



INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN

An ISO 9001:2015 certified University

Kashmere Gate, Delhi-110006



KRISHNA & KAVERI HOSTEL

INFORMATION BULLETIN 2022-23

1. HOSTELS IN THE IGDTUW CAMPUS

Introduction

Indira Gandhi Delhi Technical University for Women (IGDTUW) has been upgraded from Indira Gandhi Institute of Technology in May 2013 vide Delhi State Legislature Act 9, 2012, as a non affiliating teaching and research University at Delhi to facilitate and promote studies, research, technology, innovation, incubation and extension work in emerging areas of professional education among women, with focus on engineering, technology, applied sciences, management and its allied areas with the objective to achieve excellence in these and related fields.

The University has two women hostels - **Krishna Hostel** and **Kaveri Hostel**, to accommodate approximately 400 students. These two hostels are located in the University campus. These hostels provide a safe, secure and clean environment for the students to grow, learn and mature in the society away from their own homes. The hostel authorities always facilitate to create an environment for the students to study, do well in their academics and focus on their career and future. All rooms are equipped with bunk beds, Mattress with cover, Pillow with cover, Bed spread, Pedestal Fans, chairs, cupboards/Almirah and foldable study tables. In addition to this, IGDTUW Hostels provide purified drinking water (RO) Mess facility with air conditioned dining hall, housekeeping services, Wi-Fi facility, newspaper/magazines, Washing machines, facilities of hot water for residents, Sanitizer Dispenser machines in vulnerable places, etc. The residents use the campus playground for games like Basketball, Badminton, Volleyball, and Bicycles on sharing basis. Badminton courts also exist on the hostel premises for the residents.

Administrative Overview

1. IGDTUW Hostels are meant for full time students enrolled in various programmes of IGDTUW.
2. Chief Warden is the Officer In charge of the IGDTUW Hostels. She is assisted by the Asst. wardens of Krishna and Kaveri Hostels. The Asst. wardens look after the general administration, maintenance and extracurricular activities.
3. The admission to the IGDTUW Hostel is done as per the IGDTUW Hostel Rules and Regulations.

2. HOSTEL ADMISSIONS

1. Hostel accommodation is limited and will be allotted to full-time bonafide students of IGDTUW satisfying the eligibility criteria for hostel admission and subject to availability of seats. Admission to the hostel will not be claimed as a matter of right by any student. The allocation of hostel seats will be done in the priority as mentioned in section 2.1. However the allocation of the hostel seat will be confirmed after the interview of the prospective students which will be conducted during the time of admission. **It is mandatory for the parents to be present with the applicant at the time of interview.**
2. The Hostel Leave Book Charges of Rs. 100/- may be deposited through NEFT at the time of admission.
3. The admission process for new students will be done after issuance of further Government orders.
4. **The hostel aspirants are advised to read Hostel Rules and Regulations carefully** and applicants should submit their duly filled the application form along with the affidavits (as per Appendix-I,II,III, IV & V attached in the prospectus (Appendix IV should be submitted on a non-judicial stamp paper of Rs10/-) and attested photocopies of the following documents on or before the last date at the Krishna Hostel Office:
 1. Admission receipt of the University(for the Ist years students)
 2. Medical Certificate (Appendix-I, II A and B)
 3. Mark sheet of Class XII (For 1st year B.Tech /BBA students)
 4. Proof of residence (Ration Card/Pass port/Adharcard)
 5. Recent telephone bill/ Electricity bill (March, 2022) 10 Recent photograph of the family.
 6. Recent two passport size photograph of the student.
 7. Recent photograph of the local guardian.
 8. Photocopy of parent's I-card (for parents signature verification)
 9. Photocopy of local guardian's I-card (for Local Guardian signature verification)
 10. Blank Cancelled cheque of the residents for transferring any refunds from the hostel.

2.1 Priority Sequence for New Applicants (B. Tech/B.Arch. and BBA Programmes)

Hostel accommodation is limited and will be allotted to full-time bonafide students of IGDTUW satisfying the eligibility criteria for hostel admission. The allocation of hostel seats will be done on the priority as mentioned below:

Priority I: Students from Outside Delhi (JEE Category) and residing Outside Delhi excluding

Delhi NCR)

Priority II: UG Students whose parents have been transferred to location outside Delhi (Excluding NCR). (Seat allocation subject to availability of seats and submission of required documentary evidence)

Priority III: Students from Delhi (JEE Category) and residing Outside Delhi (Excluding NCR).

(Note: In case of the same priority, the admission will be based on the ranks obtained in the University admission list)

2.3 HOSTEL ANNUAL FEE STRUCTURE FOR UG STUDENTS (2022-23)

ANNUAL FEE / CHARGES FOR HOSTEL ACCOMMODATION / FACILITIES FOR THE FIRST-YEAR STUDENTS (ACADEMIC YEAR 2022-2023)			
Sl. No.	Particulars	Amount	Remarks
1	*HOSTEL ANNUAL FEE / CHARGES FOR THE FIRST-YEAR STUDENT (ACADEMIC YEAR 2022-2023)	Rs.120000/-	* (which includes Annual Hostel Fee/Charges, Hostel Welfare Fund, and Annual Mess Charges)
2	**SECURITY AMOUNT/MONEY	Rs.5000/-	** (One Time payment and Refundable - subject to take NOC/No Dues from the Hostel Authorities)
3	Total Amount	Rs.125000/-	--

NOTE: Amount/Payment (i.e. Rs.125000/-) will be deposited in form/through Demand Draft (only) and in favour of "IGDTUW Hostel Fee Account".

3. RULES FOR REFUND OF THE HOSTEL

ANNUAL FEES AND SECURITY CHARGES

1. Every resident taking admission in the hostel will pay the Hostel Fee as per the prescribed Hostel Fee structure mentioned in the brochure. The amount of various hostels Fee may vary and will be decided by the competent authority of the University in each academic year.
2. Late fine will be imposed as per University rules to the resident who fails to pay Hostel Fee within stipulated period.
3. In case of availability of a vacant seat, admission may be given to a student in the middle of the session provided the student makes full payment of the hostel fee.
4. No refund for Hostel Fee will be given for cancellation of hostel admission.
5. Refunds of hostel charges are subject to submission of “**No Dues Certificate**” from the Hostel Wardens.
6. Security Charges will be refunded only when a student leaves the hostel and the same must be claimed within three years of leaving the hostel. Refund of Security Charges will be done after deduction of any breakage/penalty/other dues. IGDTUW will not liable to refund Security Charges after one year of cancellation of admission to the hostel.

5. GENERAL CODE OF CONDUCT FOR HOSTEL RESIDENTS

1. Hostellers are required to strictly follow IGDTUW Hostel Rules and Regulations.
2. In case any student is found to break the IGDTUW Hostel Rules and Regulation or indulge in any case of misconduct/misbehavior, she shall be immediately expelled from the hostel.
3. The presence of all the residents in the hostel is mandatory on first day of the academic session.
4. Students should take possession of the allotment room (After the completion of hostel admission) and put their own lock on the room.
5. Residents are required to deposit their room keys in the Hostel office before proceeding for leave/summer vacations etc.
6. It is mandatory for the residents to vacate the rooms at the end of each academic year or whenever ask.
7. Every student is responsible for the maintenance of the room and the furniture allotted to her. No furniture should be removed from the room. Similarly no additional furniture is allowed in the room without prior permission of the Warden. Fine shall be imposed for all damages and losses to hostel properties caused by the residents.
8. Residents are required to maintain cleanliness of their rooms, bathrooms and corridors. Room Dustbins should be kept in the corridors for disposal of waste during 09:00 AM-1:00 PM. A fine of Rs.50/-will be imposed, if the room dustbins with dirt /litters are found outside the room after the disposal time slot as

mentioned above.

9. Any forbidden articles such as heaters, immersion rods, iron stoves etc, if found in the room, will be confiscated for the duration of the resident's stay in the hostel and a fine of Rs. 500/- will be imposed per article.
- 10. Cooking and ironing are strictly prohibited in the rooms. Induction cooker, Power points and iron tables are provided in the hostel corridors.**
- 11. Smoking, drinking alcohol, playing cards, use of narcotics and drugs are strictly prohibited. Violation of this rule will result in expulsion from the hostel after consultation with the Chief Proctor.**
- 12. Music system, PC or Laptop are allowed in the rooms. Care should be taken not to disturb other residents of the hostel. Failure to do so may lead to confiscation of these articles and imposition of fine.**
- 13. In case of any change in the residential address, the same should be intimated in writing to the Hostel Office within two weeks with a proof.**
14. The name and address of Local Guardians (LG) mentioned in the admission form will be subject to the approval of the University Authorities with the consent of parents at the time of interview during admission.
15. The local guardian shall be available when called upon by the hostel authorities in case of any medical emergency / misconduct by the resident.
- 16. In case a student falls ill with any contagious disease she may not be allowed to stay in the hostel such time till she produces a certificate of Medical Fitness issued by a doctor working in a Govt. hospital.**
17. The hostel residents shall require to co-operate with the hostel administration for various maintenance activities like white washing of rooms, repairing of furniture and as civil and electric work.
- 18. Every student must bring her own blanket, matrices, bed linen, curtains, water bucket and jug.**
19. The residents may use the campus ground for outdoor games and morning/evening walks.
20. Common room can be used by the students from 5:00 PM to 10:00 PM and 9:00AM to 10:00 PM during weekends.
21. The residents may use the washing machine facility and the gym facility of the hostel as per rules.
22. Residents are encouraged to adopt sustainable environment friendly stay, allowed for beautification, plantation, cleaning their hostel premises.
23. In case of emergency, residents are advised to get in touch with the concerned hostel warden/ Hostel

office.

24. Residents are required to see the Notice Boards for necessary announcements made from time to time. Any suggestion to improve the social, cultural, academic and intellectual environment of the hostel is always welcome.
25. Ragging, in any form, is strictly prohibited in the hostel.
26. Students who want to go home during the preparation leave may do so with special permission from the warden. There will be no rebate in mess charges during this period.
27. Residents are not permitted to take leave for more than a total period of 5 weeks per semester (inclusive of 9 night leaves per month).
28. Residents are allowed to go home during Preparatory Leaves for End-term examination as per University Calendar.
- 29. Day Scholars are not allowed to stay inside the hostel premises.**
30. Residents are not allowed to engage any person for service of any kind.
31. Every student should switch off the light, fan and electrical gadgets before leaving the room otherwise penalty will be imposed Rs.100/- per day.
- 32. Resident students are not allowed to go out from the hostel after 8:30 PM.** Violation of this rule could lead to disciplinary action.
- 33. The presence of all students is compulsory for the roll call taken at dinner time 8:00 PM to upto 8:30 PM.** Research scholars and senior students doing project work should seek prior permission for late entry. These students need to furnish permission of their Supervisors/Guides, to work in the lab, during late hours.
- 34. It is mandatory to obtain 85% attendance during hostel stay in one academic year. Attendance will be reviewed on monthly/semester/yearly basis by the concerned warden and hostel office. Any student found short of minimum duration in the hostel will be considered as unwilling to stay in the hostel and her allotment will be cancelled.**
35. A resident taking part in any cultural event outside the campus must take prior permissions from parents/Local Guardian, department HOD and the Warden.
- 36. If a student is not permitted to appear in the “End Term Exams” due to the shortage of attendance, her candidature in the hostel will automatically be terminated in the next semester.**
37. The resident shall vacate her room within two days after the completion of end semester examination. Prior permission of the warden is required if the resident wishes to extend her stay.
- 38. The hostel seat will be re-allotted to another student if a resident fails to return to the hostel by the stipulated date at the end of vacation without proper intimated to the hostel office within one week**

her candidature will be cancelled and her seat will be re-allotted to another student.

39. Residents are advised to inform hostel warden for any physical/Mental discomforts and illness.
40. Hostellers are required to take care of their own room. Hostel authority will not be responsible for any theft or missing of any items.
41. No delivery boys will be allowed to enter the University campus after 8:00PM.
42. Students will not break any lock/Latches (personal/official) in the hostel without permission of Warden. The recovery of damaged articles will be made from the student and strict action will be taken against her.
43. Residents are advised to behave properly with mess workers, hostel staffs and security guards.
44. Residents using air coolers are required to keep them clean and disinfect them regularly to prevent spreading of Dengue and Malaria. If any penalty is imposed by the Municipal Corporation of Delhi in this regard, the resident concerned will have to pay the same.
45. Un-cleaned utensils of residents found in the washrooms of any floor will be disposed off and in case these are found, a fine of Rs. 200/- will be imposed on the residents of that particular floor collectively.
46. The residents should keep their rooms locked as and when they go out of their rooms. The hostel is not responsible for loss of valuables due to theft or fire. Residents are requested not to leave their belongings in the corridors, washroom etc.
47. **Parking of four wheelers/two wheelers strictly prohibited.**

6. VISITORS/GUESTS

1. Visiting hours are from 5:00 PM to 8:00 PM during working days (Monday - Friday) and from 8:00 AM to 8:00 PM during the weekends (Saturday -Sunday).
2. Visitors are allowed to meet the residents only in the visitor's room during specified hours.
3. Guest charges per day will be Rs.250/- for the IGDTUW student guest and the mess charges would be as per mess monthly charges.

7. LEAVE

1. Night leaves can be availed only from Friday to Sunday or on Holidays, the maximum permissible night leaves being nine per month (inclusive of holidays). Student on night leave should report by 9:00 am the next day.
2. Late night leave up to 10:00 pm is permitted (twice a month) at student's own risk and responsibility with prior approval of the hostel warden. Beyond 10:00 pm the Intimation needs to be given by parents to the

hostel warden for grant of late night permission. However if the student reports later than 10:00PM to the hostel the permission for subsequent late night would not be given.

3. Parents are required to intimate to the hostel warden for grant of late night permission of their daughter. However if the student reports later than 10:00PM to the hostel the permission for subsequent late night would not be given.
4. Residents are not permitted to take leave for more than a total period of 5 weeks per semester (inclusive of 9 night leaves per month).
5. Residents are allowed to go home during Preparatory Leaves for End-term examination as per University Calendar.
6. Application for leave for a period exceeding 4 working days must be sanctioned by the Dean/HOD/Coordinators.
7. Permission for all leaves including night leaves and late night leaves must be taken at least one day in advance.
8. **Students will not be permitted to stay overnight at any other places except at their local guardians houses.** Otherwise, the authorities will take appropriate action including cancellation of the hostel seat.
9. Resident students are not permitted to leave the hostel without written permission of the Warden. Leave will not be sanctioned on phones from the Local Guardian.
10. Each student is issued a Night Leave Book in which the student should get the signature of the parent/ guardian for every night leave availed. Loss of the book should be reported to the nearest Police Station.
11. Students will not be permitted to leave the hostel earlier than the sanctioned dates of leave.
12. Students are not allowed to extend the leave beyond the sanctioned date except in case of medical emergency for which a medical certificate needs to be submitted.
13. Students who want to go home during the preparation leave may do so with special permission from the warden. There will be no rebate in Mess Charges during this period
14. Advance intimation needs to be given to the warden by the parents/local guardian about the place of visit of the resident during semester breaks.

8. HOLIDAYS

1. Hostel will remain closed during Summer Vacation (as notified by the University Office).
2. If the resident wishes to avail hostel facility during vacation for any project or training programme, prior

- information recommended by HOD needs to be given to the warden and the resident needs to submit a letter from the firm/ lab. /Company / institution confirming her participation in the training programme/ Project.
3. Advance intimation needs to be given to the warden by the parents/local guardian about the place of visit of the resident during winter break.

9. MEDICAL

University dispensary facility is available from 10 am to 5 pm. However, all serious cases of illness are referred to a hospital or Nursing Home with the knowledge of the local guardian. In case of emergency during night, the students may use the facility of ambulance/Van of the university.

10. STUDENT COUNCIL

1. Hostel Student Council will be constituted every year at the beginning of the academic session through referendum. Student Council will play an active role in the smooth functioning of the hostel in co-ordination with the Warden.
2. The Hostel Council will have the following members: President, Vice President, Sports Secretary, Cultural Secretary, Maintenance Secretary, Welfare Secretary, Mess Secretary, Joint Welfare Secretary, Joint Mess Secretary
3. A preliminary scrutiny of the applications received from students interested to be a part of the Hostel council will be done by the hostel wardens for nominations of candidates to contest the election. Final selection of the candidates will be done by “**Election through Referendum**”.

11. HOSTEL MESS

Hostel has a co-operative mess system which is run on a “No Profit No Loss” basis supervised by the members of the Mess Committee of the Student Council.

Dining Hall

Meals are served in the Dining Hall at the following timings:

Break Fast	8:00 am to 10:00am
Lunch	12:30 pm to 2:30pm
Tea	5:00 pm to 6:30pm
Dinner	8:00 pm to 10:00pm

- Food will not be served carried out outside the dining hall for students. However, in case of illness, students maybe served food in their rooms with prior permission of the Warden.
- The residents are expected to maintain proper decorum in the Dining Hall. Shouting and sitting on the mess table is strictly prohibited.
- The Mess Secretary from the hostel along with the warden will ensure a strict quality check on the food items served and the mess hygiene.
- Students who are not able to come during the lunch hours must inform the Mess Secretary/Mess Manager in writing for special arrangement.
- If a student goes for a long leave, the student will pay the minimum Mess Charges.
- The advance mess bills will be adjusted and balance will be carried forward to next semester. No rebate in Mess Fees will be given during preparatory leave.
- Hostel property should not be removed from the dining room under any circumstances. Anyone found guilty of breaking this rule would be fined Rs.100/-.
- Food should not be carried out of the dining hall. It may be done only under exceptional circumstances with prior permission from the Warden.
- Guests will strictly observe the Mess Timings.

12. CANCELLATION OF HOSTEL ADMISSION

Hostel admission of a resident may be cancelled for any of the following reasons:

- i) Involvement in Ragging.
- ii) Non-payment of dues within the due dates.
- iii) Hostel Residents can not call any outsiders (Parents, LGs and friends etc) to the hostel from 8:00PM to 6:00am without intimation to the Chief Warden/Warden.
- iv) Hostel residents cannot call the police without intimating the Chief Warden/Warden.
- v) If any student without permission of hostel authority stays outside of the hostel beyond 8:00pm her admission will be cancelled from the hostel.
- vi) Keeping guests without valid permission.
- vii) Mischief/ any act causing damage to the hostel property.
- viii) Suppression of facts and/or providing wrong information. If a student is continuously absent for 7 days without prior permission from the Hostel Warden.
- ix) Any misconduct or misbehavior with Warden/ Staffs/fellow students.
- x) Any other complaint received by hostel office.
- xi) In case any disciplinary action against the student been taken by faculty/Department/Hostel of the IGDTUW
- xii) Forging parents, authorities or/and guardian's signature. Smoking, drinking alcohol, playing cards, use of narcotics and drugs.
- xiii) Breaking any other hostel rules.

13. PENALTY /PUNITIVE CLAUSE

Penalty Clause

- i. Any forbidden articles such as heaters, immersion rods, iron stoves etc, if found in the room, will be confiscated for the duration of the resident's stay in the hostel and a fine of Rs. 500/- will be imposed per article.
- ii. Breakage charges for hostel furniture item will be charged from the students as per the actual.
- iii. Inter changing of allotted rooms without the approval of competent authority is not permitted. If found, the fine will be imposed Rs.1000/-

- iv. A fine of Rs. 50/- will be imposed, if the dustbins are found outside the room after the time slot as mentioned. The dustbins should be kept the corridors for disposal of waste during 9:00AM-1:00PMonly.
- v. A fine of @ Rs. 500/- will be imposed incase loud music disturbing other residents.
- vi. Every student should switch off the light, fan and other electrical gadgets before leaving the room. If found, fine of Rs. 100/- will be imposed.
- vii. Any student having guest without prior permission will be punished with a fine of Rs.500/- in addition to the guest charges.
- viii. Shouting and sitting on the mess table and attendance table is strictly prohibited. Anyone found doing so, will be fined Rs.100/-.
- ix. Hostel property (Mess Utensils) will not be removed from the Dining Room under any circumstances. Anyone found guilty of breaking this rule will be finedRs.200/-.

Punitive Clause

- i) All hostellers must be back in the hostel by 8:00 PM. Non adherence to the time norms will be treated as grave misconduct, which may result in expulsion from the hostel and decision of the concerned hostel warden will be final and binding for the student.
- ii) Cooking of food of any sort and keeping any inflammable items inside the hostel room is strictly prohibited. Strict disciplinary action will be taken against the defaulters.
- iii) Any food items/parcels/couriers will be received by the residents at the hostel gate only. No delivery boys will be allowed to enter the hostel. Violation of this rule could lead to disciplinary action.
- iv) Residents may seek prior written permission from the hostel warden to stay at their local guardian place. Strict disciplinary action will be taken against the defaulters.

14. CURBING THE MENACE OF RAGGING

IGDTUW is a zero tolerance zone for ragging as per the UGC regulations on curbing the menace of ragging in higher educational institute, 2009. With the commencement of the new academic session at IGDTUW, the Hostel authorities have formulated a plan to check ragging menace in the hostel. Ant ragging committee has been formed which includes Chief Warden, Wardens and President Hostel council as per the guidelines issued by the University Grants Commission (UGC). Students and parents have to submit an affidavit and undertaking (Annexure. IV) as per the guidelines of UGC during the hostel admission. The following acts constitute ragging:

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
2. Indulging in rowdy or undisciplined activities by any student or students which cause or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassments as to adversely affect the physique or psyche or of such fresher or any other student;
4. Any act of a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
8. Any act or abuse by spoken words, emails, post, public insults which would also include deriving prevented pleasure, vicarious or sadistic thrill for actively or passively participating in the discomfiture to fresher or any other student;
9. Any act that affects the mental health and self confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure of showing off power, authority or superiority by a student over any fresher or any other student.

Administrative action in the Event of Ragging

The university shall punish a student found guilty of ragging after following the procedure and in the manner prescribed here-in asunder:

1. The Anti-Ragging Committee of the Hostel will take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.

- 2 The Anti-Ragging Committee may, depending on the nature of gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments ,namely:
- i) Suspension from attending classes and academic privileges.
 - ii) Withholding/withdrawing scholarship / fellowship and other benefits.
 - iii) Debarring from appearing in any test /examination or other evaluation Process.
 - iv) Withholding results.
 - v) Debarring from representing the University in any regional, national or International meets tournament, youth festival, etc.
 - vi) Suspension/expulsion from the hostel.
 - vii) Cancellation of admission.
 - viii) Rustication from the University for Period ranging from one to four semesters.
 - ix) Expulsion from the University and consequent debarring from admission to any other university for a specified period. Provided that where the persons committing or abetting the act of ragging are not identified, the university shall resort to collective punishment.

Important Telephone numbers

Contact No: Warden, Krishna Hostel :9868220018

Warden, Kaveri Hostel: 8376990167

E-mail:igdtuwhostels@gmail.com, warden@igdtuw.ac.in