

MAITREYI COLLEGE

University of Delhi

Maitreyi College is an eminent constituent college of the University of Delhi, offering quality education to women. It is committed to creating, nurturing, and maintaining the highest standards of academic quality. The college has a rare distinction of being one of the first six colleges of India to be conferred the Star status to science department of the college by the Department of Biotechnology (DBT), Government of India. It was also awarded "A++" Grade in the NAAC Accreditation cycle-2 of 2022. The college has made rapid strides in overall performance over the years as is reflected in its consistently improving NIRF ranking which rose from an all-India overall rank of 86 in 2018-19 to 29 in 2024. The India Today rankings 2021 has acknowledged the record of progress and success of the college, and has hailed Maitreyi as a college that has 'made the biggest leap since last year'.

Maitreyi College was founded in 1967 as a constituent college of the University of Delhi. Named after the ancient Vedic women scholar, Maitreyi, who when offered a choice between worldly riches and knowledge, chose knowledge. Maitreyi College has sought to embody that same spirit of diligence and dedication in its faculty and students. From making a modest beginning at Netaji Nagar with a staff of seventeen teachers and 250 students offering only B.A. (Pass) and B.Sc. (General) courses with Dr. Sunder Mohini Luthra as the founding principal. The College has since grown and flourished into an eminent institution of learning under the able guidance of all its dynamic principals Dr. B Saraswati Rau (1969-73), Dr. Sita Srivastava (1974-88), Dr. S Bhalla (1989-03), Dr. Savita Datta (2004-17) and Prof. Haritma Chopra (2017 onwards, Principal).

With an illustrious history spanning about 55 Years, the College attracts highly talented students for its Under-Graduate and Post-Graduate programmes. The Institution is known for imparting high quality education and for providing a healthy environment for the growth and development in both Academics and the Co-Curricular activities. Taking note of the need for a residential facility for girl students of the College, a four-storied structure has been constructed in the College campus to accommodate 104 students on twin/thrice-sharing basis. It is a matter of great pride that the student residence for the Girls of this College will be made fully functional from the Academic Year 2023-24. We

are proud to have a Committee who are whole heartedly devoted to the value of excellence as its residents. All the residential rooms are neat and clean. Round-the-clock security will be provided with security guards at the main gates of the hostel. There are CCTV cameras to ensure the safety of the residents at all times. The Hostel has a common room on the 1st Floor where residents can read daily newspapers and magazines, and play indoor games. Television with cable facilities is also provided. The Hostel has an open air space for other recreational activities. Other facilities include a spacious kitchen fitted with modern gadgets, a common dining hall, a medical room and common rooms, which are being used as reading rooms and conference rooms by the students on request. Each floor has been provided with a well-equipped Pantry for off time self-preparation of snacks/refreshments. There are water coolers on every floor. The Laundry rooms on each floor are fitted with fully automatic washing machines and Laundry stands. Great care is being taken to keep the entire place neat and tidy. The resident students of the hostel may also avail college facilities like sports ground, beautiful gardens and excellent library. The Rules and Regulations of the Hostel and Mess are detailed in the Bulletin. We expect all the inmates to follow these Rules and Regulations in totality. Particularly, we have a zero tolerance policy towards indiscipline and ragging. All hostellers are advised to refrain from anti-social activities and not cause inconvenience to fellow inmates.

I welcome all hostellers and extend my best wishes for a comfortable and memorable hostel stay 'A Home away from Home'.

Prof. Haritma Chopra
Principal

It is a matter of great pride to welcome you all to the Maitreyi College Girls Hostel Family. Maitreyi College Girls Hostel is a home away from home. The hostel nurtures the young and innovative minds in the blend of diverse culture in healthy and harmonious atmosphere to give them unforgettable experience during their stay. Safety and security is and has always been the prime concern of the hostel, for which resident students must adhere to rules and regulations. However, self-discipline is a golden rule of thumb for efficient functioning of any organization.

The warden and dedicated staff in the Hostel will ensure full commitment, comfort, convenience and relaxed environment to the resident students so that you always feel at home. The students residing in the hostel will be encouraged and supported for their initiatives relating to cultural, academic and social activities. At the same time mutual understanding and cooperation is expected from the resident students.

The Hostel will function in a completely democratic manner where residents will play a key role in governance process of various activities, to create a congenial environment of big happy family for our resident students so that they cherish good memories of their hostel life forever.

The resident students are advised to refrain from any unlawful act and ragging activities to avoid any disciplinary action against them. I accord you very warm welcome, comfortable stay and outstanding caress to our dear resident students.

Dr. Pratibha Chaudhary
(Warden)

I. MAITREYI COLLEGE GIRLS HOSTEL

1. ABOUT THE HOSTEL

The Maitreyi College Girls Hostel is located within the college campus and is an integral part of the Maitreyi College premises. Hostel affairs are co-ordinated under the guidance and supervision of the resident warden. The warden is assisted by the hostel student's union. The hostel committee under the chairmanship of the Principal with due approval from the Competent Authority frames the rules and regulations of the hostel and is the final authority in matters concerning the hostel.

CONTACT

Maitreyi College Girls Hostel: Maitreyi College, University of Delhi, Bapudham, Chanakyapuri, New Delhi- 110 021

Email id : girlshostel@maitreyi.du.ac.in

Hostel Office Telephone No. :

College Office Telephone No. : 9311331434

College Website : www.maitreyi.du.ac.in

ADMINISTRATION

Principal	: Prof. Haritma Chopra
Bursar	: Dr. Ritu Chahal
Warden	: Dr. Pratibha Chaudhary
Administrative Officer	: Mr. Ranu Kumar

2. HOSTEL COMMITTEE (2024-25):

The Hostel is administered by the Warden in consultation with the Principal of the College. A committee consisting of faculty members and Administrative Staff of the College is constituted to assist the warden in the administration of the Hostel.

Dr. Pratibha Chaudhary, Assistant Professor in the Department of Chemistry is the current Warden.

The Girls' Hostel Committee members are:

- 1.Dr. Ritu Chahal, Associate Professor, Department of History**
- 2.Ms. Rajni Gupta, Associate Professor, Department of Maths.**
- 3.Dr. Poonam Juneja, Associate Professor, Department of Physics**
- 4.Ms. Aruna Saluja, Associate Professor, Department of Economics**
- 5.Dr. Nidhi Chand, Associate Professor, Department of Economics**
- 6.Mr. Ranu Kumar, Administrative Officer**

II. ADMISSION PROGRAMME

1. ADMISSION SCHEDULE FOR 1ST YEAR STUDENTS

Last date of receiving hostel admission form	Information will be displayed on the College website from time to time.
Display of hostel merit list of selected applicants along with waiting list on college Notice Board & on college Website	
Interview for admission ((Both Parents and Local Guardian) and Fee deposit	
Allotment of Room	
Second list (if any) publication	
College orientation for student	
Admission for second list (if any)	

2. ADMISSION SCHEDULE FOR 2ND AND 3RD YEAR STUDENTS

Admission schedule for 2nd and 3rd year students are also available on the basis of merit along with 75% attendance in previous year and the list will be displayed along with the waiting list on the College Notice Board and on Website.

3. Availability of Seats

Total number of seats to be allotted is **102**

- Seats are allocated among the students of all four years
- Allocations/Reservations of seats for various categories, as approved by the University of Delhi, shall be strictly followed.

4. Criteria for Admission

- Admission is strictly on the basis of merit. It cannot be claimed as a matter of right.
- Students who have secured admission to the college are eligible to apply for hostel accommodation. However, the allotment of hostel will be based purely on the merit of marks obtained in the qualifying examination(s).
- Either of the parents of the applicant must not be residing or having a job assignment in the National Capital Territory of Delhi region at the time of admission.
- Availability of a local Guardian in Delhi/NCR will be required.

NOTE: The hostel merit list will be displayed on the college website/notice board. It is the responsibility of the applicant to track the application. The seat will be held as per the schedule and will be released to the next candidate, in case there is no response.

In case of tie between the two candidates meeting the eligibility/merit the decision regarding the admission will be based on the following criteria (in the order given)

- a. Distance of parents' address from Delhi (in Kms.)
- b. Date of birth

NOTE: For Ist year, admission is strictly on the basis of merits. For IInd and IIIrd year admissions, on the basis of merit with 75% attendance is compulsory.

5. Non Eligibility Criteria

- Students whose parents reside in the National Capital Territory (NCT) of Delhi are not eligible for admission to the hostel.
- The applicants whose parents have job assignments in NCT of Delhi are also not eligible for admission to the hostel.

6. ADMISSION Procedure for 1st Year Students

Candidates selected for admission to hostel must produce the following documents at the time of admission:

Application forms A, B, C, D, E and F forms as appended at the end of this prospectus duly filled in by all candidates seeking admission. Incomplete forms will be rejected.

- The application forms should be submitted to the hostel office and must be complete in all respects.
- A photocopy of the receipt of fees deposited in the college must be attached with the forms.)
- Photocopy of class 12th/Last examination passed marks sheet must be attached to the forms,
- **Every applicant will be called for a personal interview. Parents and local guardians must accompany their daughter/ward at the time of admission/re-admission failing which the candidate will not be admitted.**
- **Proof of Residence by way of attested photocopy of (any one of the following) ration card, election card, passport or equivalent document must be attached.**
- Both **Parents Identification proof** by way of attested photocopy of (any one of the following) Driving License, Passport copy, Voter ID or ration card
- When admitted, hostel fees have to be paid within the stipulated days failing which admission will automatically stand cancelled.
- Parents of students admitted are requested to appoint a responsible person as local guardian to the satisfaction of the authorities. The local guardian will represent the parents and take charge of the ward in case of prolonged illness or unforeseen emergencies, university holiday & and vacations. **One Person cannot act as Local guardian for more than one student.**

- **Photographs (duly self-attested at the back, with date):**

- two copies of the candidate's photograph
- two photographs of both the parents
- two photographs of the local guardian

7. ADMISSION TO FOREIGN STUDENTS

The students admitted in foreign student category will be admitted to the hostel only after the seats reserved for foreign students are completely filled in the college. The admission process will remain the same as mentioned in the previous sections.

8. CANCELLATION OF ADMISSION BY THE HOSTEL

Admission of a student may be cancelled for any of the following reasons:

- Involvement in ragging.
- Non-payment of dues for more than 30 consecutive days.
- Keeping guests in the room
- Cessation of regular studentship
- Violation of rules, and indiscipline.
- Suppression of facts and/or providing wrong information.
- Making casteist, communal or racist remarks against other students.
- Involvement in any other act which creates trouble to other residents'/hostel authorities.

In case a student after being admitted wants to get her admission cancelled, she will be entitled to refund of fees as per following time schedule:

If admission is cancelled by	Amount refunded
From 06.08.2025 to 31.08.2025	Any student who is allotted a seat in hostel and pays the fee, and later withdraws admission on or before 31 st August, 2025, will be deducted 10% of the Hostel Development Charges plus Student Development Charges plus Mess fees will be deducted of whole month which the admission withdraws.

From 01.09.2025 to 30.09.2025	Any student who is allotted a seat in hostel and pays the fee, and later withdraws admission from 01.09.2025 to 30.09.2025, will be deducted 50% of the Hostel Development Charges plus Student Development Charges plus Mess fees will be deducted of whole month which the admission withdraws.
From 01.10.2025 to 31.10.2025	Any student who is allotted a seat in hostel and pays the fee, and later withdraws admission from 01.10.2025 to 31.10.2025, will be deducted 75% of the Hostel Development Charges plus Student Development Charges plus Mess fees will be deducted of whole month which the admission withdraws.
From 01.11.2025	No fee will be refunded on or after 01.11.2025 in any circumstances.

In case of withdrawal, the refund is calculated from the date of the written application's submission to the Warden for the withdrawal of admission.

- Any student who pays second instalment of the fee, and later withdraws admission on or before 31st January, 2026 will be refunded only 25% of the Hostel Development Charges plus Student Development Charges plus Mess fees will be deducted of whole month which the admission withdraws. **And from 01.02.2026 no fee will be refunded in any circumstances.**
- Mess charges will be refunded from the month of leaving the Hostel. Fees will be charged for the full calendar month and not any part thereof
- Hostel security will be refunded only after the student has left the hostel. It must be claimed within one year of leaving the hostel, or else deposit will lapse.
- The cost of breakage and other dues, if any, will be deducted from the Hostel Security. Refund may be withheld if the College or Hostel dues are not cleared.
- First year students will pay First instalment at the time of Admission and Second Instalment in first week of January, 2026.
- Second- and Third-year student will pay Fee as per information displayed on the Girls Hostel Notice Board.

III. RULES AND REGULATIONS

1. General Rules

- Since it is a privilege to get admission to the MAITREYI COLLEGE hostel, residents are expected to maintain excellence in academics. Further, they are expected to attend all lectures, tutorials, tests and seminars. Shortage in attendance, poor academic performance and lack of participation in co-curricular and extracurricular activities will be viewed seriously.
- 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.
- Staying away from the hostel without prior intimation or approval, valid reason or authorization is a serious breach of Hostel Discipline. Residents who stay away for a day or more without permission will be liable to lose the Hostel seat and may not be considered for admission in the hostel even in the following year(s).
- Students are expected to appreciate the time and money spent in the maintenance of the lawns and garden. Misuse of the lawns such as causing damage to plants and trees and littering will invite disciplinary action.
- Residents must maintain proper decorum in the hostel. They should behave properly with the staff and their fellow residents. 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.
- Severe disciplinary action will be taken against students who break rules or abet other students in breaking the rules in or undermining the discipline of the hostel.
- Defacing walls, doors, corridors and cupboards by writing, painting or pasting posters, notes etc. with glue/tape/nails etc. is not allowed. Any violation, whatever the extent, will lead to severe disciplinary action and fine of Rs.5000/- on each occasion.
- Residents are advised not to bring jewelry/valuables or keep large sums of money in their rooms. The hostel authorities will not be responsible for any loss.
- No resident can engage any person for service of any kind.
- Residents must be present on the first and last day of every term.
- Entry in the hostel post-liquor consumption is strictly prohibited. Violation of the rule shall lead to immediate expulsion or/and fine of Rs.5,000/-.
- As a zero tolerance policy. Smoking, consuming liquor and drugs are strictly prohibited. The boarders are not allowed to gamble, to consume intoxicants

(narcotics, alcoholic beverages, smoking etc.), nor are they allowed to have possession of them in the hostel premises and violation of this rule shall lead to immediate expulsion or/and fine of 10,000/-.

- Hostel out time will be 6.00 AM and in time will be 7.00 PM post which Roll call will be taken daily and all residents should be present unless prior leave has been taken. Residents must not leave the hostel after the roll call. Violation of this rule could lead to expulsion.
- The permission of the principal/warden must be obtained for taking part in any cultural/sports events outside college, resident students are not allowed to take any type of work or course without specific prior permission of the warden.
- Every resident should report back in the hostel before hostel timings, as notified by the hostel authority. While going out of campus, proper entries have to be made in OUT-CAMPUS register.
- Residents going out of the hostel but within the campus like classes, computer labs and library after the specified hostel times have to make proper entries in IN-CAMPUS register, after seeking permission from the Warden. The entries should be made with proper details including the contact number of the lab/department.
- The students must vacate the hostel within two days of the last day of the semester examination
- Hostel security guards posted at the gates of the Hostel have the right to ask for the identity proof of visitors, guests and residents of the Hostel. Security guards have moreover the right to search bags and belongings being taken in or out of the Hostel by residents, staff, guests and all other visitors, or to refuse entry to visitors and guests. Any intimidation of the guards shall be treated as a serious offense.
- **If a student gets married while living in the hostel and that student becomes pregnant, then the said student will have to leave the hostel seat with immediate effect.**
- **All hostel residents are hereby reminded that strict adherence to hostel rules and regulations is mandatory. Any act of indiscipline or misconduct—including, but not limited to, disrespectful behaviour towards hostel staff or fellow residents, causing disturbances, or breaching established norms—will attract disciplinary action. A first instance will result in a formal warning, while repeated or serious violations may lead to stringent action, including immediate rustication from the hostel.**
- **All students are hereby advised that leaving the hostel premises without obtaining prior written permission from the Warden or concerned authority constitutes a violation of hostel rules and will be dealt with**

seriously. Effective immediately, any student found staying outside the hostel without due authorization will be issued a formal warning. Continued non-compliance may lead to severe disciplinary action, including suspension or permanent expulsion from the hostel. Residents are expected to strictly follow hostel regulations to ensure their own safety and uphold a disciplined living environment.

2. Leave Rules

Residents may avail of the following types of leave

- a. Late Night Leave- This leave can be availed two times in a month*
- b. Home Leave This leave can be availed during weekends/ Vacations/Breaks/illness/ any other emergent reason.

*Two late night leaves can be availed for personal purpose and two for attending any work of College's registered society provided due permission from the concerned teacher-in charge is taken.

- 1. All types of leaves sought for weekdays have to be applied for at least 24 hours in advance, leave for weekends (Sat - Sun) must be applied on Friday (hostel office timings) in 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 LG/Parent in case of Late-Night Leave/Home leave/leave for Special purposes /University vacations.**
2. Residents are required to sign in the appropriate register (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 for disciplinary action.
3. 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.
4. Every leave applied for and sanctioned has to be entered in the leave booklet signed by Parent / LG and counter signed by the Warden.
5. Resident students found forging signatures of parents/LG/fellow students will be expelled from the hostel.

3. Rooms

- Each resident is responsible for the care of the room allotted to her and the furniture provided to her. No furniture can be removed from the room and moved without prior permission of the warden. Residents will have to pay damages for any loss caused to the hostel and a fine of Rs.5000/-.

- The hostel office, in consultation with the warden, allocates the rooms. Residents are required to bring their own mattress, water buckets, jug, mug, plate, thermos flask, torch light, hot water bottle, thermometer, lock and key, and duster. These items will not be provided by the hostel.
- Rooms are subject to be checked by warden/discipline in-charge at any time.
- Residents are expected to maintain silence in the room and the corridors. After 10:00 PM, every student is expected to be in her room and maintain silence.
- Students are expected to keep their rooms, bathroom and surroundings clean and tidy. Sticking any posters, bills on the walls is strictly prohibited and violation of this rule shall invite a fine of Rs. 5000/- and strict action against the resident.
- Battery operated transistors, music systems (low watts) may be played at a low volume but as a rule student shall not do anything which causes disturbance to other students.
- Lights and fans should be switched off when leaving the rooms.
- Rooms duly allotted to a resident cannot be changed without prior approval of the warden. Any unauthorized change in the room may invite a fine of Rs. 1000/-. Residents must handover to the warden all the furniture and equipment of their rooms before vacating their rooms and obtain a clearance certificate from the warden.
- No luggage should be left in the room or the hostel premises at the year end.

4. Mess

The mess is managed by the residents themselves. Wholesome meals are served. A resident is expected to come for meals in the dining hall properly attired. Meals are not served outside the dining hall except in case of indisposition. Mess remains non-functional during autumn and winter breaks and the summer vacation. The meal timing are as follows.

Breakfast	:	07:30 a.m. – 9.00 a.m.
Lunch	:	12:30 p.m. – 01:30 p.m.
Tea	:	04:30 p.m. - 05:30 p.m.
Dinner	:	07:00 p.m. – 08:30 p.m.

Mess Rules

- Students are not allowed to remove the kitchen utensils, crockery and cutlery from the dining hall under any circumstance.
- Residents are required to be punctual for dinner. Catering staff will not be expected to provide meals before or after the fixed timings.

- Wastage of food is strictly prohibited.
- Residents must eat in the dining room. Sick students may be allowed to have their meal in their rooms only with prior permission

Mess Off/Rebate Rules

Attendance record of each resident would be maintained on attendance register by Maitreyi college girls hostel.

Residents would not be allowed to avail mess off for more than 10 days in a semester.

To avail mess off facility, a resident is required to seek permission of Warden and should inform the Administrative Staff of the Girls Hostel in writing, two days in advance before leaving the hostel.

5. Common Room

- The common room is for exclusive use of the residents.
- The common room will close at 11.00 p.m. After 11.00 p.m. the residents should be in their own rooms and maintain silence thereafter in the hostel.
- Viewing television is allowed in the common room till 11.00 pm on all days. On Saturday it is allowed till midnight.
- All common areas including corridors should be kept clean and litter free. Any violation of this will invite penalty.

6. Medical

- At the time of payment of fees for admission, re admission, all resident students are required to fill in the W.U.S. health nearby in the university campus. With a W.H.S. membership residents may avail the facilities from this Centre. The W.U.S. health service also has a student counseling Centre.
- A 'medical fitness' certificate in the prescribed format (Form E) needs to be submitted along with the application form.
- Admission to the hostel shall be provided after due verification / scrutiny of the 'medical fitness' certificate.
- In case of a medical emergency, a 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 are to be borne by parents/local guardians.
- Residents must have the required immunization All residents must report major and minor illness.

7. Visitors and Guests

- Residents are allowed to meet their visitors only in the visitor's hall. Only those visitors who have been approved by the parents and whose names and address are registered with the hostel office, at the time of admission/readmission will be allowed to meet the resident. No visitors (including girl day scholars) are allowed to enter the hostel except with the warden's permission.
- Residents may receive visitors between 4:00 pm and 6:00 pm on all days and additionally between 11.00 am and 1.00 pm on Sundays and holidays.
- Visitors must sign the visitor's book on their arrival in the hostel and fill in the necessary details.
- Women, guests (mother and sister of the resident only) are permitted to stay in the hostel with prior permission of the warden for a maximum period of 2 days only on a payment of Rs.2500/- per day plus mess charges. All guests are required to follow the rules of the hostel.
- The principal/warden reserves the right to refuse admission or to terminate the stay of any guest in the hostel.

IV. HOSTEL STUDENTS UNION

The hostel student's union assists in the efficient and smooth functioning of the hostel. It contributes to the maintenance of a harmonious community life. The office bearers and the minimum eligibility conditions for them are as follows:

	Post	Minimum Eligibility
1	President	75% aggregate in first four semesters
2	Mess Secretary	75% aggregate in first four semesters
3	Organizing Secretary	75% aggregate in first four semesters
4	Maintenance Secretary	75% aggregate in first four semesters
5	Sports Secretary	75% aggregate in first four semesters
6	Cultural Secretary	75% aggregate in first four semesters

In case, the nominations are not received or the candidature goes unopposed for any post, then the post will be declared on the merit of admission to the hostel by the Warden.

V. FACILITIES AND FEES

Games

The hostel common room is furnished with a variety of indoor games for recreation. In addition, the college has a sports ground for other sports activities.

Residents are advised to maintain all recreational facilities. Purposefully damaging the facility shall invite a fine of Rs.1000/- and strict action against the resident.

Banking

The Punjab National Bank, Maitreyi College branch is available in the college campus where resident students are advised to open their accounts. Residents are also advised against keeping too much cash or other valuable items in their rooms. Authorities will not be responsible for any unfortunate loss.

NOTE:

- At the time of admission, a candidate has to pay 12 months of mess advance fee.
- Hostel security amount will be refunded only after the room has been vacated. Hostel mess Security and caution money is refundable through bank transfer only. Application has to be made on a prescribed form submitted to the hostel office. Security money has to be claimed within one year of vacating the hostel.
- In case of withdrawal annual charges will not be refunded. However, Monthly room charges will be realized only up to the month in which withdrawal is sought. It is calculated from the date of the written application's submission to the warden for the withdrawal of admission. Hostel charges are subject to revision from time to time.
- In case a student after being admitted wants to get her admission cancelled, she will be entitled to refund of fees as mentioned above.

FEES (PAYABLE ANNUALLY IN TWO INSTALLMENT)

DETAILS OF HOSTEL FEES

S.No.	ANNUAL CHARGES (AUGUST TO JUNE)	AMOUNT
1.	Admission Fee	1000
2.	Hostel Security (Refundable)	5000
3.	Hostel Development Charges	92100
4.	Students Development Charges	7900
5.	Mess Charges (1st Semester)	37000
6.	Mess Charges (2nd Semester)	37000
TOTAL FEE :		180000

- **Hostel security will be refundable only after the room has been vacated and all other dues and damages have been paid for.**
- **Hostel security must be claimed within one year in which the students leave the hostel, otherwise the same will lapse to the hostel account.**
- **Fee is payable directly in the College Hostel Bank Account after obtaining fee slip from the College Hostel.**
- **Admission fee is non-refundable.**
- **Hostel fee charges are subject to revision from time to time.**
- **In case a student after being admitted wants to get her admission cancelled within one month, she will be entitled to refund of fees as mentioned above.**

Annexure-I (Hostel Accommodation Seat Matrix For First Year Students). The allocation of seats will be purely merit based, with a waiting list of 10 students for each category. The department/course-wise/stream wise allocation of seats was also discussed and finalised as follows:

ANNEXURE-1

S. No.	DEPARTMENTS	Total 1st Year Seats
1	B.A. (Hons.) Economics	1
2	B.A. (Hons.) English	1
3	B.A. (Hons.) Hindi	1
4	B.A. (Hons.) History	1
5	B.A. (Hons.) Political Science	2
6	B.A. (Hons.) Sanskrit	1
7	B.A. (Hons.) Sociology	1
8	B.Com.	2
9	B.Com (Hons.)	1
10	B.Sc (Hons.) Botany	1
11	B.Sc (Hons.) Chemistry	1
12	B.Sc (Hons.) Mathematics	1
13	B.Sc (Hons.) Physics	1
14	B.Sc (Hons.) Zoology	1
15	B.Sc (Prog.) Life Science	2
16	B.Sc (Prog.) Physical Science with Chemistry	1
17	B.Sc (Prog.) Physical Science with Computer Science/Informatics Practices	1
18	B.A Program	5
19	PWBD	1
20	Foreign Students	1
	Total	27

The above seats distributed as per details given below

S.No.	Seats allocation as per Govt. of India Reservation	Total Seats
1	UR Students	9
2	SC Students	4
3	ST Students	2
4	OBC Students	7
5	EWS Students	3
6	Foreign Students	1
7	PwBD Students	1
GRAND TOTAL:		27

ORDINANCES:

1. Ordinance XV-B Maintenance of Discipline among students of the University

1. All powers relating to discipline and disciplinary action are vested with the Vice Chancellor.
2. 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 on this behalf.
3. 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.
4. Without prejudice to the generality of his/her powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem 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 she or they have appeared be cancelled.
5. The Principals of the Colleges, Heads of the Halls, Deans of Faculties, Heads of Teaching Departments in the University, the Principal, SOL 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
6. As may be necessary for the proper conduct of the Institutions, Halls and teaching in the concerned Departments. They may exercise their authority through, delegate or authority to, such as the teachers in their Colleges, Institutions or Departments as they may specify for these purposes.
7. 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,
8. 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 thereunder 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 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.
4. 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.
 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 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 results of the student or students concerned in the examination or examinations 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.

Checklist of Enclosure

Admission/Readmission

1. Complete form A, B, C, D, E & F Forms.
2. A photocopy of the Fee Receipt.
3. Photocopies of class 10 & 12th Mark sheet.
4. Self-Attested copies of relevant certificates for eligibility category.
5. Proof of Residence.
6. Parents or local guardian's Identification proof.
7. Photographs (duly self attested):
 - Two copies of the candidate's photograph.
 - Two photographs of both the Parents.
 - Two photographs of the local guardian.

***In case of admission or re-admission in II, III and IV year, photocopy of previous year's mark sheet should be submitted.**

Prof. Haritma Chopra
Principal