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**APPLICATION FORM FOR ADMISSION  
TO THE YEAR 2015-2016 (Attached)**

**Members of the Management Committee**

**Prof. S. M. Patnaik**

Dept. of Anthropology (Chairperson)

**Prof. K. Sreenivas**

Dept. of Physics

**Prof. S. Annapoorni**

Dept. of Physics

**Prof. Shormishtha Panja**

Dept. of English

**Dr. Seema Bawa**

Dept. of History

**Prof. Satwanti Kapoor**

Proctor (Ex-officio Member)

**Prof. J.M. Khuranna**

Dean, Students' Welfare

(Ex-officio Member)

**Dr. Amrit Kaur Basra**

Dy. Dean, Foreign Students

(Ex-officio Member)

**Prof. Meenakshi Thapan**

Dept. of Sociology

Provost

**Dr. Pamela Singla**

Dept. of Social Work

Warden

**Student Representatives**

General Secretary

Mess Committee Convenor

*International Students House for Women /3*  
**International Students' House for Women**

**House Administration**

**Provost**

Prof. Meenakshi Thapan  
Dept. of Sociology

**Warden**

Dr. Pamela Singla  
Dept. of Social Work

**OFFICE STAFF**

Meenakshi, House Keeper  
Shalini Jain, Junior Assistant  
Deepa Bisht, Junior Assistant  
Laxman, Care Taker  
Kishore Kumar, Dispatch-Rider

**House Exchange Numbers**

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Email:-ishw07@gmail.com  
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**Postal Address:**

International Students' House for Women  
(University of Delhi)  
Banda Bahadur Marg,  
Mukherjee Nagar,  
Delhi-110009  
India

**Working Days**

Monday to Friday  
9:00 AM. - 5.30 PM.  
Saturdays (2<sup>nd</sup> and 4<sup>th</sup> Holiday)

## **OUR HOUSE**

The International Students' House accommodates foreign and Indian students studying in the North Campus of the University of Delhi. It is located on Banda Bahadur Marg, opposite Indra Vihar in Mukherjee Nagar and is about 3.5 kms to the North-West of the North Campus. Elegantly designed and surrounded by lawns and flower beds, this four-storied hostel has 98 furnished rooms for single occupancy. Wide and well lit balconies, galleries and bridges connect to make the House an integrated space.

The rooms of the residents, hostel gates and the residences of the Warden and Resident Tutor are connected through the House intercom. The House is provided with security staff for the safety of the residents of the complex.

The House Administration consists of the Provost, the Warden and a Resident Tutor who are assisted by the Office staff and other workers.

### **I. HOUSE FACILITIES**

The House provides many facilities to the residents to make their stay comfortable. The offices of the Provost / Warden / Resident Tutor, House Keeper, Care Taker as well as the Guard's room are located on the ground floor to take care of the residents' needs.

The House has a Visitors' Lobby, Committee Room, Medical Room, Dining Hall, Library, Reading Room, Lounge room (with LCD projector, big screen and sound system), Badminton court, Internet Room, TV room, Gymnasium and Pantries on every floor. The bathrooms in the House are equipped with solar heaters.

A Suite Room set with attached bath and a kitchen is kept for guests on payment. A Guest Room with three beds is kept aside for guests who come to Delhi University for short periods of stay.

The House provides Wifi facility to its residents.

An air conditioned gym on the third floor has a number of machines, for use by the residents.

Bus Shuttle is available from ISHW Complex to the University (North) Campus from morning till evening.

For bus timings contact the House office.

First Aid Kit is available in the room of the security guard. Any case of illness/injury should be reported to the House Management/Office at the earliest. A medical doctor is available on Thursday (3:30 p.m. to 5:30 p.m.) & Saturday (11: 30 a.m. to 1:30 p.m.) for free consultation for residents.

For further details see the ISHW website:

**<http://www.ishw.in> or <http://ishw.du.ac.in>**

## II. ADMISSIONS

Applications for admission to the House should be made on the prescribed form, obtainable from the office of ISHW, on payment of Rs.150 in cash only.

### 1. Admission Schedule

Candidates are required to apply to the House after securing admission in their respective Department / Faculty / College. **Sale of the Bulletin of Information will begin on the 15<sup>th</sup> July 2015.**

Research students can apply only after formal registration through the Board of Research Studies. House admission will be strictly on the basis of the merit list provided by the respective departments or faculty and subsequent interview by the Admission Committee.

Applicants seeking admission will be short-listed. The list of the shortlisted candidates will be announced on the notice board of the House and the (shortlisted) applicants will be interviewed by the Admission Committee. The final list of applicants selected for admission will be displayed on the notice board and the applicants will be required to take admission within the stipulated time by paying the fees. The selected applicants will be allowed admission only after the full payment of fees in advance. As the admission is made for a period of one academic year, residents who wish to continue their stay in the House due to continuing their course in the University, need to make a fresh application at the beginning of each subsequent year.

**M.Phil and Ph.D.** Students shall be required to submit a certificate from the Head of the Department and Supervisor to the effect that the student is actively engaged in research and that her work is satisfactory.

**Quarterly payments schedule to be followed for the session 2015-16 (see fee schedule)**

#### Quarters

1st Quarter July to September

2nd Quarter October to December

3rd Quarter January to March

4th Quarter April to June

### 2. Grievance Redressal

Complaints, if any, against the applicants short-listed for interview and being considered for admission to the hostel should be given in writing to the Provost within three days after the display of the list. If necessary, these complaints would be reviewed by the Admission Committee. The names of applicants, whose objections have been sustained by the Admission Committee, shall not be included into the final list under preparation for admission.

### 3. Eligibility for Admission

Full time bonafide students of the North Campus belonging to the following categories can apply for admission to the House:

- Postgraduate students
- Research students (M.Phil, Ph.D.)
- Undergraduate students (Foreign national only)

**Students belonging to the following categories cannot apply for admission to the House:**

**a. If employed anywhere on a full-time, part-time, ad-hoc or temporary basis.**

**If a resident gets any remunerative assignment in the middle of the session, she must immediately inform the House Administration in writing.**

- b. Indian Students enrolled in an evening / correspondence / part-time / external course.
- c. If she has been not promoted to the next semester.
- d. If she has availed of Delhi University hostel facility for a course of the same level earlier. No student can avail of the hostel seat twice on the basis of a course / degree of the same level.
- e. Admission shall not be granted to a student against whom disciplinary action had been taken by a department / college / hostel of the University of Delhi.
- f. Students whose parents reside in Delhi or in NCR.

**A student, while seeking admission and during the stay in the hostel must fulfill the criteria stated above. During the period of stay, if she fails to fulfill any of these conditions, she will have to vacate the hostel immediately.**

### 4. Allocation of Seats

<b>Total Seats available in the House</b>	<b>98</b>
Composition of the seats	
A. Foreign Students	80%
B. Indian Students	20%

<b>A. Total Number of Seats for Foreign Students</b>	<b>78</b>
Composition	
Postgraduate students	70%
Undergraduate students	30%

Order of priority will be as follows:

1. Full time students with scholarship / fellowship.
2. Full time students without scholarship / fellowship
3. Students enrolled for diploma / certificate course in the University (only for foreign students).

**Seats will be allotted to students with uniform weightage to different nationalities depending on the number of applications received.**

**Also, in case applications from foreign students are not pending, seats may be adjusted against Indian students applicants.**

## **B. Total Number of Seats for Indian Students 20**

### Composition

- Research Students (M.Phil / Ph.D). 30%
- Postgraduate students  
( MA, M.Com, M.Sc, M. Lib, LL.M.) 70%

15%, 7.5% and 3% of the 20 seats will be reserved for scheduled caste, scheduled tribe and differently-abled students respectively.

## **5. Duration of Stay** (shall be counted from the date of admission to the course)

A student shall be eligible to stay in the House for the statutory period of the course as given below:

- M.A., M.Com., M.Sc., M.B.A., MCA and L.L.M. : 2 Years
- B.Lib. and M.Lib. : 1 Year
- M.Phil.\* : 1 1/2 Years
- Ph.D.: 4 Years
- LL.B. B.A., B.Sc. and B.Com.: 3 Years

**A resident will have to vacate the hostel within 15 days of completing her:**

- ,.. Final Year Examination
- ,.. M.Phil. / Ph.D. Thesis submission.
- ,.. Statutory period of the course.

**Maximum period of stay in ISHW including stay in any other hostel of Delhi University shall not exceed six years.**

## **6. Stay of Guests and Visitors**

1. The House may accommodate a female guest of a regular resident as a personal guest who can stay in the House for a maximum of fifteen days. She is required to take prior written permission of the House Administration on the prescribed form available in the House office. The concerned resident will be responsible for the conduct of her guest. House authorities reserve the right to refuse permission or cancel the permission for stay of any guest at any time without assigning any reason.
2. Students coming from other Universities / Institutions to attend conferences, seminars or Symposia held at University of Delhi or to consult the University libraries etc. may be allowed to stay in the guest room for a short-period with the permission of the House Administration, on the basis of proper recommendation from the concerned department/ university.

3. Male visitors can meet the residents in the visitor's lobby, after signing the visitor's register, according to the following schedule:

Male Visitors

Weekdays: 4.00 pm - 08.00 pm

Sundays/University Holidays:

10.00 am – 01.00 pm

04.00 pm – 08.00 pm

Female Visitors (All days)

08.00 am - 08.00 pm

No male visitor will be allowed in the House on the day of Holi.

**All the House Rules are applicable to guests/visitors.**

### **7. Cancellation of Admission**

Admission of a student may be cancelled for any of the following reasons:

- ,, Involvement in ragging
- ,, Non-payment of dues for more than 30 consecutive days.
- ,, Keeping guests without valid permission
- ,, Cessation of regular studentship
- ,, Violation of rules and indiscipline
- ,, Suppression of facts and/or providing wrong information
- ,, **Making casteist, communal or racist remarks against other students.**

### **III. HOUSE CHARGES**

The charges listed in the fee structure are not refundable, except the caution money, which will be refunded by cheque payment to the resident on vacating the room, after clearing all dues. Residents are advised to fill up the prescribed form for refund of Caution Money one week in advance to enable the office to release the cheque in time.

The money, if unclaimed for a period of six months, shall be added to the House Development fund.



## 1. Fee Structure

### I Regular Residents

**A : \* CAUTION MONEY ` 5,000/-**

**B : REGISTRATION FEE ` 6,500/-**

(US \$100 Payable at the time of admission only from foreign students)

### C : Annual Charges

S.No.	Budget Head	Amount (₹)
1	Admission charges	300.00
2	Maintenance of Furniture	500.00
3	Identity Card	60.00
4	Electrical Accessories	1,000.00
5	Maintenance of Electrical Charges for common Facilities	1,200.00
6	House Development Fund	850.00
7	W.U.S. Health Canter	240.00
8	Computer Charges	1,200.00
9	Wi-Fi System	3,000.00
10	Common Room	700.00
11	Reading Room/ Library	400.00
12	Sports Fee	400.00
13	Cultural Activities	2,000.00
14	Students Association Fund	400.00
	<b>TOTAL</b>	<b>12,250.00</b>

### D : QUARTERLY CHARGES

S.No.	Budget Head	Amount (₹)
1	Establishment Charges	2,000.00
2	House Keeping	1,400.00
3	Electricity Charges	3,000.00
4	Water Charges	800.00
5	Room Charges	500.00
6	Laundry Charges	500.00
7	Maintenance Charges	1,000.00
8	Pump House Operation	600.00
9	Garden and Lawns	750.00
10	Bus Charges	1,650.00
11	Security Chg	1,700.00
12	Wi-Fi Charges	700.00
	<b>TOTAL</b>	<b>14,600.00</b>

**GRAND TOTAL for Indians (A+C+D) = ` 31,850/- (Payable at the time of admission)**

**GRAND TOTAL for Foreigners (A+B+C+D) = ` 38,350/- (Payable at the time of admission)**

**E : MEAL CHARGES****Monthly Meal Charges ` 3,250/- p/m**

As per EC resolution No. 516 dated 24-02-1983, the PWD students residing in the University Hostels shall be exempted from payment of 50% of the mess fee payable to the Hostel. The PWD students shall have to pay 50% of the total mess fee and the remaining 50% of the mess fee will be reimbursed to the House by the University.

The PWD students who are getting fellowships/ financial assistance shall be exempted from payment of the fees/ charges/mess fees subject to the following conditions:

<b>Value of Fellowship</b>	<b>Exemption of Fees Waiver etc.</b>
Up to Rs. 3,000/- per month	Fees waiver + 50% Mess subsidy
Rs. 3,001/- to 8,000/- per month	Fees waiver but no Mess subsidy
Rs. 8,001 and above per month	No fees waiver but no Hostel subsidy

**Note : \* Refundable at the time of leaving the House.**

**II Guest Residents (for more than 3 months)****A : \* CAUTION MONEY** ` 5,000/-**B : BOARDING CHARGES** ` 4,650/- p/m  
(@ Rs. 150/- per day)**C : REGISTRATION FEE** ` 6,500/-  
(US \$100 Payable at the time of admission only from foreign students)**D : PAYMENT AT THE TIME OF ADMISSION :**

S.No.	Budget Head	Amount (₹)
1	Admission charges	300.00
2	Identity Card	60.00
3	W.U.S. Health Canter	240.00
4	Computer Charges	1,200.00
5	Wi-Fi System	3,000.00
6	Bus Charges	1,800.00
7	Common Room	700.00
8	Reading Room/ Library	400.00
9	Sports Fee	400.00
10	Cultural Activities	2,000.00
11	Students Association Fund	400.00
	<b>TOTAL</b>	<b>10,500.00</b>

**E : MONTHLY PAYMENT**

S.No.	Budget Head	Amount (₹) p.m.
1	Bus Charges	400.00
2	Laundry Charges	240.00
3	Wi-Fi Charges	240.00
	<b>TOTAL</b>	<b>880.00</b>

**GRAND TOTAL for Indians (A+B+D+E)** = ` 21,030/- (Payable at the time of admission)**GRAND TOTAL for Foreigners (A+B+C+D+E)** = ` 27,530/- (Payable at the time of admission)**E: MEAL CHARGES****Monthly Meal Charges** ` 3,250/- p/m**Note : \* Refundable at the time of leaving the House.**

**III. Guest Students/Scholars/Residents/ MOU Students (short term 3 months or less than 3 months)**

**A : \* CAUTION MONEY** ` 5,000/-

**B : BOARDING CHARGES** ` 4,650/- p/m  
(@ Rs. 150/- per day)

**C : PAYMENT AT THE TIME OF ADMISSION**

S.No.	Budget Head	Amount (₹)
1	Admission charges	300.00
2	Identity Card	60.00
3	W.U.S. Health Canter	240.00
4	Computer Charges	1,200.00
5	Wi-Fi System	1,000.00
6	Bus Charges	900.00
7	Common Room	700.00
8	Reading Room/ Library	400.00
9	Sports Fee	400.00
10	Cultural Activities	2,000.00
11	Students Association Fund	400.00
	<b>TOTAL</b>	<b>7,600.00</b>

**D : MONTHLY PAYMENT**

S.No.	Budget Head	Amount (₹) p.m.
1	Bus Charges	550.00
2	Laundry Charges	240.00
3	Wi-Fi Charges	240.00
	<b>TOTAL</b>	<b>1,030.00</b>

**GRAND TOTAL (A+B+C+D) = ` 18,280/-**

**E : MEAL CHARGES**

**Monthly Meal Charges** ` 3,250/- p/m

**Note : \* Refundable at the time of leaving the House.**

**Residents' Personal Guest**

Boarding Charges (from DU students)

Rs. 50/- per night / per guest

Boarding Charges (Other than DU students)

Rs. 100/- per night / per guest

**Institute Guest/Visitor**

Boarding Charges: Rs. 250/- per day

**Charges for Suite Room:** Rs. 800/- per day  
(allotment upto 03 months at a time)

**Luggage Charge:** Rs. 100/- pm.

(for max. of three (03) pieces)

## **2. Fee Schedule**

Fee shall be collected on all working days except Saturday & Sunday between 10.00 am to 01:00 pm.

Monthly mess charges are payable in advance by the 10th of every month in the office of the House Keeper.

Quarterly charges are to be paid in installments for July to September 1st quarter, for October to December 2nd quarter, for January to March 3rd quarter & for April to June 4th quarter (For the last quarter i.e. from April to June, fees shall be charged from the residents on actual stay (except Bus charges) in the House **within ten days of the beginning of the respective quarter.**

## **3. Late Fine**

1. Fee is payable in advance on or before the 10<sup>th</sup> of each month. A fine of Rs.50/- will be charged beyond the due date upto the last day of the month and Rs.5 per day will be added to ` 50/- for subsequent period of the month. Late payment fine cannot be waived.
2. All residents going out of Delhi, during vacation or otherwise should make arrangement for the payment of dues.
3. The room of residents, who fail to clear their third dues by last day of the month, may be doublelocked without any prior notice and admission will be automatically cancelled. A resident may be readmitted on the discretion of the House Administration. She may be required to pay the annual charges again.

## **Note**

- Electricity and water charges per resident may be revised, subject to change as per tariff charged by the competent authorities and actual consumption.
- Fees may be revised.
- Residents going on leave for seven consecutive days or more will be eligible for 75% rebate in the mess bill for that period, provided leave has been approved by the Head of the Department and sanctioned in advance and the mess rebate form has been submitted along with the leave application.

#### IV. GENERAL RULES, MAINTENANCE OF DISCIPLINE, ORDINANCES

1. The room allotted during admission is for a specific period. No resident on her own accord shall shift from the room allotted to her to another room. No furniture should be shifted from one room to another and no additional furniture can be brought into the House without prior permission from the House Administration.
2. Residents are not allowed to hand over the keys of their rooms to any person while proceeding on night out, out-station stay or while vacating the room.
3. Rooms are subject to surprise checks by the House Administration whenever found necessary.
4. Possession and/or consumption of alcoholic drinks/intoxicants is strictly prohibited in the House. Residents are not allowed to enter the House in an inebriated state. **The House is a No Smoking Zone.**
5. **Ragging is a punishable offence.** Strict Disciplinary action will be taken against ragging in the House as per the orders of the Supreme Court of India and UGC directions. Candidates applying to the House will be required to submit two affidavits regarding anti-ragging rules i.e. their own as well from their local guardians/ parents. All matters relating to ragging and discipline amongst students are governed by Ordinances XV (B) and XV (C). For details see [www.du.ac.in/du/ragging\\_ugc\\_regulations.pdf](http://www.du.ac.in/du/ragging_ugc_regulations.pdf)
6. **Prohibition of and Punishment for Sexual Harassment:** Sexual Harassment is a serious offence. The definition of Sexual Harassment includes 'unwelcome sexual advances, and verbal, non-verbal and/ or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or emails, gestures, exhibition of pornography, lurid stares, physical contact, stalking, sounds or display of a derogatory nature that shall have the purpose and/or effect of interfering with an individual's performance of creating an intimidating, hostile or offensive environment.'
7. **Hostel gates will be locked by 10:00 p.m.** In case a resident wants to go out after signing the attendance register but wants to return before 10:00 p.m. she should note in the register (kept at the gate) both, the time of going out and coming in. Failure to return before 10:00 p.m. will be considered as a night out. The residents are required to give daily attendance.
8. Residents can avail a maximum of 12 nights out a month at their own risk. This information is to be given/recorded in the night out register in advance and permission be sought by filling a prescribed form available in the office.
9. For outstation travel, the students are required to give an application even if it is for less than 7 days.
10. Any complaint or suggestion regarding food should be made to the Mess Committee Convenor, House Keeper and Warden. Residents should not directly complain or suggest changes in the menu to the mess staff.

11. Any complaint or suggestion regarding cleanliness should be channeled through the House Keeper. Residents should not directly complain or suggest changes to the cleaning staff.
12. The House Administration is authorized to evict any resident and guest from the House premises, on the grounds of indiscipline.
13. Admission shall be terminated in case of a student against whom disciplinary action has been taken by a department / college / Hostel of the University of Delhi.
14. Residents must behave with dignity and respect while interacting with the other residents and staff of the House.
15. Lights and fans should be switched off when not in use. Water should be used conscientiously to avoid any wastage. Cooking & ironing in the room are strictly prohibited.
16. Residents who wish to use a room cooler, room heater (heat convector) etc. in their rooms should take prior permission from the Warden/Resident Tutor. An appropriate charge will be levied for the use of these electrical appliances. Residents are advised to consult the Care-taker before using any electrical appliance in their rooms.
17. Every resident is responsible for the care of the House property. Residents will be charged individually or collectively, as the case may be, for stolen property and/or causing any damage to the House property.
18. If hostel facilities are destroyed/stolen, the House Administration will close those facilities for the rest of the semester.
19. Residents are expected to maintain their rooms and co-operate in maintaining washrooms, common areas and surroundings.
20. Pasting of posters, banners and notices is not permitted in and around the House.
21. Every resident is required to obtain an Identity Card with photograph from the House office and keep it safely for verification on demand. In case of loss, a duplicate Identity Card will be issued on payment of Rs.100.
22. Residents should clear all the dues and get a clearance certificate from the House office at least seven days in advance during office hours before vacating the House.
23. Residents are solely responsible for their possessions.
24. If any resident has any personal repair work, this can be carried out with prior permission from the Warden/ Resident Tutor. The Caretaker has to accompany the person employed for the task by the resident.
25. Residents are not allowed to keep pets in the House premises.
26. Residents remaining absent from the House without intimation/permission will be liable to disciplinary action. The authorities reserve the right to take possession of the

room. The luggage of the resident concerned, if any, will be deposited in the storeroom of the House. During this period the resident will be charged penal rent @ Rs. 50 per day for the luggage. If the luggage is not claimed within a month, the authorities, may dispose it off in any manner considered suitable.

27. In the case of excursion/field work etc. the resident must get their leave application forwarded and recommended by the Head of the Department and submit the same to the House office for permission seven days before proceeding on such a tour.

28. Resident should intimate the office of any change in address and telephone number of parents/ guardians and local guardians, at the earliest.

29. Resident are not permitted to take eatables, beddings or any personal belongings to the TV Room, Library, Computer Rooms etc.

**(Disciplinary action will be taken if any resident found not adhering to the above mentioned rules.)**

### **In case of Illness**

**The House administration strongly recommends that those foreign students who do not have any medical coverage (through the sponsoring agencies) must take comprehensive medical insurance from their country or from India.**

In case a resident falls ill with contagious/infectious disease, she will have to move to the medical room and will be shifted to a University recommended hospital if suggested by the medical doctor. She will be allowed to rejoin the House on producing a fitness certificate from the hospital where she was treated.

Residents of the House shall have to be members of the World University Service Health Center maintained by the University of Delhi. A prescribed form available from the House office for the purpose should be filled in and submitted at the time of admission.

### **Dining Hall Rules and Timings**

The House follows self-service system in the dining hall. The day-to-day management of the mess will be carried out by the Warden with the active participation of the House Keeper, Mess Committee and other residents.

Food will not be served to the residents, employees and guests outside the dining hall. In the case of illness, a resident may have her meal in her room in her own utensils with the prior permission of the Warden/House Keeper.

Meals will be served as per the following schedule:

Breakfast	7:30 A.M. – 9:00 A.M.
Lunch	1:00 P.M. – 2:30 P.M.
Evening Tea	5.00 P.M. – 5:30 P.M.
Dinner	8:00 P.M. – 9:00 P.M.



## V. STUDENTS ' WELFARE ASSOCIATION (SWA)

### Students' Welfare Association

Regular bonafide residents of the House may form Students' Welfare Association (SWA). **Election of the SWA should be over by the First Saturday of October failing which the constitution of SWA for that year will not take place.** SWA will be constituted as per the following guidelines:

#### **Main objectives of the Association :**

- to promote close bonds and harmony amongst the residents.
- to organise academic, cultural interactions/ programmes, Annual Guest Night
- to host/ participate in inter-hostel sports and other competitions.

#### **SWA will have an Executive Council with the following composition:**

As the House has residents belonging to many countries of the world the Executive Council should represent this multinational character of the House. All the activities of SWA will be carried out by an Executive Council. The Executing council will have the following composition:

- One representative from each country shall be elected to the Executive Council by the residents of that country.
- The Council members shall elect a General Secretary and a Secretary from amongst themselves. **The office bearers (General Secretary and Secretary) shall be elected from amongst the post graduate residents so that the composition of the house is properly reflected.** All the Executive Council members and office bearers shall be elected only for one year.
- The Council shall form five committees of 3 to 5 members each. The Committees will be: Cultural Committee, Sports Committee, Seminar/ Library Committee, House keeping Committee and Mess Committee.
- Each Committee shall elect a Convenor, except the Mess Committee which will have rotation for its convenorship. The convenor will change every 2 months as per a roster prepared by the Mess Committee.

#### **The Council will function as per the following rules:**

- The General Body meeting (GBM) of residents of ISHW shall be convened by the General Secretary of the Council. At least one GBM a term must be convened. 15% of the residents shall form the quorum. It is expected of all the residents to attend the GBM.
- The Secretary shall be responsible to prepare the reports along with the General Secretary.
- Any 20 residents can requisition a General Body by giving a notice of 3 days.
- At least 1/3 members shall form the quorum of the Executive Council.

- No decision, act or activity should run counter to the University Acts, statutes, ordinances, rules, and regulations/ decisions of Executive or Academic Council of the University.
- The House administration must be informed in advance before holding any GBM and the minutes/ decisions of the meeting must be conveyed to them.
- **Expenditure for the year long SWA activities including Annual Guest Night Function should be met out of the funds available under the different SWA Budget Heads**
- **The expenditure to be incurred on various SWA activities along with the date wise/ activity wise calendar should be presented and duly approved by the GBM of the residents. The above should be approved before the very first function to be organized by the SWA.**

#### **Functions and Duties of the Committees**

- All residents must participate in the organisation of Annual Guest Night and other festivals. However, it shall be the responsibility of the Cultural Committee to take initiative and coordinate the cultural programme and other arrangements.
- The cultural/academic/sports activities proposed and the expenditure incurred should have the approval of the House GBM with at least 50% of the residents present and voting.
- The convenor of the committees must seek prior written sanction of the Provost / Warden/ Resident Tutor to incur any expenditure out of the SWA Accounts.
- Financial matters / transactions must be made through the House Office.
- The expenditure incurred by different committees must be accounted for within seven days of the sanction.
- No advance of money will be permitted unless the accounts of the previous advance have been rendered.
- The House keeping committee shall look after the day to day problems of the residents. The committee must appoint floor In-charge by coopting some residents if necessary.
- The Library and Seminar Committee shall look after the library/ reading cum internet room and organise monthly lecture/discussions etc. on topics of need.
- The Mess Committee shall look after the daily meals as well as the cleanliness of the dinning hall and kitchen.
- The Sports Committee shall organise/ host interhostel sports competitions and other events.

The term of the Executive Council shall end on the last day of the academic year of the University.



## **VI. Important Telephone Numbers**

### **List of EPABX Numbers**

House Exchange Number 91-11-27653644 91-11-27653825

Office of the Provost / Warden / RT 126

Office-Incharge 131

House-Keeper 133

ISHW Main Gate 140

Hostel Complex Main Gate 141

Dining Hall 135

EPBAX Numbers are Identical with Room Number of Residents

### **University of Delhi and General Enquiry DIRECT EPABX\***

Office of the

Vice-Chancellor 27667011, 27667049(Fax) 1100

Office of the

Pro-Vice-Chancellor 27667899, 27667758 1104

Office of the

Dean of Colleges 27667041 1106

Office of the

Director South Campus  
(Main Campus) 27667066 1107

Office of the Registrar 27667853 1116

Office of the Proctor 27667291 1120

Joint Proctor 27666140

Office of the Controller of  
Examination

27667934 1251

Office of the Dean of  
Students' Welfare

27667092 1134

Office of the Dean,  
International Relations

27666342 1446

The Foreign Students  
Advisor

27666756 1625

W.U.S. Health Centre

27667908 1660

W.U.S. Health Centre  
(Emergency)

27666257 1662