

Sr.No. _____



Central Institute of Education

SHREE BHAWAN-SHAKTI BHAWAN

BULLETIN OF INFORMATION

2017-18



**Central Institute of Education
Department Of Education
33, Chhatra Marg, University Of Delhi
Delhi – 110 007**

HOSTEL ADMINISTRATION

CHAIRPERSON

Prof. Namita Ranganathan
Head & Dean,
Department of Education,
University of Delhi, Delhi.

RESIDENT TUTOR

Dr. Sandeep Kumar
Assistant Professor
Department of Education,
University of Delhi, Delhi.

ADMINISTRATIVE SUPPORT

Sh. Vineet Kumar

MANAGING COMMITTEE

Prof. R.K. Geetha
Department of Botany
University of Delhi, Delhi

Prof. Seema Alavi
Department of History
University of Delhi, Delhi

The Central Institute of Education set up two hostels, Shree Bhawan for women and Shakti Bhawan for men in 1950. The idea of making teachers who would be community workers was the vision behind setting up this co-ed. residential complex. The common dining facilities are part of the culture of an institutional fraternity who would run a co-operative mess in a spirit of camaraderie and community living. Dormitories in the living quarters were also part of learning to live together with a consciousness of the need of the 'other'.

The Hostels of the Central Institute of Education, Shakti Bhawan for men, and Shree Bhawan for women, are directly under the control of the Managing Committee constituted by the Vice-Chancellor, University of Delhi. The Head of the Department of Education is Chairperson of the hostels. The Managing Committee reserves the right to make any amendments in rules and regulations, in order to ensure a smooth functioning of the Hostels.

Shree Bhawan has four seater, three seater, two seater and single rooms to accommodate the pupil teachers, the students of the Master's programme and scholars of the Doctoral programme. Shakti Bhawan has three dormitories and one double seater to accommodate the students of various categories. Shree Bhawan has twenty three seats in all and Shakti Bhawan has twenty four seats. To ensure privacy of the residents, visitors are not entertained in the dormitories & rooms.

MANAGEMENT

The Hostel for men and women are directly under the control of Managing Committee. The Head of the Department (as Chairperson) is assisted by the Warden/Resident Tutor for day-to-day administration of the Hostel. The Managing Committee reserves the right to amend the rules without prior notice in order to ensure smooth functioning of the Hostel.

FACILITIES AT THE HOSTEL

The hostel is equipped with facilities and services to enhance the quality of life of the residents.

a) Mess

The Mess provides quality food (Veg. & Non-Veg.) for breakfast, lunch and dinner for all bonafide residents as per the approved menu.

b) Washing Machines

Washing Machine facility is available for all the bonafide residents in both the wings.

c) Safe Drinking Water

Hostel is equipped with three water coolers in the Shakti Bhawan, Shree Bhawan and in the Mess with Reverse Osmosis (R.O.) system for safe drinking water.

d) Geyser

Hostel is equipped with two geysers each in Shakti Bhawan & Shree Bhawan for hot water during the winters.

e) Fire & Safety

Hostel is well equipped with Fire & Safety norms. Currently 10 (Ten) fire extinguishers are placed at prime locations.

ADMISSION

Applications for admission to the hostels should be made on the prescribed form available at website www.cie.du.ac.in. The application form duly filled-in has to be submitted to the hostel office.

The admission will be made as per rules on the basis of the interviews to gauge the requirement and need of the applicant. Admission to the Hostel will be made within one week of admission to the Department. The list of candidates to be interviewed and admitted to the hostel would be notified within a week of the admission to the academic programme.

Documents required at the time of admission to the hostel:

- Duly filled admission form
- Candidates are required to file online Anti-Ragging undertakings on www.antiragging.in, copy may be submitted with the admission form.
- An affidavit by the resident ensuring that no ragging takes place as per Ordinance XV–C of the University of Delhi (A sample of the required affidavit is enclosed).
- An affidavit by the parent/guardian ensuring that no ragging takes place as per University Ordinance.
- Photocopy of the Fee deposited in the Department.
- Photocopy of the Certificate of Category to which candidate belong.

Candidates are required to pay the admission and other charges within the notified stipulated dates. Failure to do so must be explained, otherwise the admission will be treated as cancelled, unless there is sufficient reason for the same. If any candidate fails to pay the hostel dues within the stipulated time as notified his/her admission will be treated as cancelled.

RE-ADMISSION

- a) The residents who are pursuing B.Ed. IInd Year, M.Ed. IInd Year, M.Phil & Ph.D are required to take re-admission to the Hostel as soon as the new academic year commences.
- b) A fresh application is to be submitted for every academic year of re-admission.
- c) Re-admission is offered on the basis of merit and good conduct during the previous year in the Hostel.

ELIGIBILITY

The applicants satisfying all the following eligibility criteria will be considered for admission or re-admission.

1. The candidate should be a **Full-Time** bonafide student of the Department of Education. Hostel accommodation is not given to any **Part-Time** students as they are employed, and the hostels are subsidized by the University.
2. Admission to candidate is offered on the basis of distance, merit and need from home. A certificate of good conduct and character is also a requirement.

3. Admission to the candidate is provided only for one academic year and she/he should vacate the hostel at the end of the academic year irrespective of her/his programme of study.
4. For the consequent year, the candidate has to fill fresh application and reappear before the interview board for selection. The selection may be based on her/his previous year conduct in the hostel as well as the availability of seats at that time.
5. Ex-students are not eligible for admission to the hostel.
6. The candidate must have cleared the examination of the last course attended.
7. The candidate must produce the Anti-Ragging Affidavit by the Student and Parent/Guardian prescribed by the University of Delhi.
8. The Candidate should not have an adverse disciplinary record in any hostel or university/college previously attended, or any criminal cases.

A student, while seeking admission and even during the stay in the hostel must fulfill the criteria stated above, and provide documentary proof to establish the same. If he/she fail to fulfill any of these conditions, he/she shall be made to vacate the Hostel immediately. Suppression of information pertaining to any of these eligibility criteria, are liable to lead to disciplinary action and/or legal action, as may be deemed fit by the Hostel Authorities.

FEE STRUCTURE

The Candidates selected for Admission in the Hostel are required to pay their hostel dues through SBI COLLECT. No cash will be accepted and fee can also be paid through Cheques/Demand Draft drawn on State Bank of India. The fees payable by each resident are as follows:

(A) Mess Charges

Advance Rs.3000/- per month

Mess Charges are to be paid quarterly. The monthly mess payable charges are likely to vary depending on actual expenditure. The Profit/Loss will be carried out to the next proceeding month. The resident has to pay three months advance mess fee.

(B) Maintenance Charges

Maintenance Charges are to be paid only one time at the time of admission to the hostel, as per details given below:

S.No	Hostel Charges	B.Ed.	M.Ed.	M.Phil/Ph.D
1.	Room Rent	450/-	500/-	600/-
2.	Electricity & Water Charges	8500/-	11,000/-	11,000/-
3.	Visitor's Room Charges	500/-	600/-	700/-
4.	Resident Facility Fund	1200/-	1,500/-	2000/-
5.	Crockery & Utensils	100/-	100/-	100/-
6.	Medical Provision Charges	240/-	240/-	240/-
7.	Furniture & Fixtures	300/-	400/-	500/-
8.	Annual Charges	1,200/-	1,500/-	2,000/-
		12490/-	15,840/-	17,140/-

(C) Security Deposit

The residents will deposit Rs.5000/- each as caution money which will be returned to them when they leave the hostel, provided that there are no damages to be deducted from them.

(D) Hostel Development Fund

The Hostel Development Fund will be charged from the residents at the time of admission. The Hostel Development Fund will be charged as per details given below:

Hostel Development Fund A/c	B.Ed.	M.Ed.	M.Phil/Ph.D
	Rs.2500/-	Rs.3000/-	Rs.3500/-

Note:

1. At the time of admission the candidate will have to pay annual hostel fee irrespective of the payment schedule.
2. No fees are refundable except the Caution Money, which will be refunded by Bank Transfer/A/c Payee Cheque after the resident has paid all the dues and vacated the Hostel.
3. In case a student does not join, but informs the hostel office in writing within 15 days time after payment of fees about his withdrawal, then all fees, after deduction of Rs.100/- will be refunded.
4. Exemption/waiver of fees for PWD residents will be admissible as per time to time University Notifications.

REFUND OF HOSTEL CAUTION MONEY

Caution Money is refundable to a resident through Bank Transfer/Cheque after leaving the Hostel within three months, after clearing all dues including cost of breakage articles by a resident. Resident has to submit the prescribed form for this which can be obtained from the Hostel Office.

If Caution Money remains unclaimed for a period of one year after a resident leaves the hostel, it will be forfeited.

NORMS & CONVENTIONS

This is a space for future teachers and scholars of Education as such residents are expected to maintain poise and decorum in the hostel. Courteous behaviour which ensures the dignity of fellow residents and hostel employee has been the norm and it must be maintained. Mutual respect and care has been the norm in this residence.

All the hostel property and facilities must be treated with care.

Consumption of alcohol, drugs and tobacco is strictly prohibited in the hostel premises. Violation of this rule shall lead to immediate expulsion from the Hostel.

No ward bearer, *chowkidar* or any other hostel/mess employee should be asked to do any personal work by any resident

Residence

1. Residents should inform the hostel office of any changes in address and telephone nos. of local guardians immediately.
2.
 - (a) Each resident is responsible for the care of the space allotted to him/her and furniture provided to him/her. No furniture can be removed from the dormitory and no additional furniture can be brought in the hostel without the prior permission of the Warden.
 - (b) Residents shall not hand over the keys of their cupboards to any person other than the hostel authorities.
 - (c) Lights and fans should always be switched off when leaving the room.
3.
 - (a) The resident students are required to be present in the hostels by 7.30 p.m. unless they sign out for dinner or obtain prior permission from the Resident Tutor, for a late night or night out.
 - (b) Entry in the Attendance Register and Night Out Register is essential. This ensures your safety in this city. Request for permission to stay out late night should be made in writing to the Warden/Resident Tutor for proper approval must be obtained one day before. Permission for staying out late night will be granted two times in a month.
 - (c) Residents must seek permission from the Resident Tutor three days in advance before leaving the hostel for vacations, and meet the Warden before they leave the hostel and also inform her about the duration & date of their absence from the hostel.
 - (d) Residents are not allowed to entertain their guests or visitors including day scholars of the Department of Education or other Departments of the University in their room. No visitor will be allowed inside the Hostel.
 - (e) In case of loss of room keys, no resident is allowed to break the door bolt and damage any part of the door fittings. To break open the lock, permission must be obtained from the Hostel Authorities.
4. In view of mounting electricity bills and increasing load on existing installation, use of any electrical appliance except a table lamp is not permitted without prior approval from the hostel administration and payment of additional charges as stipulated from time to time. Violation of this rule will attract severe penalty and fines.
5. All main lights should be switched off and silence observed between 10.00 p.m. to 6.00 a.m. since all the rooms are shared by the residents. Peaceful environment and non-violation of privacy is essential.
6. Facilities like the Washing Machine, T.V, Game Equipments etc., must be treated with care.
7. A resident pay all his/her dues and get a clearance certificate from the hostel office to this effect, before he/she leaves the hostel.

8. Maintenance of washing machines is responsibility of all residents and report to Hostel Office for Maintenance of the Washing Machines.
9. Residents should inform to the Hostel Office about any change in address, email address, mobile phone number and telephone nos. of local guardians and parents immediately.
10. Residents are not allowed to hand over the keys of their rooms to any person other than the Hostel Authorities. Residents are required to keep the room locked and should not keep costly items or large amount of money in the room. They themselves will be responsible for any loss due to their own carelessness.
11. No resident is allowed to shift form one room to another without prior permission of the Warden/Resident Tutor. No furniture should be shifted from one room to another without prior written permission of hostel administration.
12. All residents must vacate the hostel within two days of the completion of their examinations.

MEDICAL

Residents should observe the following:

1. Any case of illness shall be notified immediately to the Warden.
2. The WUS Health Centre is in the University Campus. All residents shall become members of the Centre for treatment and medical assistance.
3. Generally all serious cases of illness should be referred to a Hospital or Nursing Home with the knowledge of the local guardian.

In addition to the above norms, rules & conventions the University Ordinances pertaining to students will also apply.

MESS RULES

1. Hostel Mess is a cooperative venture and is run on No Profit No Loss basis. It is the responsibility of the duly nominated Mess Committee of the hostel to run smoothly under the overall supervision of the Warden/Resident Tutor.
2. Mess will not function during winter break and summer vacation.
3. Warden/Resident Tutor is the final authority in all the matters of the Hostel Mess including appointment or removal of the Mess Committee and approve the hostel menu from time to time.
4. It is a convention that *thalis*, *katoris* and spoons used by the resident be put in the pantry area to be washed. However, if for some reason, the meal has been taken after the stipulated time, the resident is expected to wash and put away the utensils used by him/her.
5. Special diet for the sick will be taken to the rooms by the Mess employees. No other meal may be carried out of the mess and especially no utensils (plates, cups and spoons) may be taken out of the dining room.

6. Meal coupons for guests may be purchased in advance. The kitchen must be informed in advance if any guest is to be brought for a meal.
7. The Mess has four employees who are respected members of the Hostel Community and employees of the University of Delhi. Residents run the mess, maintain the daily accounts, plan and supervise meals ensuring that they are balanced nutritious, wholesome and low cost. All the residents are required to take their meals in the dining hall according to the following time schedule: -

Breakfast	:	8.00 a.m. to 9.00 a.m.
Lunch	:	12.45 p.m. to 1.45 p.m.
Tea	:	5.00 p.m. to 5.30 p.m.
Dinner	:	7.30 p.m. to 8.30 p.m.
8. Residents are not allowed to take any utensils/crockery from the Mess without written permission; if mess utensils/crockery found in rooms then he/she will be penalized by Rs.100/-.
9. Residents will not claim/consume food or breakfast on behalf of other residents who are not present in the Hostel.
10. Mess fee should be paid on or before 13th of the month by the resident (if 13th will be holiday, next working day is the last date for mess fee submission without fine). A fine of Rs.5/- will be charged for each day upto last date of the month and Rs.10/- per day from the next month onward.
11. Packed lunch will be served to all residents on practice teaching days of the Department of Education.

MESS REBATE

1. For availing mess rebate on the grounds of academic/personal work, the resident will have to obtain an official prescribed mess rebate form from the hostel office, stating (a) this trip is in connection with his/her academic/personal work, (b) place of visit and (c) period of visit.
2. Prescribed application for mess rebate in advance should be given to the Hostel Office. If a resident fails to apply for rebate in prescribed form before proceeding on leave, his/her application will not be entertained under any circumstances.
3. The normal mess rebate facility @Rs.50/- per day for a minimum period of 15 consecutive days.
4. No resident is allowed to avail mess rebate for more than 60 days (maximum mess rebate) and will be charged 100% of the monthly mess fee after maximum limit of 60 mess rebate days of a respective resident.
5. If a resident is present in the hostel and is not having his/her meal in the Hostel Mess, no mess rebate will be given to him/her.

Note: **Notwithstanding the mess rules, mess rebate the Warden/Resident Tutor is the final authority in all the matters of the Hostel Mess.*

GENERAL INSTRUCTIONS

1. Residents are required to see the Hostel Notice Board for announcement made from time to time.
2. Any rule given in this prospectus is subject to change by the Chairperson/Warden/Resident Tutor.
3. Notwithstanding any provisions in this prospectus, the Chairperson is the final authority in the matter of discipline, admission and overall functioning of the Hostel.

Ordinance XV – B **Maintenance of Discipline among students of the University**


1. All powers relating to discipline and disciplinary action are vested in the Vice-Chancellor.
2. The Vice-Chancellor may delegate all or such powers as he/she deems proper to the Proctor and to such other persons as he/she may specify on this behalf.
3. Without prejudice to the generally of power to enforce discipline under the Ordinance, the following shall amount to acts of gross indiscipline :
 - (a) Physical assault or threat to use physical force, against any member of the teaching and non-teaching staff of any Institution/Department and against any student within the University of Delhi.
 - (b) Carrying of, use of, or threat of use of any weapons.
 - (c) Any violation of the provisions of the Civil Rights Protection Act, 1976;
 - (d) Violation of the status, dignity and honour of students belonging to the Scheduled Castes and Tribes;
 - (e) Any practice-whether verbal or otherwise-derogatory of women;
 - (f) Any attempt at bribing or corruption in any manner.
 - (g) Wilfull destruction of institutional property;
 - (h) Creating ill-will or intolerance on religious or communal grounds;
 - (i) Causing disruption in any manner of the academic functioning of the University system;
 - (j) Ragging as per Ordinance XV – C.
4. Without prejudice to the generality of his/her powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him/her appropriate, the Vice-Chancellor, may in the exercise of his/her power aforesaid, order or direct.
 - (a) that any student or students be expelled; or
 - (b) any student and students be, for stated period, rusticated; or
 - (c) be not for a stated period, admitted to a course or courses of study in a College, Department or Institution of the University: or
 - (d) be fined with a sum of rupees that may be specified; or

- (e) be debarred from taking a University or College or Departmental Examination or Examinations for one or more years; or
 - (f) that the result of the student or students concerned in the Examination of Examinations in which he/she or they have appeared be cancelled.
5. The Principals of the Colleges, Heads of the Halls, Deans of Faculties, Heads of Teaching Departments in the University, the Principal, School of Correspondence Courses and Continuing Education and Librarian shall have the authority to exercise all such disciplinary powers over students in their respective Colleges, Institutions, Faculties and Teaching Departments in the University may be necessary for the proper conduct of the Institutions, Halls and teaching in the concerned Departments. They may exercise their authority through, or delegate authority to, such of the teachers in their Colleges, Institutions or Departments as they may specify for these purposes.
 6. Without prejudice to powers of the Vice-Chancellor and the Proctor as aforesaid, detailed rules of discipline and proper conduct shall be framed. These rules may be supplemented, where necessary by the Principals of Colleges, Heads of Halls, Dean of Faculties and Heads of Teaching Departments in this University. Each student shall be expected to provide himself/herself with a copy of these rules.
 7. At the time of admission, every student shall be required to sign a declaration that on admission he/she submits himself/herself to the disciplinary jurisdiction of the Vice-Chancellor and the several authorities of the University who may be vested with the authority to exercise discipline under the Acts, the Statutes, the Ordinances and the rules that have been framed there under by the University.

<p><i>Ordinance XV-C</i> Prohibition of and Punishment for Ragging</p>
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1. Ragging in any form is strictly prohibited, within the premises of College/Departments or Institution and any part of Delhi University system as well as on public transport.
2. Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under this Ordinance.
3. Ragging for the purposes of this Ordinance, ordinarily means any act, conduct or practice by which dominant power or status of senior student is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by other students and includes individual or collective acts or practice which;
 - (a) involve physical assault or threat or use of physical force;
 - (b) violate the status, dignity and honour of women students;
 - (c) violate the status, dignity and honour of students belonging to the scheduled castes and tribes.
 - (d) Expose students of ridicule and contempt and after their self-esteem.
 - (e) Entail verbal abuse and aggression, indecent gesture and obscene behaviour.
4. The Principal of a College, the Head of the Department or an Institution the authorities of College, of University hostel or Halls of Residence shall take immediate action on any information of the occurrence of ragging.

5. Notwithstanding anything in Clause (4) above, the Proctor may also suo motu enquire into any incident or ragging and make a report to the Vice-Chancellor of the identity of those who have engaged in ragging and the nature of the incident.
6. The Proctor may also submit an initial report establishing the identity of the perpetrators of ragging and the nature or ragging incident.
7. If the Principal of a College or Head of the Department or Institution or the Proctor is satisfied that for some reasons, to be recorded in writing, it is not reasonable practical to hold such enquiry, he/she may so advise the Vice-Chancellor accordingly.
8. When the Vice-Chancellor is satisfied that it is not expedient to hold such an enquiry, his/her decision shall be final.
9. On the receipt of a report under clause (5) or (6) or a determination by the relevant authority under clause (7) disclosing the occurrence of ragging incidents described in clause 3(a), (b) and (c), the Vice-Chancellor shall direct or order rustication of a student or student or students for a specific number of years.
10. The Vice-Chancellor may in other cases of ragging order or direct that the student or students be expelled or be not for a stated period, admitted to a course of study in a college, departmental examination for one or more years or that the results of the students or students concerned in the examination or examinations in which they appeared be cancelled.
11. In case the students who have obtained degree or diploma of Delhi University are found guilty under this Ordinance, an appropriate action will be taken against them under Statute 15 for withdrawal of degrees or diploma conferred by the University.
12. For the purpose of this Ordinance, abetment to ragging will also amount to ragging.
13. All Institutions within the Delhi University system shall be obliged to carry out instructions/directions issued under this Ordinance, and to give aid and assistance to the Vice-Chancellor to achieve the effective implementation of this Ordinance.

Room No. (To be filled by Office) :		Form No.
APPLICATION FOR ADMISSION		
	Shree Bhawan-Shakti Bhawan Central Institute of Education Department Of Education University Of Delhi Delhi	Paste your Recent photograph here
Name of the Student		
Programme of Study	(√) B.Ed. M.Ed. M.Phil. Ph.D.	Year: I / II /
Category	(√) General OBC SC ST PwD	Foreign Student
Contact Number:		email-ID:
Citizenship:	Country:	State:
Parent's and Residence details:		
Name of Father		Occupation:
Name of Mother		Occupation:
Present Address of the parent		Permanent Address of residence
.....	
.....	
.....	
.....	
.....	
Telephone No.		Telephone No.
Information about the local guardian and places of local stay:		
Name of guardian		Occupation:
Complete address of the Local Guardian		Places where resident may stay for night (must write the contact no. of those places)
.....	
.....	
.....	
.....	
.....	
Telephone No.		
<i>(Signature of the local guardian)</i>		<i>(Signature of the Student)</i>

Academic Record of the Student					
Degree	Name of the Course	Name of the University	College/Dept. /Institution	Year of Passing	Aggregate percentage
Bachelors'					
Masters'					
Any other					
Applying for hotel	(√) First time <input type="checkbox"/>	Already stayed in hostel <input type="checkbox"/>			
If already stayed, then detail about the last hostel and duration of stay					
Medical Fitness details:					
The infectious, chronic or any other diseases with which you are suffering from (if any)					
Note: <i>In case you are having any chronic medical problem/allergies the same may be indicated along with supporting documents</i>					

DECLARATION BY THE STUDENT

1. I declare that the above information given by me is true to the best of my knowledge. In case of false information, I shall be liable to the action of hostel authority.
2. I declare that I am not suffering from any infectious, chronic or any other disease which makes me unfit for stay in the hostel

(Signature of the applicant)

GURANTEE FROM THE APPLICANT'S GUARDIAN

1. I certify that the applicant is seeking admission with my consent and that I shall be responsible for his/her financial liabilities to the Hostel.
2. I shall make myself available if required by the hostel authority, related to the conduct of the applicant or any other issue.

(Signature of the Guardian)

Central Institute of Education (CIE), now known also as the Faculty and the Department of Education of the University of Delhi, was perhaps the first major institution of professional learning and research in Education that was established since independence. The first Prime Minister of India, Pandit Jawahar Lal Nehru and his first Education Minister, Maulana Abul Kalam Azad took considerable interest in CIE's establishment in 1947 and its activities and progress in those early years. Maulana Abul Kalam Azad visualized the function of CIE not merely to "turn out teachers who will be model teachers'. The Maulana prophesised that CIE would grow into "a beacon light for the training institutions of the country'. Over these past decades, CIE has indeed grown into a pace-setting institution in Teachers Education and Educational Research. Recognized as the Institute of Advanced Studies in Education (IASE) and having launched the Maulana Azad Centre for Elementary and Social Education (MACESE). CIE has shaped a unique philosophy which find reflection in its academic programmes.

"Teachers should function professionally as intellectuals and teacher education be inextricably linked to critically transforming the school setting and by extension, the wider social setting".

-Henry A. Giroux