



Hall of Girls' Residence

Hostel Manual 2017-18



Begum Hazrat Mahal Girls' Hostel

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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 seat 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.*

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 movement and to assert 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 out 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 12th by National Institutional Ranking Framework (NIRF), 2017 of Ministry of Human Resource Development, Govt. of India.



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



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 the annals of history for her unmitigated 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 28th 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, a 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 CCTV 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.



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 hostel, students whose parents/spouse reside and work in Delhi/NCR are not necessarily eligible for the hostel accommodation.

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 hostel is exclusively on the basis of merit as specified in the Admission Criteria.
- c) 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 regulations of the hostel will apply equally to foreign and NRI students.
- g) No leave for night stay at any place will be granted to foreign students.

Admission/Criteria

S. No	Heads	Points Criterion	Point Break up	Maximum
1.	Marks*	45% to 60% marks 60% to 75% marks 75% and above but less than 90% 90% and above	10 20 30 35	35
2.	Distance**	Up to 500 km 501-1000 km Above 1000 km	06 08 10	10
3.	Seniority In University	One year Two Years Three years & above	03 06 10	10
4.	Economic Status***	Annual family Income from all sources upto Rs2,00,000 Between 2-5 lakhs	10 05	10
5.	Sports NCC****	National Level Certificate 'A' Certificate 'B' Certificate 'C'	05 01 03 05	05
6.	Interview	As per assessment by Interview Committee duly constituted by the Vice-Chancellor	30	30
7.	Total			100

* For First year applicants to 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 1st year and average marks of class X and 1st+11nd year for the second year and third year students respectively shall be considered.

** Copy of Aadhaar Card / Voter Card / Ration Card/Domicile Certificate to be submitted as proof of domicile in the mentioned areas.

*** Certificate from Revenue Officer / Higher Divisional Officer must be produced.

**** Supporting documents are required.

Physically Disabled students (not less than 40% of disability) certified by competent authority of a Govt. Hospital may be given priority as per Jamia rules.

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 the interview of the applicants for admission/re-admission to 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 the hostel shall Not be accepted as LG.
- g) It is mandatory for both the local guardians to be present at the time of the 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 their local guardian. On verification of such nomination, the admission of the candidate will be cancelled.

Renewal of Hostel Admission

- a) 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 a time for a maximum period of five years w.e.f from the date of registration as a Ph.D. 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) A bonafide resident whose result is awaited or who has applied for re-evaluation etc. must apply in time but final allotment may be granted only after the clearance of the results.

If such a student 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 will be levied. Re- evaluation cases must be cleared by 30th 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 applying for renewal of hostel accommodation are required to be present at the time of the interview.
- h) Participation in events organised by hostel/ University is mandatory.

Disqualification

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

- a) Those who have failed 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 of 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 way by the Proctor/Provost/Wardens.
- f) Those who are employed part or full-time.
- g) Those whose parents/guardians/husband have shifted/ transferred to Delhi/NCR after admission in the hostel, shall have to vacate hostel accommodation.

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 Warden/Caretaker 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 between 7:45-8:00 pm
- i) Lunch pack facility is also available for residents, on prior request.
- j) Residents are required to be properly attired in the Dining Hall.



Dining Hall

Attendance and Leave Rules

- a) The residents should be back in the hostel latest by 7.45 pm. Attendance will be taken between 7:45 - 8:00 pm. All residents shall get their attendance recorded in the evening during the roll call by the Caretaker. In case they fail to do so disciplinary action will be taken against them.
- b) No resident would be allowed to go out of the hostel premises after 7:45 pm.
- c) Application of leaves (whether outstation or local) must be submitted at least 24 hours 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.
- 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 7:45 pm. In case, the departure of their train/flight is late at night for which they need to leave later than 7:45pm, 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) Residents taking local leave (within Delhi/NCR) will not be allowed to return to the hostel after 7: 45 pm and before 6:00 am.
- g) The residents will not be allowed to go for night-out to other hostels in Delhi.
- h) A resident on leave will not be allowed entry/stay in the hostel during leave period without permission of the concerned Warden. Residents can cut short their leave only with permission. In such a case her request/application of leave would be considered consumed. She will have to apply afresh for leave thereafter with an application duly endorsed/recommended by the Dean/HOD of

the Department /Centre or the local guardian as per nature of the leave and submit it to the hostel authorities.

- I) 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.
- j) Disciplinary action shall be taken against those who are found forging the signatures of their parents/local guardians for purpose of taking leave from the hostel.
- k) 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.
- l) 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.
- m) Those already on leave can extend their leave through written intimation sent vide registered e-mail id or mobile number, else they will be treated as absent from the hostel without intimation.
- n) Residents remaining absent without intimation/permission and pending payment of fees for more than thirty days consecutively will be liable to disciplinary action including cancellation of admission. The hostel authorities can get her room vacated as per procedure and allot it to another student. In such cases, the luggage of the resident would be handed over after she clears her dues. Repeated long absence from the hostel, even with prior permission to the authorities, is liable for disciplinary action.
- o) Residents should intimate the hostel office immediately if there is any change of local guardian or change in the address and contact number of Parents or local guardians.
- p) No leave will be granted without a sms or email message from the registered mobile number/email id and the endorsement of the local guardian.

- q) Ph.D. students cannot absent themselves from the hostel except for field work. For field work, their leave applications should be forwarded and recommended by the research supervisor and countersigned by the Head / Dean of the Faculty in advance before proceeding on leave. The same will apply for their leave from the hostel during the vacations or in case they require leave from the hostel for more than seven days.
- r) Students going home should submit a copy of air/rail ticket.
- s) Leave Performa is available with the Caretaker.

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 or on the submission of M.Phil/Ph.D dissertation/thesis.
- b) In the event of their vacating the hostel during the session, prior information at least fifteen days before must be given by the resident.
- c) Residents must hand over to the Caretaker the hostel I-Card, keys of the room and the cupboard and all other hostel belongings provided to them before leaving the hostel whether during the vacations or at the time of vacating the hostel finally after their course is over.
- d) A resident vacating the hostel will be issued a 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 31st May every year. Residents whose regular examinations continue beyond 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 of the Department and forwarded through their respective Faculty Deans. This arrangement will remain operational till 15th July.
- 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.

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. 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 or 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.
- c. Residents are not allowed to hand over the keys of their rooms to any person other than the Caretakers/Warden.
- 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 to disciplinary action.
- f. Residents must strictly follow the timings of the Dinning Hall, TV/Common Room, Reading 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 valuables and belongings. There is no liability on the hostel authorities 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 the hostel rules and regulations. Any violation will lead to expulsion from the hostel.

Discipline

- a. Silence hours have to be observed strictly from 10:00 pm to 6:00 am.
- b. Residents desirous of consulting Wardens/Provost about their day to day problems may do so at the time specified by them.
- c. Residents are required to bring their own bedding and other items of personal use.
- d. No resident shall shift on her own from the allotted room to another room. No furniture should be shifted from one room to another.
- e. All residents shall be issued a 'Resident I-Card' from the Office of the Provost. Residents must keep their I-cards 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.
- f. 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.
- g. Consumption/possession of alcoholic drinks, narcotic drugs is totally banned. Any violation will lead to expulsion from the hostel.
- h. Smoking in the hostel premises is strictly prohibited.
- i. 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.
- j. Lights and fans must be switched off while leaving the room. Water taps should be closed properly after use. Personal Utensils / clothes must not be washed in the water cooler.
- k. Posters or stickers should not be pasted on the hostel/room walls.

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Discipline Contd....

- l. Parties, social or political gatherings in the hostel complex are not permitted.
- m. Residents shall not use inappropriate language with fellow residents.
- n. Residents are entitled to use the facilities (washing machines, pantry, gym, common rooms) with due care of the gadgets and consideration for others turn to use them.
- o. Residents shall not allow any guest or visitors inside her hostel room. No resident shall allow residents from other rooms to stay overnight in their rooms or during silence hours.
- p. Residents are required to show their I-Card and to make entries in the register at the hostel gate if they enter or exit the hostel campus before 6.00 am and after 7.45 pm.
- q. Ordering/exchange of any item from outside is not allowed. In case of any emergencies special permission should be taken from the concerned warden.
- r. All Residents must participate in the programme/functions of the hostel. Lack of interest and co-operation in hostel activities will be viewed with displeasure and the residents chance for future renewal of hostel accommodations will be thin.
- s. No resident is allowed to break the hostel room lock or window pane etc. without permission from the warden. Such action shall be liable for fine/expulsion from the hostel.
- t. Foreign students should also follow all the rules and regulations mentioned in the hostel manual.

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 indulging in 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 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.

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 issue 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 committed 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 15 days in case they fail to do so.
- f. Students found staying in the hostel without paying the requisite fees will be evicted from the hostel without any prior notice and the authorities shall not be responsible for any loss/damage of their items or inconvenience caused during the eviction process.

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 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 is 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.

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, a Hostel Welfare Association consisting of Mess, Cultural and Maintenance Committee is elected democratically each 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 the proposal(s) with the Provost.

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.

Guests

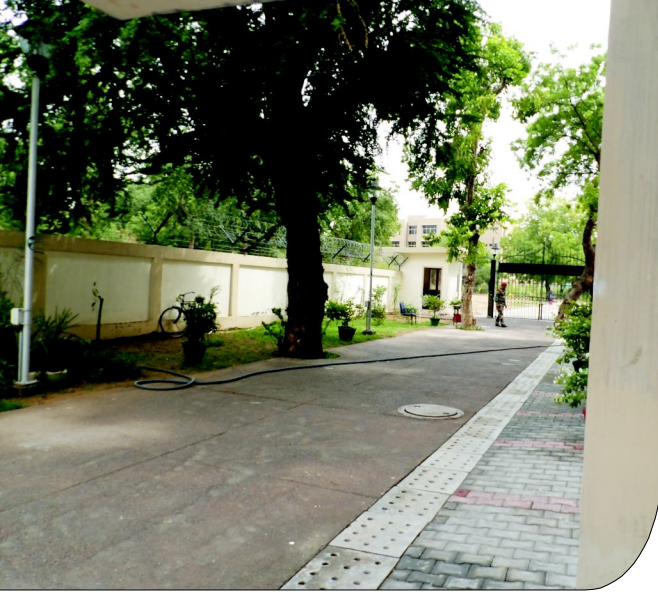
- a) Limited Guest Accommodation for female guest (only mother and biological sister) of the residents is provided on first come first serve basis only for three days on specified charges. It can be extended for the maximum period of eight days by the Provost. Booking for guest accommodation has to be done well in advance.
- b) Residents' guests are not allowed to stay in the rooms of the residents. It is the responsibility of the residents to ensure that unauthorized guests are not present in their rooms. The residents having unauthorized guests in hostel rooms shall be liable to disciplinary action which includes expulsion from the hostel.
- 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.
- d) Guests shall not be rude or discourteous to the Hostel staff. Any such behaviour shall attract punishment or expulsion from the Hostel of the resident who have such guests.

Hostel Facilities:

1. Reading Hall.
2. Common/TV Hall.
3. R.O cum-Cooler Water supply.
4. Washing machines for self-use and on call laundry service.
5. Canteen/Tuck Shop
6. Beauty Parlour
7. Gymnasium
9. Recreational Open spaces for outdoor games.
10. Stage for performance/rehearsals.
11. Two Guest Rooms
12. Round the clock security with CCTVs on premises.
13. Medical consultation with Lady Doctor twice a week.



Residents' Room (Triple Seaters)



View of BHM Girls Hostel



Dining Hall



Reading Room



Swacchta Abhiyaan 2017



Yoga Day 2017



Anti-Terrorism Day

Medical Facilities & Rules

- 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 a resident suffers from contagious/infectious disease, she will be asked to shift to 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.
- d) 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 to a hospital, the local guardian will be required to take away their ward for private medication.

Gymnasium

- a) Gymnasium facility is available to the hostel resident on a nominal fee of Rs 1,000/- per annum.
- b) Gymnasium will remain open from 6:00 am to 9:00 am and 6:00 pm to 8:00 pm on all working days.
- c) The members shall strictly abide by the rules and regulations of the gym, failing which disciplinary action will be taken against them.



Inauguration of Gym, 8 March, 2017

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 produce 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 1st 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) All the residents who have been granted re-admission have to deposit Hostel and Mess Fee within a week of the re-admission, failing which their admission would be cancelled.
- f) Physically challenged students, whose parents annual income is not above Rs.1.50 lakhs per annum are given concession or exempted from the payment of room rent with approval from Jamia Authorities.

Fee Structure Session (2017-18)

S.No.	Particulars of Hostel Fee	First Instalment (July-Dec) (By 30 th July or at the time of admission) (In Rs)	Second Instalment (Jan-May) (By 15 th January) (In Rs)
1.	Room Rent	500.00	500.00
2.	Electricity/Water	700.00	700.00
3.	Hostel Maintenance	700.00	700.00
4.	Development Fee	400.00	400.00
5.	Kitchen Maintenance	200.00	200.00
6.	Common Room	150.00	150.00
7.	Annual Dinner		500.00
8.	Fresher's/Iftaar Party	300.00	
9.	Cultural/Sports Activities	400.00	
10.	Resident I-Card	50.00	
11.	Admission Fee(New Admission only)	200.00	
12.	Caution Money (Refundable) (New Admission only)	500.00	
13.	Gymnasium	500.00	500.00
	TOTAL	4,600.00	3,650.00
14.	Mess Charges* (Rupees per month) 2250 + 100	11750	11750

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

** *Subject to the revision whenever necessary.
Mess Charges to deposited separately through Demand Draft of Rs.12,500/- in favour of "NEW HALL OF GIRLS RESIDENCE (MESS)" in the office of the Provost, Begum Hazrat Mahal Girls' Hostel, JMI.*

Defaulters will have to pay a fine of Rs.100/- for lapse of every 15 days.

Mess Rebate

The Mess rebate will be given only on the 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) Leave from the hostel due to illness, supported by Medical Certificate.
- c) Duration of academic tours/field work duly approved by respective, Supervisor through Head/Dean and prior intimation to the Provost before leaving the hostel.
- d) No Mess refund shall be for less than 15 days and not more than 30 days in one academic year.
- e) The application for Mess Rebate has to be given before proceeding on leave.

IMPORTANT TELEPHONE NUMBERS

· Provost Office	:	65004344
· Warden Office	:	65004345
· Dean Students' Welfare, JMI	:	26980164
· Proctor, JMI	:	26982434
· Ansari Health Centre, JMI	:	26984625
· Dentistry	:	26983046
· Holy Family Hospital	:	26168336 / 26845900
· Escorts Hospital	:	26825000, 26825081, 26825001
· Shri Ram Chemist	:	26321000, 26837827
· Nath Brothers	:	26832802, 26832803
· Women Helpline Nos.	:	1096/ 011-27893061 011-27893063 / 011-27893064
· ISBT, Kashmiri Gate	:	23868836 /23865181
· ISBT, Sarai Kale Khan	:	24358092
· ISBT, Anand Vihar	:	22152431
· Ahir Taxi Stand (Julena)	:	26914332/ 26849648
· Indira Gandhi International Airport	:	25696621 / 25652050
· Railway Enquiry	:	139 /23384010

Hostel E-mail Ids

Provost:*provost1@jmi.ac.in*

Wardens:*wardens_bhmgh@jmi.ac.in*

Jamia Millia Islamia
Maulana Mohamed Ali Jauhar Marg
New Delhi - 110025 (India)