

Savitribai Phule Hostel for Girl Students,  
Karampura Campus,  
Dr. B.R. Ambedkar University Delhi

INFORMATION BULLETIN

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# History and Legacy of Savitribai Phule

## A Trailblazer in Social Reform and Education

Savitribai Phule is a towering figure in Indian history. She dedicated her life to the cause of education and championed women's rights through challenging oppressive social norms. She was born in 1831 in Naigaon, Satara District of Maharashtra. Her life journey is a testament to resilience, determination, and unwavering commitment to social justice. She was born into the Mali community, which is a historically marginalized caste in India. Despite societal restrictions on female education, she was inclined towards learning and education from an early age. At the tender age of nine, she was married to Jyotirao Phule, a visionary social reformer who would profoundly influence her life's trajectory. Jyotirao, recognizing Savitribai's intellect and shared ideals, encouraged her to pursue education and actively participate in social reform movements. She completed her primary education with Jyotiba Phule at home and later enrolled herself in two teachers' training programs. She was the first female Indian teacher and headmistress. The early exposure to education that she received through Jyotiba Phule ignited her passion for learning and instilled in her a deep-seated belief in the transformative power of education.

Their marriage marked the beginning of marriage as an equal partnership. They shared a commitment to challenging oppressive structures. In 1848, Savitribai and Jyotirao established the first indigenous girls' school in Pune. This was a bold attempt to break societal barriers to make opportunities of education accessible for girl children from all castes and backgrounds. Savitribai served as the school's first female teacher, defying gender norms and inspiring countless girls to pursue knowledge and empowerment. Despite facing backlash from society and hostility from conservative elements, Phule remained firm in her dedication to providing education to marginalized communities. Savitribai's advocacy extended beyond the classroom. She stood against the then prevalent social evils like child marriage, sati, oppression of widows and the caste system. She fought for women's issues like rights to education, right to property, and challenged the patriarchal structures in various ways. She advocated for gender equality. Through her fearless activism, she became a beacon of hope for women across India, inspiring them to assert their rights and voices.

She emphasized the importance of women's education as a means of empowerment and social reform. Alongside her educational efforts, Savitribai also set up care centers for

pregnant rape victims and helped deliver their babies. This initiative was groundbreaking and demonstrated her commitment to social justice and women's welfare.

Her courageous work on the social front was combined with her being a prolific writer and poet. She contributed significantly to Marathi literature and social reform through her poetry and writings. She used her literary work to address social issues such as caste discrimination, gender inequality, and education. Through her literary contributions, she sought to awaken the collective consciousness, instill a sense of pride and self-worth among marginalized communities, and inspire them to strive for a better future. Her efforts laid a strong foundation for future social reform movements in India. Her work inspired generations of activists and reformers to continue the fight for gender equality, education, and social justice. Savitribai Phule's legacy continues to resonate in the collective memory of India. Her tireless efforts to promote education, uplift the downtrodden, and challenge oppressive norms laid the groundwork for future social reform movements. Her contributions have been immense.

Today, she is remembered as a pioneer in a variety of ways, a fearless advocate for women's rights, and a symbol of resistance against injustice. Her contributions are commemorated through numerous educational institutions, statues, and memorials across the country, serving as a reminder of her enduring impact on Indian society. It is a great honor and privilege that the Girls Hostel at the Karampura Campus of the Dr. B.R. Ambedkar University is named after a revolutionary like her.

## Introduction to the Hostel

Savitribai Phule's life epitomizes the transformative power of education, activism, and compassion. Her unwavering commitment to social justice and gender equality continues to inspire generations and us to strive for a more just, inclusive, and equitable society. As we honor her memory, we reaffirm our commitment to upholding her legacy and working towards a future where every girl has access to education, dignity, and equal opportunity. Drawing inspiration from her story, challenges and passion to overcome adverse circumstances, Dr. B. R. Ambedkar University proudly calls its girls' hostel as Savitribai Phule Girls Hostel. Our motto is "A Home for Empowered Women". It is located at the Karampura Campus of the University. It is located within the serene, peaceful and close to nature landscape.

The hostel has been housing residents since 2023 and has become a home away from home for the outstation girl students of the university. The aim of the endeavour was to provide a safe, secure, affordable and green space for the girl students of the university coming from diverse locations in India to study at the university. A bust of Savitribai Phule was inaugurated on 26th January, 2024 in the hostel courtyard. Since then every year the hostel celebrates the birth anniversary of Savitribai Phule.

The Savitribai Phule Hostel for Girl Students is located at Karampura Campus of the Dr. B. R. Ambedkar University Delhi (AUD). It has an intake capacity of 35 students and has been operational since 2023. The hostel is managed by the Warden and Matron under Dean – Student services for the overall coordination/supervision of the hostel and the welfare of residents. The Hostel Admission Committee recommends students after screening the applications received for hostel accommodation and the process of interview. The residents are required to abide by the rules and regulations of the hostel including the fee structure as per the procedure laid down in the hostel guidelines. The Dean Student Services heads the Hostel management and looks after the general welfare of students, and provides guidance to the Warden on matters concerning the smooth running of the hostel. The Dean is in turn assisted by the Assistant Registrar (Student Services) and the Warden of the Hostel.

### **OBJECTIVES:**

1. To ensure that the girl students of the university, especially with hometowns away from Delhi are provided with a safe, affordable and peaceful residence for the duration of their studies at the university.
2. To ensure that students are able to devote adequate time to their studies.
3. To ensure that students learn to live together and strengthen their relations with mutual co-operation and goodwill, and
4. To develop a climate congenial for co-curricular and extra-curricular activities.

# Application and Admission Eligibility criteria

## **Application process**

The application form for admission to the Savitribai Phule Girls Hostel is available on the university website. It is also available in the office of Student Services Division, Dr. B. R. Ambedkar University Delhi. Every admission season, a notification inviting applications is posted on the university website. The interested girl students are required to submit a duly filled application form to the office of the Student Services Division of the university. The admission is made as per rules approved by the Hostel Admission Committee after conducting interviews. The information regarding the duration of stay, allotment of seats of different disciplines/categories etc. and applicable fees and other rules are mentioned in this information bulletin. These rules will be applicable to all the residents and shall be binding for all concerned.

The applicants should submit their duly filled Hostel admission form along with the following documents:

## **Documents required at the time of Application to the Hostel**

1. Admission fee receipt of the University
2. Mark-sheet of last qualifying examination
3. Residential proof with family details clearly mentioning the address of hometown (Ration card/Passport/Aadhaar card)
4. Category Certificate (SC/ST/OBC with NCL/PWD/EWS)
5. Undertakings (if any)
6. Medical fitness certificate on the proforma given with application form
7. Anti-Ragging affidavit (both, Parent's and Student's)
8. Address proof of the student with parent's name clearly mentioned
9. Recent photograph
10. A letter duly signed from a local guardian located in the city of New Delhi. (Please note local guardians cannot be students studying in some other university, siblings or the resident's friends and contemporaries in terms of age)
11. Photocopy of parent's I-Card (for parent's signature verification)
12. Photocopy of local guardian's I-Card (for Guardian's address proof and signature verification)

## Eligibility Criteria

The applicants should satisfy the following eligibility criteria before applying for Hostel accommodation:

1. She should be a full time bonafide student of AUD.
2. She should not be enrolled in a part-time course.
3. She should be of sound health (submission of a medical certificate).
4. The residential address of the applicants should be falling under the given categories and seats in the Hostel will be allotted as per the following preferences:
  - i. Priority 1: Students who are residents of states other than Delhi and NCR.
  - ii. Priority 2: Students who are residents of Delhi NCR, but residing at a distance of more than 40 km from the institution in which they are enrolled. (If seats are available/remain vacant)
5. She should not be employed anywhere on full-time, part-time, ad-hoc or temporary basis.
6. Admission to Hostel will be strictly based on the eligibility conditions and the criteria set by the hostel admission committee.
7. Admission to Hostel shall be done afresh every year and there shall be no guarantee of re-admission of the students who were residents of the Hostel during the previous semester/year. Every year admission shall be given on the basis of fresh applications and due process of selection criteria will be followed.
8. Any student who fails to successfully complete any course in the last semester or year shall not be considered for admission/re-admission. Students who do not meet the attendance policy as prescribed by the university shall not be eligible for re-admission.
9. Being called for hostel admission interview does not imply allotment of a seat in the Hostel. Attending the hostel admission interview is mandatory in order to be considered. The decision of the hostel admission committee would be final and binding.
10. The admission in the Hostel will be made on the basis of the criteria decided by the Hostel Admission Committee. Students are requested to regularly check the university website for notices and updates. Please note that the names in the hostel allotment list shall be provisional depending on the ability of a student to submit the required documents and submit the fees by the given date. Inability of a student in doing the same shall be regarded as disinterest in admission to the hostel and the seat shall be given to another deserving student.



11. Suppression/giving wrong information pertaining to any of the eligibility criteria would be liable to disciplinary action and eviction from the hostel, as may be deemed fit by the Warden/Dean Student Services.

## **Additional eligibility**

12. Every effort would be made by the hostel administration to ensure that students from each school under the university be given a chance to stay in the hostel, though presently there is no quota for each School.
13. Given the limited number of seats available, the criteria for hostel admission would be distance from Delhi, family income, category of the applicant and other socio-economic and personal vulnerabilities of the applicant. The hostel admission committee would have discretion keeping the above factors while deciding.
14. Preference will be given to students who are coming and staying in Delhi for the first time. Those enrolled in the first year of study for BA, MA and PhD programmes at AUD shall be given priority over others. If seats are available then the university could consider readmission cases, that is, students in other than first year of their study and also applicants falling in the Priority 2 category.
15. In case there are an overwhelming number of deserving candidates, a waiting list shall be published. In case the student in the provisional admission list does not submit the fees and documents in the prescribed format by the given date, the students in the waiting list shall be considered for admission.
16. The economic background of the family of the applicant, distance of hometown from Delhi, being the first time living in the city of Delhi, and other vulnerabilities of an applicant, would be crucial criteria for the committee to decide.
17. The annual fees shall be collected through the University Samarth portal only and there shall be no handling of cash in any manner for hostel admission.
18. The decision of the hostel admission committee, the Dean Student Services and the University in regard to the hostel admission shall be final.

## **ADMISSION RULES**

Admission to the Hostel will be made as per schedule decided by the Hostel Admission Committee. The list of candidates to be interviewed and provisionally selected for admission to the Hostel would be notified from time to time on the AUD website: [www.aud.delhi.gov.in](http://www.aud.delhi.gov.in). No admission will be made after the date of admission notified by the Hostel Admission Committee in an academic year or whenever all the seats get filled up, whichever is earlier.

Every student must submit an affidavit to the effect that they will not indulge in ragging of any form. Such an affidavit is to be submitted in the prescribed format. If any candidate fails to pay the fees within the stipulated time as notified, her admission will be treated as cancelled.

## **DURATION OF STAY**

1. The seat will be allocated for a period of one year only. It may or may not be extended to a maximum duration of the course in which the student is enrolled. A student shall not be eligible to stay in the Hostel exceeding the duration of the allotment or when she ceases to be a student (whichever is earlier). There is no policy of extension of the period of stay due to the limited seats available in university hostels.
2. A resident will have to vacate the Hostel:
  - (a) After the completion of the academic year for which hostel was allotted to the student.
  - (b) After completion of the statutory period of the concerned program a resident is required to vacate the hostel within four working days.
  - (c) If she fails to successfully complete the last semester or does not meet the minimum attendance as per the University rules and norms on attendance.
  - (d) If her conduct is not found suitable for the readmission to the hostel by the hostel Warden
3. No refund of the annual fees would be provided in case a resident is evicted from the hostel or if her conduct is not found suitable. Also, no refund would be given if a resident decides to vacate in between the annual year for which they have already paid the fees.

## **IMPORTANCE OF EMERGENCY LOCAL CONTACT/GUARDIAN AND HOSTEL DISCLAIMER**

The parents of the selected candidates are required to appoint one responsible person as an emergency local contact to the satisfaction of the hostel administration. Each resident must have an emergency local contact who would take the responsibility of the resident. Please note that siblings/other contemporaries who reside in other hostels or shared accommodation in Delhi or NCR cannot be appointed as the emergency local contact. A local guardian should be more than 35 years of age and cannot be a bachelor or solo living man. It is important to note that,

- 1) The local guardian is expected to attend to the resident during unforeseen emergencies like delayed flights or trains, prolonged or contagious illness (including Covid), University holidays and vacations and medical emergencies on a 24 into 7 basis.
- 2) The local guardian may be required to visit the hostel and meet the Matron/Warden at the time of hostel admission. This would be a mandatory requirement for hostel admission. The local guardian is required to submit an ID/address and assure that they would be around and respond whenever called by the hostel administration.

- 3) If the emergency contact person/local guardian does not respond immediately to medical and other emergencies, the resident may be asked to leave the hostel after the emergency is over.
- 4) Important disclaimer, hostel administration will not be held responsible in case of any mishap arising out of non-availability of local guardians in an emergency situation.
- 5) In case of an emergency the hostel administration would make a call to the local guardian and if required by that time they would make a call to the Delhi government emergency services for immediate assistance.
- 6) The hostel administration would not be responsible for any unforeseen emergency or health related complication of any resident.
- 7) The hostel administration or any of its staff is not expected to accompany ailing resident to the hospital or with emergency service. From the end of the hostel administration and medical room, a resident may simply be referred to the nearest government hospital.
- 8) The complete expenditure/cost of treatment, hospital admission, attendant requirements would be borne by the resident and their family.
- 9) The resident and their parents/guardians would be solely responsible for any health emergency arising out of consuming substances prohibited in the hostel like drugs, alcohol, cigarettes, tobacco or any related intoxicating substances. This would be dealt with seriously calling for action and eviction from the hostel as early as possible.
- 10) Any resident involved in any kind of self-harm or suicide attempts would be themselves responsible for their life and actions. The university in any manner would not be responsible, associated or held accountable for the same. Such cases would be dealt with seriously calling for action and eviction from the hostel as early as possible.

## HOSTEL ANNUAL FEE STRUCTURE

*Hostel Charges payable at the time of Admission / Readmission*

### NEW ADMISSION

Sl. No.	Fee details	Fee Structure	Remarks
1.	Hostel Fee	41,000/-	Annual
2.	Hostel Security Fee (Refundable and paid onetime at the time of admission)	10,000/-	
	Total Fee	51,000/-	
3.	Hostel Mess Charges	Not Applicable	The hostel presently does not have mess facility

### RE-ADMISSION

Sl. No.	Fee details	Fee Structure	Remarks
1.	Hostel Fee	41,000/-	Annual
	Total Hostel Fee (Re-admission Students)	Nil	
	Total Fee	41,000	
2.	Hostel Mess Charges	Not Applicable	The hostel presently does not have mess facility

Complete Hostel fees has to be paid online on an annual basis through the university Samarth Portal only. Please note that there is no provision for splitting the payment in installments at the moment. There is no handling of or submission of hostel fees in cash.

## **REFUND OF HOSTEL SECURITY**

Hostel security will be refunded only after the student has left/vacated the Hostel and the same must be claimed within a year of leaving the hostel. The cost of breakage, damage to hostel property and other dues, if any, will be deducted from the Hostel Security Money.

Refunds of Hostel are subject to submission of a 'No Dues Certificate' by resident signed by the Hostel Warden.

## **MESS FACILITY**

Presently, there is no mess facility available at Savitribai Phule Girls Hostel. The residents are required to arrange for their own food/meals. The hostel and the university would not be responsible for resident's food.

## **HOSTEL ACCOMMODATION DURING VACATION**

1. The hostel will remain closed during the university declared **summer** vacation.
2. It is mandatory for the hostel residents to vacate the hostel within 4 days after their final examination and the initiation of the university break.
3. If the resident wishes to avail hostel facilities during summer vacation, due to internship or training programme pertaining to their study, they are required to submit a request letter to the Warden at least a month in advance of the university summer break. Please note that such a permission is given purely on the discretion of the hostel administration, the Warden in consultation with the Dean Student Services would decide on the request. The residents are required to submit a letter from the Supervisor/Head/Dean of the School concerned confirming that her participation in the training programme/ internship etc. is academic and necessary. They would also be required to present a permission letter from parent/guardian. Please note that such request can also be denied by the hostel administration.

## **CANCELLATION OF HOSTEL ADMISSION:**

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

1. Involvement in ragging.
2. Non-payment of dues within the due dates.
3. Keeping guests without valid permission.
4. Bringing or found with items prohibited inside the hostel.
5. Found with or found consuming intoxicating substances items like alcohol, tobacco, narcotics/drugs and cigarettes/smoking devices etc. in the hostel.
6. Found involved in any sort of self-harm and suicide attempt.
7. Mischief/any act causing damage to the hostel property.
8. Misbehaviour and fight with hostel staff and residents.
9. Suppression of facts and/or providing wrong information.
10. If a student is continuously absent for 7 days without prior permission from the warden.
11. Any misconduct or misbehavior with Warden and Matron.
12. Any other complaint of serious misconduct received by the hostel office.

13. In case any disciplinary action against the student has been taken by the faculty/department/School of the university.
14. Forging parent's, authorities' or/and guardian's signature.
15. Breaking any other hostel rules.

## **STAY RULES:**

The university tries its best to provide the resident students with a comfortable stay. All rooms are equipped with fans, curtains, electric lights, a cupboard, study table and beds and mattresses. The hostel has the following for the common usage of residents: a common room (with a television, daily hindi and english newspaper subscription), a washing machine, a microwave, room coolers (to be used by students in summer months), room heaters (to be used by students in winter months), cloth drying racks, water coolers, geysers etc. Residents are advised to bring the following for their rooms: extension cord or multi plugs (if required), bucket with mug, mosquito nets, crockery and cutlery (spoons, bowls, fork, knife, plates etc.) for their personal use, pillow and quilts etc.

1. Every student is responsible for the maintenance of the room and furniture allotted to her. No furniture should be removed from the room. No additional furniture is allowed without the prior permission of the warden.
2. Students will not break/put any lock/latches (personal/official) in the hostel without permission of the deputy warden/warden. The recovery of damaged articles will be made from the students and strict action will be taken against her.
3. Residents are required to maintain the cleanliness of their rooms, bathrooms, and corridors. Dustbins kept in the corridors should be used for disposal of waste.
4. Facilities such as a microwave, refrigerator, television and washing machine are provided in the hostel at dedicated places.
5. Residents are not allowed to engage any person for services of any kind.
6. Residents are advised to behave properly with mess workers, sanitary workers, gardeners, hostel staff, and security guards.
7. Residents are required to cooperate and live harmoniously with other hostelmates and roommates.
8. Residents are required to contact the Warden through email and make a phone call in case of emergency through the Matron or the Hostel Guards.
9. The hostel has a Matron designated to be present at the hostel office on all working days in the office hours. The Matron keeps the wheels of the Hostel running and takes care of the daily affairs of the hostel. Residents are advised to give full cooperation and respect to the staff.
10. Residents are not allowed to keep cars/motorcycles/scooters on campus without a prior permission of the warden.



11. Residents are provided by the hostel air coolers in the summer months. However, it is the responsibility of the resident to regularly keep them clean and disinfect them regularly to prevent the spreading of vector borne diseases like Dengue and Malaria. They should be responsible for maintenance. If any penalty is imposed by the Municipal Corporation of Delhi in this regard, the concerned resident will have to pay the same.
12. Similarly, for the comfort of the residents the hostel provides heaters during the winter months. It is the responsibility of the residents to ensure that they use the heater safely and keep it away from their belongings. It should always be kept on the floor and not on the furniture. The students and not the hostel administration would be responsible for any mishap and fire due to mishandling of the heaters.
13. The residents should keep their rooms locked as and when they go out of their rooms. The residents shall devise a mutually convenient way to allow access of the fellow roommates to the room. During vacation, they should hand over one of the keys to the hostel authorities to manage urgent requirements whenever arises. The hostel is not responsible for the loss of valuables due to theft or fire. The residents are requested not to leave their belongings in the corridors, washroom, pantry, common room, etc.
14. Resident students are not allowed to leave the hostel after 8:00 pm under any circumstances unless a prior permission has been obtained from the hostel warden.
15. Residents are required to return to the hostel and report at the hostel gate every day before 8 pm. No entry shall be given after 8 pm if a resident is late without giving a prior notification in writing. In such circumstances the resident should be going to the house of the local guardian as they would not be allowed to enter the hostel after 8 pm.
16. There would be two late night leaves given to each resident each month which they could utilize with prior permission from the Warden. A resident has a maximum of four leaves per month to visit their home. The application for any leave shall be given in advance to the hostel office and the decision of the Warden in sanctioning the leave shall be final.
17. Any food items/parcels/couriers will be received by the residents at the hostel gate only. No delivery boys will be allowed to enter the hostel. Violation of this rule could lead to disciplinary action. No deliveries shall be allowed after 11pm.
18. No guest, family or friends shall be allowed to enter the hostel. The residents would be required to meet the guests at the gate.
19. No student shall be allowed to bring, consume, sell or pass any intoxicating substances like drugs, alcohol, tobacco, cigarettes etc. into the hostel. This would call for action from the hostel administration.
20. There will be a regular attendance record-keeping mechanism which will be handled by the security personal personnel at the gate. A resident is required to sign in and out every time. Research scholars and students doing project work should seek prior permission for late entry. These students need to furnish a letter from their

Supervisors/Heads of their Departments to be allowed for late entries, and seek advance permission from the Warden.

21. Students are expected to maintain proper decorum and an atmosphere of cordiality in the hostel.
22. In case a student falls ill with any contagious disease (viral fever, chicken pox, flu, Covid-19 or alike) she may not be allowed to stay in the hostel till such time she produces a certificate of Medical Fitness issued by a doctor working in a Govt. Hospital.
23. In case of any national emergency like health emergencies, pandemic related lockdowns etc. the hostel administration has full right to shut the hostel and the residents in such a case would be required to immediately vacate and reach their local guardian or leave for their hometown.
24. If a resident is unwell, the local guardian shall be completely responsible for the resident. They are required to reach the hostel and attend their ward within two hours of the call. The local guardian should be immediate in their response to the emergency call made by the hostel, failing which the resident would be evicted from the hostel as soon as the emergency is over.
25. The duty of the hostel is only limited to primary health. The hostel would call the emergency services/ Delhi government ambulance in cases of emergency. Kindly note that the hostel has no official transport facility available nor has any provisions or health centre to deal with emergencies. The hostel shall not be responsible for any mishap arising out of health or any other emergencies. The residents' local guardian will be responsible for accompanying, attending and hospital related formalities like hospital admission etc. The hostel administration would call the local guardian of the resident and he/she must report within 2 hours to attend to the emergency related to their ward.
26. The hostel would have a very basic emergency first aid kit. The residents are advised to bring their medicines of regular usage with them.
27. The duty of the hostel is only limited to calling emergency services/ Delhi government ambulance. The hostel shall not be responsible for accompanying, attending and hospital related formalities like hospital admission.
28. A resident taking part in any cultural event outside the campus must take prior permission from parents/local guardians, department/Dean and the Warden.
29. No fresher's party, farewell party, religious celebration or function may be allowed inside the hostel without the prior written permission of the Warden. Birthday celebrations etc. shall be allowed without disturbing other fellow residents and with prior permission from the hostel Warden.
30. Random money collection, sponsoring or financially supporting any activity would not be allowed in the hostel.

31. The residents are required to see the Notice Boards for necessary announcements made from time to time. Any suggestion to improve the social, cultural, academic, and intellectual environment of the hostel are always welcome, through suggestion box or email to the Warden.
32. Students are discouraged to call the Matron and Warden in non-office hours. However, in case of any emergency they are advised to immediately call the Security staff and Matron. Any call to the emergency services like Police, Ambulance and Fire service be made after informing the nature of the emergency to the Warden. The Warden stays on campus and would be reachable.
33. Attendance will be reviewed monthly/semester/yearly basis by the concerned warden and hostel office. Any student found short of attendance in either their School of study or the hostel will be considered an unwilling resident.

## **LEAVE RULES:**

1. Two late Night leaves can be availed by each student every month. Students on late night leave should report by 11 pm the same day. A late night leave form has to be submitted by the students prior to taking a late night and in any case before 5 pm that day in the hostel office. No telephonic, oral communication for late night would be entertained by the hostel administration.
2. Four nights are permitted each month. The resident would be at their own risk and responsibility when outside the hostel premises. Any travel to hometown/ home be made in these given leaves only. The leave application has to be submitted at least two days prior in the hostel office.
3. Permission for all leave to be provided by the hostel administration or the Warden. The warden has full right to evoke and deny any leave of the resident.
4. Students will not be permitted to stay overnight at any other place except at their local guardians. If found doing otherwise, the authorities can take appropriate action including cancellation of the hostel seat.
5. Hostellers are not permitted to leave the hostel without written permission of the Warden. Leave will not be sanctioned on phone calls from the Local Guardian.
6. Students will not be permitted to leave the hostel earlier than the sanctioned dates of leave or beyond the sanctioned date except in case of a medical emergency for which a medical certificate needs to be submitted.
7. Advance intimation needs to be given to the Warden by the parents/local guardian about the place of visit of the resident during the break.

## **DISCIPLINARY ACTION AGAINST A RESIDENT:**

The Dean Student Services can for any default on the part of a resident, such as suppression of information in the application for admission, indulgence in ragging, act of indiscipline, violation of any of the duly prescribed rules, indulgence in indecent or violent behavior, or use of abusive languages or derogatory remarks or for any other reason deemed sufficient for taking a disciplinary action. The punishments may include issuing a warning, informing the parents/ guardian, informing the Dean of the School where she is enrolled, and in extreme circumstances even eviction from the hostel. The hostel administration may also impose a fine, double-lock the room / cancel the allotment of room of 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 the indiscipline committed by a resident.

## **THE PROCEDURE FOR TAKING THE DISCIPLINARY ACTION:**

The Warden will call for an explanation from the defaulting resident giving a notice to be responded to within a time frame.

1. On receiving the reply from the concerned resident, the Warden may get the entire matter enquired into by any appropriate person / committee and take the necessary action on receiving the report of the inquiry officer / committee.
2. If no reply is received from the defaulting resident within the time stipulated in the letter seeking her explanation, the Warden may take the appropriate disciplinary action straight away without holding an inquiry in the matter.
3. The Warden may report the matter to the Dean Student Services if required. The Dean may take suitable action as per the prevailing rules.
4. The disciplinary action taken by the Dean Student Services with the approval of the Vice-Chancellor will be final and the same may be done under intimation to the Dean of the School concerned.

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### **Important Contacts:**

Dean Student Services	Dr. Rekha	<a href="mailto:deanss@aud.ac.in">deanss@aud.ac.in</a>
Assistant Registrar	Mr. Rajeev Kumar	<a href="mailto:drkpc@aud.ac.in">drkpc@aud.ac.in</a>
Warden	Dr. Manisha Chaurasiya	<a href="mailto:mchaurasiya@aud.ac.in">mchaurasiya@aud.ac.in</a>
Matron	Mrs. Neeru Gupta	<a href="mailto:neerugupta@aud.ac.in">neerugupta@aud.ac.in</a>