



# Hostel Manual

2024-2025

Campus A

Hall of Girls' Residence (Old)

**Provost: Prof. Arvinder A. Ansari**



Campus B

Begum Hazrat Mahal Hostel

**Provost: Prof. Neelofer Afzal**



J&K Girls' Hostel

**Provost: Prof. Sabah Khan**



Jamia Millia Islamia  
Maulana Mohammad Ali Jauhar Marg  
New Delhi – 110025

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## Disclaimer

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

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# 1. Introduction

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

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



establishing a vast array of disciplines from Arts, Humanities, Education, Social Science, Law, Mass Communication, Sciences, Nanotechnology, Engineering, Dentistry, Physiotherapy to Centers of excellence in learning and promoting a congenial atmosphere for the students to pursue higher studies. It has been ranked 3<sup>rd</sup> in the university category by National Institutional Ranking Framework(NIRF) 2023 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 from different part of India and the world. Admission in the hostel is granted to meritorious students from various Faculties, Departments and Centers of Jamia Millia Islamia.

## 2. Name and Residential Capacity of Girls' Hostels

### CAMPUS A

Hostels in campus A comprise of 3-seater rooms, 2- seater rooms for Specially-Abled Students & Dormitories (for Jamia School Students).

Sr. No	Name of the Hostel	Capacity
1.	Aruna Asaf Ali Hostel (AAA)	65
2.	Begum Anis Kidwai Hostel (BAK)	256
3.	Bi- Amma Hostel	385
4.	Bi -Amma Hostel – Annexe	21
5.	Gerda Philipsborn Hostel (GP)	173

### CAMPUS B

Hostels in campus B comprise of 3-seater rooms, 2- seater rooms for Specially-Abled Students & Dormitories.

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

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

## Campus A

# Gerda Philipsborn Hostel

M. Gerda Philipsborn (1895-1942) a German Social worker was influenced by Dr. Zakir Husain and his two friends, Dr. Abid Husain and Prof. M. Mujeeb, when they were in Germany for higher studies. She was greatly inspired by their vision of nurturing Jamia Millia Islamia which was at its nascent stage upon their return to India. Forsaking her homeland, she came to Jamia in December 1932, and was given the responsibility of the Nursery and Primary Schools established a year after. She was motherly and affectionate mentor and guide for the youngsters and they fondly called her 'Apajaan' or sister. She took special interest in the activities of women and children in Jamia. She involved the women in activities that brought them out from the seclusion of their homes and inculcated familial relations among them. She organized a "National Week" in commemoration of the Jallianwala Bagh tragedy and introducing a new chapter, "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 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 India 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.

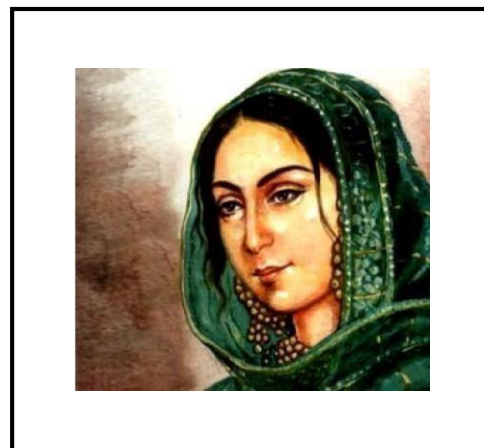
The Foundation Stone of the Bi Amma Girls Hostel was laid on 18<sup>th</sup> February 2010 by late Mrs. Uma Khanna, wife of Shri Tejender Khanna Honorable Lieutenant General of India. It took almost two years to complete the hostel. It was inaugurated



by a woman of great eminence and protagonist of women's education and Lok Sabha Speaker Ms Mira Kumar on 28<sup>th</sup> September 2012. During her interaction with the hostel residents she emphasized on the importance of women education in the progress of a Nation.

## **Begum Hazrat Mahal Girls' Hostel**

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



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

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

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

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

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



# J&K GIRLS' HOSTEL

The J & K Hostel is the largest single place of residence for girl students of Jamia Millia Islamia. The plan for the hostel was first conceived in 2012, when a Memorandum of Understanding (MoU) was signed between Jamia and the Ministry of Home Affairs. J&K Girls' Hostel was inaugurated by Shri Rajnath Singh Honorable Union Home Minister, Government of India on 18th November 2017. Prof. Talat Ahmad was heading the University at that time as Vice Chancellor.

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

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

The earthquake resistant multi-storey building includes a Provost office, Warden Office, Warden residence, two dining halls, laundry areas, reading hall, Common room with indoor games facilities, guest room, sick room and canteen. The hostel has free Wi-Fi for all residents. The hostel is surrounded by lush green lawns, flower beds and a variety of trees.

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



## 3. Eligibility

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

### **Admission Criteria for the Allotment**

Allotment should be based on pro-rata basis as explained below:

Let, T be the Total No. of Vacant Seats then the no. of seats to be allotted in the Hostels,

S on pro-rata basis, is given by  $S = T - R$ ,

where, R = Reserved Seat in each hall of residence = (NRI)+30 (PC)

For N, number of Total Applications,

PC = Physically Challenged

No. of Seats per department/center "D" for a Dept. =  $(S/N) \times n$

where, n = No. of Applications received from the Department/Center.

### **Reserved Seats**

- a. In each Hall of Girls' Residence some seats are reserved for NRI students as per JMI Policy.
- b. In each Hall of Girls' Residence 30 seats are reserved for Physically challenged students.
- c. Limited seats are reserved for school girls students in all Hall of Girls' Residence, (9<sup>th</sup> Class Onwards).

## 4. Admission

- a. Students seeking admission to the hostel must apply by filling the prescribed Application Form available on the Jamia official website.
- b. Admission to the hostels is exclusively on the basis of merit as per specified in the Admission Criteria for the course in which she is admitted at the time of her admission to the hostel.
- 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 Delhi to be contacted in emergency.
- f. Physically challenged students (not less than 40% of disability) certified by competent authority of a Govt. Hospital and having a UDID card may be given priority as per Jamia rules.
- g. Physically challenged students 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).

## 5. Admission/Criteria

S.No.	Criteria	Percentage Secured	Points	Max. Points
1	Marks in Qualifying Examination	45% or below 55%	10	40
		55% or below 65%	15	
		65% or below 75%	25	
		75% and above	40	
2	Distance of Origin (in km)* NCR as defined*	Up to 1200 kms	7	10
		Above 1200 kms	10	
	Applicant of North East J&K and Andaman & Nicobar Island		10	
3	Seniority in University (Excluding school seniority)	One Year	5	10
		Two Years	7	
		Three Years & above	10	
4	Economic Status** (Income from all sources in rupees per annum)	Less than Rs.5,00,000/-	5	5
		Rs.5,00,000/- to Rs.8,00,000/-	3	
5 (a)	NCC/NSS (Type of Certificate)	NCC Certificate- 'A' /NSS 2 Special Camps	2	5
		NCC Certificate- 'B' / NSS National Camp	3	
		NCC Certificate- 'C'	5	
5 (b)	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	
<b>OR</b>				
5 (c)	For Persons with disabilities***	Severe disability significantly impacting daily life in multiple domains (Body functions, activity limitations, participation restrictions)	10	10
		Moderate disability impacting daily life in some domains	7	
		Mild disability with minimal impact on daily life	4	
6.	Interview	Assessment by the Interview Committee duly constituted by the Vice- Chancellor	25	25
<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.

\*\*\*5(a) & (b) are applicable to physically normal persons. Whereas 5(c) is applicable only to persons with disabilities subject to verification of UDID card (given by Government of India) and relevant documents.

## 6. Admission Procedure

- a. Available seats in each hostel are distributed to each Department/Center on pro rata basis.
- b. The merit list of the students of each Department/Center shall be prepared separately.
- c. A committee, constituted by the Vice-Chancellor/Provost will conduct an interview of the applicants for admission/re-admission in the hostel.
- d. There will be combined admission process for all the Hall of Girls' Residences.
- 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 as notified in the admission list, failing which the hostel seat will be cancelled.
- j. Applicants are warned against naming unknown, unmarried persons as local guardian. The admission of the candidate will be cancelled if such nomination found wrong in the process of verification.



## 7. Renewal of Hostel

- a. Hostel allocation is for one academic session only. All hostel rooms must be vacated at the end of the academic session. All residents, including foreign students who are promoted to II, III or final year/semester of their respective course shall be required to submit their hostel renewal form in the beginning of the new academic session in the office of the Provost.
- b. PhD scholars are allocated hostel accommodation for one year at a time for a maximum period of five years w. e. f the date of registration as a PhD scholar of the University or submission of thesis whichever is earlier. 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.
- c. The bonafide resident whose result is awaited must apply on time but final allotment will be granted only after the clearance of the results and subject to the availability of seats in the hostel.
- d. All residents must vacate the hostel room after completion of their semester exam as mentioned in the prospectus for their particular course.
- e. Any resident who does not vacate room as stipulated in the rules for hostel admission in hostel manual will have to pay fine of Rs. 200/- per day for the first five days and subsequently Rs 500 per day which includes mess services.
- f. The renewal of hostel admission would only be granted to those residents:
  - (i) Who have secured minimum **55% marks** in aggregate in previous examination.
  - (ii) Have cleared all dues before appearing at the annual/semester examination.
  - iii) The conduct report of the applicant from the concerned warden is satisfactory. There are no complaints of indiscipline and misbehavior with the hostel staff or fellow residents.
- g. 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 /Center. They are also required to submit an undertaking to stay in the hostel during the internship period.

- h. At the time of renewal of hostel accommodation, local guardians of the applicant are required to be present at the time of the interview, unless they are the same as in the previous academic session.
- i. Affidavit from Parents, Local Guardians and the Applicant is mandatory for Renewal of Hostel Admission.
- j. 'No Dues' Clearance at the end of the Session: The Provost will send the list of the defaulter students, in respect of all Semesters/ Years, to the concerned Heads of the Departments/Directors of the Centers. The HOD/Director shall issue the Admit Card only after getting 'No Dues Certificate' from the office of Provost. It would be ensured by the Provost that list of the defaulters reach to the Offices of concerned Head of the Departments/Director of the Center timely.

## 8. Disqualification

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

- a. Students who fail to secure at least 55% in the exams for which they were admitted to the hostel.
- b. Those who were detained from appearing in examination by the University authorities.
- c. Those who did not appear in the examination on their own violation.
- d. Those against whom Disciplinary action(s) was /were taken by the University authorities.
- e. Those who have violated hostel rules/by laws or have been found guilty of non-compliance of the Hostel code of conduct & have been reprimanded, fined, or punished in any other way by the Proctor/ Provost/Wardens.
- f. Those who are employed part or full-time.
- g. If there is discontinuation in studies of more than one year due to reasons other than those mentioned above.

## 9. Mess Rules

- a. Mess is compulsory for all the residents.
- b. The residents are required to take meals only in the Hostel Dining Hall.
- c. Dining Hall timings shall be fixed as notified from time to time.  
All residents shall adhere to these timings.
- d. Carrying of Mess articles/plates to the rooms and common places is strictly prohibited.
- e. Food shall not be taken out of the Dining Hall. Only sick residents may be allowed by the Warden/Caretaker to have light meals in their rooms on written prescription of the doctor.
- f. Roommates/ friends are not allowed to take food on behalf of absentees.
- g. The official mess facility will not be available during summer vacations. However, if residents express interest and pay the advance charges of ₹100 per day directly to the mess contractor, a special arrangement will be made. If this arrangement is implemented, availing the mess services will be mandatory for all residents staying in hostel after 31<sup>st</sup> May.
- 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 for University students will be recorded at 10:00 p.m. sharp by the caretakers of the respective hostels. Residents must leave the hostel campus before 10:00 p.m. if they are taking leave.
- b. No resident is allowed to leave the hostel premises after 10:00 p.m. All residents must get their attendance recorded during the evening roll call by the caretaker. Failure to do so will result in disciplinary action.
- c. Application of Leaves (whether outstation or local) must be submitted at least 24 hrs in advance and duly supported by a request from their parent either through SMS or email from the registered mobile number/email id of the parent. Applications received without parent's endorsement will not be considered.
- d. 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.
- e. Residents taking Outstation leave from the hostel are required to submit a copy of air/rail ticket. They must leave the hostel campus before 10:00 pm. In case, the departure of their train/flight is late at night, they have to take prior permission from the Warden/caretaker.
- f. 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.
- g. The residents will not be allowed to go for night-out to other hostels in Delhi.
- h. 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 needed only with t h e p r i o r permission 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 endorsed/recommended by the Dean/HOD of the Department /Center or parents as per nature of leave and submit it to the hostel authorities.

- i. Absence from the hostel without permission and stay at unauthorized destination will be treated as violation of hostel rules and will result in the cancellation of hostel seat with immediate effect.
- j. 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.
- k. 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, programs and project works etc. an application endorsed by respective authorities, and submitted to the Warden prior to the event.
- l. Those residents willing to extend their leave who are already on leave will have to intimate the concerned authorities of the hostel in writing.
- m. 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. The hostel authorities can get her room vacated as per procedure and to allot it to another student. In such cases the luggage of the resident would be handed after she clears her dues. Repeated long absence from the hostel, even with prior permission to the authorities, is liable for disciplinary action.
- n. 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.
- o. Ph.D. students cannot absent themselves from the hostel except for field work. For field work, leave applications should be forwarded and recommended by the research supervisor and countersigned by the Head of the Department and the 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.
- p. Students going to home should submit a copy of air/rail ticket.
- q. 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 regular course examination.
- b. In case of vacating the hostel during the session, prior information of at least fifteen days before must be given by the resident to the Warden office.
- c. Residents must hand over the keys, I-card to the Caretakers/Hostel Authorities 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 academic session followed by the hostel ends on 31<sup>st</sup> May. Residents whose regular examinations continue beyond the last day of academic session and those who have to attend Project/ Summer Training/ Field Work/Internship as a compulsory part of their regular course for the purpose of evaluation will be accommodated for the purpose, after obtaining recommendation from their respective Head/Dean of the Department. This arrangement will remain operational till the start of the new academic session.
- f. All residents must vacate the hostel room after completion of their course as mentioned in the prospectus for their particular course. Even extension granted by the respective department will not guarantee an extension to stay in the hostel.
- g. Residents whose exams have ended by 31<sup>st</sup> May and have taken 'No Dues' Clearance and want to over stay in the hostel beyond the academic session will be charged Rs. 200 per day, for the first five days and subsequently Rs 500 per day which includes mess services.
- h. Residents who have to stay beyond academic session will be accommodated in a single hostel identified for the purpose. This arrangement will remain operational till the beginning of new academic session only.

## 12. Conduct

- a. Any resident damaging/misusing the hostel property in any manner shall pay the full cost of the damaged property including the installation charges, if any. In addition, she would also be liable to a fine imposed by the Warden/Provost.
- b. Cooking inside the hostel rooms is strictly forbidden. The use of electrical gadgets, like refrigerator, heater/blower, Immersion heater-rods, induction stove/gas cylinder and TV etc. are prohibited. Any forbidden gadget found in a hostel room, shall be confiscated and a fine of Rs.1000/- may be imposed on the owner for the first violation, and Rs. 2,000/- on the second violation and expulsion thereafter.
- c. Electric kettles/ iron may be permitted with prior written permission of the Warden, on payment of Rs 200/- per month per resident as electricity charges.
- d. The Residents are permitted to use, if they wish, one Room/Desert Cooler per room on payment of Rs 600/- per cooler, per month. Payment must be made in advance for installing the cooler and billing cycle will be as per slots of calendar 01 to 15 @300/- and 16 to 30 @300/-. There is no provision for per day basis.
- e. 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.
- f. 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.
- g. Residents must strictly follow the timings of Entry & Exit, of the Dining Hall, TV/Common Room as notified from time to time.
- h. No item from places of common use shall be taken to rooms. In case of default in this regard a fine of Rs. 500/- per item, may be charged/imposed on the resident.
- i. 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, jewelry or



any other item from their rooms or from any other premises of the hostel.

- j. The common room is designated solely for common recreational and cultural activities. Organizing any other activities are subject to prior permission from the Provost.
- k. All residents must clear their dues timely. A fine of Rs. 100/- will be levied on every slot of 15 days in case they fail to do so.
- l. Residents are required to park their vehicles properly at the authorized parking provided in the hostel. If any vehicle is found in the gallery of the hostel, a fine of Rs 1000/- shall be imposed on the owner. Safety of vehicles is the owner's responsibility. Parking of any outsider vehicle is strictly prohibited. Disciplinary action will be taken against the defaulters.
- m. Residents are required to register their vehicle with the Proctor Office and submit copy of registration to the Office.
- n. Residents are strictly prohibited from petting any stray animals, including cats, within the hostel premises. Feeding stray dogs or cats, or leaving food items for cats, is not allowed in any area of the hostel.
- o. Appropriate disciplinary action will be taken in case of violation of any of the above-mentioned rules and that may also lead to expulsion from the hostel.

### **Additional Guidelines for School Residents**

- a. All school residents must be present in the hostel latest by 06:30 p.m. Residents returning to the hostel after the specified time shall record their name in the hostel register kept with Care Taker in the office citing reason(s) for their late coming.
- b. Attendance/Night roll call for school residents will be taken twice by the Care Taker at 07.00 p.m. and 10.00 pm.
- c. No residents will be allowed to stay in the hostel during school hours except sick one with prior written permission from Wardens/Sr. Wardens.
- d. Attendance on National Days like Independences Day, Republic Day and other such celebration is compulsory. Absence without prior approval will be viewed seriously and may invite disciplinary action.
- e. Hostel charges including Mess charges are specified in section 24.

## **Mess Fee**

- a) All school residents must pay the prescribed mess fee well within the stipulated time;
- b) Mess fee will be charged in two installments. The first installment to be deposited at the time of admission of 5 months and the second installment of next five months to be deposited between 1st January to 15th January every year. Mess fee is only charged for 10 months.

\*Mess fee is subject to change with prior approval of competent authority, JMI.

## 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 certain charges. 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 be strictly observed from 10:00 pm to 6:00 am.
- d. Residents desirous of consulting Wardens/Provost about their day-to-day problems may do so at the time specified by them.
- e. Residents are required to bring their own bedding and other items of personal use.
- 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. The residents are not allowed to change their room without prior and written permission of the provost/warden. The provost/warden has the authority to enter the room of the residents any time without knocking.
- h. Residents will be punished for scribbling graffiti on the walls, usage of foul language, unruly movement in the corridors or any other form of vandalism
- i. No resident is allowed to keep any type of medicine in her possession without being prescribed by the Medical Officer of the Ansari Health Center/Registered Medical Practitioner.
- j. No resident shall indulge in any activity in her room/hostel, which may cause disturbance or annoyance to her room-mate/neighbors or to the hostel/university authorities. Appropriate disciplinary action shall be taken against such residents.
- k. 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.
- l. Alcoholic drinks and smoking and consumption or possession of narcotic

drugs are strictly prohibited in the hostel premises. Any violation will lead to immediate expulsion.

- m. Residents shall not misbehave or manhandle any resident or office staff on duty. Any such misdemeanor shall attract severe punishment including expulsion from the hostel.
- n. Lights and fans must be switched off while leaving the room. Water taps should be closed properly after use.
- o. Residents shall not use inappropriate language with fellow residents or staff.
- 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.
- s. Participation in events organized by hostel/ University is desirable.
- t. Parties, social and political gatherings in the hostel complex are not permitted.

## 14. 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 behavior, 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, intimated the parents/guardian/Head of the Department/Supervisor, imposed fine with a minimum penalty of Rs.500/- or double-lock the room/cancel the allotment of room a resident/expel or forcibly evict a resident at the risk and cost of the resident or take any other disciplinary action, including banning the entry to the hostel and recommending non-issuance or de-recognition of degrees, depending upon the gravity of the act of indiscipline committee by a resident.
- b. The Provost and the university authorities reserve the right to expel residents 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 supposed to cooperate with the hostel staff and actively participate in the smooth running of the hostel.
- d. At the time of admission, every resident shall be required to sign a declaration that she submits herself to the disciplinary jurisdiction of the Vice-Chancellor, the Provost and other authority of the University who may be vested with the authority to exercise discipline under Jamia Act/Statutes.
- e. Students found staying the hostel without paying the requisite fees will be evicted from the hostel without any prior notice and the authorities will not be responsible for any loss/damage of items or inconvenience caused during the eviction process.
- f. Students found staying in 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.

## 15. Ragging

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

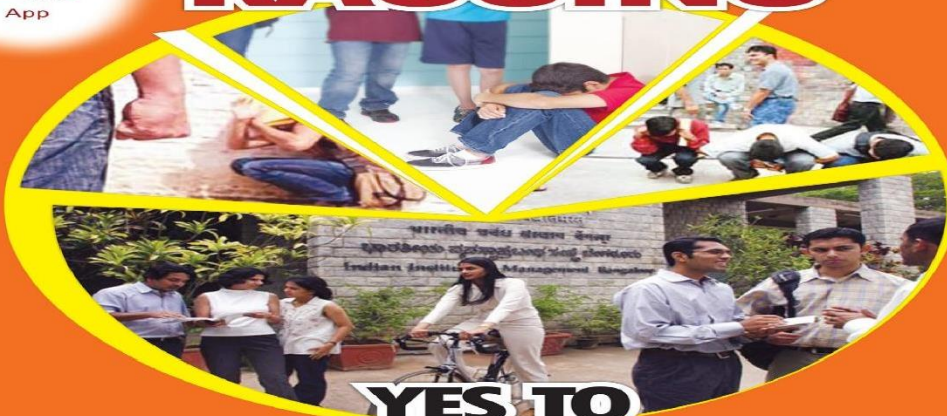
As per University Grants Commission Letter No. F 1-16/2007 (CPP-11), dated: April, 2009 related to UGC Regulation on curbing the menace of ragging in higher educational institutions 2009, the students are advised to take note of the following:

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”.*

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# SAY NO TO RAGGING



# YES TO JOYFUL CAMPUS

### What is Ragging? Any Act Resulting in:

- Mental/physical/sexual Abuse
- Verbal Abuse
- Indecent Behaviour
- Criminal Intimidation/wrongful Restraint
- Undermining Human Dignity
- Financial Exploitation/extortion
- Use Of Force

### A STUDENT INDULGING IN RAGGING CAN BE:

- Cancellation of admission.
- Suspension from attending classes.
- Withholding/withdrawing Scholarship/Fellowship and other benefits.
- Debarring from appearing in any test/ examination or other evaluation process.
- Withholding results.
- Debarring from representing the institution in any regional, national or international meet, tournament or youth festival etc.
- Collective punishment : when the persons committing or abetting the crime of ragging are not identified the institution shall resort to collective punishment as a deterrent to ensure community pressure on potential ragger.



Immediately call  
**UGC Anti-Ragging Helpline**  
1800-180-5522 (24x7 toll free)  
or send an e-mail to [helpline@antiragging.in](mailto:helpline@antiragging.in)



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& got suspended**

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prosecuted?**

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Job prospects?**

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**MY FUTURE IS A BIG**

*Remember RAGGING is for LOSERS*

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Are You Being Ragged ?  
Immediately call UGC Anti Ragging Helpline- **1800-180-5522 (24x7 Toll Free)**  
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**BEFORE YOU EVEN THINK OF RAGGING**

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**THINK OF**

**Humiliation**

**Suspension**

**Ruined Career**

**Blacklisting**

**Expulsion**

**Possible Prosecution**

**Don't just stand and watch. Stop Ragging! Show Character**

*Remember RAGGING is for LOSERS*

Visit UGC Website i.e. [www.ugc.ac.in](http://www.ugc.ac.in) & [www.antiragging.in](http://www.antiragging.in) to see UGC Anti Ragging regulations.

**Are You Being Ragged ?**

Immediately call UGC Anti Ragging Helpline- **1800-180-5522 (24x7 Toll Free)**  
Or Send an E-mail to [helpline@antiragging.in](mailto:helpline@antiragging.in)



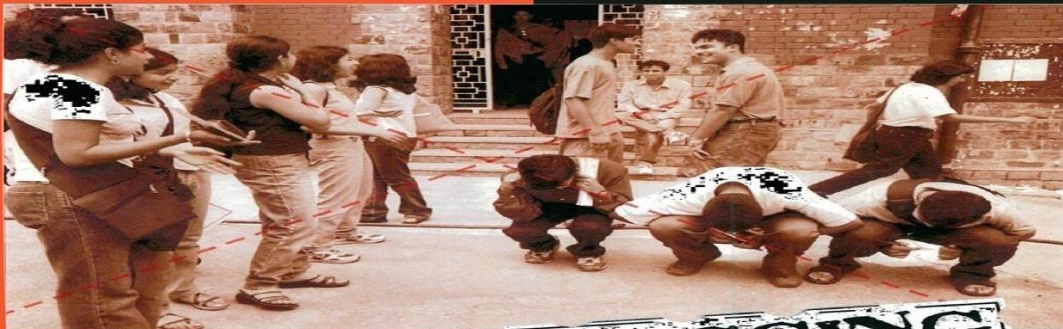
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**DON'T RAG,  
JUST INTERACT**



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[www.antiragging.in](http://www.antiragging.in) to  
see UGC Anti Ragging  
Regulations

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Ministry of Human Resource Development  
Department of Higher Education  
Government of India

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## **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
- Offences against property
- Criminal intimidation

Strict action shall be taken against those residents who are found guilty of ragging and/or abetting ragging.

Each resident shall have to sign an undertaking to the effect that she is aware of the law regarding prohibition of 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 at the time of joining hostel.

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

# Punishment

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

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

## 16. Procedure for Eviction

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

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

Before eviction, the resident concerned will be served 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 vacate 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/her 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 resident found missing or damaged, the cost of article or damages to articles shall be recovered from the resident, 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, a Hostel Welfare Association consisting of Food, Sports and Cultural Committee is elected democratically 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 identitycards (Identity card/Aadhar Card/Driving Licence / Pan card etc.).
- e. Visitors' vehicles are not allowed inside Hostel Campus.
- f. Visitors are required to take prior permission from the Provost to meet their wards during national holidays and festivals.
- g. Residents are not permitted to allow male visitors in the hostel at any time for whatever reason(s). Any Resident violating this rule will be evicted from the hostel.

## **19. Guests**

- a. Limited Guest Accommodation for female guest (only mother and real sister) of the residents is provided on first come first serve basis only for three days on payment of Rs.400 per day. 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 accommodate or give shelter to any debarred/campus banned/rusticated students in her room. In case of violation, the concerned resident will be fined first time Rs. 1000/- and second time Rs. 2000/-. Thereafter, the hostel allotment of the erring residents shall be cancelled.

## **20. Hostel Facilities**

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

## **21. Medical Facilities**

- a. The residents can avail the services of Ansari Health Center 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 authorize substitute a 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 Center JMI or any other registered hospital/dispensary consulted by the resident during illness. Such residents 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 nominal fee of Rs. 200/-per month. This facility is only available in Begum Hazrat Mahal and Hall of Girls' Residence (Old).
- b. The gymnasium facility will be available if at least 75 residents express interest and ready to pay the prescribed charges.
- c. Gymnasium will be operational only under the supervision of Gym Instructor.
- d. Gymnasium will remain open from 6:00 to 8:30 am and 5:00 to 7:30 pm on all working days and from 6:00 to 10:00 am on Sundays and holidays or as notified from time to time.
- e. Gymnasium will remain closed during summer and winter vacations.
- f. The residents shall strictly abide by the rules and regulations of the gymnasium failing which appropriate disciplinary action will be taken against them.

## 23. Fee Payment Schedule

### a. Mess Fee

- i. All students must pay the prescribed Mess Fee, which may be revised from time to time.
- ii. Mess fee will be charged in **TWO INSTALLMENTS** at the time of renewal/new admission.
- iii. Every resident has to deposit a sum of **Rs.2000/-** towards Mess Caution Money (refundable) at the time of admission.
- iv. On prior information, the Warden (Mess) may allow the adjustment of mess remission at the end of session. However, no mess refund

shall be allowed for less than 10 consecutive days and not more than 30 days in one academic year. No claim for remission of food charges shall be entertained if the resident has not submitted prior application to the concerned Warden/Caretaker.

- v. If the resident fails to deposit the Mess fee on due date, a late payment fine of **Rs.200/-** shall be charged up to 15 days. Thereafter, the mess facility shall be withdrawn and an appropriate action shall be taken against such defaulters including expulsion from the hostel.
- vi. Any resident, who is exempted from the hostel mess by Warden (Mess) under special circumstances/Medical ground, shall have to pay a token fee of **Rs.500/-** per month for **06 months** as **Mess Exemption Fee on Medical grounds**.

## **b. Hostel Fee**

- i. Hostel fee shall be submitted in one installment at the time of hostel allotment/renewal.
- ii. The hostel fee is to be paid for one academic session and not 12 months.



## 24. HOSTEL CHARGES

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

- Physically challenged students, whose parents' annual incomes is not above Rs.1.50 lakhs per annum are exempted from the payment of room rent (Supporting document required as per Jamia norms)*
  
- NRI students will pay 1000 \$(USD) as hostel charges for one Academic Session.**

### MESS CHARGES

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

\* Mess fee will be charged in two installments during the academic session.  
 N.B: Hostel & Mess charges will be reviewed every year.

## 25. Mode of payments and cancellation

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

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

