



HOSTEL MANUAL

(STUDENTS)

SVKM's NMIMS SHIRPUR CAMPUS

(A. Y.2025-26)

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1.0 OBJECTIVES OF THE HOSTEL LIFE

- (a) To ensure that the students are able to devote adequate time to their studies and research;
- (b) To ensure that students coming from different parts of the country learn to live together and strengthen their relations with mutual cooperation and goodwill; and
- (c) To develop a climate congenial for co-curricular and extra-curricular activities of students.

1.1 INTRODUCTION

Residential campus with world class amenities & infrastructure, situated on the bank of Tapi River. Out station students getting admission at NMIMS Shirpur Campus must seek an admission to Hostel. Utmost care is taken to accommodate all students. The hostel has its own discipline and rules applicable on all resident students. Campus is non-smoking/non-drinking (non-liquor) and purely vegetarian (even outside food is not allowed).

2.0 HOSTEL MANAGEMENT TEAM

Following members comprises the Hostel management team;

2.1 A Member of Management

2.2 Hostel in charge (Director, Hostel Administration)

2.3 Rector

2.4 Wardens

2.5 Assistant wardens

2.6 Counselor

This team is available to assist / help the students round the clock. Students may share their problems if any, best possible solution will be provided with available resources.

3.0 FACILITIES

This is one of the best residential campuses with world class infrastructure; the amenities provided are at par with other global private universities.

3.1 ACCOMMODATION

374 sqft size room with appropriate size window for day light and cross ventilation to create study environment, accommodates four students with individual bed, mattress, study table, wardrobe, book shelves and dressing mirrors. A ceiling fan is fitted above each bed for better air circulation. Electrical sockets are given for laptops, mobile chargers.

Students are not permitted to install any other electrical appliances, such as personal TV, AC, immersion heaters/electric heaters/iron/coolers/induction/refrigerators etc. in the rooms. Cooking of any food item or even preparation of tea/coffee in the hostel room is strictly prohibited. Strict action will be taken against such misconducts as per discipline policy of the campus.

3.2 **WI-FI CONNECTIVITY**

Campus having internet lines facility with total bandwidth of **750mbps**. Student can avail Wi-Fi internet facility for online educational activities. Students can have access to all educational and information site round the clock however they can access social networking sites and YouTube from 16:00 hrs. to 08:00 hrs. only. Students are warned against misuse of this facility.

3.3 **RECREATION**

Exclusive air-conditioned recreation room is provided on each floor with best branded televisions, best quality chairs for the comfort of TV viewers and premium channel package subscription. Room is opened and closed as per scheduled timing – 18:00hrs to 22:00 hrs and every student is bound to follow the timing.

3.4 **SPORTS FACILITIES**

Special facilities like fully well-equipped Gyms, Swimming pool, Indoor games like Table Tennis & Chess, & outdoor games like Lawn Tennis court, Badminton court, Cricket ground, Football ground, and other facilities like Music room, Magazines, Newspapers, Study room, Cafeteria and Amphitheatre are available.

Sports Facility & Swimming Timing

Morning - 7.00 am to 10.00 am & Evening – 5.00 pm to 9.00 pm

Gym Timing

Morning - 6.00 am to 9.00 am & Evening – 5.00 pm to 9.00 pm

3.5 **ELEVATORS/STAIRCASE**

Two elevators with an attendant are provided in each hostel building for regular use. In case of any emergency lifts shall not be used and only staircase shall be used. Hostel building is demarcated into four wings namely “A” “B” “C” & “D” (only three wings “A” “B” “C” in girl’s hostel) with an individual staircase for each wing for regular usage.

3.6 **WASHROOMS**

Adequate number of washrooms to cater for all residents are fitted with export quality bathroom fittings. Toilets are fitted with western style WCs. Bathing rooms are fitted with shower with hot and normal water tap provision. Hot water facility is also given to hostel residents as an exclusive facility and privilege; residents need to adhere to the hot water timing i.e., 06:00 hrs to 08:30 hrs. However normal water supply is available 24hrs for anytime use.

3.7 **ELECTRONIC SURVEILLIANCE**

Hostel is equipped with electronic surveillance system, in addition to physical security for 24*7 hours. CCTV cameras are fitted on each floor throughout the common passage to monitor and track any suspicious movement and for the safety of man and material.

3.8 PARENTS MEETING ROOM

An exclusive facility is provided in Boy's hostel (common for Boys and girls) for meeting with student's parent. It is laced with latest television for entertainment, super cooling air conditioners, best quality sofa sets for ease and comfort. With prior approval and confirmation from hostel authorities, student can meet his/her parent in this room only. The visiting hours of parents to meet their wards is 06:00 hrs. to 21:00 hrs. Parents are not permitted to go into hostel rooms. Any guest of student or parent are not allowed to stay in the hostel or campus premises.

3.9 DINING

Each hostel building is provided with exceptional dining facility. At par sitting arrangement is provided to facilitate the students. Televisions are also installed for entertainment during dining. Students need to follow the dining timing, circulated by Hostel authorities. (Break Fast: 07:00 to 09:30/Lunch: 12:00 to 014:00/Dinner 19:45 to 21:30 hrs)

Additional facility for fruit juice, sandwich, fruits etc., is provided on pay and use basis. Snacks are also made available in the evening time on pay and use basis. (16:00 to 18:30hrs)

It is an exclusive vegetarian dining and is compulsory for all residing students. However, additional separate counter is available with egg items on pay and use basis. Dining charges for a complete academic year are paid at the time of admission. For Sick students, plain khichadi will be provided by the Hostel. Customized or specific diet plans will not be entertained.

3.10 DRINKING WATER

Separate drinking water line (connected with water cooler) is routed through each floor and wing.RO purified water is supplied round the clock, giving utmost priority to the health of students. We are also carrying out periodical (fortnightly) sampling of water through outside agency to ensure pure and safe drinking water.

3.11 SICK BAY & PHARMACY STORE

Management has the first thought about the health of students. Therefore 24 hours manned Sick Bay is made available at Boy's and Girl's hostels. A male compounder is available round the clock to handle any medical emergency. In critical situations basic first aid is given at sick bay and the patient is shifted to IGM Hospital, Shirpur for further treatment with a special ambulance service, available for 24 hours. Doctor is available between 16:00hrs to 23:00 hrs. Specialists also visit campus on fixed days as per schedule. 05 beds in each hostel (Boys and Girls) are available for regular and emergency usage. Special diet is given to the sick students as suggested by doctors. Pharmacy store in the boy's hostel which provides generic medicines and other medicines which is available 24x 7.

3.12 **PARLOUR**

Modern air-conditioned saloon separates for girls and boys equipped with sophisticated facilities is available throughout the week on first come first serve basis. Saloon also provides massage services by well trained staff. The hygiene and cleanliness is maintained at highest order. Razors, scissors, etc., are sterilized in a professional manner before use. These services can be availed by paying minimal charges.

3.13 **LAUNDRY**

Laundry is done for hostel bed sheets, towels/napkins without charge at scheduled interval. For personal clothing service is available on pay and use basis. A representative from laundry service visits each room at predefined time, collects clothes, once washing and ironing are done delivered back to respective rooms (Laundry rates and rules are revised annually)

3.14 **MEDICAL EMERGENCY PROTOCOL**

In case of a medical emergency, only the security staff and warden will accompany the student. Friends or classmates will not be allowed to accompany the student.

3.15 **LUGGAGE CHECKING & STORAGE POLICY**

All returning students will have their luggage checked at two points: first at the main gate by security, and then inside the hostel by the Hostel Warden. Each student is permitted to store a maximum of two (2) boxes / suitcases/ bags in the hostel.

4.0 **GENERAL INSTRUCTIONS**

- 4.1 No hostel resident is permitted to engage any person for any kind of service for personal or otherwise.
- 4.2 Students are advised not to involve in any financial dealings of personal nature i.e. money lending with any employee or student of an Institute.
- 4.3 Students are not permitted to install any electrical appliances, such as personal TV, AC, immersion heaters/rods, electric heaters/presses/coolers, induction, refrigerators, etc. in the rooms. Cooking of any food item or even preparation of tea/coffee in the hostel rooms is strictly prohibited.
- 4.4 No pets (animals, birds, etc.) are allowed in the hostel.
- 4.5 No personal vehicles of resident students are permitted to park inside the campus.
- 4.6 Academic building, hostel building and entire campus are 'No Smoking zone'. Hence, students are advised to refrain from smoking in the corridors, common rooms, toilets and other public zones of the hostel and campus premises. Strict disciplinary action will be taken against the students found smoking.
- 4.7 Students are informed that consumption, trafficking or possession of narcotic drugs and/or alcohol within the Campus, including Hostel premises is strictly prohibited. It must be noted that possession of narcotics and/or drugs is severely punishable by law. Appropriate action such as hand over to civil police authorities, will be taken against students found indulged in these acts. Violation of this code will attract a stiff penalty,

such as debarment from campus placement, expulsion / rustication from the Institute etc.

- 4.8 Keeping of any firearms, licensed or unlicensed; any ammunition; explosives; any sharp-edged weapon, retention of which is illegal and unlawful and the same is not permitted in the Hostel and campus.
- 4.9 Frequent Partying get together in hostel premises is not permitted however students may get prior approval on any important occasions such as 26th Jan, 15th Aug, Holi etc. Special permission may be obtained from hostel authorities for birthday celebrations in specified area and it shall be concluded by 2200hrs strictly, no sound play is permitted. Every participant should ensure that other students are not inconvenienced and disturbed by his/her activities in any manner. Students are expected to respect the right to peace and privacy of others. In case of any complaint, students may be liable for appropriate disciplinary action.
- 4.10 **Fire Hazards and Safety:**
Candles, incense sticks, combustible materials such as gasoline, paint thinner, oil lamps, mosquito coils, match boxes/lighters are fire hazards and are not permitted in the hostels. Burning/bursting of crackers, carrying of crackers to the rooms and lighting of lamps/candles are strictly banned in and around the Hostel premises. Residents must switch off all lights, fans and electrical appliances including mosquito repelling machines if any, before leaving their rooms. This is necessary to avoid an inadvertent fire.
- 4.11 **In case of Fire:**
Residents must raise an alarm and call on duty warden. They should also alert the on duty security staff. Fire extinguishers are available on each floor which may be used by hostel occupants to extinguish the fire at initial stage.
- 4.12 **Silence Hours:**
Anything which interferes with student's studies must be avoided at all times. 'Silence Hours' will be observed from 11.00 p.m. to 7.00 a.m. on all days. No noise of any sort will be permitted during the 'Silence Hours'. Serious action will be taken against defaulters. Residents must not go to others room and disturb the inmates. Complaints from other residents will be investigated and action will be taken accordingly.
- 4.13 Director, Hostel Administration/Rector/Warden or such other authorities may enter any room for spot checking / verification at any time of the day or night.
- 4.14 Management reserves the right to break / open the locks of room and enter in case of violation of hostel rules, suspected unlawful activities and security risks or where the student is absent from his room for a longer period without prior information or any such other valid reason. This will, however be carried out by the security personnel in presence of hostel Rector/Warden or Administrative authorities, and any other person at the discretion of Head Campus Security. On such occasions, the items in the room will be listed by these officials and kept in the store room. A verbal report, followed by a written report will be sent to the higher authorities.
- 4.15 Proxy or dummy room-mates are forbidden. Strict action will be taken if accommodation is held as proxy, they are liable to be removed from the hostel. Residents are not permitted to allow their rooms to be used by others. All visitors and non-residents including students from other hostels must not leave the rooms during night. All residents are advised to extend their fullest co- operation to see that no unauthorized person enter or stay in the hostel premises. If they happen to find any such person, should demand the permit / Identity Card for authentication and if it is not forthcoming, the matter should be brought to the notice of Duty Warden for further action.

- 4.16 **“RAGGING IN ANY FORM IS BANNED INSIDE AND OUTSIDE THE CAMPUS. STRICT ACTION WILL BE TAKEN AGAINST THE DEFAULTERS. NO LENIENCY WILL BE SHOWN TO THE OFFENDERS. SUSPENSION AND OR WITHDRAWAL FROM THE HOSTEL / COLLEGE IS ONE OF THE ACTIONS TAKEN PROMPTLY. SUPREME COURT HAS ALSO DEFINED RAGGING AS A CRIMINAL OFFENCE AND WILL BE PUNISHED AS PER INDIAN LAWS.”**

ANTI RAGGING COMMITTEE AND CONTACT DETAILS:

S.N.	NAME	DESIGNATION	Email ID	MOBILE
1	Chairperson	Director, SVKM's NMIMS-MPTP	Dr. Sunita Patil	02563-295545/46
2	Member	Associate Dean, MPSTME	Dr. Venkatadri Marriboyina	02563-295545/46
3	Member	Dean (SAST)	Dr. Indarchand singh Chavan	02563-295545/46
4	Member	I/C Associate Dean, CTF	Dr. Vijay Shivankar	02563-295545/46
5	Member	Associate Dean, SPTM	Dr. Shyam Pancholi	02563-295545/46
6	Member	Administrator officer	Mr. Shivaji Gaikwad	02563-295545/46
7	Nodal Officer	Deputy Registrar	Mr. Bhupesh Jaware	02563-295545/46
8	Member	Director Hostel (Administration)	Ms. Kamla Rawat	02563-29131703
9	Member	Hostel Warden	Mr. Prashant Patil	0256329131704
10	Member	Rector, Girl's Hostel	Ms. Prerna Soni	7448243446

- 4.17 The students are forbidden to keep any heavy cash/ valuables in the room. Student is responsible for the safety of his/her items inside the room. Giving room keys to any person in good faith is at their own risk. The management will not take any responsibility for any loss of laptops/costly articles/money etc. Before moving out of room, residents must lock the room and their lockers.
- 4.18 **DAMAGE TO HOSTEL PROPERTY**
Any damage to hostel property will be borne by the students who are responsible for damage. If no one shoulders the responsibility of damage, all students on floor/room area etc. will be punished/fined. This includes driving in of nails, defacing of walls, fixtures and furniture or damaging any other facilities etc.
- 4.19 **MAINTENANCE ACTIVITY**
All maintenance complaints/requirements (civil, plumbing, electrical, carpentry) will be attended by qualified Hostel maintenance staff. Complaint(s) must be entered in the register(s) available with duty warden's office. The complaints will be attended expeditiously and are monitored by the Rector/Wardens.
- 4.20 Water is an essential but scarce commodity. All students and staff are requested to use the water judiciously and preserve it. Leakage etc. in the bathrooms shall be immediately reported to Duty warden office.
- 4.21 **ATTENDANCE AT WARDEN'S OFFICE**
All students residing at hostel must register their attendance in Duty Warden Office daily by 9 pm. anyone not registered his presence, shall be marked absent and disciplinary action will be taken against such students.
- 4.22 **CHANGE OF ROOM**
Students will be allotted either AC or Non-AC rooms as per their courses and admissions to hostel. Rector / Hostel authorities can change the room of any students on administrative grounds without any prior information

to the students. Once the room are allotted; no change request will be accepted. Rector /hostel authorities have the authority to consider/reject the change of room request, depending on the severity of situation only.

- 4.23 **PLASTIC FREE ZONE:** NMIMS Shirpur Campus is a ‘**Plastic Free Zone**’. Students and staff should ensure that plastic bags are not used for any purpose inside the campus.

5.0 DO’S AND DONT’S

⚙ Do’s	➔ Don’ts
⚙ Lock your room before moving out.	➔ Indulge in RAGGING.
⚙ Keep your valuables and cash under lock.	➔ Violate hostel rules.
⚙ Read the notice board (both at college and hostel) regularly.	➔ Smoke, consume alcohol or indulge in substance abuse.
⚙ Follow the code of conduct for students.	➔ Permit proxy/dummy room-mates in your room.
⚙ Read the hostel rule book and follow the rules.	➔ Damage hostel/college property or assets.
⚙ Always carry your ID card whenever moving inside/out of the campus	➔ Permit nonresidents to stay in or use your room
⚙ Show your ID card to security or authorities as and when demanded.	➔ Light lamps / candles, carry crackers or burn / burst crackers in and around the hostel premises
⚙ Obtain visitor’s pass/permission well in advance for your visiting parents/relatives.	➔ Conduct or attend parties (in your room or anywhere in the campus)
⚙ Inform Duty warden/Rector if you are sick	➔ Waste/misuse water and electricity. ➔ Use electrical appliances viz water heaters, immersion rods, presses, kettles etc.
⚙ Observe silence hours (11 pm to 7 am) every day.	➔ Play loud music anywhere (in your room or campus).
⚙ Contact warden/Rector/Director (Hostel Administration) in case of any problem.	➔ Act in a manner that offends the local cultural and social values and local sensibilities and rule of the land.
⚙ Maintain discipline.	➔ Cook in rooms.
⚙ Enter your complete details in the in-out registers when leaving the hostel for more than one day.	➔ Keep or play televisions in your rooms.
⚙ Dine in mess of the campus.	➔ Keep or feed pets in your room or campus

6.1 GENERAL INSTRUCTIONS ON OUTPASS

Students are allowed to avail short leave for reasons not other than medical emergencies.

Pass/Out Pass. Students shall approach duty warden’s office for Shirpur Pass. Once pass is received, student shall follow the rules of Out-Pass and adhere to the timing. Out- pass is valid only to visit Shirpur.

NO Girls and boys are allowed to go on Out-pass together, separate days and timing, as circulated by management shall be followed.

Out-Pass is not valid, if anyone is going beyond Shirpur. He/she must obtain Leave application, approved by Rector/HOD/Mentor (as per current leave policy)

Students shall make appropriate entries at exit main gate before going out/coming in. Students are advised strictly to follow security rules, disciplinary action shall be taken against defaulters.

DISCIPLINE POLICY

(w.e.f. 6th September, 2024)

A - Class		
	Misconduct	Consequence
A - 1	Possession / Consumption / Transportation of Objectionable Material (Includes making /threatening fellow students to bring the material inside Campus)	All cases mentioned in Class - A will be referred through Campus Discipline Committee to the Office of the Registrar, SVKM's NMIMS, Mumbai, where the Campus Discipline Committee deems fit/necessary.
A - 2	Any act by the student which management deems fit for Rustication / Expulsion	
A - 3	Ragging	
B - Class		
	Misconduct	Consequence
B - 1	Possession / Consumption / Transportation of Alcohol (Includes making / threatening fellow students to bring the alcohol material inside the Campus)	1st Time: (any misconduct in class B) He / She found guilty for breaking of the subject rule for the first time shall be liable to academic and hostel (Campus) suspension for 10 Days . On re-joining the Campus, He / She has to submit the undertaking of parents on stamp paper of Rs. 100/-. 2nd Time: (any misconduct in class B) He / She found guilty for breaking of the subject rule for the second time shall be liable to suspension from academic and hostel (Campus) for 20 Days . On re-joining the Campus, He / She has to submit the undertaking of parents on stamp paper of Rs. 100/-. 3rd Time: (any misconduct in class B) He / She found guilty for breaking of the subject rule for the third time suspension from academic and hostel (Campus) for 30 days . On re-joining the Campus, He / She has to submit the undertaking of parents on stamp paper of Rs. 100/-. In all cases ONE MONTH yoga Session and 10 Counselling Sessions are compulsory to attend.
B - 2	Any complaint of major misconduct received from inside or outside the Campus.	
B - 3	Serious physical fight among students or with any staff member at Campus or with outside person.	

C - Class		
	Misconduct	Consequence
C – 1	Possession / Consumption / Transportation of Smoking material	1st Time: (any misconduct in class C) Expulsion from academic and hostel (Campus) for 07 Days . On re-joining the Campus, He / She has to submit the undertaking of parents on stamp paper of Rs.100/-. Ban on short leave, Shirpur Out-Pass for a period of 90 days. 2nd Time: (any misconduct in class C) Expulsion from academic and hostel (Campus) for 15 days . On re-joining the Campus, He / She has to submit the undertaking of parents on stamp paper of Rs.100/-. Ban on short leave, Shirpur Out-Pass for a period of 180 days. 3rd Time: (any misconduct in class C) Suspension from academic and hostel (Campus) for 20 days. On re-joining the Campus, He / She has to submit the undertaking of parents on stamp paper of Rs.100/-. Ban on short leave, Shirpur Out-Pass for a period of 1 year (365 days). In case of any misbehavior during placement tour disqualification for further placement assistance. In all cases 20 yoga Sessions and 10 Counselling Sessions are compulsory to attend.
C – 2	Damage to Campus property	
C - 3	Possession of banned items such as Firecrackers, weapons, sharp objects, pornographic literature as well as pen drive / CD / any other storage (Hard & Soft copies)	
C – 4	Any misbehavior, fight, unlawful activities during placement tour and inside campus.	
C - 5	Forgery of signatures of authority / producing false documents / giving false information pertaining to hostel and non - academic rules.	
C - 6	Stealing cash or any other item	
D - Class		
	Misconduct	Consequence
D - 1	Late reporting after vacation	1st Time: (Any misconduct in any class) A) 05 days’ academic suspension with pre-marked absence in SAP (i.e., student will attend classes but will lose attendance). B) Ban on short leave, Shirpur out-pass for a period of 02 months duration. 2nd Time: (Any misconduct in any class) A) 10 days’ academic suspension with pre-marked absence in SAP (i.e., student will attend classes but will lose attendance). B) Ban on short leave, Shirpur out-pass for a period of 03 months duration. In case of property damage, the cost of property repairing / replacement would be recovered. In all cases 10 yoga Session and 10 Counselling Sessions are compulsory to attend.
D - 2	Shouting slogans and raising voice in a Group.	
D - 3	Using bad words / gestures with fellow Students / staff / faculty / security / HK	
D - 4	Any complaint of minor misconduct received from outside the campus.	
D - 5	Found in an indecent position / objectionable pose with a fellow student	

E - Class		
	Misconduct	Consequence
E - 1	Use of Electrical appliances other than Laptop and Cell phone and for medical reasons without prior approval	1st Time: (any misconduct in class E) A) 03 days' academic suspension with pre-marked absence in SAP (i.e., student will attend the classes but will lose attendance) and B) Ban on short leave, Shirpur out-pass for the period of one month. In case of non-resident of hostel fine will be imposed of Rs. 5,000/-.
E - 2	Indiscipline in Theatre / Auditorium / Dining hall / Grounds / Play Courts / Gym / Sports area / Swimming pool or any other area in Campus	
E - 3	Entry of non-resident student in hostel room. (Action against both i.e. hostel resident and non- resident)	
		2nd Time: (any misconduct in class E) A) 07 days' academic suspension with pre-marked absence in SAP (i.e., student will attend the classes but will lose attendance) and B) Ban on short leave, Shirpur out-pass for the period of three months. In all cases 5 Yoga Sessions & 5 Counselling Sessions are compulsory to attend.

Note:-

1. In all classes, intimation to parents through DR and Academic office.
2. For the implementation of punishments of A, B and C class, parents will be called to take their ward within two days, till then student will be on academic suspension. If parents don't come, the student would be sent to his parents / home along with an escort. The cost of the escorts' time and travel will be borne by the student. All the undertaking of parents will be required on Rs. 100/- stamp paper.
3. Please note that we will implement the policy without any compromises and request you not to venture into any act of indiscipline. Students falling under any class of punishment will be debarred from clubs/committees, cultural and sports.
4. Please bear in mind that these are for your safety, comfort and to develop you into a good human being and professional.
5. If the law of the land demands some actions on the part of the University authorities such as handing over students involved in the objectionable material, law will be ruthlessly followed.
6. The academic suspension may be commuted to the next semester, in case of students from MBA Tech 3rd year of six semester, MBA Pharma Tech 4th Year eight semester / student from M. Pharm + MBA 2nd year of fourth semester, the commuting shall be implemented at Mumbai Campus.

For final year students, who are about to post graduate or graduate, the fine will be charged as below:		
Sr. No	Class	Amount of Fine
1	1 st Time: A, B, C, D, E	Rs. 5,000/- (Rs. Five thousand)
2	2 nd Time: A, B, C, D, E	Rs. 7,000/- (Rs. Seven thousand)
3	3 rd Time: A, B, C, D, E	Rs. 10,000/- (Rs. Ten thousand)

FORMATS

Following formats are used in hostel for various reasons.

7.1 HOSTEL ADMISSION FORM

This form is filled by students seeking admission to hostel.

APPLICATION FOR HOSTEL ACCOMODATION

(To be filled in by the applicant in his / her own handwriting clearly and carefully)

For First Year Students

ADMISSION (FINAL) MERIT NUMBER: _____

SAP- ID. NO:_____ **Room No. :**_____

The Director
SVKM's NMIMS
Shirpur Campus -425405

Sir,

I wish to apply for admission to the SVKM's NMIMS, Shirpur Campus Hostel, for the academic year_____I furnish the following particulars:

PERSONAL DATA:

Surname

First Name

Father's Name

[illegible]

1. Full Name:

2. Residential Address:

Tel. No.: _____ Mob: Resi: _____

E-mail address: _____

3. Date of Birth: _____ 4) Nationality: _____

UNDERTAKING

1. I hereby declare, that the information given by me in Application Form for Hostel Accommodation is true to the best of my knowledge and if any information is found incorrect then my admission is liable to be cancelled.
2. I have noted the information and instructions given in the Institute Prospectus and undertake to abide by the same and the instructions issued from time to time by the Director/Dean/Hostel Rector & Hostel Authority, in the interest / welfare and discipline of the hostel/college. I know that any breach of discipline of the college and hostel rules may render me liable to such punishment and disciplinary action as the authorities may impose upon me. I shall regularly clear my entire hostel, mess, and other dues as per rules of the hostel/college. I shall not damage any college/hostel property.
3. I understand that the mess membership is compulsory and I shall pay the deposit and mess charges fully in advance.
4. I hereby declare that the Room and Furniture provided to me by the hostel authorities is acceptable.
5. I shall not leave the hostel or enter the hostel late without prior permission in writing from the Director/Hostel Rector & Hostel Authority. I shall undergo security check including frisking at main gate, hostel and/or anywhere in the campus premises.
6. I shall vacate the hostel and hand over possession of my room within three days from the last date of my examination of each academic year.
7. I understand that Smoking & use of alcohol, liquor, prohibited substances and drugs is strictly prohibited in the college / hostel and is a punishable offence even leading to my expulsion from the college/hostel/University.

Date: _____

Signature of the Applicant: _____

PARENT / GUARDIAN DETAILS:

Recent
Passport size
Color photo

1. Name of the Parent/Guardian: _____

2. Relationship: _____ 3. Occupation: _____ 4. Designation: _____

5. Office Address:

Tel. No. Mob: _____ Office no: _____

Email address: _____

Annual Income from all sources: _____

NEAREST LOCAL GUARDIAN (Name and address of contact person who should be contacted in case of emergency)

1. Name: _____

Address: _____

Tel. No.: (Mob /Resi) _____

2. Name: _____

Address: _____

Tel. No.: (Mob /Resi) _____

7.2 DECLARATION BY FATHER/MOTHER/ GUARDIAN

1. I hereby declare, that I authorize and allow these persons to meet or take my ward with him / her.

a) _____

b) _____

2. I request you to admit my child/ward Mr. / Miss. _____ to the SVKM's NMIMS Hostel, Shirpur Campus.

I hereby declare, that the information given by me in the Application Form for Hostel Accommodation is true to the best of my knowledge.

I hereby fully endorse the undertaking made by my child / ward.

Yours faithfully,

Date: _____ Signature of the Parent / Local Guardian _____

**** Received the copy of hostel rules and regulation. Read and understood all points.**

Date: _____ Signature of student: _____ Signature of the Parent / Local Guardian: _____

FOR EXISTING STUDENTS

Name: _____

Course: _____ Year: _____

Room No.: _____ Bed No.: _____

Date: _____ Signature of the Student: _____

True copies of the following documents should be submitted along with the Hostel Application form.

1. Proof of residence. (Parent & nearest local guardian)
2. Medical certificate of fitness from a Registered Medical practitioner.
3. Medical insurance of INR ONE lakh for a year.
4. Three photographs in a small envelope. (Write your name, course & final merit no.)

7.3

HOSTEL RULES AND REGULATIONS

(Attached with Hostel Admission Form)

These rules are applicable to both Boys and Girls Hostels.

I. PREAMBLE

Every student before allotment of his seat in the hostel shall give an undertaking with respect to the acceptance of rules and regulations.

For the convenience of its students, hostel accommodation, on a shared basis, has been arranged by the Institute on the campus separately for boys and girls. All the hostel rooms are fully furnished with beds, study tables, chairs, cupboards and are equipped with ceiling fans and lights. A common dining hall, common TV rooms, common study rooms, common bathrooms on each floor and two pantry's with gas stove and LPG cooking gas (only in Girls Hostel) are provided to all.

II. RULES FOR ADMISSION IN HOSTEL

1. All students seeking admission to any of the institute at Shirpur Campus will apply for admission to the hostel. Admission is open to full time students of SVKM's NMIMS. Preference will be given to out-station students.
2. Hostel is meant only for the use of Bonafide students of that particular hostel.
3. Admission will be valid for one academic year only i.e. July to April, every year.
4. During their stay in the hostel, they will be under the control of the Director, Hostel Administration/Rector/Hostel Coordinator & Warden staff.
5. Students will be required to vacate the rooms within 3 days on completion of the scheduled examination each year. (Normal date for vacating the hostel is 7th May each year, subject to adjustments for examination dates fixed by the appropriate Authority of NMIMS)
6. Students are allowed to stay in the hostel in winter/summer vacations only during the period of attending ATKT exams & that too by paying proportionate extra fees.
7. NMIMS, Shirpur reserves the right to cancel admission of undeserving students without giving any reasons.
8. Students residing in the hostel managed by SVKM's NMIMS shall strictly observe all the rules and Regulations in force from time to time. Breach of rules/regulations may invite rustication/fine.
9. Allotment of room, furniture etc. will be entirely at the discretion of the Director (Admin) and no complaint in this regard will be entertained.
10. NMIMS, Shirpur Campus will not be responsible for any mishap.

III. GENERAL PROCEDURES

1. Students seeking accommodation to the hostel shall apply in the prescribed form, which can be downloaded from www.nmims.edu and the application form completed in all respects should be submitted to the Office of the Director, Hostel Administrator on any working day during office hours.
2. Applicants who are offered admission in the hostel will be informed by letter/email or their names will be put up on our website (3days prior to start of the course). They will have to take up the accommodation by the stipulated date, failing which his/her admission will be cancelled and the seat will be offered to the other student.
3. Admission to the hostel will be cancelled if incomplete or false information is furnished.
4. Fresh application will have to be filled up for next year accommodation.
5. Students are required to give their consent about continuing the hostel facilities in the next year, when asked by the authorities.

6. Hostel fee for the next academic year is required to be paid in the month of February to April.
7. NMIMS reserves its right to increase the hostel fee, if necessary.
8. Fees once paid will not be refunded on any account whatsoever (after stipulated time frame given to all students).
9. Students should claim refund of deposit after completion of entire course. Proportionate amount from the deposit of the students, who have damaged the hostel property by any means, will be deducted.
10. **HOSTEL FEES:** Students shall pay fees and deposit by way of Demand Draft (only) in favour of “SVKM’s NMIMS” payable at Shirpur.

IV. CODE OF CONDUCT: BEHAVIOUR AND DISCIPLINE

1. All residents are required to maintain high standard of discipline, decency & decorum, etiquette and conduct him / herself in a disciplined & dignified manner expected of students of a prestigious Institution such as ours.
2. They are expected to behave courteously and fairly with everyone both inside and outside the campus. It is the responsibility of the inmates to do their best for maintaining discipline, peace and harmony in the hostel. The senior students are advised to set good examples to their juniors.
3. All residents are required to carry their valid Identity Cards issued to them by the Institute.
4. Smoking, spitting and possession, distribution and consumption of alcoholic beverages, chewable tobacco, prohibited drugs, and / or narcotic drugs in the hostel premises are strictly prohibited.
Students shall not enter the hostel premises in an inebriated state and should not possess such materials. Hostel zone is a smoke-free zone in the Institute, students should not smoke inside the hostel premises/room/ common room/ dining hall / toilets / corridors / terrace etc. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel and rustication from the Institute.
5. Parties, social gatherings in the hostel complex are not permitted without prior and written consent of the Director/Rector/Hostel Authorities. Students shall not conduct group meetings, circulate books, pamphlets and papers inside the hostel premises. Any activity of the students observed to be prejudicial and detrimental to the smooth and peaceful functioning of the college hostel will be viewed seriously by the management and disciplinary action will be taken against those found guilty.
6. A hostel campus should be a place where students can have the best possible conditions for studying and adequate rest. As such due consideration must be accorded to other students at all times. Music must be kept low to allow other’s the opportunity to study or sleep in comfort. Television provided in the TV room will be switched on at 6:00 pm and switched off after 10:00 pm. These rules are intended to ensure an encouraging environment for all students.
7. Every case of illness and accident must be reported immediately to the Warden and the Resident Medical Officer. Students suffering from any contagious diseases will not be allowed to stay in the hostel. Decision of the Resident Medical Officer in this regard will be final and binding.
8. Students will not enter rooms of other fellow students without the permission of the inmates.
9. Sports of any kind will not be allowed in the hostel room & on corridors.
10. No combustible, fire arms or lethal weapons are allowed to be carried by or kept in the hostel by any student.
11. Complaints regarding differences among students and hostel servants will be dealt with by the Hostel Authorities. No police complaint will be lodged by the students without prior permission from the Director.
12. No vehicle including bicycle is to be kept in the campus.
13. In case of any unacceptable behavior by the room-mate, the other room-mate must report it to the college/hostel authorities. Any student, who is found to be indulging in undesirable activities such as physical assault, damage to property, etc., will be liable to the following punishments:
 - a) He / she will be expelled from the hostel.
 - b) A record of his / her misconduct will be made in the personal file.
 - c) The cost of damage will be fully recovered from him/ her together with penalty.
 - d) He / she will also be fined commensurate with the offence committed.
14. Any student found in argument/quarrel, arrogance or any sort of misbehavior with any of the staff members will be liable for severe disciplinary action.
15. During stay in the hostel students shall follow dress code, boys should have clean shave and proper haircut. Girls are not allowed to wear short and transparent clothes while roaming in the campus lawn area.

V. ATTENDANCE AND LEAVE

1. Students are allowed to go to Shirpur two times a month on the allotted days by the campus bus. They shall return after two hours. If he/ she wish to stay out after the said timing owing to special reasons, he/she must obtain prior permission from the Rector. Late entry without prior permission will invite cancellation of the out pass for a month or trimester /penalty / rustication. **(all in-discipline cases are banned to go out on Shirpur Out- pass till hostel authorities declare him/her eligible for out pass)**
2. Hostel In time for Boys is by 10:00 pm and girls is by 9:00 pm every day and both are not allowed to leave the hostel before 6:00 am.

3. The students are required to make proper entry in the register placed with the security supervisor at the hostel main gate. They must write the place where they wish to go and the time of going out and in time on return to the Hostel.
4. Students who wish to leave the hostel for out-station visits and local visits must obtain prior written permission of the Dean/HOD/Mentor **at least two days in advance**. Absence from hostel without permission will be viewed seriously.

VI. UPKEEP OF THE HOSTEL

1. Students are responsible for keeping their rooms and the common areas in the hostel such as visitor's area, bathrooms, stair case, and common room etc clean and tidy at all times. Common hostel furniture must not be moved without the permission of the accommodation officer.
2. Hostel inmates should exercise all possible economy in the use of water and electricity. All fans, lights and electrical appliances must be switched off when not in use. Electrical stove, hot plates, emersion rod heaters, heating blowers, music system with speakers etc. are not permissible in the hostel. Such equipment if found in the hostel room will be taken charging heavy fine and will not be returned at all.
3. Cooking, and making tea etc is not allowed in the hostel room.
4. No repairs in the rooms such as driving nails, screws etc. shall be done by the students themselves. They should lodge a complaint in the respective complaint book, repair work will be done by appropriate skilled personnel.
5. The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room and will be required to make good/compensate the damage, if any. The hostel management reserves the right to make spot checks on the hostel rooms without prior notice to the students and even in the absence of students.
6. He/she is required to hand over the furniture & other materials in good condition when he/she changes/vacates the room/hostel.
7. Pasting of posters, photographs, pictures, writings, slogans of any kind or defacing the hostel in any form is not allowed.
8. Electricians, contractors or any other service person may enter rooms as and when necessary in the course of their duty under the directive of the warden. However, every effort will be made to respect the privacy and dignity of the students.
9. No students shall use the services of housekeeping staff for personal or menial work even on payment. Servant from outside even on temporary basis will not be permitted.

VII. VISITORS / GUESTS

1. At the time of admission of a student to the hostel his/her father/guardian is required to submit a list of visitors who may be permitted to visit his/her ward in the hostel. Visitor whose name does not appear in the list shall not be allowed.
2. No student is allowed to meet a visitor without permission of the Warden.
3. All visitors/parents must register at the main gate of the campus and at the main gate of the respective hostel and provide all details and documents as requested by Security before entering the hostel complex.
4. The visitors (including ladies) will meet their wards in the visitor's room/parents room only between 9.00 am and 9.00 pm. No visitors or parents are permitted to go to the student's room.
5. Non-Hostel students are prohibited in the hostel without the permission of Rector/Hostel Coordinator/Warden.
6. The student who violates these rules is answerable to the Rector, Hostel Coordinator and Warden.

VIII. MESS TIMINGS AND RULES

1. Hostel mess is compulsory and under no circumstances, private preparation of food in their respective rooms shall be permitted.
2. Pure Vegetarian food is served in the Hostel Mess.
3. Students are required to dine in the Dining Hall.
4. The system of self service will be followed in the mess.
5. Mess timings should be observed strictly as notified from time to time. The meals will not be served before/after the fixed hours.

Breakfast: 07:00 to 9:30 hrs	Snacks: 04:00 pm to 06:30 pm
Lunch: 12:00 noon to 02:00 pm	Dinner: 07:45 pm to 09:30 pm
6. Meals will not be served in the rooms except in cases of illness and that too only with the permission of the warden. The students as well as the mess servants will be penalized for violating the rule.
7. No students shall enter the kitchen or give instructions to the cooks or other servants. Students will not interact with the mess staff. They will give their Complaints regarding food, service etc if any, to the Mess Committee/Warden who will resolve them after discussion with Mess Contractor and Rector.
8. Food must not be wasted, paying mess bill does not entitle a diner to waste food.
9. Students must be decently dressed in the dining area.

10. Students are expected to behave properly & interact with the hostel & mess staff in a courteous manner. Disciplinary action will be taken in cases of misbehavior with the staff by any student.
11. Students on no account whatsoever will be permitted to take food outside the mess, nor can they take mess utensils such as plate, spoon, tumblers etc to their rooms. Students indulging in such practice will be fined and punished.
12. Students are not permitted to cook any food on their own accord in the mess or in their rooms.
13. Assist in maintaining a high standard of hygiene & cleanliness in the mess or in their rooms.
14. No notice shall be pasted on walls & notice put up on the notice boards should not be removed by the diners.
15. After eating food, diners shall leave the cup, plate, waste food etc in the designated area.
16. If any diner is medically ill and requires a special diet (e.g. Oil less food) he/she can request the warden to arrange for the same at the mess.
17. Students as a special case can entertain their guests (ladies) in the mess on prior intimation to the warden on buying of guest tokens.
18. Solid or liquid food items and beverages from outside is strictly prohibited on Campus and inside the hostel.

IX. DAMAGES AND RECOVERY

1. Vandalism is a very serious offence. Any damage to the hostel property must be reported immediately to the Rector/Warden. The students are not allowed to remove any property from the dining room, common room or the visitor's room to their own rooms.
2. Any tampering with electrical fixtures will be treated as willful damage to the Hostel property. Students will be personally and collectively responsible for any loss or damage to the hostel furniture or other fittings in all the common facilities in the hostel. Students found guilty of committing such an offence can be evicted from the hostel.
3. In case of loss of room or cupboard keys the student will have to pay a nominal charge of Rs. 500 or Rs. 150 respectively to the Hostel Assistant and take the duplicate key when it is ready.
4. Deposit of the students, who have damaged the hostel property by any means, will be forfeited.

X. SAFETY OF VALUABLES AND BELONGINGS

1. Though security arrangements are provided, the Institute shall not be responsible for any loss of valuables, jewelry, cash, belongings, mobile phones, laptop, watches etc. or damage to property belonging to the students of the Hostel.
2. The student will use his or her own lock and key for locking the belongings and will be responsible for the safety of the belongings. They should not leave their room key anywhere around. Do not give your room keys to inmates of other rooms.

XI. CHANGE OF ROOMS

1. Change of room except according to the allotment made by the Director, Hostel Administration, Rector and Wardens is not permitted. Unauthorized change of room other than the rooms allotted by the hostel authority will be seriously viewed.
2. Students who have been allotted new rooms will have to shift to the new accommodation immediately whenever asked or informed by hostel authorities and hand over the possession of the old room. Keeping both rooms beyond the stipulated period will be viewed seriously.
3. Denial for room changing will be considered as breach of rule resulting to disciplinary action.

XII. TENANCY

1. The hostel management can end this tenancy at any time if:
 - (a) The student fails to pay any sum, due to the hostel within fifteen days of the due date
 - (b) If the student fails to comply with the terms of this tenancy.
2. Students who discontinue for their studies in the middle of the session are required to hand over their rooms immediately to the Warden.

XIII. SECURITY

1. Students are required to carry their hostel card at all times in the hostel complex and produce it on demand by the hostel authorities.
2. All students will have to undergo security check including frisking at the main gate, hostel and/or anywhere in the campus premises.
3. Students are advised to lock all doors at all times for security reason. Students are not permitted to change rooms or sleep anywhere other than in their own room.
4. Any student, who finds his/her room-mate missing for more than 24 hours, must report to the Warden immediately. This is to enable the hostel authorities to take immediate action if any untoward incident has taken place. Your cooperation is very much appreciated.

XIV. HEALTH CARE

1. For the convenience of the Hostel Residents the Resident Medical officer shall administer First Aid and primary routine treatment to its residents. However, in case of any medical emergency that may require hospitalization, the student will be moved to the nearest hospital and the local guardian/parent shall be informed accordingly. In such a situation, all medical and other expenses of the treatment/well-being of the student shall be payable by the respective parent/student.
2. Physician, General Surgeon, Gynecologist, Dermatologist, Psychiatrist and E.N.T. Surgeon visit the campus on specific days of the week.

XV. OTHER FACILITIES

1. Special facilities like Wi-Fi, fully equipped Gyms, Swimming pool, Indoor games like Table Tennis & Chess, Badminton, Cricket ground, football ground, T.V. room, Magazines, Newspapers, Laundry, Water cooler, Study room, Cafeteria and Amphitheatre are available. These facilities will be discontinued without prior notice if they are misused. Uninterrupted electricity and water supply is available in the hostel.
2. An atmosphere of mutual consideration and friendly co-operation makes the hostel an enjoyable place to live, study and relax. Proper arrangements are made to ensure that the residents are comfortable and utilize their time for studies.

XVI. ANTI RAGGING POLICY

1. As per, "The Maharashtra Prohibition Of Ragging Act, 1999 (Mah. XXXIII of 1999) published in Maharashtra Govt. Gazette on 15th May 1999." **RAGGING** is defined as –
"Any act causing, inducing, compelling or forcing a student, whether by way of a practical joke or otherwise, to do any act which detracts from human dignity or violates his/her personal or exposes him to ridicule or forebears from doing any lawful act, by intimidating, wrongfully restraining, wrongfully confining or injuring him or by using criminal force to him/her or by holding out to him/her any threat of such intimidation, wrongful restraint, wrongful confinement, injury or the use of criminal force."
"RAGGING" means display of disorderly conduct, doing of any act which causes or is likely to cause physical, psychological harm or raise apprehension, fear, shame or embarrassment to a student in any educational institution and includes
 - a. Teasing, abusing, threatening or playing practical jokes on, or causing hurt to, such student; or
 - b. Asking a student to do any act or perform something which such student will not, in the ordinary course, willingly, do."Ragging in any form is totally prohibited in the college premises, hostel, dining room, cafeteria, common rooms and outside campus, severe action will be taken against students who attempt to inflict ragging or abet ragging, actively or passively, or be a part of a conspiracy to promote ragging.
2. The powers relating to the disciplinary action will vest with the Director and his decision in this respect shall be final.
3. Students found guilty of ragging earlier will not be admitted to this college.
4. **It is mandatory for student to submit 'ON LINE' Anti Ragging affidavit. For this, student has to visit the Government website www.amanmovement.org / www.antiragging.in; follow the procedure as instructed in the website and present the affidavit with the hostel admission form.**

XVII. REVISION OF RULES AND REGULATIONS

The hostel management reserves the right to Revise, Amend or Relax the rules and regulations from time to time and will keep the student informed of any changes in the form of notices on the hostel notice boards. Ignorance of rules will not be accepted as an excuse.

XVIII. COMPLAINTS AND SUGGESTIONS

Any complaints, suggestions or enquiries are always welcome. (E-mail: exchange.shirpur@nmims.edu)

7.4 Undertaking
(To be given by student and parent)

I (Student Name).....S/o.....
Address.....
.....
District.....PIN.....State.....

Class.....Branch.....

Contact # (student).....Contact # (father/mother).....

Understand that this campus is completely non-smoking/non-alcoholic and any smoking activity including Objectionable Material (Narcotic/drugs) which are punishable under Indian laws are prohibited in this campus. If I being found in activities such as involved in possession, consumption, transportation, pressurizing other to consume/possess Objectionable Material or any other prohibited material, I shall be expelled from University with immediate effect as per discipline policy of the NMIMS Shirpur Campus. I give this undertaking that I will not be involved in activities as mentioned above, if found be expelled from University, for which I (undersigned) and my parents will not claim against the decision taken by the NMIMS Shirpur Campus.

Signature of Student
Name
Place
Date.

Signature of Parent.
Name