



# Hostel Manual

## 2019-20

# Hall of Girls' Residence

**Jamia Millia Islamia**  
Maulana Mohamed Ali Jauhar Marg  
New Delhi – 110025

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## Disclaimer

- ❖ *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.*
- ❖ *In case of allotment of seats in girls' hostels, the decision of the Interview Committee will be final.*
- ❖ *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.*
- ❖ *Hostel accommodation is available for students of full time courses only.*

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# 1. Introduction

Jamia Millia Islamia - an 'A' grade NAAC 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 12<sup>th</sup> by National Institutional Ranking Framework (NIRF) 2017 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.	Gerda Philipsborn Hostel (GP)	183
2.	Aruna Asaf Ali Hostel (AAA)	66
3.	Begum Anis Kidwai Hostel (BAK)	263
4.	Bi Amma Hostel	387
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### **CAMPUS B**

**Hostels in campus B comprises of 3-seater rooms and 2-seater rooms for Specially Abled Students.**

<b>Sr. No</b>	<b>Name of the Hostel</b>	<b>Capacity</b>
1.	Begum Hazrat Mahal Girls' Hostel	374
2.	J&K Girls' Hostel	700

## 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 “Apajan” 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 here 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**

## 2. Begum Hazrat Mahal Girls' Hostel

The hostel is named after the legendary freedom fighter Begum Hazrat Mahal (real name: Muhammadi Khanum). She was the first 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 374 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, a Canteen/Tuck shop, a Beauty Parlour and a splendid Stage providing the residents space for practice and performances.

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

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

# J&K GIRLS' HOSTEL

J & K is a newly built 700-bedded hostel for bonafide female students of Jamia Millia Islamia. It is situated next to Begum Hazrat Mahal Girls' Hostel on Campus B.



### **3. Eligibility**

- a) Accommodation in the University Hostel is available only to bonafide students of full time courses.
- b) Applicants must have secured a minimum of 45% marks in aggregate in the last qualifying examination.
- c) As seats are limited in the hostels, students whose parents/spouse reside and work in Delhi/NCR are not necessarily eligible for the hostel accommodation.

### **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>
- 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.
- e) All foreign/NRI students are required to give name, address and contact number of a person in their respective Embassy/High Commission in Delhi to be contacted in emergency.
- f) All rules and regulation of the hostel will apply equally to foreign and NRI students.

## 5. Admission/Criteria

S. No	Criteria	Percentage Secured	Point	Max. Point
1.	Marks in Qualifying Examination***	45% or below 55%	10	40
		55% or below 65%	15	
		65% or below 75%	20	
		75% or below 85%	25	
		85% or below 90%	30	
		90% and above	40	
2.	Distance of Origin (in KM)*	Up to 500 km	6	10
		501 to 1000 km	8	
		above 1000 km	10	
3.	Seniority in University (Excluding school seniority)	One year	3	10
		Two Years	6	
		Three years & above	10	
4.	Economic Status** (Income from all sources in rupees per annum)	Less than Rs. 2,00,000/-	5	5
		Rs 2,00,000/- to Rs 5,00,000/-	3	
5.	NCC **** (Type of Certificate)	Certificate- 'A'	5	10
		Certificate- 'B'	7	
		Certificate- 'C'	10	
6.	Sports	University Participation	2	5
		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	20	20
<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).
- c) A total number of 15 seats, which includes re-allotment cases, are earmarked for Outstanding Sports Persons (boys and/or girls) duly recommended by the University Games & Sports Committee. However, in case all the above 15 seats are filled up with re-allotment cases, a total of 5 seats (over & above) may be allotted to the fresh/newly admitted Sports Persons. Here, "Outstanding Sports Persons" means, a Sports Person who has represented National Level event.

\*\*\* -For First year applicants of all courses, the marks obtained in qualifying exam shall be considered.  
-For Under Graduate applicants of II/III/IV/V year, the average marks of qualifying and UG 1 year + UG II year (and subsequent years if applicable) shall be considered.  
-For Post Graduate applicants of III semester, the average marks of qualifying exam and PG 1 and II semesters shall be considered.

-Applicants of Diploma courses, where qualifying exam is class X, marks of class X shall be considered for the first year students; average marks of class X and 1<sup>st</sup> year and average marks of class X and 1<sup>st</sup> + 11<sup>th</sup> year for the second year and third year students respectively shall be considered.

\*\*\*\* Supporting documents are required.

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## 6. Admission Procedure

- a) The merit list of the students of each Department/Centre shall be prepared separately.
- b) Available seats in the hostel are distributed to each department/centre on pro rata basis, also keeping in mind the proximity of Dept/Centres.
- c) A committee, constituted by the Vice-Chancellor/Provost will conduct an interview of the applicants for admission/re-admission in the hostel.
- d) Preference will be given to the applicants pursuing regular degree courses starting from undergraduate courses.
- 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 an unknown, unmarried persons as local guardian. On verification of such nomination, the admission of the candidate will be cancelled.

## **7. Renewal of Hostel**

- a) As the hostels are allocated for one academic session. All residents including foreign students who are promoted to II, III or final year/semester of their courses shall be required to submit their Hostel Renewal Form in the beginning of each academic session in the Office of the Provost.
- 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. Ph.D. students 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 student of the University.
- c) All M.Phil/M.Tech/LLM students are required to complete their dissertation within 6 months after the completion of their course work. After the expiry of this period they will have to vacate the hostel. Even extension granted by the respective Department will not guarantee an extension to stay in the hostel.

- d) The bonafide resident whose result is awaited/or who has applied for re-evaluation etc. must apply in time but finally allotment may be granted only after the clearance of the results.

If these students fails to get the required marks she has to vacate the hostel within eight days otherwise a fine of Rs 200 per day for the first five days and subsequently Rs 500 per day. Re- evaluation cases must be cleared by 30<sup>th</sup> of August.

- e) The renewal of hostel admission would only be granted to those residents:

(i) Who have secured minimum 50 per cent 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 misbehaviour 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) Local guardians of the applicants for renewal of hostel accommodation are required to be present at the time of the interview unless they are same as in previous academic.

- h) Participation in events organised by hostel/ University is mandatory.

- i) Affidavit from Parents, Local Guardians and the Applicant is mandatory for Renewal of Hostel Admission.

## **8. Disqualification**

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

- a) Those who failed in the examination for which they were given admission to the hostel.
- b) 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) They 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) They are employed part or full-time.
- g) Residents whose parents, guardians/husband have shifted/transferred to Delhi/NCR after admission in the hostel, shall have to vacate hostel accommodation.

## **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. Room-mates 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 10:30 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: 30 pm

Hostel Exit time limit: 09: 30 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 parents 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 9:30 pm. In case, the departure of their train/flight is late at night for

which they need to leave later than 9.30pm, they are advised to inform the Warden.

- 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 unauthorised 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 three 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 31<sup>st</sup> May. Residents whose regular examinations continue beyond 16<sup>th</sup> May 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.

- 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, Electric Press, electric kettle, Induction stove and TV etc. is prohibited. Any forbidden gadget found in a hostel room, shall be confiscated and a fine of Rs.500/- may be imposed on the owner for the first violation, and Rs.1,000/- on the second violation and expulsion thereafter.  
The Residents are permitted to use, if they wish, one Room/Desert Cooler per room on payment of Rs 300/- per cooler, per month.
- c. Residents are not allowed to hand over the keys of their rooms to any person other than the care-takers/hostel authorities.
- d. 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.
- e. 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.

- f. 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.
- g. 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.
- h. 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.
- i. 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.
- j. All the residents (including foreign students) have to abide by hostel rules and regulations. Any violation will lead to expulsion from the hostel.

### **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 11:00 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 are strictly prohibited in the hostel premises.
- k. Residents shall not misbehave or manhandle any resident or office staff on duty. Any such misdemeanour 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 are entitled to use the facilities (washing machines, pantry, mess, common rooms) provided only in their allotted hostel with due care of the gadget and consideration for others turn to use.
- o. Pantry services are provided only for breakfast. Cooking meals inside the Pantry is strictly prohibited.
- p. 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.
- q. Extra furniture item in the room is not allowed.
- r. All the rules and regulations mentioned in the hostel manual is equally applicable to foreign students.

## 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 punishments 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 25,000-1,00,000 rupees
6. Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to 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.200/- 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. All residents must clear their dues timely. A fine of Rs. 100/- will be levied on every slot of 15days in case they fail to do so.
- 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 of the Begum Hazrat Mahal Girls' Hostel or the Dean of Students Welfare in case the post of Provost is vacant.

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.

## **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/TV Hall.
3. R.O cum- Water Cooler.
4. Washing machines for self-use between 6 am to 12 midnight and laundry on call service.
5. Lunch pack on prior request. Use of Pantry between 6 am to 12 midnight.
6. Canteen/Tuck Shop on campus.
7. Beauty Parlour on campus.
8. Guest Rooms (Limited No on first come first serve basis).
9. Round the clock security with CCTVs on premises.
10. Medical consultation with Lady Doctor twice a week in the hostel itself.
11. Access to Ansari Health Centre for consultation/treatment.

## **21. Medical facilities**

- a. A lady doctor is available twice a week for consultation in the hostel on specified days/time. The residents can also 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.500/- per semester.

## 23. Fee Payment Schedule

- a. Hostel and Mess fee is charged in two instalments, the first instalment to be deposited at the time of admission and the second to be deposited in the month of January when the University reopens for the academic session. The residents can check in the hostel with copies of the fees deposited. Payment has to be made through Cheque and Demand Draft only.
- b. If a resident fails to deposit the Mess Fee by due date, a late fee fine of Rs.100/= shall be charged up to 15 days. Thereafter, the mess facility shall be withdrawn and appropriate action shall be taken against such defaulters including expulsion from the hostel.
- c. Caution Money will be refunded to the resident at the time of leaving the hostel within the same financial year. However, residents are required to produced a Clearance Certificate from the concerned office/department/centre before claiming the same.
- d. In case of withdrawal of admission from the hostel within a week, the entire fees of 1<sup>st</sup> instalment except the admission fees shall be refunded. Beyond that period, no fee will be refunded except the Caution Money after the production of the Clearance Certificate.
- e. Residents who have been granted re-admission have to deposit Hostel and Mess Fee within a week of the re-admission, failing which their seat will be given to a new student.
- f. Physically challenged students, whose parents annual income is not above Rs.1.50 lakhs per annum are exempted from the payment of room rent.

## 24. Fee Structure

Sr. No.	Particulars of Hostel Fee	First Instalment (Aug-Dec) (at the time of admission) (In Rs)	Second Instalment (Jan-May) (By 15 <sup>th</sup> January) (In Rs)
1.	Admission Fee (New Admission only)	200 . 00	-
2.	Room Rent	500 . 00	500 . 00
3.	Electricity/Water	700 . 00	700 . 00
4.	Hostel Maintenance	700 . 00	700 . 00
5.	Development Fee	400 . 00	400 . 00
6.	Kitchen Maintenance	200 . 00	200 . 00
7.	Common Room	150 . 00	150 . 00
8.	Annual Dinner	--	500 . 00
9.	Fresher's Party	300 . 00	-
10.	Cultural/Sports Activities	400 . 00	-
11.	Resident I-Card	50 . 00	-
12.	Mess Charges* (Rupees 2250/- per month)  * Subject to revision whenever necessary.	11,250/-	11,250/-
13.	<b>Total</b>	<b>14,850.00</b>	<b>14,400.00</b>
14.	Caution Money (Refundable) (New Admission only)	500 . 00	-
15.	<b>Grand Total</b>	<b>15,350.00</b>	<b>14,400.00</b>

**Note:** Physically challenged students, whose parents' annual income does not exceed Rs.1.50 lakhs per annum are exempted from the payment of room rent (Supporting documents required as per Jamia norms).

## 25. Fee Payment

Residents are required to pay the Hostel and Mess fees at the beginning of each session.

**Hostel fees & Mess Fees** are to be paid in cash at the Indian Bank or Bank of India, JMI Branch, New Delhi.

A Copy of the receipts of the payment made must be deposited in the Caretakers office of the respective hostel.

## **26. Mess Rebate**

The mess rebate will be given only in following condition:

- a. During winter vacation, Mess Rebate will be given for the number of days when the resident is away from the hostel.
- b. All application for mess rebate must be given before proceeding on leave. No Rebate for Internship period.
- c. Leave from the hostel due to illness, supported by Medical Certificate.
- d. Duration of academic tours/field work duly approved by respective, Supervisor through Head/Dean and prior intimation to the Provost before leaving the hostel.
- e. No mess refund shall be made for less than 15 days in a semester and not more than 30 days in one academic year. Mess Rebate for M.Phil/PhD shall be applicable only when they are on field for their research work with prior permission from their supervisor.

# **IMPORTANT TELEPHONE NUMBERS**

## **CAMPUS 'A'**

- Provost Office :26981717 Extn.1750  
: Direct No. 01126931865
- Admission Dealing Assistant/  
Enquiry Desk :26981717 Extn.1752/D  
: Direct No.01126827141
- Accounts Section :26981717 Extn.1754
- Warden Office AAA Girls Hostel :26981717 Extn.1759
- Warden Office BAK Girls Hostel :26981717 Extn.1755
- Warden Office Bi Amman Hostel :26981717 Extn.1757
- Warden Office GP Girls Hostel :26981717 Extn.1758

### **Hostel E-mail Ids**

**Campus 'A'** Provost: [provostgirls@jmi.ac.in](mailto:provostgirls@jmi.ac.in)  
Wardens: [wardensgirlsold@jmi.ac.in](mailto:wardensgirlsold@jmi.ac.in)

## **CAMPUS 'B'**

- Provost Office : 26984101
- Wardens' Office, BHM Girls' Hostel : 26984102
- Wardens' Office, J&K Girls' Hostel : 26984104

### **Hostel E-mail Ids**

**Campus 'B'** Provost: [provostgirls1@jmi.ac.in](mailto:provostgirls1@jmi.ac.in)  
Wardens: [wardens\\_bhmgh@jmi.ac.in](mailto:wardens_bhmgh@jmi.ac.in)  
[jnk\\_bhmgh@jmi.ac.in](mailto:jnk_bhmgh@jmi.ac.in)

- Dean Students Welfare : 26980164
- Proctor : 26982434
- Ansari Health Centre : 26984625