



DEPARTMENT OF SOCIAL WELFARE
GOVT. OF NCT OF DELHI
7TH FLOOR, MSO BUILDING, ITO, NEW DELHI- 110002
(SCHOOLS BRANCH)

E-mail ID- ddschooldsw@gmail.com



F. No. 01(158)/SOP – Hostel for CWD/DD/School/DSW/2023-24/ 9940-9950

Dated: 01 SEP 2023

MANDATORY GUIDELINES FOR SCHOOL HOSTELS UNDER SOCIAL WELFARE

1. The gates of all hostels are closed from 6.00PM to 6.00AM in Summers and 5.00PM to 7.00AM in Winter. The security guards will be available on call, in case of emergency.
2. Timings of the roll call or attendance are 6.00 PM and 6.00 AM daily
3. Visitors including parents/guardians are allowed to meet students from 3.00PM to 6.00PM with proper entry and exit logs on the Visitors' Book with the security guard.
4. Visitors without valid Govt. ID Card – Aadhar/PAN/Driving License or Authorization Letter will not be allowed in the hostel.

5. Mess Timings

Breakfast	07:00 to 08:00 A.M
Lunch	12:00 to 02:00 P.M.
Evening Snacks	05:00 to 06:00 P.M.
Dinner	07:00 to 09:00 P.M.

6. Wake Up Time – 6.00 AM Bed Time – 10.00 PM
7. The staff authorized by the Superintendent shall conduct daily inspection of all rooms and washrooms at 6.00 AM in the morning during roll call, and at 10.00 PM at night during bedtime.
8. The Hostel and the Department shall not be responsible for the loss or damage of items belonging to students.
9. Any type of unwarranted damage done by hostellers to the hostel's property has to be borne by the hostellers on the basis of the cost estimate of the damaged item prepared by the Hostel in Charge. This includes furniture, electrical fittings, fixtures, doors, windows, fixtures in the toilets, beddings etc. If the persons causing damage cannot be identified, the cost of repairing the same, as may be assessed, will be distributed equally amongst all hostellers found responsible for the damage.
10. All parents/guardians shall have to submit undertaking as per Annexure – A, on Stamp Paper of Rs. 10/- along with Form – 1.
11. Hostellers who are above the age of 18 shall have to submit undertaking as per Annexure – B along with Form – 1.
12. Local Guardians of the Hostellers have to submit undertaking as per Annexure – C at the time of admission every year.
13. Non-cooperation/violations of rules, misrepresentation, misconduct and/or concealment of information will lead to immediate termination/cancellation of admission from the hostel.
14. Only students having 40% disability (Hearing Impairment or Visual Impairment), having either UDID card or authentic Disability Certificate will be eligible for hostel accommodation.
15. Eligibility does not confer automatic right to hostel facilities. Hostel accommodation is subject to availability of seats and rules and guidelines issued by the Department of Social Welfare from time to time.

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DO's:

1. Every hosteller shall only occupy the room allotted to him/her. Only the Hostel in Charge may allow as a special case on valid and reasonable grounds.
2. Visitors are only allowed to sit in the common area at the entrance of the hostel on the ground floor.
3. All the hostellers have to be present while the Hostel In Charge takes daily roll call/attendance.
4. Nutritious vegetarian food shall be served to all students as per norms. A hosteller may receive special diet on request only if it is recommended by a Doctor of any Government Hospital within the NCT of Delhi.
5. Hostellers have to abide by the wake up time i.e. 6.00AM in the morning the bed time i.e. 10.00PM in the night. The Hostel in Charge and staff members will not be responsible if hostellers miss breakfast due to violation of the wake-up time.
6. During the summer vacation, the hosteller will vacate the hostel within one week and the mess/kitchen shall also stop functioning.
7. Hostellers will be responsible for keeping their rooms, corridors, and surroundings clean.
8. The hostellers are cautioned to be very careful about safety of their belongings. They should close their rooms securely when they leave the room even for short periods or when they are sleeping.
9. In the case of theft, the matter should be immediately reported to the concerned Hostel in Charge.
10. All hostellers are expected to use water economically. They are also expected to ensure that the water taps are closed when not in use.
11. Lights and fans should be switched off when not required.
12. All hostellers are expected to safeguard the properties of the Hostel available for common use including the fittings and fixtures.
13. All hostellers/parents/guardians have to abide by the hostel rules amended by the Department from time to time.
14. Hostellers must report all disputes/grievances to the Hostel in Charge in writing.
15. Hostellers are expected to behave courteously and fairly with everyone both inside and outside the campus.

DON'Ts

1. Change/mutual exchange of rooms after final allotment is not allowed.
2. Squatting or loitering within the hostel premises by non-residents is **Strictly Prohibited**.
3. No guest/ friend of any hosteller shall be allowed for night stay in the hostel under any circumstance whatsoever.
4. No visitors including parents/local guardians may be allowed to enter the hostel premises outside visiting hours except with special prior permission of the Hostel in Charge in case of parents/local guardians on the condition that **no visitors shall be allowed in the hostel premises after 6.00PM.**
5. No visitors shall be allowed to enter hostel rooms/dormitories/offices, kitchen, mess, or corridors thereof, under any circumstances. This rule applies to parents/guardians and local guardians of the hostel as well.
6. No visitor/parents/guardians will be allowed to stay in the hostel rooms under any circumstances.
7. No person of opposite sex shall be allowed in the hostels under any circumstances except for authorized staff, parents and local guardians.

8. Entry of senior hostellers from class IX to XII and/or any hosteller above the age of 15 is **strictly prohibited** in the dormitory for junior hostellers upto age 14.
9. No hosteller shall be allowed to take or eat any kind of food in their room. Ordering food from outside is **strictly prohibited**.
10. **Forcing the kitchen staff to cook non-vegetarian food (that is not authorized as special diet by a Government Doctor), is strictly prohibited.**
11. **Hostellers, except for the members of the mess committee, are strictly prohibited from entering the kitchen.**
12. Use of electrical appliances such as heater/kerosene stove/inflammable items inside the hostel's room is **strictly prohibited**.
13. No hosteller is allowed to be inside the hostel during class hours unless he/she is required to be inside the hostel due to sickness etc., under intimation to the Hostel in Charge, preferably well in advance.
14. No hosteller is allowed to take out the mattress / bed sheets / chairs etc., on their own for use outside their rooms.
15. The hostellers shall not engage in any employment/occupation during their stay, they shall also not participate in any political activity or organization.
16. The hostellers are strictly prohibited from consumption of alcohol, drugs, cigarettes and all other intoxicating substances anywhere in or near the hostel premises.
17. No hosteller should keep any firearms, sharp-edged or lethal weapons, poisonous things or intoxicants of any kind in the Hostel.
18. All kinds of shouting, fighting, agitations, gambling, stealing, smoking, drunkenness, and night outings are **strictly prohibited**.
19. Misbehaving or not cooperating with the hostel in Charge or any staff for any reason whatsoever is **strictly forbidden**.
20. No hosteller shall prevent authorized staff from inspecting their rooms.
21. **Ragging and bullying** any student in and around the hostel premises is **strictly prohibited**.

DISCIPLINARY ACTION

Any case under Protection of Children from Sexual Offences (POCSO) Act, 2012 or Juvenile Justice (Care and Protection of Children) Act, 2015 or under any section of Indian Penal Code, will directly reported to the Police as per rules.

Any hosteller found to be indulging in undesirable activities including physical/sexual assault, damage to property, violation of hostel rules etc., will be liable to the following disciplinary actions:

- He/she will be expelled and shall be expected to vacate the hostel room allotted to him/her within 24 hours and his/her local guardians shall be informed.
- A record of his/her misconduct will be made in the personal file for future reference.
- The cost of damages if any will be fully recovered from him /her together with penalty.
- It is important that the hosteller's absence without permission will tantamount to an act of indiscipline and if he/she remains absent for a week, his/her name will be struck off. The hosteller may only be re-admitted under the discretion of the Director, Social Welfare.
- Absence without permission beyond one month will result in their expulsion. Re-admission in such cases can be considered on payment of an amount of Rs. 1000/- as fine and the written apology to the Hostel in Charge, by the concerned hosteller, subject to the discretion of the Director, Social Welfare.

The decision of the Director Social Welfare regarding re-admission in case where expulsion has been on disciplinary grounds will be final.

This issues with the prior approval of the Director, Social Welfare.

Enclosures: Form – 1, Annexures – A, B, and C



Swati Sharma

(Assistant Director, Schools)

F. No. 01(158)/SOP – Hostel for CWD/DD/School/DSW/2023-24/ 9940-9950

Dated:

01 SEP 2023

Copy for Ensuring Strict Compliance:

- i. District Social Welfare Officer (North)
- ii. District Social Welfare Officer (Central)
- iii. DDO, GLNSSSD (Hostel)
- iv. DDO, GSSSB (Hostel)

Copy for information to:

- i. PS to the Secretary, Social Welfare, 7th floor, MSO Building, ITO, Delhi – 110002
- ii. PA to the Director, Social Welfare, 7th floor, MSO Building, ITO, Delhi – 110002
- iii. Dy. Director (Admin.), 7th floor, MSO Building, ITO, Delhi – 110002
- iv. Dy. Director (Litigation), 7th floor, MSO Building, ITO, Delhi – 110002 (For W.P.(C) 8210/2018)
- v. Dy. Director (Persons with Disabilities Branch), 7th floor, MSO Building, ITO, Delhi – 110002
- vi. Dy. Director, (Research, Training and Evaluation, Branch), 7th floor, MSO Building, ITO, Delhi – 110002
- ✓ vii. Senior System Analyst, 7th floor, MSO Building, ITO, Delhi – 110002 (for uploading in the Departmental Website)



Swati Sharma

(Assistant Director, Schools)

(For Office Use)

Form No.

Fees Receipt No.



Self attested
Recent
Applicant's
Photograph

**HOSTEL FOR SCHOOL CHILDREN
DEPARTMENT OF SOCIAL WELFARE
GOVERNMENT OF NCT OF DELHI**

Academic Year (.....)

FORM – I: APPLICATION FORM FOR ADMISSION IN SCHOOLS HOSTEL UNDER SOCIAL WELFARE

Instructions:

1. Read the Hostel Guidelines carefully before filling the form.
2. All the entries are to be filled by the candidate in English.
3. Application form should be accompanied with photographs and self attested copies of the following certificates:
 - i. Copy of Fee receipt of admission to the school.
 - ii. Photocopy of mark-sheet of last examination passed.
 - iii. Photocopy of Valid ID proof of Local Guardian & Parents (Aadhar/Driving License/Voter ID)
 - iv. Disability Certificate or UDID Card conveying 40% Disability or more
 - v. Documents supporting reserved category (SC/ST/OBC/EWS) if applicable.
4. The admission will be valid for current academic session only.
5. The incomplete form, without the above documents, will be rejected and incorrect information shall lead to cancellation of the admission in the Hostel at any time.

6. Name of the applicant
7. Date of Birth: Day..... Month..... Year.....
8. Class..... Section Student's ID No.....
9. Name of the School admitted:
10. Category: General ☐ OBC ☐ SC ☐ ST ☐
11. Home town: District..... State..... Pin Code
12. Last examination passed..... Division..... Aggregate Marks.....(%)
13. Father's Name..... Mobile No. E-mail
14. Mother's Name..... Mobile No. E-mail
15. Father's occupation..... Father's Monthly income.....
16. Permanent postal address.....
17. State.....
Pin..... Mobile no. Land Line No.....

18. Name of the Local Guardian (should be above 18)
 Mobile No. E-Mail ID.....
19. Relationship with the applicant
20. Occupation of the Local Guardian.....
21. Postal address of the Local Guardian.....
 Pin No.....
22. Is any of applicant's brother/sister/relative, already residing in any school hostel of the Department? (if yes, please give details)
 Name Class..... Hostel Room no.
 Mobile No.....
 Name of School.....
23. Achievement in co-curricular activities (Please attach self attested certificates at the end of the application)
24. Has the applicant ever been a resident of School Hostel under Social Welfare? (Please enclose supporting documents)
 If yes: Year..... Name of Hostel
25. Has any disciplinary action ever been taken against the applicant? (Please enclose supporting documents)
 If Yes: Year Nature of action
26. Is there any criminal case pending against the applicant? (Please enclose supporting documents)
 If yes give details:

Disclaimer: The hostel authorities shall have no liability towards the hostel resident when he is outside the hostel campus. They shall not be held responsible if the resident leaves the hostel without prior permission or information or does not remain available during attendance/roll call at night in the hostel.

DECLARATION BY THE APPLICANT

I, hereby declare that all the entries made in this Application Form are correct. I, also undertake to abide by the Rules and Regulations, Norms/Guidelines of the Schools Hostel. Violation of any of these, as I, understands shall be liable to punishment/expulsion from the Hostel.

Place.....

Date.....

ACKNOWLEDGMENT RECEIPT

Received, Form no. along with all supporting documents and affidavits from Mr/Ms for Hostel
 namely for academic year

Signature of DSWO

Signature of the Dealing Assistant

Place.....

Date.....

Office Seal/Stamp

ANNEXURE - A

UNDERTAKING BY THE PARENTS OF APPLICANT
(On a Rs 10/- Stamp Paper and attached along with the application form)

I undertake that my ward shall abide by the following Code of Conduct:

1. I understand that my ward has been given admission in the hostel provisionally.
2. He/she shall not allow any visitor in my room/dormitory, including parents/guardians.
3. He/she shall abide by the hostel guidelines/ rules, including rules regarding hostel timings as updated/amended by the Department of Social Welfare from time to time.
4. He/she shall abide by the hostel rules to take meals in the hostel mess or as per office order.
5. He/she shall follow all the norms and practices adopted by the hostel authorities from time to time for the efficient utilization of resources.
6. He/she shall accept the present condition of hostel and room allotted to me.
7. He/she shall not indulge in any act of indiscipline during my stay in the hostel.
8. He/she shall regularly participate in all the Hostel meetings, committees and other cultural/sports activities.
9. He/she shall not degrade the hostel environment with foul language or actions.
10. He/she shall not cause any discomfort/harm to my fellow residents.
11. He/she shall also not indulge in any indiscipline or misconduct within the school and hostel campus during my stay in the hostel.
12. The non-compliance of any of the Hostel Guidelines, shall lead to cancellation of my ward's hostel admission with immediate effect.
13. I undertake that my ward shall submit himself/herself to the disciplinary jurisdiction of the Hostel in Charge, and other authorities of the Department of Social Welfare, who may be vested with the authority to exercise discipline as per relevant Act and Rules within which the Department operates.

Date.....

Name.....

Signature of Parent/Guardian

ANNEXURE - B

UNDERTAKING BY THE APPLICANT (Above 18 years)
(On a Rs 10/- Stamp Paper and attached along with the application form)

I undertake that I shall abide by the following Code of Conduct:

1. I understand that I have been given admission in the hostel provisionally.
2. I shall not allow any visitor in my room/dormitory, including parents/guardians.
3. I shall abide by the hostel guidelines/ rules, including rules regarding hostel timings as updated/amended by the Department of Social Welfare from time to time.
4. I shall abide by the hostel rules to take meals in the hostel mess or as per office order.
5. I shall follow all the norms and practices adopted by the hostel authorities from time to time for the efficient utilization of resources.
6. I shall accept the present condition of hostel and room allotted to me.
7. I shall not indulge in any act of indiscipline during my stay in the hostel.
8. I shall regularly participate in all the Hostel meetings, committees and other cultural/sports activities.
9. I shall not degrade the hostel environment with foul language or actions.
10. I shall not cause any discomfort/harm to my fellow residents.
11. I shall also not indulge in any indiscipline or misconduct within the school and hostel campus during my stay in the hostel.
12. The non-compliance of any of the Hostel Guidelines, shall lead to cancellation of my hostel admission with immediate effect.
13. I also undertake to submit myself to the disciplinary jurisdiction of the Hostel in Charge, and other authorities of the Department of Social Welfare, who may be vested with the authority to exercise discipline as per relevant Act and Rules within which the Department operates.

Date.....

Name...

Signature of Applicant

UNDERTAKING BY LOCAL GUARDIAN

(On a Rs 10/- Stamp Paper and attached along with the application form)

I, Mr./Ms. do hereby agree to be the local guardian of
 Mr./Ms. studying in Class..... Section
 of
 (name of school)

1. I will take him/her from the hostel during time of illness and distress or as and when may be asked by the hostel administration. The hostel administration will not be accountable to look into the details of his hospitalization and treatment, etc.
2. I undertake that I will be available as and when hostel authorities require me in case of emergency.
3. I hereby declare that the address and contact numbers given above in admission form are true to the best of my knowledge and belief, and may be cross verified by hostel authorities.
4. I am fully aware and understand that if I fail to fulfill my above mentioned responsibilities, the admission of my ward in the hostel will be cancelled.

(Signature of Local Guardian)

Place.....

Date.....

Full Name.....

Self attested
Recent
Local Guardian's
Photograph