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## ADMINISTRATION

Principal	Dr. Babli Moitra Saraf
Vice Principal	Dr. Mita Bose
Bursar	Dr. Vinita Sinha
Administrative Officer	Mr. Dinesh Sundriyal

## HOSTEL ADMINISTRATION

### WARDENS

Kalavati Gupta Hostel	Dr. Rekha Upreti
Indraprastha College Women's Hostel	Dr. Debjani Sengupta

### PROCTORS

Dr. Archana Singhal
Dr. Nitoo Das

## HOSTEL COMMITTEE

Dr. Pragati Mohapatra (Convenor)

Dr. Manasvini M. Yogi

Dr. Mita Bose

Dr. Anindita Roy Saha

Dr. Nitoo Das

Dr. Archana Singhal

Dr. Rekha Sethi

Ms. Manisha Bansal

Dr. Vinita Sinha (Bursar)

## CONTACT

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2. Indraprastha College Women's Hostel Hostel Office	22 A, Shamnath Marg, Delhi-110054. 011-23955788
3. Indraprastha College for Women Principal's Office College Office College Office Fax No. College Website	31, Shamnath Marg, Delhi-110054. 011-23962009 011-23954085 011-23976392 <a href="http://www.du.ac.in">www.du.ac.in</a> & <a href="http://www.ipcollege.ac.in">www.ipcollege.ac.in</a>



Welcome to Indraprastha College for Women. You have just embarked on a journey of discovery and revelation, a journey that is as much about you as it is about the larger world that you inhabit. Here in IP, embraced by its natural beauty, nurtured by its ideals of women's emancipation and empowerment, you will find the space where you can explore, express, and realize yourself. The College with its infrastructure and facilities is at your disposal to help you grow and develop, to enable yourselves and become independent and confident young women who can take on the world on their terms. Its accomplished faculty and friendly support staff will encourage you to claim the College as your special world, one that you will treasure and carry with you always. IP College is about you. You are at the center 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. Come, let us walk that exciting path together!

# 3. ADMISSION PROCEDURE

## 1.1 Admission to First Year

### 1.1.1 Important Dates 2013-14

Dates for hostel registration	June 27 - July 03, 2013
Display of the hostel merit list	July 08, 2013, Monday
Dates for hostel admission	July 08 - 10, 2013
Check-In (9 a.m. onwards)	July 22, 2013, Monday
Orientation for Residents/Parents/Guardians (Venue : Conference Hall, Time: 4 p.m.)	July 22, 2013, Monday
College Orientation for students only	July 23, 2013, Tuesday
Academic session begins	July 24, 2013, Wednesday

### 1.1.2 Availability of Seats

- There are 200 seats in Kalavati Gupta Hostel and 170 seats in Indraprastha College Women's Hostel.
- Seats are distributed among the students of all three years.
- Details of the two Hostels are provided separately in sections 3&4 of this prospectus.

### 1.1.3 Allocation of Seats

- Seats are reserved in each hostel separately as per University and College policy
- College allots seats to students in all disciplines as per the subject merit list
- 30% seats are reserved for students from the North Eastern states of India only in Indraprastha College Women Hostel (for details see section 4.2)
- Students from remote and conflict zones may be considered for admission only in Indraprastha College Women's Hostel
- College reserves 3% seats under Sports Quota

**Note - Students admitted under Sports Quota in the Hostel will forfeit their admission, in case they fail to report for Sports practice and events as per schedule**

### 1.1.4 Criteria for Admission

- Admission is strictly on the basis of merit
- Students are required to indicate their preference for the two hostels. Students will be allotted the hostel of their choice as per merit and availability of seats.
- The College is not in a position to accommodate any student in the Hostel when it closes for summer vacations /breaks, and all such students, including foreign students will be required to make their own arrangements for stay.



## 1.1.5 How to Apply

1. Hostel registration forms available during College admissions in the respective rooms, are to be filled and submitted to the Wardens.
2. Registration forms duly filled, along with the College Fee Receipt are to be submitted to the Wardens, immediately after completion of admission formalities.
3. Students not registered with the Warden will not be considered for hostel admission.
4. Registration does not guarantee admission.
5. The Hostel Merit List will be displayed only on the Website/College Notice Board as per the notified schedule. It is the responsibility of the applicant to track this information. No candidate will be individually informed.
6. The seat will be held for a period of 3 days after being notified and will be released to the next eligible candidate, in case there is no response.
7. In the exceptional case of a student being unable to report for Hostel admission for specified reasons, the Principal's permission for holding the seat may be sought.

## 1.1.6 Admission to the Hostel

**Candidates selected for admission to Hostel must produce the following documents on the date of admission:**

1. Application in the prescribed form enclosed in the Hostel Prospectus.
2. Identity Card form
3. Undertaking Form (attached in the Prospectus)
4. Photocopy of the Passport, in case of foreign nationals\*

\* Foreign nationals have to submit these certificates along with an attested copy of the passport.

5. Proof of Residence; (any one of the following)
  - i) Certificates through Employer
  - ii) Election Card (attested copy)
  - iii) Ration Card/ Passport (attested copy)
  - iv) Affidavit from Magistrate.

# 3. ADMISSION PROCEDURE

6. Medical Fitness Certificate (medical history form attached at the end)
7. Photocopy of Class XII Mark Sheet.
8. Photographs:
  - a) Two copies of the candidate's photograph
  - b) Photographs of both the parents
  - c) One photograph of the local guardian

Note- 

- a. It is essential for parents / local guardians to accompany their wards at the time of admission failing which the candidate will not be admitted.
- b. It is emphasized that the Local Guardian will represent the parents and take responsibility of their ward in case of emergencies, medical and otherwise, and during University/ College breaks and vacations.
- c. The Local Guardian is required to be available on all the contact nos. provided to the College.

## 1.2 Admission to subsequent semesters

**Subject to the following conditions –**

1. Readmission to the Hostel in IInd and IIIrd year is not automatic.
2. Students should have passed all papers of the semester.
3. They should have secured 75% attendance in all their classes taken together.
4. There should be no disciplinary action / proceedings against them.
5. Application form (inside the Hostel prospectus 2013-14) has to be filled.
6. An updated declaration regarding their medical condition must be submitted.
7. All admissions will be subject to recommendation of the Warden and approved by the Principal.
8. Those who were admitted under Sports quota will forfeit the facility of the Hostel, unless their participation and attendance is found to be satisfactory by the College.

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

Semester III and V : 25, 26, 27 July, 2013

Semester II, IV and VI : 2, 3, 4 January, 2014

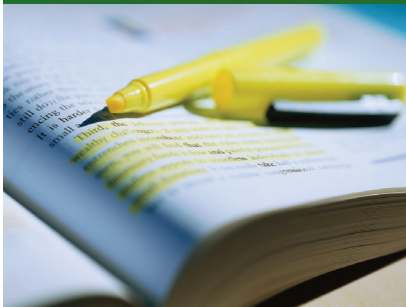
Note: After the due dates a fine of Rs. 50/- per day will be charged.

### **1.3 For Foreign Students :**

1. Admission to the College does not mean automatic admission to the College Hostels.
2. Foreign students will be admitted to the Hostel subject to availability of seats (I.P. Hostel) and under the 'foreign students quota' (K.G. Hostel).
3. All hostel rules are equally applicable to foreign students.
4. In case there is no Local Guardian the respective Embassy / High Commission will be contacted in emergencies, including medical conditions requiring hospitalisation.
5. The College is not in a position to accommodate any student (Foreign Student) when it closes for summer vacations / breaks.

## **3. ADMISSION PROCEDURE**

## 4. RULES AND REGULATIONS



### 2.1 General Discipline

1. 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.**
2. **RAGGING IN ANY FORM, IS STRICTLY PROHIBITED.**
3. Resident students are expected to be present in the hostel on the first day and the last day of each semester.
4. 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.**
5. **Smoking, consuming liquor and drugs are strictly prohibited. Action will be taken against all students found indulging in these activities and those present in gatherings where such activities take place.**
6. Resident students found forging signatures of parents/L.G./ fellow students will be expelled from the hostel.
7. Resident students are not allowed to take up any full time/part time employment or enroll for any course outside the College.
8. 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.
9. 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.
10. All resident students must be present in the hostel at 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 incur disciplinary action.
11. The College permits food delivery to the Hostel upto 11 pm.
12. Students of IP Hostel are permitted to stroll within the boundary wall and those of KG Hostel in the front quadrangle of the College upto 11 pm, once they have entered the hostel premises.
13. Any act of vandalism/soiling of the toilets etc. will be punished with individual/collective fines followed by other disciplinary actions. All damages caused by vandalism will be charged to the students.

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

## 2.2 Leave

### I. Residents may avail of the following types of leave:

- |                                       |  |
|---------------------------------------|--|
| a. Leave to visit LG                  | - Weekends (Saturdays and Sundays);<br>Gazetted Holidays; and four times a month during week days. |
| b. Late Night Leave<br>(Upto 10:30pm) | -Weekends (Saturdays and Sundays);<br>Gazetted Holidays; and four times a month during week days.  |
| c. Home Leave                         | - Vacations / Breaks   |
| d. 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 availed to stay out at night.**

2. All types of leave have to be applied **for at least 24 hours in advance 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 LG leave/Home leave / leave for Special purposes / University vacations.
3. Residents are required to sign in the appropriate register (Late night/ Night-out/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.
4. **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.**
5. **Every leave applied for and sanctioned has to be entered in the leave booklet signed by Parent / LG and counter signed by Supritendent / Warden.**

## 2.3 Rooms

1. The resident is responsible for 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. They are not to disfigure the wall. No additional nails, pictures are to be fixed on the walls or cupboard.
2. Any vandalism will be subject to strict punitive action.
3. Rooms are subject to check by the Warden / Discipline In-charge / Superintendent at any time.
4. Lights and fans should be switched off while leaving the rooms.
5. **Residents are expected to maintain silence in the rooms and the corridors. After 11.00 p.m. every student is expected to be in her room and maintain silence.**
6. No cooking or ironing is allowed in the room. Use of electrical gadgets (such as room heaters, coolers etc.) is strictly prohibited.
7. Residents should ensure that they do not indulge in any activity in the room that causes disturbance to roommates or other residents.

## 2.4 Mess

1. Meal timings will be strictly adhered to. Catering staff will not be expected to provide meals before or after the fixed timings.
2. Wastage of food is strictly forbidden and will be punished with a minimum fine of Rs. 100/- per meal.
3. Packed lunch facility is available **on prior request** to the Hostel Superintendent in special circumstances.
4. Residents must eat in the dining room. Sick residents may be allowed to have their meal in their rooms only with the **prior permission** of the Superintendent.
5. Residents planning to eat out should indicate this 24 hours in advance in a register kept for this purpose.
6. Residents are to ensure that there is no disturbance in the Dining Hall.
7. Residents are to clear up their places after meals.

## 2.5 Common Room

1. The Common Room is for exclusive use of the residents.
2. T.V. will be switched off and the room will be locked at 11 p.m.
3. Residents should not move the furniture out of the Common Room to any other place in the hostel. A fine of Rs. 100/- will be imposed for violations.
4. All common areas including corridors should be kept clean and litter free. Any violation of this will invite penalty.

## 2.6 Medical

1. Students suffering from chronic illness and / or requiring special dietary and other care are advised not to apply for the hostel.
2. Residents must have the required immunization.
3. All residents must report major and minor illness immediately to the authorities.
4. Residents must have their complete medical files with them during their stay in the hostel.
5. Students will be admitted to the nearest available medical facility in case of emergency. The cost will be borne by the student. Patient attendance / vigil will be the responsibility of the LG/ Parents.

## 2.7 Visitors and Guests

1. Resident students may receive visitors between 4.30 p.m. and 7.30 p.m. on all days and additionally between 11.00 a.m. and 7.30 p.m. on Sunday and other holidays.
2. **Visitors are to leave their vehicles outside the College/ Hostel 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.**
3. Visitors must sign in the register with the Chowkidar at the hostel gate, every time they visit.
4. **Students are not to loiter at or around the College gate with their visitors and will be checked if found doing so.**
5. No visitors, including day scholars, are allowed to enter the hostel outside of visiting hours.
6. 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.
7. 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.
8. 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.
9. Guest charges (to be paid in advance) are Rs. 225/- per day per head. In exceptional circumstances (with prior permission of the Warden), Rs. 350/- per day per head will be charged after two days.

## 4. RULES AND REGULATIONS

10. Guests are required to sign in a register (maintained for this purpose) on arrival and departure.
11. Guests will also eat their meals in the dining hall.
12. All guests are required to follow the rules of the hostel.
13. The Warden reserves the right to refuse admission or terminate the stay of any guest, at any time without prior notice.

### **2.8 Availability of the Warden**

The Warden will be available between 10.30am to 10.50am and after 3.00pm everyday in the College.

The Warden may be contacted immediately in case of emergency.

## 2.9 ACADEMIC CALENDER FOR 2013-2014

SEMESTER I/III/V/VII		
1	Classes begin	July 24, 2013 (Wednesday)
2	Field work/Project work/ Excursion/Co-curricular	October 7, 2013 (Monday) to October 13, 2013 (Sunday)
3	Classes begin after Field work/ Project work/Excursion/ Co- curricular	October 14, 2013 (Monday)
4	Dispersal of Classes, Preparation Leave and Practical Examinations begin	November 11, 2013 (Monday)
5	Theory Examinations begin	November 20, 2013 (Wednesday)
5	Winter Break	December 15, 2013 (Sunday) to January 01, 2014 (Wednesday)
SEMESTER II/IV/VI/VIII		
1	Classes begin	January 02, 2014 (Thrusday)
2	Field work/Project work/ Excursion/Co-curricular	March 12, 2014 (Wednesday) to March 19, 2014 (Wednesday)
3	Classes begin after Field work/ Project work/Excursion/ Co-curricular	March 20, 2014 (Thursday)
4	Dispersal of classes, preparation leave and Practical Examinations begin	April 24, 2014 (Thursday)
5	Theory Examinations begin	May 5, 2014 (Monday)
6	Summer Vacation	May 23, 2014 (Friday) to July 20, 2014 (Sunday)

**Note:** The calendar above, issued by the University will be strictly followed. Students are advised to note the dates of dispersal of classes and ensure their attendance in class.

Students have to vacate the hostel within 3 days of the completion of their semester examination.

**Please note that the hostel will be closed during Summer Vacations for maintenance and other works.**

**Note:** It is compulsory for 1st year hostel students to devote 2 hours per week to reading for visually challenged students.

## 3.1 About the Hostel

**KALAVATI GUPTA HOSTEL** was established in the year 1952 to provide a safe and comfortable boarding-lodging facility to out-station students to pursue higher education in Indraprastha College for Women. The on-campus Hostel is named after Ms. Kalavati Gupta, the first Principal of the College. Since its establishment, the Hostel has helped thousands of young women in their aspirations.

## 3.2 Infrastructure

### Rooms

- The Hostel accommodates upto 200 students in 2 and 3 seater rooms. All rooms have ceiling fans. Each resident is provided with a bed, one built-in wardrobe / almirah, a chest of drawers, one study table and chair and a book rack mounted on the wall. Every room has a mirror and a waste paper basket.
- Resident students are required to bring their own personal effects, mattress, pillow, quilt, blankets, bed linen, towels, curtains, bucket and mug, coffee mug and spoon (any other personal utensils), thermos flask, torch, hot water bottle, thermometer, lock and key and duster (for dusting their rooms). **ALL ELECTRICAL GADGETS ARE STRICTLY PROHIBITED IN THE ROOMS.**

### Mess and Dining Hall

- The mess is run by a caterer on contract basis. The hostel provides nutritious and wholesome meals.

The hostel superintendent oversees the quality and nutritional content of the food served in the mess.



#### + **Meal Timings**

Breakfast	8.00 a.m. to 9.00 a.m.
Lunch	2.00 p.m. to 3.00 p.m.
Tea	4.30 p.m. to 5.00 p.m.
Dinner	7.45 p.m. to 8.45 p.m.

- A student in special circumstances may request packed lunch / dinner with prior information to the Warden.
- There is a coffee/tea vending machine in the mess for use against payment.

#### **Visitors' Hall**

- There is a tastefully decorated hall where resident students may receive their relatives and friends.



- The timings for visitors are:
  - 4.30 p.m. to 7.30 p.m. : on all days
  - 11.00 a.m. to 7:30 p.m. : on Sundays & other holidays
- Visitors must sign and give details in the visitors' book each time they visit a resident.

#### **Common Room**

- There is a students' common room equipped with recreational facilities such as big screen plasma TV, audio system etc. It is the venue for various cultural programmes and students' activities, such as talks, recitals, debates and discussions.
- The common room also provides indoor games facilities, such as carom, table tennis, chess.
- The room is fitted with desert coolers.

## 5. KALAVATI GUPTA HOSTEL



### **Garden**

- The hostel has three gardens within its premises. There are two sets of swings in the garden and garden seats.
- There is a Badminton Court inside the hostel complex for the use of residents.

### **Laundry Facilities**

- Ironing and washing services are available on payment.
- Automatic washing machines and electric irons are available in the hostel.

### **Provision for Persons with Disabilities**

- Rooms close to the toilets are earmarked for PH students.
- The hostel has separate toilets designed to meet special requirements.
- Ramps and markers are provided at the entry and main utility areas for the visually challenged.
- Reading sessions by students volunteers are conducted for the visually challenged students.
- One TV set has been installed on the ground floor.

### 3.3 Facilities in the Hostel

#### Medical Facilities

- The College Medical Room is located next to the hostel. A nurse is available in the College Medical Room during the day and a well-qualified doctor is on duty between 10.00 a.m. to 12.00 noon twice a week.
- The hostel is in close proximity of two medical facilities, the Meena Devi Jindal Clinic and the Sant Parmanand Hospital.
- Besides this, the W.U.S. (World University Service) has a health centre and students' counseling centre on the Delhi University campus.
- A student may, at her own cost, avail of the services of a private doctor. In case of medical emergency, the student is taken to the nearest hospital. The local guardian is informed, and is expected to take charge of his/her ward immediately.
- Besides the facilities available in the Medical room, a first-aid box containing some emergency medicines is maintained by the Medical-In-charge of the Hostel Students' Union to help residents at odd hours.
- The College has a counselling service on campus.

#### Sports Facilities

Residents interested in sports, may avail the sports facilities of the College. Along with the extensive playgrounds, the College offers a wide range of sports activities. Some popular haunts of the residents are the Gymnasium-cum-fitness centre, the Swimming Pool, the Tennis and Badminton courts, the Basketball ball, Netball and Handball courts and, the Archery facilities.

#### Banking Facilities

- There is a branch of the Canara Bank on the College campus where students can open accounts and avail themselves of the various services offered by the bank.
- A branch of the Punjab National Bank with ATM facility is in the vicinity of the College.

## Telephone, STD and Internet

- The hostel office telephone can be used to receive outstation calls from 6 a.m. to 9.30.p.m.
- No local calls are allowed on the office telephone.
- STD facility is available at the kiosk next to the the College gate till 9.30 p.m.
- The College and Hostel are wi-fi enabled.
- There is a cyber café inside the campus which is open till 7:30 pm.

## 3.4 Hostel Students' Union

- The resident students participate in the smooth and efficient functioning of the hostel to contribute to a harmonious community life. **The Hostel Students' Union** is a recognised body consisting of student representatives elected democratically by the General Body of the hostel students.
- The Union Executive Council consists of ten members and functions through various societies.
- The President, General Secretary, Treasurer and other secretaries are responsible for the daily functioning and students' welfare in the hostel.

## 3.5 Hostel Fees

Fees are charged under the following heads of expenditure:

	FEE STRUCTURE 2013-14	Semester I and II	Semester III and IV	Semester V and VI
	<b>CAUTION MONEY (One time refundable)</b>	3000		
	<b>ANNUAL CHARGES</b>			
(i)	Admission Fee	100	100	100
(ii)	Photo Identity Card Fee	75	75	75
(iii)	Establishment	10000	10000	10000
(iv)	Room Charges	4800	4800	4800
(v)	Electricity *	4500	4500	4500
(vi)	Water *	2000	2000	2000
(vii)	Repairs	2500	2500	2500
(viii)	furniture & Fixture	2500	2500	2500

(ix)	Kitchen Equipment	1000	1000	1000
(x)	Telephone	200	200	200
(xi)	Stationery	200	200	200
(xii)	T.v	200	200	200
(xiii)	Garden	300	300	300
(xiv)	Contingencies	700	700	700
(xv)	Hostel Union Subscription	500	500	500
(xvi)	Hostel Development Fee	3500	3500	3500
(xvii)	Hostel Newsletter	200	200	200
(xviii)	Watch and Ward( for extra security guards)	1000	1000	1000
(xix)	Foreign Students Fee*	\$200	\$200	\$200
	<b>MESS CHARGES@</b>			
	<b>Meals</b>			
	Rs. 2500/-p.m. for 11 months			
	Mess Maintenance	5000	5000	5000
	<b>GRAND TOTAL (A+B+C)</b>	<b>69775</b>	<b>66775</b>	<b>66775</b>

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

Fees Payment

Semester I	- Rs. 36475/-
Semester II	- Rs. 33300/-
Semester III / IV / V / VI	- Rs. 33475/-

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

**Note:** (a) Mess fee for 11 months will be charged from all Residents. Delay in payment will lead to a fine of Rs. 50/- per day.

(b) Fees must be paid through demand drafts.

(c) The College reserves the right to increase fees if required.

### Refund of Hostel Fees

- If a student leaves the hostel within three days of admission, the annual charges will be refunded in full (except the admission fee). If she leaves after that and before 31st July, a sum of Rs. 1000/- will be deducted. After that the annual charges will not be refunded, only relevant mess charges and caution money will be returned.

- Refund will be made on the basis of a formal application to the warden signed by the parent for withdrawal of the student from the hostel.

# 6. INDRAPRASTHA COLLEGE WOMEN'S HOSTEL



## 4.1 About The Hostel

The Indraprastha College Women's Hostel is the additional residential facility of the College. The hostel is situated across the College on a 1.53 acre campus at 22A Shamnath Marg, Civil Lines. An imposing three storey building, the hostel is equipped with all modern facilities.

## 4.2 Availability of Seats

There are 170 seats in the hostel, distributed across the three years. Hostel admission is made strictly on the basis of merit.

Seats are reserved for **various categories** such as SC, ST etc. according to Delhi University norms. Two **seats per subject** are reserved in each hostel (for details, see section 1.1.3).

In addition, 30 seats in this hostel are reserved for the students from the **North Eastern States** of India. The seats are distributed among the 7 N.E. States & Sikkim as follows:-

Assam: 7, Arunachal Pradesh: 3, Manipur: 4, Meghalaya: 4, Mizoram: 3,  
Nagaland: 3, Tripura: 4, Sikkim: 2, Total: 30

Students from the **National Capital Region** and **National Capital Territory** may also apply for the Indraprastha College Women's Hostel and will be considered subject to availability of seats.

## 4.3 Facilities

### Rooms

- The hostel can accommodate 170 students. All rooms have ceiling fans. Each resident student is provided with one steel almirah fitted with a long mirror, a waste paper basket, one writing table, a chair, a bed with a mattress, a pillow and curtains for the windows.
- Resident students are required to bring their own personal effects, pillow covers of standard size, quilt, blankets, bed linen, towels, bucket, coffee mug, spoon (any other personal utensils), thermos flask, torch, hot water bottle, thermometer, lock and key and duster (for dusting their rooms). **ALL ELECTRICAL GADGETS ARE STRICTLY PROHIBITED.**





- **Wash rooms** fitted with hot/cold water supply and mirror is available for every set of four rooms.

### Mess and Dining Hall

The mess is run by caterers on contract basis. The Hostel has a modular kitchen and a well

appointed dining area, which provides a congenial ambience for meals.

### Meal Timing

Breakfast	8.00 a.m. to 9.00 a.m.
Lunch	2.00 p.m. to 3.30 p.m.
Tea	4.30 p.m. to 5.00 p.m.
Dinner	7.45 p.m. to 9.15 p.m.

Dry Snacks (non perishable) will be served at tea-time.

- If a student expects to be late for dinner, she can get the Superintendent's permission to have her meal kept packed. The Superintendent should be informed well in advance.

### Sports and Recreational Facilities

- There is a spacious common room equipped with music system, color television, a table tennis table, chess boards, carrom board and many indoor games.
- For those interested in sports, the College provides facilities in the form of tennis courts, badminton courts, gymnasium, swimming pool and extensive playgrounds among others.



### Wi-Fi

- The Hostel is Wi-Fi enabled.

### Laundry

- Ironing and washing services are provided.

### Banking Facilities

There is a branch of the Canara Bank on the College Campus where students can open accounts and avail themselves of the various services offered by the bank.

## 6. INDRAPRASTHA COLLEGE WOMEN'S HOSTEL

### **Medical**

- There is a fully equipped Medical Room with First Aid facilities. A student may, at her own cost, avail of the services of a private doctor. In case of medical emergency, the student is taken to the nearest available hospital. The local guardian is informed and is required to take charge of his/her ward immediately. Besides this, the W.U.S. (World University Service) has a health centre and students counseling centre in the Delhi University campus.

### **Hostel Committee**

- There is a consultative committee appointed by the College Staff Council consisting of faculty members to assist the Principal and the Warden in the administration of the hostel.

### **Resident Students' Committee**

- The resident students participate in the smooth and efficient functioning of the hostel to contribute to a harmonious community life. For this purpose, they are given recognition as a body called the Hostel Students' Union, consisting of student representatives elected democratically by the General Body of the Hostel students, representing at least one from each floor / block.
- This Hostel Students' Union, through a president and other elected representatives, is responsible for the maintenance of common room and visitors' hall, distribution of students' mail and many other matters directly concerning the welfare of the students' body.
- The Union is also responsible for organizing all extra-curricular activities. Some of these are – Welcome and Farewell parties for students. cultural festivals such as Holi, Diwali, Christmas, and the Annual Guest Night.

### **Visitors' Hall**

- There is a well furnished visitors' room where resident students may receive relatives and friends.
- The timings for visitors will be:  
4.30 p.m. to 7.30 p.m. : On all days  
11.00 a.m. to 7.30 p.m. : On Sundays and other holidays.
- Visitors must sign and fill up pertinent columns of the visitors' book each time they are visiting.

### **Telephone and other Facilities**

- The office Telephone can be used to receive outstation calls from 6 a.m. to 9.30 p.m. No local calls are allowed on the Office Telephone.

- STD facility is available at the booth inside the College gate till 9.30 p.m.
- Photostat Corner and a Cyber Café are located in the College campus.

#### 4.4 Hostel Fees

The following fees are to be paid per semester:

<b>FEE STRUCTURE 2013-14 ONWARDS</b>		<b>First Year</b>	<b>Second Year</b>	<b>Third Year</b>
	<b>CAUTION MONEY</b>	8000		
	Hostel and Mess refundable			
	<b>ANNUAL CHARGES</b>			
(i)	Admission Fee	100	100	100
(ii)	Photo Identity Card Fee	75	75	75
(iii)	Establishment	15000	15000	15000
(iv)	Room Charges	9600	9600	9600
(v)	Electricity	6000	6000	6000
(vi)	Water	3000	3000	3000
(vii)	Repairs	4000	4000	4000
(viii)	furniture & Fixture	3000	3000	3000
(ix)	Kitchen Equipment	1500	1500	1500
(x)	Telephone	200	200	200
(xi)	Stationery	300	300	300
(xii)	T.v	200	200	200
(xiii)	Garden	500	500	500
(xiv)	Contingencies	1000	1000	1000
(xv)	Hostel Union Subscription	500	500	500
(xvi)	Hostel Development Fee	5000	5000	5000
(xvii)	Hostel Newsletter	200	200	200
(xviii)	Watch and Ward( for extra security guards)	3000	3000	3000
(xix)	Laundry	3600	3600	3600

#### Note:

- Mess fee for 11 months will be charged from all residents. Delay in payment will invite a fine of Rs.50/- per day.

- Fees are to be paid through demand drafts only.

#### Refund of Hostel Fees

- If a student leaves the hostel within three days of admission, the annual charges will be refunded in full (except the admission fees). If she leaves after that and before 31<sup>st</sup> July, a sum of Rs.1000/- will be deducted. After that the annual charges will not be refunded, only relevant mess charges and caution money will be returned.

- Refund will be made on the basis of a formal application to the warden signed by the parents for the withdrawal of the student from the hostel.

# 6. INDRAPRASTHA COLLEGE WOMEN'S HOSTEL

(xx)	Reading Room/Magazines etc	200	200	200
(xxi)	Sports/Recreation Etc	500	500	500
(xxii)	Foreign Students Fee*	\$200	\$200	\$200
	<b>MESS CHARGES@</b>			
	<b>MEALS</b>			
	Rs. 2500/- p.m.for 11 months	27500	27500	27500
	Mess Maintenance	14300	14300	14300
	<b>GRAND TOTAL (A+B+C)</b>	<b>107275</b>	<b>99275</b>	<b>99275</b>

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

Fees Payment

Semester I	- Rs. 57725/-
Semester II	- Rs. 49550/-
Semester III / IV / V / VI	- Rs. 59725/-

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

- Note:** (a) Mess fee for 11 months will be charged from all Residents. Delay in payment will lead to a fine of Rs. 50/- per day.  
 (b) Fees must be paid through demand drafts.  
 (c) The College reserves the right to increase fees if required.

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.

## 5.1 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 student who are in any way considered junior or inferior by other students and includes individual or collective act or practices which
  - (a) involve physical assault or threat, 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 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. On the receipt of a report under Clause (5) or (6) 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.

# 7. ANTI-RAGGING ORDINANCE



## 7. ANTI-RAGGING ORDINANCE

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. In case any student who has obtained degrees of Delhi University is found under this ordinance committing under statute 15 to take appropriate action for withdrawal of degrees conferred by the University.
9. For the purpose of this Ordinance, abetment to ragging will also amount to ragging.
10. All institutions within the Delhi University system shall be obligated to carry out instructions/directions issued under the Ordinance, and to give aid and assistance to the Vice-Chancellor to achieve the effective implementation of the Ordinance.

**All students are to submit the Anti Ragging Affidavit to the College on 23rd July 2013, at the College Orientation.**

**INDRAPRASTHA COLLEGE FOR WOMEN, DELHI**  
**KALAVATI GUPTA/ INDRAPRASTHA COLLEGE WOMEN'S HOSTEL**

Name of Hostel Resident \_\_\_\_\_

Name of the Hostel admitted to \_\_\_\_\_

Course \_\_\_\_\_ Year \_\_\_\_\_

College Roll No \_\_\_\_\_ Allotted Room No. \_\_\_\_\_

**UNDERTAKING FROM STUDENT, PARENTS, LOCAL GUARDIAN**

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 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 understand it is compulsory for 1st year hostel students to devote 2 hours per week to reading for visually challenged students.

(Signature of student)

**Declaration by the parents and local guardian**

- I. We declare that we have read the Rules and Regulations in the Hostel Prospectus and undertake that we will abide by the same.
- II. 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.
- III. We undertake not to make any demands on the College to customize any service for our ward whatsoever.
- IV. 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.

(Signature of parent)

(Signature of local guardian)

## PERSONAL DETAILS OF PARENTS AND LOCAL GUARDIAN

### PARENTS

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. (R) \_\_\_\_\_ Mobile No. \_\_\_\_\_

Office Address \_\_\_\_\_

Off. Tel. \_\_\_\_\_ 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.**

**INDRAPRASTHA COLLEGE FOR WOMEN, DELHI**  
**KALAVATI GUPTA/ INDRAPRASTHA COLLEGE WOMEN'S HOSTEL**

Name of Hostel Resident \_\_\_\_\_

Name of the Hostel admitted to \_\_\_\_\_

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 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  
(with official seal)

\_\_\_\_\_  
(Name and Registration No.)

\_\_\_\_\_  
Signature of the candidate

\_\_\_\_\_  
Signature of the parent

***Note: Residents are required to keep their complete medical records with them during the three years of stay in the hostel.***

TEXT

**KALAVATI GUPTA HOSTEL**  
**Indraprastha College for Women**  
31, Sham Nath Marg, Delhi – 110054  
Ph. 011-23954086

**HOSTEL IDENTITY CARD – 13**

PASTE A RECENT  
PASSPORT SIZE  
PHOTOGRAPH

**FORM SHOULD BE FILLED IN BLOCK LETTERS**

**Name:** \_\_\_\_\_

**College Roll No:** \_\_\_\_\_

**Course:** \_\_\_\_\_

**Year:**

**IST**

**IIND**

**IIIRD**

**Permanent Address** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Telephone No.** \_\_\_\_\_

**Mobile No.** \_\_\_\_\_

\_\_\_\_\_

**Signature of Candidate**

# Indraprastha College Women's Hostel

Indraprastha College for Women  
22A, Sham Nath Marg, Delhi – 110054  
Ph. 011-23955788

## HOSTEL IDENTITY CARD – 13

PASTE A RECENT  
PASSPORT SIZE  
PHOTOGRAPH

**FORM SHOULD BE FILLED IN BLOCK LETTERS**

**Name:** \_\_\_\_\_

**College Roll No:** \_\_\_\_\_

**Course:** \_\_\_\_\_

**Year:**

IST

IIND

IIIRD

**Permanent Address** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Telephone No.** \_\_\_\_\_

**Mobile No.** \_\_\_\_\_

**Signature of Candidate**