



**Delhi Pharmaceutical Science & Research University**  
(Established under Act 07 of 2008, Govt. of NCT of Delhi)  
M.B Road, Opp. Sainik Farm Gate No. – 1, Sector - III,  
PushpVihar, New Delhi – 110017

**DPSRU/DIPSAR Hostel Rules**

**1. ADMISSION TO THE HOSTEL:**

- 1.1 Delhi Pharmaceutical Sciences and Research University (DPSRU) provide limited accommodation for students admitted to the various courses in the university.
- 1.2 Admission in the University for any Course does not mean that the student has a right to get admission in the hostel.
- 1.3 Those getting scholarships with HRA from any funding agency shall not be eligible for hostel admission.
- 1.4 No hostel accommodation will be provided during the internship period.
- 1.5 Hostel allotment is very limited & our priority is to accommodate candidates coming from outside Delhi Category & so it may possible that Delhi category candidates may not get hostel accommodation
- 1.6 If seats are available, seats may be given to the Delhi category students residing more than 50 km from DPSRU/DIPSAR campus.
- 1.7 If the student's does not accept the hostel allotment offered within a seven days. He/ She will lose his claim and seat will be offered to the next candidate in the list.
- 1.8 If somebody does not take possession letter (Admission letter) within 7 days then his/her allotment may be cancelled and refund will be made as per hostel security refund rules.
- 1.9 Students willing to take admission/re-admission in the Hostel should apply in the prescribed form to the University along with a non-refundable fees Rs.100/-. The following documents must be attached in the application form:
  - Proof of admission letter/slip issued by DIPSAR/DPSRU

- Fee receipts of all academic session
- Copy of the result/mark sheets of previous two examinations
- Self-attested copy of Aadhar Card of self, parents and Local Guardian.
- Self-attested copy of Residence /address proof of self, parents and Local Guardian, if other than Aadhar Card.
- Affidavit Form
- Photograph of self, family and local guardian.
- Identity card Performa duly filled.
- Medical Fitness certificate by DPSRU medical Officer

## 2. DURATION OF STAY

2.1 A student will be eligible to stay in the hostel for duration of his course as given below:

|    |   |             |
|----|---|-------------|
| a) | B. Pharm/ D. Pharm./B. Pharm (Ayurved) /BBA/<br>BMLT/DMLT/BPT | 2/3/4 Years |
| b) | PG/ Ph.D*   | 2 Years     |

Note: - \*with the approval of competent authority

- 2.2 After allotment of the room, the student will report to the attendant of concerned hostel and will take possession of the room by signing inventory of the furniture, electrical and any other items in the room.
- 2.3 All the hostel residents are required to vacate their allotted rooms within one week of the last examination every year and handover the charge of the room including all items on the inventory to the hostel attendant. The rooms will be re-allotted at the beginning of each Academic Session.
- 2.4 The students who are required to stay in the hostel during summer vacations for genuine reasons i.e. summer internship/workshop training etc. will be allowed with the payment of ₹1500/- per month (June/July). Such allotment will be made on case to case basis at the sole discretion of the hostel office, candidate cannot claim for accommodation during this period.
- 2.5 As there is no summer vacations for PG and Ph.D students, they are allowed to keep their allotted rooms during vacations. However, rooms will be re-allotted at the beginning of each Academic Session

### 3. FEE STRUCTURE\*

| Details                        |              | For Bachelor /<br>diploma Courses | For Post graduate<br>& Ph.D |
|--------------------------------|--------------|-----------------------------------|-----------------------------|
| Security Fees                  | One Time     | 5,000.00                          | 5,000.00                    |
| Regular Fees                   | Per Year     | 10,000.00                         | 11,000.00                   |
| Mess Charges                   | Per Semester | 15,000.00                         | 15,000.00                   |
| Hostel Information<br>Bulletin |              | 100.00                            | 100.00                      |

\*Subject to change being revised from time to time

- 3.1 Hostel fees to be paid in separate bank account operating for hostel fees by the university.
- 3.2 Allotment to be done after full payment confirmed by accounts branch of DIPSAR/DPSRU.
- 3.3 Extra charges of Rs. 1,000/- will be charge for using cooler during summer season.

### 4. REFUND OF HOSTEL SECURITY

#### 4.1 REFUND OF HOSTEL SECURITY

- I. The refund of hostel security will only be made on the personal submission of refund request by the candidate only after the surrender of hostel accommodation and clearance of all other dues along with photo copy of cheque/ front page of passbook of his/her bank account.
- II. Those students who wish to withdraw their hostel security after completions of their academic course, they will have to apply for refund in person along with No dues certificate issued by concerned Hostel Warden, and otherwise no refund will be initiated.
- III. The application for hostel security refund will be considered within one year only after the last stay of student in hostel failing which hostel security is liable to be forfeited.
- IV. Refund of security charges will be done after deduction of amount of breakage /penalty/other dues.



- V. Refund of hostel charges subject to submission of "No Dues Certificate" from the Hostel Wardens.
- VI. The amount of security will be refunded through RTGS/NEFT/Bank Transfer only.

#### 4.2 REFUND OF HOSTEL FEES

- I. If the students have not taken the possession of the allotted room within 7 days then Rs.1500/- (Rupees One Thousand Five Hundred only) will be deducted from the amount deposited by student at the time of the allotment in the hostel.
- II. The student who took possession of hostel and left room within a month of the allotment, then, Rs. 3000/- (Rupees Three Thousand only) will be deducted from the amount deposited by the student at the time of allotment in the hostel.
- III. The student who took possession of the room of the hostel and stayed for more than a month in the allotted room then one full semester fee will be charged.
- IV. Refund of hostel charges subject to submission of "No Dues Certificate" from the Hostel Wardens.

#### 5. PROCEDURE FOR RE-ADMISSION

- 5.1 The Hostel resident must submit the re-admission allotment form for Hostel allotment in the month of April.
- 5.2 Before re-admission, the residents are required to clear their all outstanding dues.
- 5.3 For students already living in hostels, readmission will be provides to the students having no back log & black papers/merit wise.
- 5.4 All the residents are required to submit following documents and appear before the Hostel Admission Committee for allotment of room as per the notified schedules for the next academic sessions with the following documents:
- Marksheets of the previous semester
  - Requisite fee
  - No dues certificate from hostel warden
  - All the documents submitted at the time of hostel admission.
- 5.5 The existing residents are required to take readmission within the time schedule. If the student fails to take re-admission as per the schedule, their admission in the hostel shall be cancelled and their room will be allotted to other hostel seekers.
- 5.6 All the forms will be scrutinized by the hostel committee constituted by the



Hon'ble Vice Chancellor and the merit will be declared for the hostel admission and the first list shall be released depending on the space available. Candidates whose name appear in the merit list shall be required to pay the hostel fee within 3 days.

- 5.7 At the time of admission, each student should sign a discipline declaration in approved form, and an under-taking in prescribed format should be given by the parent or guardian.

#### **6. CANCELLATION OF HOSTEL ADMISSION**

The Hostel authorities are authorised to evict any resident/guest/person from any room of the hostel, if in their opinion, such resident/guest/person violates the discipline or disturbs the peace of the hostel. For the purpose of eviction, authorities will follow a fair procedure. The decision of the Warden Council shall be final in such cases. Hostel allotment will be cancelled and entry restricted in area of hostels, if a resident fails in complying with any one of the following:

- I. Non - payment of dues within the due dates.
- II. Keeping guests without permission (illegal)
- III. Indulging in Anti - Social activities in the hostel.
- IV. Mischief activity causing damage to the hostel property.
- V. Ceases to be a student.
- VI. If student is continuously absent for 7 days without prior permission.
- VII. Any misconduct or misbehaviour with fellow student, faculty, warden, hostel authorities, staff or any other persons within DPSRU or outside.
- VIII. If somebody does not take possession within 10 days then his/her allotment may be cancelled and refund will be made as per hostel security refund rules.
- IX. Any other complaint received by hostel office.

#### **7. SCHEDULE OF PAYMENT FOR MESS CHARGES**

7.1 All students have to pay Rs. 15,000/- (Rupees fifteen thousand) towards mess bill of each semester in advance at the time of admission.

7.2 All mess dues of final year students should be paid before semester Examination. The fine for the late payment of the mess dues is as follows:

- a. For next first month fine @ ₹100/- will be charged including above said amount in addition to his/ her mess dues.
- b. For second month fine @ ₹200/- will be charged including above said amounts in addition to his/ her mess dues.
- c. For next each month, Rs. 300/- fine will be added.

7.3 A hosteller who fails to pay his/her dues for more than of 2 month may be asked to vacate the hostel accommodation.



7.4 The hosteller going on long leave is also requested to pay the fees within the stipulated period either in advance or through on line payment.

7.5 Mess Advance for two months is adjustable when the student finally leaves the hostel

7.6 Mess Fee, once deposited by students, is non-refundable and shall not be refunded to any student in any case.

## **8 RULES REGARDING THE MESS / DINING HALL**

8.1 Hostel Messes are being operated by hostel students council through a mess manager on "No Profit No Loss" basis.

8.2 The residents are expected to maintain proper decorum in the Dining Hall. Shouting and sitting on the mess table is strictly prohibited, if anyone is found doing so he/she shall be fined ₹100 to ₹1000 depending on the severity of offence.

8.3 The Mess Secretary from the hostel will normally be elected / nominated and he/she and his /her team will look after the quality of the food provided and ensure hygiene in the mess.

8.4 Food will not be served outside the dining hall for students. However, in case of illness, students may be served "SICK DIET" in their rooms with prior permission of the Warden.

8.5 In no case except the case of illness, mess utensils should be taken outside the dining hall.

8.6 In no case, a resident can enter the kitchen either to collect food or to communicate any grievances regarding food with kitchen staff.

8.7 Wastage of food is strictly prohibited, if any student found to leave the food in his/her plate, shall be fined suitably.

8.8 A resident who desires to entertain authorised guests in the Dining Hall shall purchase requisite number of coupons for the required meal against cash payment in advance.

8.9 Mess charges may be reviewed and fixed / changed every six months, preferably in January and August, in consultation with members of the Mess Committee and hostel Wardens.

## **9 MESS REBATE**

9.1 Mess facility is compulsory for all the hostellers. Any candidate seeking to avail hostel accommodation shall avail to use mess facility. Mess facility is provided as a compulsory part of hostel accommodation to the student so that he/she does not

have to worry about quality food timely during their stay at the University in the hostels. It is the philosophy to provide calm and peaceful environment to the students staying at the hostels to focus on their studies and excel in their career.

- 9.2 Under no circumstances mess charges will be waived off for any hosteller. Only in exceptional cases of medical emergency and academic compulsions (prior permission) mess rebate can be claimed by the hosteller which shall further be verified and approved by the respective Warden and matron. If the Warden does not approve the claimed mess rebate then the issue will be deemed settled and no further claims in this regard will be entertained. If claim of mess rebate is agreed and approved by the Warden and matron then still in such cases 1/3 of the normal monthly mess bill will be charged from the candidate. The above rule of mess rebate may be relaxed in exceptional cases by competent authority.

## **10 MEDICAL AID**

All students taking admission has to undergo medical consultation by the Medical Officer of DPSRU. The medical consultation shall be maintained by the medical officer, DPSRU in addition of a copy provided to the warden/matron. No sick member shall remain in the hostel for more than 24 hours and he/she will be sent to the collegiate hospital for further treatment depend upon on the cases.

## **11 RESPONSIBILITY FOR STUDENTS PROPERTY**

- 11.1 Students are advised in their own interest not to keep money and other valuables in their rooms.
- 11.2 The hostel authorities shall not be held responsible for any loss of private property by students residing in the hostel.
- 11.3 Students must provide themselves with their own locks for the rooms in the hostel and for the lockers that are provided for them.

## **12 WARDEN/MATRONS OFFICE**

- 12.1 The Warden or his/her representative will have a right to enter any room for verification at any time of the day or night.
- 12.2 Members are not permitted to convene meetings of any sort anywhere in the hostel or its premises without the Warden written sanction obtained on written request. No circular or subscription test shall be taken round except with the permission of the Warden. However no members shall take active part in political meetings, processions or propaganda.



12.3 Disregard of this rule will lead to immediate expulsion from the hostel. Members are forbidden from ill-treating any of the hostel servants and should not have any dealing with the servants.

12.4 There shall be an executive committee that shall meet once every month. The general body meeting will be conducted as and when necessary and should be attended by all hostel residents.

### **13. HOSTEL GENERAL RULES**

13.1 Without any prejudice of cast, creed and religion, the rights of admission to the hostel is reserved with the university.

#### **13.2 Time Rules of Entry/Exit –**

I. It shall be compulsory that residents of hostel must remain in the hostel during hostel times.

II. The main gates of the hostel will be closed every night at 9.00 pm.

III. No student shall absent himself/herself from the hostel for any night without prior permission of the Warden.

IV. Common room facility is available in both the hostel for entertainment purpose. This will be open in the evening 5:00PM to 10:00PM.

V. The presence of all students is compulsory for the Roll Call taken at dinner time 7:30 PM- 9:00 PM. Research scholars and senior students doing project work should seek prior permission for late entry. These students need to furnish a recommendation letter mentioning the timings from their Supervisors/Guides and HOD's, to be allowed for late entries.

VI. Hostel inmates shall not be allowed to leave/enter the hostel after 9 p.m. In the event of anyone reporting late, necessary disciplinary action will be taken against them.

VII. All the hostellers are required to sign their attendance daily. If someone fails to sign their attendance consecutively for seven days without permission of their Warden, their accommodation will be cancelled without any notice.



**VIII.** Adherence to the time norms (as mentioned above) will be treated as grave misconduct, which may result in expulsion from the hostel and the decision of the Warden will be final and binding in this regard.

- 13.3** At the end of each semester/ before going away for the vacation or otherwise a student shall vacate his/her room and hand over the charge of the room including all items on the inventory to the Matron-or-any other official of the hostel authorized by the Warden. All their dues are paid completely before leaving the station. Any student desirous of retaining his room during the vacation must seek prior permission of his Warden.
- 13.4** Every member will report to the Warden in writing at the beginning and end of each term after his/her arrival and before his/her departure respectively. The dates of arrival and departure are to be entered by him/her in the books kept for the purpose in the hostel office.
- 13.5** Minimum duration of stay at the hostels will not be less than 85% in any case. Attendance will be reviewed on monthly/semester/yearly basis by the concerned warden and hostel office. Any student found short of attendance in the hostel will be considered as unwilling to stay in the hostel and her allotment will be cancelled and could further be allotted to needy student.
- 13.6** A resident taking part in any cultural event inside the campus must take prior permissions from programme coordinator and warden.
- 13.7** All academic programmes, i.e. lectures, tutorials, seminars, minor examinations etc. must be attended by the residents. No concession whatsoever in this regard will be given. If a student is not permitted to appear in the 'End Term Exams' due to the shortage of attendance, his/her candidature in the hostel will automatically be terminated in the next semester.
- 13.8** Every student is responsible for the maintenance of the room and the furniture allotted. Members are not allowed to remove any articles of furniture, fittings, light etc. belonging to the hostel. Any damage to the hostel property shall be immediately reported to the Warden/Matron. The cost of damage will be recovered from the hostel residents and be deducted for hostel deposition. In case of any damage, in addition to recovery of cost of repair, the Warden might impose a suitable fine.
- 13.9** Hostel resident should keep their rooms scrupulously clean, soiled things and clothes should be stored out of sight. Discarded rags and papers should not be thrown about in the rooms, terrace and premises.



- 13.10 The rooms, doors etc. should not be disfigured by writing, sticking handbills, posters etc. Hostel residents should maintain decorum and discipline. Shouting, reading aloud and other acts that are likely to disturb other residents during hours of study should be avoided at all times.
- 13.11 Hostel inmates shall be required to enter their names into the register before leaving the campus and seek written permission before 24 hours from their hostel Wardens before leaving the hostel.
- 13.12 They shall not lock up their rooms when they leave the hostel during the 'institute's vacation'. The warden may order the breaking open of any unauthorized lock during the vacation. If that, becomes necessary. It is No resident is allowed to have additional electrical fittings.
- 13.13 Residents are not allowed to engage any person for service of any kind.
- 13.14 Residents are advised to behave properly with mess workers, hostel staffs and security guards.
- 13.15 In case a student falls ill with any contagious disease, she may not be allowed to stay in the hostel such time till she produces a certificate of Medical Fitness issued by a doctor working in a Govt. hospital.
- 13.16 Every student must bring her own blanket, bed linen, curtains, water bucket and jug.
- 13.17 No special requests will be entertained for the preference of rooms/floors.
- 13.18 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 is always welcome.
- 13.19 The hostel seat will be re-allotted to another student if a resident fails to return to the hostel by the stipulated date at the end of vacation and no information/valid reason is intimated to the office within one week.
- 13.20 The Hostel dues shall be paid as per the directives of the Hostel Committee.

- 13.21 In case of emergency, residents are advised to get in touch with the concerned hostel Warden.
- 13.22 Ragging is strictly prohibited inside as well as outside the Hostel / Campus. If anyone is found involved in ragging, he / she may be taken up as per Hon'ble Supreme Court /UGC orders. Fresher should promptly report to the Warden or any other competent authority if ragged.
- 13.23 Use of narcotics, consumption of alcoholic beverages and gambling are strictly prohibited.
- I. Any act of intimidation or violence, wilful damage to property or drunken and riotous behaviour constitutes an offence. If anybody is found to do so, he / she shall be liable for expulsion from the Hostel / University.
  - II. If they found indulged in these activities, they will be expelled from hostel without serving any notice in this regard and disciplinary action shall be taken.
- 13.24 Misbehaviour or Indulging in row with staff members / security staff will be treated as an offence and will be liable for expulsion from the hostel.
- 13.25 No male/female member is permitted to visit the room of the boys/girls hostel.
- 13.26 No day-scholar are permitted to enter in the hostel, otherwise suitable disciplinary action will be taken. Entertaining / providing accommodation to any unauthorised person in the hostel room is punishable. If anyone is found to do so, he/she will be expelled from the hostel on immediately.
- 13.27 Notwithstanding, the provisions in previous pages, the Warden is the final authority in matters of discipline, admission and over all functioning of the hostels.
- 13.28 All correspondence regarding the hostel should be made through the respective Warden. Misconduct or breach of any of these rules of the hostel will render the offender liable to fine, suspension or dismissal.



#### 14. PENALTY CLAUSE

- 14.1 Any forbidden articles such as heaters, immersion rods, iron stoves etc, if found in the room, will be confiscated for the duration of the resident's stay in the hostel and a fine of Rs. 1000/- will be imposed per article.
- 14.2 Breakage charges for hostel furniture item will be charged from the students as per the actual.
- 14.3 Inter changing of allotted rooms without the permission of Hostel warden is not allowed. If found, the fine will be imposed Rs. 1000/-.
- 14.4 The dustbins are to be kept in the corridors for disposal of waste during 09:00 AM-1:00 PM every day. A fine of Rs.50/-will is imposed, if the dustbins are found outside the room after the time slot as mentioned above.
- 14.5 A fine of @ Rs. 500/- will be imposed in case of loud music disturbing other residents and the music system would be confiscated.
- 14.6 Every student should switch off the light, fan and other electrical gadgets before leaving the room. If found, fine of Rs. 100/- will be imposed.
- 14.7 Any student guest will be punished with a fine of Rs.1000/.
- 14.8 Shouting and sitting on the mess table and attendant table is strictly prohibited. Anyone found doing so will be fined Rs. 200/-.
- 14.9 Hostel property (Mess Utensils) will not be removed from the Dining Room under any circumstances. Anyone found guilty of breaking this rule will be fined Rs.200/.
- 14.10 The students residing in various hostels are permitted to use electric iron and kettle for their personal use on the payment of ₹100/- per month per item, only after taking prior permission from respective warden/Officer-in-charge/ Chief Warden. However, use of room heaters and other electrical appliances are not permitted.
- 14.11 No hostel resident can keep any motorised vehicle in the University. However, bicycles are permitted for local transport. Disciplinary action including fine of Rs.500/- per day will be imposed on the defaulters.

- 14.12 Residents using air coolers are required to keep them clean and disinfect them regularly to prevent spreading of Dengue and Malaria. If any penalty is imposed by the Municipal Corporation of Delhi in this regard, the resident concerned will have to pay the same.
- 14.13 Display of any type of vulgar posters/calendars inside the allotted rooms is strictly prohibited. Non Compliance will lead to fine of Rs.10,000 /- along with disciplinary action.
- 14.14 Cooking of food of any sort and keeping any inflammable items inside the hostel is strictly prohibited. Non Compliance will lead to fine of Rs.1,000/- along with disciplinary action.
- 14.15 In case if loss of hostel ID card, the student will be fined Rs. 200/- and copy of FIR is required to issue duplicate hostel identity card to the students.
- 14.16 Un-cleaned utensils of residents found in the washrooms of any floor will be disposed off and a fine will be imposed for Rs. 200/- on the residents of that particular floor collectively.
- 14.17 In case of non- compliance of hostel rules, disciplinary action will be taken against the hostel residents in addition to fine mentioned above.

