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.
- Additionally, student representative assists to run the Hostel as a participative facility.
- The Hostel Matrons will be Special Invitees on the Hostel Committee.

Academic Calendar For 2022-2023

SEMESTER III/V
http://du.ac.in/index.php?page=academic-calendar

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

The hostel is closed during the summer break for maintenance and other work.

Hostel Fee Structure 2022-23

Link to the Detailed Fee Structure and Fee Payment

<http://hostel.ipcollege.ac.in/>

Note:

- Additional amount of Rs. 5000 per month per head, for air-conditioned room (double occupancy).
- Foreign students except Tibetan students, are required to pay INR 15000/- over and above the College Hostel Fee at the time of Hostel admission as per University norms.

Anti Ragging Ordinance

It is mandatory to submit Anti-Ragging affidavit online at website:<http://www.antiragging.in/> www.amanmovement.org . 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/Hostel. The University Ordinance XV-C is reproduced below 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 affect 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 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.

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 a College or the 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.
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.
14. Anti-Ragging Undertaking to be filled **online at website:**
<http://www.antiragging.in><http://www.amanmovement.org>

Sexual Harassment of Women at Workplace Act 2013

Prevention, Prohibition and Redressal Act, 2013 (Ministry of Law and Justice)

An Act to provide protection against sexual harassment of women at work place and for the prevention and redressal of complaints of sexual harassment and for matters connected there with incidental thereto.

WHEREAS sexual harassment results in violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21 of the Constitution and right to practice any profession or to carry on any occupation, trade or business which includes a right to a safe environment free from sexual harassment;

AND WHEREAS the protection against sexual harassment and the right to work with dignity are universally recognized human rights by international conventions and instruments such as Convention on the Elimination of all forms of discrimination against Women, which has been ratified on the 25th June, 1993 by the Government of India.

AND WHEREAS it is expedient to make provisions for giving effect to the said Convention for protection of women against sexual harassment at workplace.

Refer also to Ordinance XV-D Appendix-A at du.ac.in

Internal Complaints Committee (ICC)

As per the direction of UGC and University of Delhi, the College has an ICC.

Members:

1. Dr. Anindita Roy Saha, Presiding Officer (Department of Economics)
2. Dr. Surabhika Maheshwari (Teacher member)
3. Co-ordinator WDC (Teacher member)
4. Ms. Gouri Kiraula (Non Teaching member)
5. Mr. Rajendra Bhatt, Member (Non Teaching member)
6. Ms. Madhubala (Member, NGO)
7. President, College Students' Union (Member)
8. President, Hostel Union (Member)
9. President, WDC (Member)

Smoke Free Zone Announcement

Delhi University is a partner with Delhi Police and World Lung Foundation-South Asia in promoting a tobacco free environment. As a step in that direction, smoking is banned in IP College.

Inauguration of renovated and redesigned KG Hostel-2017







Price : ₹ 150/-