



# Hostel Manual

## 2023-2024

### Campus A

**Hall of Girls' Residence (Old)**  
**Provost: Prof. Rana Noor**



### Campus B

**Begum Hazrat Mahal Hostel**  
**Provost: Prof. Neelofer Afzal**

**J&K Girls' Hostel**  
**Provost: Prof. Mary Tahir**



**Jamia Millia Islamia**  
**Maulana Mohammad Ali Jauhar Marg**  
**New Delhi - 110025**

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## Disclaimer

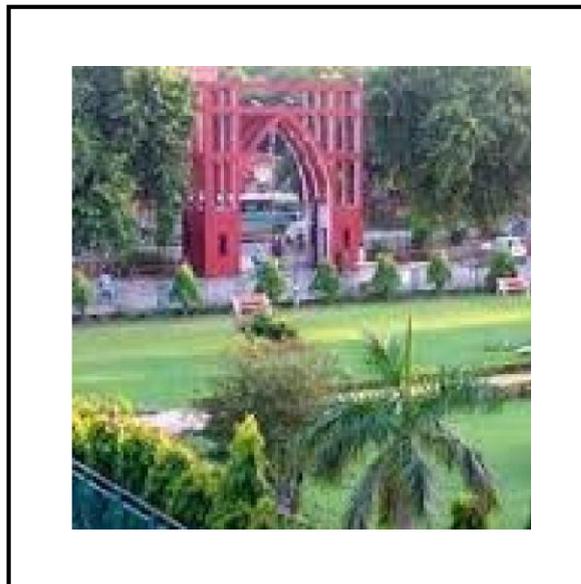
- a. *Hostel residence is not mandatory. As limited seats are available. Admission to a course in Jamia Millia Islamia does not guarantee a seat in girls' hostel.*
- b. *In case of allotment of seats in girls' hostels, the decision of the Interview Committee will be final.*
- c. *The Hostel authorities shall have no liability towards the hostel residents when she is outside the hostel campus or when she is on leave from the hostel. They shall not be held responsible, if the resident leaves the hostel without prior permission or information or does not report for attendance at night in the hostel or when she leaves the hostel after taking leave permission.*
- d. *Hostel accommodation is available for students of full time courses only.*

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# 1. Introduction

**J**amia Millia Islamia – a **NAAC A++** accredited Central University in New Delhi was established in 1920 in response to Mahatma Gandhi’s call for Non-co-operation and to assert

its freedom to educate and prepare its country’s youth for an Independent India. Jamia became a Central University through an Act of Parliament on December 26, 1988. The Arabic word ‘Jamia’ means ‘University’, and ‘Millia’ means ‘National’. The University has come a long way in its march to carve a distinct niche in the academic world as an institution of higher learning. It has embarked on the new threshold of academic excellence by



establishing a vast array of disciplines from Arts, Humanities, Education, Social Science, Law, Mass Communication, Sciences, Nanotechnology, Engineering, Dentistry, Physiotherapy to Centres of excellence in learning and promoting a congenial atmosphere for the students to pursue higher studies. It has been ranked 3<sup>rd</sup> in the university category by National Institutional Ranking Framework (NIRF) 2022 by Ministry of Human Resource Development, Govt. of India.

Nurturing unity in diversity, Jamia Millia Islamia offers limited hostel facilities to accommodate its students coming from different sections of society in different part of India and the world. Admission in the hostel is granted to meritorious students in various Faculties, Departments and Centres of Jamia Millia Islamia.

## **Name and Residential Capacity of Girls' Hostels**

### **CAMPUS A**

**Hostel rooms comprise of 3-seater, 4-seater rooms and Dormitories (for Jamia school residents).**

<b>Sr. No</b>	<b>Name of the Hostel</b>	<b>Capacity</b>
1.	Aruna Asaf Ali Hostel (AAA)	62
2.	Begum Anis Kidwai Hostel (BAK)	255
3.	Bi Amma Hostel	385
4.	Bi Amma Hostel – Annexe	24
5.	Gerda Philipsborn Hostel (GP)	Still under maintenance

### **CAMPUS B**

**Hostels in campus B comprises of 3-seater rooms, 2-seater rooms for Specially Abled Students & Dormitories (for Jamia school residents).**

<b>Sr. No</b>	<b>Name of the Hostel</b>	<b>Capacity</b>
1.	Begum Hazrat Mahal Girls' Hostel	422
2.	J&K Girls' Hostel	700

❖ Some rooms may not be available due to maintenance work.

## Campus A

# Gerda Philipsborn Hostel

M. Gerda Philipsborn (1895-1942) a German Social worker was influenced by Dr. Zakir Husain and his two friends, Dr. Abid Husain and Prof. M. Mujeeb, when they were in Germany for higher studies. She was greatly inspired by their vision of nurturing Jamia Millia Islamia which was at its nascent stage upon their return to India. Forsaking her homeland, she came to Jamia in December, 1932, and was given the responsibility of the Nursery and Primary Schools established a year after. She was a motherly and affectionate mentor and guide for the youngsters and they fondly called her 'Apajaan' or sister. She took special interest in the activities of women and children in Jamia. She involved the women in activities that brought them out from the seclusion of their homes and inculcated familial relations among them. She organized a "National Week" in commemoration of the Jallianwala Bagh tragedy and introducing a new section, "Payam-e-Biradari" in the Weekly Jamia Children's Magazine "Payame Taleem". The purpose of this section was to inculcate a sense of community amongst its readers and to enable them to communicate with each other. She played a pioneering role in laying strong foundations of Jamia. She died her on April 14, 1942.



## Begum Anis Kidwai Hostel

Begum Anis Kidwai (1906-1982) a Rajya Sabha member and social activist, came from a patriotic family. After the murder of her husband in 1947, she took Gandhiji's advice and dedicated herself to social work, helping the Partition victims at the camps at Purana Quila and Humayun's tomb. During that period, she kept a diary in which she inscribed her thoughts and her experiences. This record was later published under the title "Azadi ki Chaon Mein". In recognition of her literary contribution, she received the Sahitya Kala Parishad Award for Urdu in 1981.

Anis Kidwai was a woman of immense courage and honesty. Her commitment to the cause of democracy, secularism, women's education, and their economic emancipation remained undeterred during the horrors of Partition. Her home provided rehabilitation to many women in distress, struggling with the difficulties in work or marriage, or recovering from violence and abuse.



## **Aruna Asaf Ali Hostel**

Aruna Asaf Ali (1908-1996) born in Kalka, Haryana was educated at Sacred Heart Convent in Lahore and in Nainital. After her marriage with Asaf Ali, a prominent Congressman, she became deeply involved in the freedom struggle of India. Her first major political participation was during the Salt Satyagraha in 1930. During her arrest in Tihar Jail in 1932, she went on hunger strike against the treatment meted out to the political prisoners by the British. Her protest led to the improvement in their condition.

In 1942 she attended the Bombay Congress Session, which passed the historic Quit Indian Resolution. She was one of the leading activists during the Quit India Movement and went underground to evade arrest. Her property was seized by the government and a reward of Rs.5000/- was announced for her capture. She presided over the flag hoisting ceremony at Gowalia Tank Maidan in Bombay. She became one of the legendary heroines of India's freedom struggle. She was awarded the Lenin Prize for Peace in 1975 and the Jawahar Lal Nehru award for International Understanding in 1991. She was honoured with India's highest civilian award, the Bharat Ratna in 1998. To commemorate her immense contribution, a stamp in her name was issued by the Indian Postal Service.



## **Bi – Amma Hostel**

Abadi Bano Begum (1850 – 1924) popularly known as Bi Amma was an ardent nationalist whose family members had suffered the trauma of 1857 revolt and she had a strong desire to see the country free from British rule. Despite having no formal education, Bi Amma was an exceptionally devout, courageous and intelligent lady. Widowed at young age, she shouldered her responsibility of raising her sons with utmost sincerity and dignity. She sold off her property and jewellery to educate her sons at Aligarh and Oxford. Her sons Shaukat Ali and Muhammad Ali popularly known as Ali brothers joined Khilafat and Non-Cooperation Movement. After the arrest of nationalist leaders, including Ali brothers, Bi Amma threw off her veil to play frontal part during the freedom struggle. She collected funds, organized meetings and asked the Indian women to use khadi and boycott foreign goods. She addressed huge gatherings and inspired women to play greater participatory role in the freedom movement. She was a protagonist of Hindu-Muslim unity and campaigned hard for communal harmony and unity, which were imperative to win freedom. She passed away on 13<sup>th</sup> November 1924.

The Foundation Stone of the Bi Amma Girls Hostel was laid on 18<sup>th</sup> February 2010 by late Mrs. Uma Khanna, wife of Shri Tejender Khanna Honourable Lieutenant General of India. It took almost two years to complete the hostel. It was inaugurated by a woman of great eminence and protagonist of women's education Lok Sabha Speaker Mira Kumar on 28<sup>th</sup> September 2012. In her inaugural address and interaction with the hostel residents she has emphasized on women education.









**BEGUM HAZRAT MAHAL GIRLS' HOSTEL**

## Campus B

# Begum Hazrat Mahal Girls' Hostel

The hostel is named after the legendary freedom fighter Begum Hazrat Mahal (real name: Muhammadi Khanum), wife of Nawab Wajid Ali Shah of Awadh. Her name has gone down in history for her valour and courage in standing up to the might of the British forces in the revolt of 1857. She motivated many women freedom fighters to fight the British government and continues to be an inspiration for successive generation of women.



Begum Hazrat Mahal Girls' Hostel was inaugurated by Shri Prakash Javadekar Hon'ble Union Minister for Human Resource Development, Govt of India on 28<sup>th</sup> September 2016. It is located in a quiet surrounding on Jamia campus (entry through Gate No.8) Maulana Mohd Ali Jauhar Road, New Delhi.

The Hostel has a capacity to accommodate 422 girl students with 3 girls sharing a room. There are a few designated rooms on twin sharing basis for physically challenged girl students.

The hostel is equipped with a Dining Hall, laundry areas, bathrooms with solar heaters, Reading Hall, Common Room with a T.V, Gymnasium, Canteen/Tuck shop and a splendid stage providing the residents space for practice and performances.

The hostel premises are secured with CCTVs at strategic points. The main gate has a male guard on duty, while lady guards manage the inner areas of the hostel, round the clock.

A team comprising of administrative and technical staff work full time at the hostel.

## **J&K GIRLS' HOSTEL**

J&K Girls' Hostel was inaugurated by Shri Rajnath Singh Honorable Union Home Minister, Government of India on 18<sup>th</sup> November 2017. Honorable Vice-Chancellor, Jamia Millia Islamia, Prof. Talat Ahmad welcomed the dignitaries in the Ansari Auditorium.

It is located in a quiet environment of Campus B in Jamia Millia Islamia, Maulana Mohd Ali Jauhar Road, New Delhi (entry through Gate No. 8) It is situated between Begum Hazrat Mahal Girls' Hostel and Residential Coaching Academy on Campus B.

The hostel premises are secured with CCTVs at strategic points. Security is provided round the clock in the hostel premises. Male guards are posted at the main gates while guards and caretakers manage the inner areas of the hostel.

The earthquake resistant multi-storey building includes a Provost office, Warden Office, Warden residence, two dining halls, laundry areas, reading hall, guest room, sick room and canteen. The hostel is surrounded by lush green lawns, flower beds and a variety of trees.

The Hostel has a capacity to accommodate 700 bonafide female students with 3 girls sharing a room. There are two designated rooms on twin sharing basis for the differently abled with ramps and special provisions to provide easy access to washrooms and lifts.







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HAPPY DAYS



REMEMBER 24 2020



### 3. Eligibility

- A. Accommodation in the University Hostel is available only to bonafide students of full time courses. Students of Part-time and Evening courses are not eligible for hostel accommodation.
- B. Applicants must have secured a minimum of 45% marks in aggregate in the last qualifying examination.

#### Reserved Seats

- a. In each hall of residence 50 seats are reserved for NRI students.
- b. In each hall of residence some seats are reserved for Physically challenged students.

### 4. Admission

- a. Students seeking admission to the hostel must apply by filling the prescribed Application Form available on the Jamia official website <http://www.jmi.ac.in/studyatjamia/hostel/latest/2>.
- b. Admission to the hostels is exclusively on the basis of merit as per specified in the Admission Criteria.
- c. The students who have availed hostel accommodation for one course and join another course will have to apply afresh on the prescribed application form for hostel accommodation. Such cases will be treated as new admission.
- d. Foreign students are required to submit the application for hostel accommodation through the Foreign Students' Advisor, JMI and duly forwarded by their respective Embassy/High Commission.

## 5. Admission/Criteria

S.No.	Criteria	Percentage Secured	Points	Max. Points
1	Marks in Qualifying Examination	45% or below 55%	10	<b>40</b>
		55% or below 65%	15	
		65% or below 75%	25	
		75% and above	40	
2	Distance of Origin (in km)* NCR as defined*	Up to 1200	7	<b>10</b>
		above 1200	10	
	Applicant of North East ,J&K and Andaman& Nicobar Island		10	
3	Seniority in University (Excluding school seniority)	One Year	5	<b>10</b>
		Two Years	7	
		Three Years & above	10	
4	Economic Status** (Income from all sources in rupees per annum)	Less than Rs.5,00,000/-	5	<b>5</b>
		Rs.5,00,000/- to Rs.8,00,000/-	3	
5	NCC/NSS (Type of Certificate)	NCC Certificate-‘A’/ NSS 2 Special Camps	2	<b>5</b>
		NCC Certificate-‘B’/ NSS National Camp	3	
		NCC Certificate-‘C’	5	
6	Sports	University Participation	2	<b>5</b>
		University Participation with Place (I/II/III)	3	
		State Representation	4	
		State Representation with Place(I/II/III) / National Representation	5	
7.	Interview	Assessment by the Interview Committee duly constituted by the Vice-Chancellor	25	<b>25</b>
<b>Total Points</b>				<b>100</b>

\*Copy of Voter Identity Card / Ration Card / Domicile Certificate etc. to be submitted as proof of domicile for the mentioned address.

\*\*Certificate from Revenue Officer /Higher Divisional Officer or any other authorized Officer must be produced.

- a. Physically challenged students (not less than 40% of disability) certified by competent authority of a Govt. Hospital may be given priority as per Jamia rules.
- b. Physically challenged students and whose parents' annual income is not above Rs.1.50 lakhs per annum are exempted from the payment of Room Rent (supporting document required as per JMI norms).

## **6. Admission Procedure**

- a. Available seats in each hostel are distributed to each Department/Centre on pro rata basis.
- b. The merit list of the students of each Department/Centre shall be prepared separately.
- c. A committee, constituted by the Vice-Chancellor will conduct an interview of the applicants for admission/re-admission in the hostel.
- d. The admission process for all the Halls of residence for girls will be combined.
- e. Two local guardians (LG) are mandatory for each applicant and they should not be residing at the same address.

- f. Students staying in hostel shall not be accepted as Local Guardians.
- g. It is mandatory for both the Local Guardians to be present at the time of interview.
- h. Both the LGs are required to submit one of the following documents as address proof:

Water/Telephone (landline or post paid mobile bill)/ Electricity bill /Statement of running bank account (Scheduled Commercial bank excluding Regional Rural banks and local area banks)/Income Tax Assessment Order/Election Commission Photo ID Card/Gas connection bill/Aadhar Card/Passport or Certificate from Employer (registered reputed and widely known companies on letter head.
- i. Parents/LGs of the selected candidates will be required to complete the hostel admission formalities within ten days, failing which the hostel seat will be cancelled.
- j. Applicants are warned against naming unknown, unmarried persons as local guardian. On verification of such nomination, the admission of the candidate will be cancelled.

## **7. Renewal of Hostel**

- a. Hostel allocation is for one academic session only. All hostel rooms must be vacated at the end of the academic session. All residents, including foreign students who are promoted to II, III or final year/semester of their course shall be required to submit their hostel renewal form in the beginning of the new academic session.
- b. Ph.D. students are required to submit their progress report forwarded by their supervisor through the Head of the Department, along with the renewal form in each academic session. PhD scholars are allocated hostel accommodation for one year at time for a maximum period of five years w. e .f from the date of registration as a

PhD scholar of the University or submission of dissertation whichever is earlier.

- c. All residents must vacate the hostel room after completion of their course as mentioned in the prospectus for their particular course. Even extension granted by the respective department will not guarantee an extension to stay in the hostel.
- d. Any resident who does not vacate room as stipulated in the rules for hostel admission will have to pay fine of Rs 200 per day for the first five days and subsequently Rs 500 per day.
- e. The renewal of hostel admission would only be granted to those residents:
  - (i) Who have secured minimum **50% marks** in aggregate in previous examination.
  - (ii) Have cleared all dues before appearing at the annual/semester examination.
  - iii) The conduct report of the applicant from the concerned warden is satisfactory. There are no complaints of indiscipline and misbehavior with the hostel staff or fellow residents.
- f. Residents pursuing internship in the coming academic session as compulsory part of their courses for the purpose of evaluation/degree, have to submit in writing to the hostel authorities at the time of renewal, the duration of the internship duly certified by the Head/Director of the Department /Centre. They are also required to submit an undertaking to stay in the hostel during the internship period.
- g. At the time of renewal of hostel accommodation, local guardians of the applicant are required to be present at the time of the interview, unless they are the same as in the previous academic session.
- h. Affidavit from Parents, Local Guardians and the Applicant is mandatory for Renewal of Hostel Admission.
- i. Participation in events organized by hostel/ University is mandatory.

## **8. Disqualification**

The following students shall not be eligible for admission /renewal in the hostel

- a. Those who failed to secure 50% or above marks in the examination for which they were given admission to the hostel.
- b. Those who were detained from appearing in examination by the University authorities.
- c. Those who did not appear in the examination on their own violation.
- d. Those against whom Disciplinary action(s) was /were taken by the University authorities.
- e. Those who have violated hostel rules/by laws or have been found guilty of non-compliance of the Hostel code of conduct & have been reprimanded, fined, or punished in any other way by the Proctor/Provost/Wardens.
- f. Those who are employed part or full-time.
- g. If there is discontinuation in studies of more than one year due to reasons other than those mentioned above.

## **9. Mess Rules**

- a. Mess is compulsory for all the residents.
- b. The residents are required to take meals only in the Hostel Dining Hall.

- c. Dining Hall timings shall be fixed as notified from time to time. All residents shall adhere to these timings.
- d. Carrying of Mess articles/plates to the rooms and common places is strictly prohibited.
- e. Food shall not be taken out of the Dining Hall. Only sick residents may be allowed by the Doctor/Warden to have light meals in their rooms on written advice of the University doctor.
- f. Roommates/ friends are not allowed to take food on behalf of absentees.
- g. The hostel mess may not function during the vacation for those who are permitted to stay in the hostel. If the mess functions, the charges would be as per arrangements made.
- h. The care-takers shall record the daily attendance of the residents in the Mess register.
- i. Lunch pack facility is also available for residents, on prior request.
- j. Residents are required to be properly attired in the Dining Hall.

## **10. Attendance and Leave Rules**

- a. Attendance will be recorded at 10:00 pm in the evening during the roll call by the Care-taker. In case a resident fails to mark her attendance in time disciplinary action will be taken against her.

Hostel Entry time limit: 10: 00 pm

Hostel Exit time limit: 10: 00 pm

Any default on Entry and Exit time will be viewed seriously.

- b. Application of Leaves (whether outstation or local) must be submitted at least 24 hrs in advance and duly supported by a request from their parent either through SMS or email from the registered mobile number/email id of the parent. Applications received without parent's endorsement will not be considered.
- c. Application of leave by Foreign/NRI Students must be endorsed by the Foreign Students' Advisor. The hostel Authorities will not consider leave request from foreign students unless it is recommended by the FSA.
- d. Residents taking Outstation leave from the hostel are required to submit a copy of air/rail ticket. They must leave the hostel campus before 10:00 pm. In case, the departure of their train/flight is late at night, for which, they need to leave later than 10:00 pm, they are advised to inform the Warden/caretaker.
- e. Residents may be granted leave on weekends and on University holidays. Permission for night stay will be granted only for places, where the resident is authorized by parents/local guardian. Leave and late night Performa duly filled must be submitted for permission of the Warden 24 hours in advance, duly recommended by their Parents/Local Guardians, endorsing full address of the place to be visited and contact numbers.
- f. The residents will not be allowed to go for night-out to other hostels in Delhi.
- g. A resident will not be allowed entry/stay in the hostel during her leave without permission of the concerned Warden. Residents can cut short their leave and return to the hostel if need be with permission only of the warden concerned. In such a case her request/application would be considered consumed. She will have to apply afresh for leave thereafter with an application duly endorse/recommended by the Dean/HOD of the Department /Centre or parents as per nature of leave and submit it to the hostel authorities.
- h. Absence from the hostel without permission and stay at unauthorized

destination will be treated as violation of hostel rules and will result in the cancellation of hostel seat with immediate effect.

- i. Disciplinary action shall be taken against those who are found forging the signatures of their parents/local guardians/ fellow residents for the purpose of taking leave or Entry/Exit to/from the hostel.

Any wrong entries (of name, room number or time) in the Security Register will be treated as breach of trust and lead to strict disciplinary action.

- j. In case of academic excursion / field work the residents must get their leave applications duly forwarded by the Head of Department and endorsed by the local guardians and submit the same to the hostel office before proceeding on leave. Permission will also be granted, for Farewell party/University functions, programmes and project works etc an application endorsed by respective authorities, and submitted to the Warden prior to the event.

- k. Those already on leave can extend their leave through written intimation.

- l. Residents remaining absent without intimation/permission or pending payment of fees for more than thirty days consecutively will be liable to disciplinary action including cancellation of hostel accommodation.

- m. Residents should intimate to the hostel office immediately if there is any change of local guardians or change in the address and contact number of Parents or local guardians.

- n. Ph.D. students cannot absent themselves from the hostel except for field work.

- o. Students going to home should submit a copy of air/rail ticket.

- p. Leave Performa is available with the caretaker.

## **11. Vacating Seat/Room**

- a. All residents shall vacate the hostel at the end of each academic session or within ten days of the last examination.
- b. In the event of their vacating the hostel during the session, prior information of at least fifteen days before must be given by the resident.
- c. Residents must hand over the keys, I-card to the Caretakers and obtain 'No Dues' clearance before vacating the hostel.
- d. A resident vacating the hostel will be issued the gate pass by the Caretaker after she pays all her dues, and hands over the Room/Seat to the Caretaker and obtains a Clearance Certificate from the hostel office.
- e. The hostel will be closed on the last day of the academic session. Residents whose regular examinations continue beyond the last day of academic session and those who have to attend Project/ Summer Training/ Field Work as a compulsory part of their regular course for the purpose of evaluation will be accommodated for the purpose, after obtaining recommendation from their respective Head/Dean of the Department. This arrangement will remain operational till the start of the new academic session.
- f. Official mess facility will not be provided to the residents during vacations. However, special arrangement for Mess will be made available, provided a minimum 100 residents are willing to avail the facility and deposit advance Mess charges for the period with Mess Warden.
- g. Residents request for stay in hostel for strictly academic purpose during summer vacation must have prior approval of the Provost. M.Tech/M.Phil/Ph.D Scholars' application for stay in the hostel during

summer months must be recommended by their Supervisor and Head of the Department.

## **12. Conduct**

- a. Any resident damaging/misusing the hostel property in any manner shall pay the full cost of the damaged property including the installation charges, if any. In addition, she would also be liable to a fine imposed by the Warden/Provost.
- b. Cooking inside the hostel rooms is strictly forbidden. The use of electrical gadgets, like refrigerator, heater/blower, Immersion heater-rods, induction stove and TV etc. is prohibited. Any forbidden gadget found in a hostel room, shall be confiscated and a fine of Rs.1000/- may be imposed on the owner for the first violation, and Rs. 2,000/- on the second violation and expulsion thereafter.
- c. Electric kettles/ iron may be permitted with prior written permission of the Warden, on payment of Rs 200/- per month per resident as electricity charges.
- d. The Residents are permitted to use, if they wish, one Room/Desert Cooler per room on payment of Rs 600/- per cooler, per month.
- e. Residents are not allowed to hand over the keys of their rooms to any person other than the care-takers/hostel authorities.
- f. Residents shall maintain hygiene and keep their rooms/washrooms and hostel premises neat and clean. Hostel/Rooms may be inspected/checked by hostel/university authorities at any time.
- g. Residents are expected to come to Dining Hall, Common Room, Reading Room Office and Visitors Room or to the Main Gate to

properly dressed, failing which they shall be liable for disciplinary action.

- h. Residents must strictly follow the timings of Entry & Exit, of the Dining Hall, TV/Common Room and the Gym as notified from time to time.
- i. No item from places of common use shall be taken to rooms. A default in this regard may attract a fine of Rs. 100/- per item.
- j. All residents must be responsible for the safety of their valuable belongings. There is no liability on the hostel staff for the loss of money, jewellery or any other item from their rooms or from any other premises of the hostel.
- k. All residents must clear their dues timely. A fine of Rs. 100/- will be levied on every slot of 15 days in case they fail to do so.
- l. All the residents (including foreign students) have to abide by hostel rules and regulations. Any violation will lead to expulsion from the hostel.
- m. Residents are not allowed to make noise especially after 10:00 pm as it would disturb the privacy of other residents nearby.
- n. Residents are required to park their vehicles properly at the authorized parking provided in the hostel. If any vehicle is found in the gallery of the hostel, a fine of Rs 1000/- shall be imposed on the owner. Safety of vehicles is the owner's responsibility. Parking of any outsider vehicle is strictly prohibited. Disciplinary action will be taken against the defaulters.
- o. Residents are required to register their vehicle with the Proctor Office and submit copy of registration to the Office.

## 13. Discipline

- a. All residents shall be issued a 'Resident I-Card' from the Office of the Provost. Residents must keep I-card with them at all times and produce the same on demand by hostel authorities and security staff. In case of loss, a duplicate card may be issued on payment of Rs. 50/-. On completion of academic session, they should return the same to the hostel authorities.
- b. Residents are required to show their I-Card and make entries in the register at the hostel gate after the time limit.
- c. Silence hours have to strictly observed from 10:00 pm to 6:00 am.
- d. Residents desirous of consulting Wardens/Provost about their day to day problems may do so at the time specified by them.
- e. Residents are required to bring their own bedding and other items of personal use. (see list of recommended personal items).
- f. Room allocation will be done by hostel authorities. Room once allotted will not be changed in that academic session (except in medical emergencies).
- g. No resident on her own shall shift from the allotted room to another room. No furniture should be shifted from one room to another.
- h. No resident shall indulge in any activity in her room/hostel, which may cause disturbance or annoyance to her room-mate/neighbours or to the hostel/university authorities. Appropriate disciplinary action shall be taken against such students.
- i. No resident will be allowed to break the hostel room lock or window pane etc without the permission of the Warden. Such action shall be liable for fine/expulsion from hostel.
- j. Alcoholic drinks and smoking and consumption or possession of narcotic drugs are strictly prohibited in the hostel premises. Any violation will lead to immediate expulsion.

- k. Residents shall not misbehave or manhandle any resident or office staff on duty. Any such misdemeanor shall attract severe punishment including expulsion from the hostel.
- l. Lights and fans must be switched off while leaving the room. Water taps should be closed properly after use.
- m. Residents shall not use inappropriate language with fellow residents or staff.
- n. Residents shall not allow any guest or visitors inside her hostel room. No residents shall allow residents from other rooms to stay overnight in their rooms or during silence hours.
- o. Extra furniture item in the room is not allowed.
- p. All the rules and regulations mentioned in the hostel manual is equally applicable to foreign students.
- q. Parties, social and political gatherings in the hostel complex are not permitted.

## **14. Ragging**

Ragging in all its forms is totally banned on the premises of the University and its hostels. Any student indulging in ragging will be expelled.

As per University Grants Commission Letter No. F 1-16/2007 (CPP-11), dated: April, 2009 related to UGC Regulation on curbing the menace of ragging in higher educational institutions 2009, the students are advised to take note of the following:

As per the orders of Hon'ble Supreme Court of India 'Ragging' means the following:

*“Any conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other students, indulging in rowdy or indiscipline activities which causes or is likely to cause annoyance hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student”.*

### **Punishable Aspects of Ragging:**

- Abetment to ragging
- Criminal Conspiracy to rage
- Unlawful assembly and rioting while ragging
- Public nuisance created during ragging
- Violation of decency and morals through ragging
- Injury to body, causing hurt or grievous hurt
- Wrongful restraint
- Wrongful confinement
- Use of criminal force
- Assault as well as sexual offences or unnatural offences
- Extortion
- Criminal trespass
- Criminal against property
- Criminal intimidation

Strict action shall be taken against those found of ragging and/or abetting ragging.

Each resident shall have to sign an undertaking to the effect that she is aware of the law prohibiting ragging as well as the punishments and to

the effect that she has not been expelled and/or debarred from admission by any institution on these grounds and that she if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately.

An undertaking shall also be signed by the parent/guardian of the application the effect that he/she is also aware of the law in this regard and agrees to abide by the punishment meted out to her ward in case the latter is found guilty of the offence of ragging and/or abetting ragging is liable to be punished appropriately at the time of joining the hostel.

## **Punishment**

Depending upon the nature and gravity of the offence as established by the Anti-ragging committee of the institution, the possible punishment for those found guilty of ragging shall be any one or any combination of :-

1. Suspension/Expulsion from the hostel
2. Cancellation of admission
3. Rustication from the institution
4. Debarring from admission in the hostel in future
5. Fine ranging between Rs.1,000-10,000
6. Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort collective punishment.

### **15. Disciplinary Action**

- a. The Provost can take action for any default on the part of a resident, such as suppression of information in the application for admission,

application for leave, act of indiscipline, violation of any of the duly prescribed rules, indulgence in indecent or violent behaviour, or for non-compliance with the hostel rules and procedures or for any other reason deemed sufficient for a disciplinary action. She can be issued warning, intimate the parents/guardian/Head of the Department/Supervisor, impose fine with a minimum penalty of Rs.500/- or double-lock the room/cancel the allotment of room a resident/expel or forcibly evict a resident at the risk and cost of the resident or take any other disciplinary action, including banning the entry to the hostel and recommending non-issuance or de-recognition of degrees, depending upon the gravity of the act of indiscipline committee by a resident.

- b. The Provost and the university authorities reserve the right to expel students in case their conduct is found to be of a grave nature or on a disciplinary ground. In that case the entire hostel fees including the caution money will be forfeited.
- c. Residents are required to abide by all rules and instructions given in the Hostel Guidelines/Manual and as notified on the Notice Board from time to time. They are not to plead ignorance of the same. They are to co-operate with the hostel staff and actively participate in the smooth running of the hostel.
- d. At the time of admission, every student shall be required to sign a declaration that she submits herself to the disciplinary jurisdiction of the Vice-Chancellor, the Provost and other authority of the University who may be vested with the authority to exercise discipline under Jamia Act/Statutes.
- e. Students found staying the hostel without paying the requisite fees will be evicted from the hostel without any prior notice and the authorities will not be responsible for any loss/damage of items or inconvenience caused during the eviction process.
- f. Students found staying the hostel without paying the requisite fees will be evicted from the hostel without any prior notice and the

authorities will not be responsible for any loss/damage of items or inconvenience caused during the eviction process.

## **16. Procedure for Eviction**

A resident may be evicted from the hostel for any breach of disciplinary norms of hostel or mess rules or if not conforming to academic requirements as stipulated in the Academic Ordinance of the University or otherwise notified by the University.

The eviction process will be initiated by the Senior Warden in consultation with the Provost and the Dean of Students Welfare.

Before eviction, the resident concerned will be served with a 5 days Eviction Notice by the Senior Warden so that the resident is informed of the proposed action and could take care of her personal belongings lying in the room, and vacates the room on or before the date fixed for eviction.

If the resident does not vacate by the date specified in the Notice for Eviction, the lock of the room will be broken in the presence of:

- i. The Senior Warden
- ii. The Caretaker; and
- iii. The Chief Proctor or his representative, where necessary

For this purpose, the Senior Warden will inform the concerned officers, in advance.

Where the second-room mate or third room-mate is affected by eviction of the defaulting resident, the second room-mate/third room-mate will be accommodated by the Sr. Warden in other room(s) as may be possible.

If, on breaking the lock, any personal belongings of the defaulting resident are found in the room, these shall be listed with signatures of all

those present at the time of eviction and disposed of by the hostel administration in whatever manner it may deem fit. The hostel administration will not bear any responsibility whatsoever for any loss or damage of such personal belongings. The amount if any, earned by disposing of the personal belongings will be deposited in the General Fund of the Hostel.

If any furniture articles/fixtures allotted to the student found missing or damaged, the cost of article or damages to articles shall be recovered from the student, keeping in view the original price of the article minus depreciation value, as may be decided by the concerned Warden.

## **17. Hostel Welfare Association**

- a. Residents are provided ample space of freedom to ensure smooth functioning of the hostel and to generate a lively atmosphere.
- b. For this purpose, Hostel Welfare Committees are formed by Residents to look into aspects like Mess, Sport & Culture, Health and Environment, each committee is elected democratically for a year by the General Body comprising of residents in each hostel separately.
- c. The Senior Warden of the hostel shall be the Advisor of the Association and the Provost its Patron.
- d. All the activities of the Association shall be held with the prior approval of the Provost. In this regard Wardens/Hostel Welfare Association shall discuss all proposals with the Provost.

## **18. Visitors**

- a. Visitors are allowed entry in the hostel premises on Sundays and Gazetted holidays between 9:30 am to 5:30 pm and meet the hostel residents in the visiting area only.
- b. Only parents and local guardians, mentioned in the hostel Admission Form will be treated as visitors.
- c. Visitors should complete all the entries in the register available at the hostel gate with the security guard.
- d. On demand, they must identify themselves through photo identity cards (Identity card/Aadhar Card/Driving Licence / Pan card etc.).
- e. Visitors' vehicles are not allowed inside Hostel Campus.
- f. No visitors are allowed on Holi.
- g. Residents are not permitted to allow male visitors in the hostel at any time for whatever reason(s). Any Resident violating this rule will be evicted from the hostel.

## **19. Guests**

- a. Limited Guest Accommodation for female guest (only mother and real sister) of the residents is provided on first come first serve basis only for three days on specified charges. It can be extended for the maximum period of eight days by the Provost. Booking for guest accommodation has to be done well in advance.
- b. Residents' guests are not allowed to stay in the rooms of the Residents.
- c. No resident shall keep or give shelter to any debarred/campus banned/rusticated students in her room. In case of violation, the hostel allotment of the erring residents shall be cancelled.

## **20. Hostel Facilities:**

1. Reading Hall.
2. Common Room/TV Hall.
3. R.O cum- Water Cooler.
4. Lunch pack on prior request. Use of Pantry between 6 am to 12 midnight.
5. Canteen/Tuck Shop on campus.
6. Guest Rooms (Limited No on first come first serve basis).
7. Round the clock security with CCTVs on premises.
8. Access to Ansari Health Centre for consultation/treatment.

## **21. Medical facilities**

- a. The residents can avail the services of Ansari Health Centre maintained by Jamia Millia Islamia.
- b. All cases of illness should immediately be reported to the hostel authorities.
- c. It would be the responsibility of the local guardian to attend to a sick

resident whenever contacted by the Hostel Authorities. In case, both the local guardians fail to report then the parents are required to authorise substitute local guardian to take care of their ward.

- d. If the residents suffer from contagious/infectious disease, she will be asked to shift her local guardian's/or a Hospital immediately. Payment for hospitalization and treatment has to be made by resident's local guardian.
- e. The Resident will be allowed to re-join the hostel after submission of Medical Fitness Certificate obtained from Ansari Health Centre, JMI or any other registered hospital/dispensary consulted by the resident during illness. Such students must observe the prescribed period of quarantine before returning to the Hostel.
- f. In case of medical emergency, the hostel authorities will take the resident to the nearest hospital. If the resident declines or does not want to go the hospital, the local guardian will be required to take away their ward for private medication.

## **22. Gymnasium**

- a. Gymnasium facility is available to the interested hostel residents on payment of prescribed fees of Rs. 1500/- per semester.
- b. Gymnasium will remain open from 6:00 to 8:30 am and 5:00 to 7:30 pm on all working days and from 6:00 to 10:00 am on Sundays and holidays or as notified form time to time.
- c. Gymnasium will remain closed during summer and winter vacations.

## 23. Fee Payment Schedule

### a. Mess Fee

- i. All students must pay the prescribed Mess Fee, which may be revised from time to time.
- ii. Mess fee is charged in **TWO INSTALLMENTS** before the beginning of new semester.
- iii. Every resident has to deposit a sum of **Rs.2000/-** towards Mess Caution Money (refundable) at the time of admission.
- iv. On prior information, the Warden (Mess) may allow the adjustment of mess remission at the end of session. However, no mess refund shall be allowed for less than **05 consecutive** days and not more than 30 days in one academic year. No claim for remission of food charges shall be entertained if the resident has not submitted prior application to the concerned Warden/Caretaker.
- v. If the resident fails to deposit the Mess fee on due date, a late payment fine of **Rs.200/-** shall be charged up to 15 days. Thereafter, the mess facility shall be withdrawn and an appropriate action shall be taken against such defaulters including expulsion from the hostel.
- vi. Any resident, who is exempted from the hostel mess by Warden (Mess) under special circumstances/Medical ground, shall have to pay a token fee of **Rs.500/-** per month for **06 months** as **Mess Exemption Fee on Medical grounds**

### b. Hostel Fee

Hostel fee shall be submitted in one installment at the time of hostel allotment/renewal.

## 24. HOSTEL CHARGES

Heads of Fee	New Allotment	Renewal
Admission Fee	300	NIL
Hostel Maintenance Fee	3000	3000
Hostel services	4000	4000
Common Room	500	500
Development	500	500
Kitchen Maintenance/Crockery Utensils	1000	1000
Hostel Function/Sports/Magazine/student welfare Fund	500	500
Hostel Identity card	50	50
Room Rent	1000	1000
Electricity/Water	2000	2000
Caution Money (Refundable)	500	NIL
Mess Caution Money (refundable)	2000	NIL
<b>TOTAL</b>	<b>15350</b>	<b>12550</b>
<b>New Allotment: (Annual Charges) Hostel charges- Rs. 15350/-</b>	<b>Renewal: (Annual Charges) Hostel Charges- Rs.12550/-</b>	

❖ *Physically challenged students, whose parents' annual incomes is not above Rs.1.50 lakhs per annum are exempted from the pyment of room rent (Supporting document required as per Jamia norms)*

❖ NRI students will pay 1000 \$(USD) as annual hostel charges.

### **MESS CHARGES**

Category	Charges/Month	Charges for 10 Months	Items served
<b>General</b>	2600	26000	As per mess Menu

❖ Some additional item will be available on payment basis.

**N.B: Hostel & Mess charges will be reviewed every year.**

## **25. Mode of payments and cancellation**

- a. No part payment is allowed.
- b. Residents are required to make payments during the prescribed period, failing which a fine of Rs 200/- will be charged up to 15 days after the expiry of the last date.
- c. If a resident fails to pay Hostel/Mess fee before the end of the prescribed date mentioned for the installments, her admission to the hostel will be cancelled. She may, however, be re-admitted with the permission of the Provost on payment of re-admission charges of Rs. 1000/- provided vacant room in the hostel is available.
- d. Hostel and Mess caution Money will be refunded to the resident at the time of leaving the hostel and within the same financial year before 31<sup>st</sup> March. However, residents are required to produce a clearance certificate from the concerned Office/Department /Centre before claiming the same on a prescribed form available in the Warden Office.
- e. The claim of the student for reimbursement of caution money shall stand forfeited or deemed to have been relinquished, if it is not claimed within one year, from the date of leaving the hostel within the same financial year before 31<sup>st</sup> March.
- f. In case of withdrawal of admission from the hostel within a week, all the fees except the admission fees shall be refunded.
- g. On withdrawal beyond one week, no fees will be refunded except the Caution Money on the production of the clearance certificate.
- h. A Copy of the receipts of the payment made must be deposited in the Caretakers office of the respective hostel.

**Note:** The final authority in all hostel matters rests with the Provost.

