



SNDT WOMEN'S UNIVERSITY



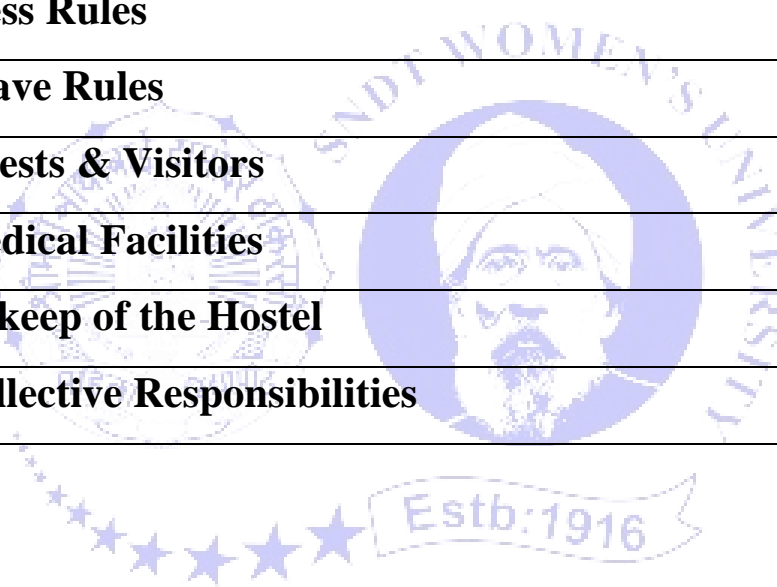
HOSTEL RULES & REGULATIONS 2024

(Hostel Committee appointed by the Honorable Madam Vice-Chancellor on March 12, 2024 and resolved in the Management Council dated July 18, 2024)

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DISCLAIMER

- Hostel residence is not mandatory as limited seats are available, the admission to a course in the departments, colleges of SNDTWU does not guarantee a seat in the hostel.
- In case of allotment of seats in the hostel, the decision of the respective Hostel committee will be final.
- The Hostel authorities shall have no liability towards the hostel residents when she is outside the Hostel/University campus or when she is on leave from the hostel.
- It is the responsibility of the hostel resident to do all necessary procedures for admission, night out, leave of absence or admission cancellation of her hostel seat. University authorities cannot be held responsible, if the resident leaves the hostel without prior permission or written/verbal intimation to the Hostel Warden, or does not report for attendance at night in the hostel or when she leaves the hostel after taking leave permission.

INTRODUCTION

Shreemati Nathibai Damodar Thackersey Women's University, popularly known as SNTW Women's University, has three hostels, one each at Churchgate, Juhu and Pune campus of the University.

- **Churchgate Hostel:**
Shreemati Sitabai Annigeri Girls Hostel Mumbai,
- **Juhu Hostel:**
Shreemati Parvatabai Athavale Girls Hostel,
- **Pune Hostel:**
 1. **Baya Karve Hostel**
 2. **Vilu Punawala Hostel**

The General Rules & Regulations governing hostel administration are outlined in this booklet for uniform and transparent handling of the various issues related with the hostels of the University. The hostel accommodates students from and Departments of the University only on recommendation of the concerned Principal/HOD/In-charge of the Institution based on University guidelines issued from time to time.

HOSTEL: Student Intake Capacity

- i. Churchgate Campus hostel: 190 max.
- ii. Juhu Campus Hostel: 370 max.
- iii. Pune Campus Hostel: 380 max.

UNIVERSITY HOSTEL ADVISORY COMMITTEE

- Vice-Chancellor - Chairperson
- Pro Vice Chancellor - Member
- Registrar - Member Secretary
- Dean of Students' - Member
- Assistant Dean of Students' - Member
- Hostel-in-Charge of all three Campuses - Member
- Deputy Registrar / Asst. Registrar Campus Administration - Member
- Hostel Superintendents/Asst Hostel Superintendents of all the Three campuses - Members

The Hostel Committee will meet minimum twice in a year to discuss on matters related to Hostels, its budget, student's quota, infrastructure, maintenance & repairs revision of rules & regulations and other matters of the students and employees of the hostels.

UNIVERSITY HOSTEL ADVISORY COMMITTEE

Sr.No	Name	Designation	Committee
1.	Prof. Dr. Ujwala Chakradeo	Hon'ble Vice Chancellor	Chairperson
2.	Dr. Ruby Ojha	Pro Vice Chancellor	Member
3.	Dr. Vilas Nandavadekar	Registrar	Member Secretary
4.	Dr. Nitin Prabhutendolkar	Dean of Students'/ Assistant Dean of Students' Development	Member
5.	Dr. Shobha Gaikwad	Hostel In Charge – Churchgate	Member
6.	Dr. Madhavi Dharankar	Hostel In Charge – Juhu	Member
7.	Dr. Sheetal More	Hostel In Charge - Pune	Member
8.	Mr. Rakesh Valvi	Deputy Registrar/ Asst. Registrar Campus Administration	Member
9.	Ms. Rachana Zaveri	Hostel Superintendent – Pune	Member
10.	Ms. Aruna Gavai	Assistant Hostel Superintendent – Pune	Member
11.	Ms. Kajal Gorle	Assistant Hostel Superintendent – Churchgate	Member
12.	Ms. Madhavi Dhobale	Assistant Hostel Superintendent – Churchgate	Member
13.	Ms. Swapana Tejale	Assistant Hostel Superintendent – Juhu	Member
14.	Ms. Namrata Patil	Assistant Hostel Superintendent – Juhu	Member

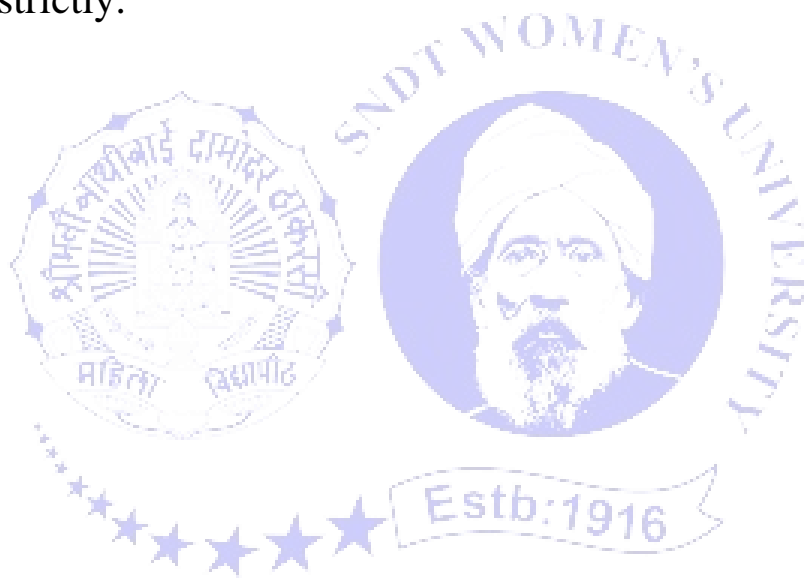
CAMPUSWISE HOSTEL COMMITTEE

Sr. No	Churchgate Campus	Juhu Campus	Pune Campus
1.	Dr. Shobha Gaikwad L.T College of Nursing, Churchgate Hostel In Charge	Dr. Madhavi Dharankar Department of Educational Technology, Juhu Hostel In Charge	Dr. Sheetal More Department of Music, Pune Hostel In Charge
2.	Dr. Sanjay Phad HOD, Department of Economics, Churchgate Campus	Dr. Rajesh Wankhede Principal, (I/C) Law School, Juhu Campus	Dr. Amar Dhere SNDT College of Home Science , Pune Campus
3.	Dr. Sonali Hajare SNDT College of Arts & Comm, Churchgate Campus	Dr. Rajani Nair UMIT, Juhu Campus, Juhu Campus	Dr. Sarika Bahirat SNDT College of Education, Pune Campus
4.	Dr. Nitin Prabhutendolkar, Hostel Co-ordinator DSW	Dr. Nitin Prabhutendolkar, Hostel Co-ordinator DSW	Dr. Nitin Prabhutendolkar, Hostel Co-ordinator DSW

HOSTEL ADMINISTRATION

- Each hostel is under the charge of Hostel Superintendent/Asst Hostel Superintendent and support staff of clerks, peons & maid servants. The supervision of all three hostels shall be under Registrar/Dean/Assistant Dean of Students' Development/Hostel In Charge/Deputy Registrar (Campus Admin). The students should approach the Hostel Superintendent/Asst Hostel Superintendent for help, guidance and redressal of grievance, if any. If they need to approach the Vice-Chancellor or the Registrar, they should go through the Hostel Superintendent/Asst Hostel Superintendent/Hostel-In-Charge/Dean of Students'/Assistant Dean of Students' Development. There will be Campus-wise Hostel Committee to assist Hostel-In-Charge.
- Hostel Superintendent and Assistant Hostel Superintendent will look after the day-to-day working of respective hostels. If required, they will consult the Hostel In-Charge/Dean/Assistant Dean of Students' Development for guidance and advise. For policy decision of hostel functioning, the matter will be discussed in University Hostel Advisory Committee/Grievance Redressal Committee meeting chaired by Vice-Chancellor/Registrar/Dean/Assistant Dean of Students Development/Hostel-in-charge.
- In order to cater to the needs of the outstation students who are studying in different Colleges/Institutions and departments of the University on the campus that provides lodging and boarding facilities at affordable rates as compared to the ones existing outside.

- All necessary facilities like in-house Mess services, Medical attention, celebration of important Indian festivals, social gatherings, proper hygienic facilities, strict security measures are maintained. The setup at the hostel is friendly and the atmosphere is homely. At the same time it is expected that basic discipline and cultural integration is maintained in the hostel.
- The discipline parameter of hostel student may be change as per the requirement and necessity of hostel management. The University authorities have power to change and modify the rules and regulation as and when required. Students are bound to follow them strictly.



STUDENTS' HOSTEL COMMITTEES

All the committees will be separate for every campus-wise hostel. The organization of hostel will be looked after by elected students for CORE COMMITTEE and sub-committees as follows:

Core Committee

1. President
2. Vice-President
3. Treasurer
4. Secretary
5. Floor-wise in-charges (preferably from PG)

Sub-Committees

1. Maintenance Cleanliness Committee
2. Food Committee
3. Discipline Committee
4. Cultural Committee
5. Administrative Committee

Working through these responsible committees, the students in consultation with Hostel In-Charge/Dean/Assistant Dean of Students' Development/Hostel Superintendent/Assistant Hostel Superintendent will lay down appropriate norms of behavior to suit different situations and social occasions in the hostel.

1. Hostel Admission

1.1 Eligibility for Admission to the Hostel

1. Admissions to hostels are purely for the students enrolled for the following levels only:
 - a. Ph.D through JRF Students
 - b. Post-Graduate Degree Students
 - c. Under-Graduate Degree Students
 - d. Only 11th & 12th Standard (HSC) Students at Pune Hostel.
2. Students studying in junior college (11th and 12th Standard) or equivalent are **NOT** eligible for hostel accommodation at Juhu and Churchgate campus hostel.
3. Admission will be governed by the principle of merit-cum-reservation.
4. Accommodation in the University Hostel is available only to bonafide students of full time programs.
5. Applicants must have secured a minimum of 45% marks in aggregate for Post Graduate and Under Graduate students. In Pune Campus for 11th & 12th Standard students 35% marks in aggregate is required in the last qualifying examination. No ATKT will be allowed for second year & above admission.

6. As seats are limited in the hostels, hence students whose parents/ spouse reside and work in Mumbai are **NOT** eligible for the hostel accommodation. (The geographical boundary of Mumbai will be considered till Panvel on Harbour line, Karjat/Kasara on Central line and Palghar on Western line i.e. within the MMRDA region.)

7. Mandatory points for admission to hostel:

* Admissions to hostels are purely for the students enrolled for the following levels only:

- a. PhD through JRF
- b. Post-graduate degree
- c. Under-graduate degree
- d. Only 11th & 12th Standard for Pune Campus **ONLY**.

* Recommendation by HODs/Principals/Directors of Institute is mandatory for hostel admission.

* Minimum one Local Guardian (LG) beyond SNDT Women's University is required if student does not have Local Guardians or are from outside Maharashtra.

* Only Permanent teacher faculty will be a one of the Local Guardian. Temporary staff will be not allowed as a Local Guardian of the student.

- * The Faculty/Local Guardian has to visit to hostel to sign on admission related documents.
- * College/Department need to appoint two Local Guardians who are permanent responsible teaching faculty and will be responsible to take guardianship of the student.

ATKT in 2 subjects only for the first year UG students will be permitted, ATKT in other academic years will not be granted hostel admission.

1.2 Admission Norms

1. Admission to the hostels is exclusively based on merit and reservation as specified in the admission criteria. Reservation policy to be followed strictly by Principal/HOD/Director of Institute and admission should be given as per government norms time to time.
2. The students, who have availed hostel accommodation for one program will need to apply a fresh application if such student joins another program for next academic year, and it will be treated as new admission.
3. All rules and regulations of the hostel are mandatory to foreign and NRI students also.

Note: For Students with disability (Divyang) as per Government norms (not less than 40% of disability certified by the competent authority of a Government Hospital) Vice Chancellor special permission will be required for free accommodation. The HOD/Principal/Director of Instituted should complete the procedure for free accommodation.

1.3 Admission of NRI Students:

1. Foreign students are required to submit the application for hostel accommodation through the Principal/HOD/Registrar/Vice Chancellor and duly forwarded by their respective Embassy/High Commission and department/institute.
2. All foreign/NRI students should give the name, address, and contact number of a person in their respective Embassy/High Commission to be contacted in an emergency.
3. If the NRI room is vacant after University Admission the same can be availed by other students. The admission of UG/PG if is late it will be restrict for the last day of academic term only 6 month to 1year of course work for PG students.
4. NRI: Fees should be taken five times more and facilities to be given (AC, Fridge, Hotplate, Washing Machine, Iron)
5. Declaration from guardian if same guardian for 2 students.
6. All rules and regulations of the hostel will apply equally to foreign and NRI

1.4 Admission Procedure

- a. The available seats in the hostel are distributed to each department/ Institution on pro-rata basis. The quota may be varied every year.
- b. Two seats per hostel will be kept for the students representing the University at the Zonal, National, and International levels in sports, cultural, NSS, and NCC activities.
- c. For hostel admission the preference will be given to the students of Post Graduate departments in the situation of crunch of seats availability.
- d. The responsibility of preparing the merit list of the students of each department/institution for the hostel is of the respective department/ institution and **NOT** of the hostel authorities. The department/ institution needs to observe the social reservation policy declared by the State government time to time while preparing this list.
- e. The merit list of each department/institute will be prepared independently.
- f. If Internship is part of syllabus and in academic term than only student should be granted hostel. If not part of curriculum than keep on guest charge (HOD should recommend)
- g. Students seeking admission to the hostel must apply by filling out the prescribed application form available in the University Hostel office.

- h. Two Local Guardians (LG) from blood relation are mandatory for each applicant; both should not reside at the same address.
- a. Applicants are warned against naming an unknown and unmarried male/female person as Local Guardian. On verification of such nomination, the admission of the candidate will be cancelled.
 - b. Respective Department Teachers/HOD/Principal may become local guardians for the student for whom no Local Guardian (LG) is available.
 - c. It is mandatory for both the Local Guardians (LG) to be present at the time of admission. Both the Local Guardians are required to submit one of the following documents as address proof:
 - i. Aadhar Card (Aadhar card needs to have the address of the local area)
 - ii. Electricity bill
 - iii. Internship is part of Syllabus and in Academic Term than only they should be granted.
 - iv. Passport (registered reputed and widely known companies on letterhead)

- i. Parents (in case of first-time admission to the hostel) and LGs (for every candidate) of the selected candidates will be required to complete the hostel admission formalities within ten days, failing which the hostel admission will be canceled.

1.5 Admission Criterion

- The hostel is allocated for one academic year only. All residents including foreign students, who are promoted to the next year of their programs, may be required to submit their Letter of Intent for renewal of admission at the beginning of each academic year to their respective department/institute. The HOD/Principal/Director will send a fresh list of students for the concerned academic year.
- Accommodation for Ph.D Scholars:
 1. Only JRF-Ph.D scholars will be allocated hostel accommodation for one year w.e.f from the date of registration as a JRF-Ph.D student of the University.
 2. JRF-Ph.D scholars must submit their progress report forwarded by their supervisor through the Head of the Department.
 3. Regular Ph.D Students will be allocated hostel on basis of guest charges for minimum 5 days to maximum 15 days in each semester term.

4. Such scholars will be granted a separate 2-seater room, and the payment will be charged double the fees as applicable to a single person in such 2-seater room.
- The renewal of hostel admission would only be granted to those residents:
 1. who have secured minimum 50% marks in aggregate in previous examination. Thus, the students with ATKT will not be eligible to stay in the hostel once such result is declared. Yearly pattern will be observed in this.
 2. have cleared all hostel dues before appearing for the Annual/Semester examination.
 3. the conduct report of the applicant from the concerned Hostel Superintendent/Assistant Hostel Superintendent is satisfactory. There should be no complaints of indiscipline and misbehavior with the hostel staff or fellow residents.
 4. admission will be subject to the recommendation of the HOD/Principal and the reports of the Superintendent/Assistant Superintendent of hostel.
 - The following students shall not be eligible for admission /renewal in the hostel if one has:
 1. failed in the examination for which they were given admission to the hostel.

2. been detained from appearing in examination by the University authorities.
 3. not appeared in the examination voluntarily.
 4. against whom disciplinary action(s) was/were taken by the University authorities.
 5. violated hostel rules/by laws or have been found guilty of non-compliance of the Hostel code of conduct & have been reprimanded, fined, or punished in any other way by the Hostel Committee
 6. employed part or full-time.
- Hostel Admission during internship:
 1. Hostel facility will be availed to the students doing internship **ONLY** if such an internship is a part of the course work and is going to fetch evaluation marks to appear in their marks statement. Students doing internships beyond this scope are **NOT** eligible to stay in the hostel.
 2. The duration of the internship should be duly certified by the Principal/Head/Director of the College/Department /Centre. The hostel authorities need to be updated about this by the respective department/institute.
 - For the renewal of hostel accommodation the local guardian of the applicants will have to be present at the time of admission.

1.6 Documents to be Submitted for Hostel Admission

1. The duly filled-in and signed “Application form for Hostel Admission”
2. Photos and documents

Documents	Student	Parent	Local Guardian
Passport size photos	2	1	2
One of the address proofs (a. Adhar/Ration card b. Telephone bill/Passport c. Electric bill)	√	√	√

3. Photocopy of the “Department/College admission fees” receipt
4. “Hostel Undertaking Form and Affidavit” duly signed by student and parents/Local Guardian.
5. Authentic Medical Fitness Certificate (Physical and Mental fit) (For blood group and B.P. serious ailments, if any, should be brought to the notice of the authorities at the time of admission itself or else the admission will be cancelled).
6. Prescribed Affidavit of Anti-Ragging form (www.antiragging.in) and fill up that reference number on the admission form
7. Photocopy of the first page of the bank passbook for the account in bank on the campus.

8. In case of change of address and/or phone number of parents or local Guardians at any point of time the same should be informed to the hostel office in writing along with documentary proof.

1.7 Identity Card

- i. All hostel residents shall be issued an 'I-Card' from the office of the hostel. It is mandatory to wear an Identity Card and show the same whenever asked by the authorities of the University.
- ii. I-card will be valid only for the duration of the stay in the hostel. I- card should be surrendered to the hostel office at the time of vacating the hostel.
- iii. Any loss or damage of the I-card should be reported to the hostel office immediately in writing. In case of loss, a duplicate card may be issued on payment of Rs. 100/- and a new card will be issued.
- iv. In case of **misuse of I-card**, the strict action will be taken against the student.
- v. Hostel residents are required to show their I-Card and make entries in the register at the hostel gate, if entering late in the hostel.

2. Hostel Fees Structure

2.1 Hostel Fees for Students

ACADEMIC YEAR 2024-25														
Sr. No.	Ledger Code	Description	I Year			II Year			III Year			IV Year		
			2 Seater	3 Seater	4 Seater	2 Seater	3 Seater	4 Seater	2 Seater	3 Seater	4 Seater	2 Seater	3 Seater	4 Seater
1.	0220	Admission Fees	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000
2.	0670	Room Charges	20600	18600	16600	20600	18600	16600	20600	18600	16600	20600	18600	16600
3.	0672	Electricity Charges	6000	6000	6000	6000	6000	6000	6000	6000	6000	6000	6000	6000
4.	0673	Services Charges	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000
5.	0233	Medical Charges	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000
6.	6313	Establishment Fees	5200	5200	5200	5200	5200	5200	5200	5200	5200	5200	5200	5200
7.	2160	Mess Deposit (Refundable)	4000	4000	4000	0	0	0	0	0	0	0	0	0
8.	2155	Hostel Deposit (Refundable)	5000	5000	5000	0	0	0	0	0	0	0	0	0
9.	0313	Internet Fees	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000
10.	0645	Prospectus & Admission Forms	200	200	200	200	200	200	200	200	200	200	200	200
TOTAL			53000	51000	49000	44000	42000	40000	44000	42000	40000	44000	42000	40000

Note 1: The Students who paid Rs.2500/- as Mess Deposit at the time of their admission, those students have to pay Rs.1500/- as a mess deposit for the academic year 2024-25. The Hostel deposit of Rs.5000/- & Mess deposit Rs.4000/- will be Refundable after the completion of Academic Course / Degree.

Note 2: Fees will be increased as per University Management Council resolution time to time.

2.2 Guest Fee

Sr No.	Type of Guest	Amount for accommodation per day per person (in INR)	Payment modality	Recommendation
1	Paper-setters, Examiners	Rs 120/- per day per person	Person staying will pay. The amount will be reimbursed by the exam section.	The amount of INR 120 per person is actually not affordable for the hostel. The cost for others is INR 320 per person. Hence, the necessary modifications may be made to increase the dearness allowance so that the amount of INR 320 could be given to the hostels.
2	Members of Statutory bodies (BOS, Faculty meeting, Academic Council, Management Council, Senate)	Rs 120/- per day per person	Person staying will sign the necessary documents and secretariat will make the payment.	
3	Chancellor Nominee	By the concerned section/ Department.		
4	Director, Principal, HOD, Teaching & Non-Teaching Staff for only official work }	Rs 120/- per day per person	From concerned Department/ Section/ College or person.	The letter should be sent to hostel In-Charge in advance by concerned Department. Special letter of permission from Hon'ble Vice Chancellor if any.
5	Director, Principal, HOD's, Officers & Non-Teaching Staff	Rs 500/- per day per person	By Individual Person	If the person is staying more than 7 days. He/ She should pay Rs.500/- per day per person
6	Special Guest	Rs 500/- per day per person for period of 5 days only	By Individual Person	On official letter with the Recommendation only from the Hon'ble Vice Chancellor for Max 5 days only
7	Other Guests	Rs 500/- per day per person	By Individual Person	Mantralay, Outside University officers etc.
8	Student Cultural /NCC/NSS/Sports	Rs. 30/- per day per person	By Department	HOD/DSW/NSS/NCC head.
9	Team Manager/Faculty with University team/College team	Per head Rs. 120/- per day	By Department/College/Instituted etc.	HOD/DSW/Director/NCC/NSS etc.

1. Guest should inform week before through mail.
2. Exam Assessor, Paper Setter should send of availing guest room list prior and Payment to be done in advance. Alcohol/Cigarette to be strictly prohibited in the male guest room.

2.3. Mess Fees:

Campuses	Revised Mess Fees
Churchgate Campus	Rs.4000/-
Juhu Campus	Rs.4000/-
Pune Campus	Rs.4000/-

2.4 Rules of Refund of Fees.

- i. Admission and Medical fees are non-refundable.
- ii. The 40% fees shall be deducted from the hostel term fee (i.e. room charges, maintenance and electricity charges) if the resident leaves the hostel within 15 days of the commencement of the term.
- iii. The 50% fees shall be deducted from the hostel term fee (i.e. room charges, maintenance and electricity charges) if the resident leaves the hostel after 15 days of the commencement of the term.
- iv. No refund of fees after 30 days/one month of the commencement of the term.

- v. The deposit (mess and hostel) should be claimed within 3 months by producing the original receipts. Thereafter the deposit will be forfeited and no consideration will be made.

3. Allotment of Rooms

- i. The Hostel Superintendent/Assistant Hostel Superintendent will allot room as per the fees paid for the respective category on recommendations of the concerned Principal/Head/Director of the Department who will follow the guidelines.
- ii. The room once allotted to the student for an academic year will not be changed, except in special situations with special permission of the Hostel In Charge/Dean of the Student's.
- iii. The student will be provided with bed cot, chair, Almeria with writing table and book shelf.
- iv. If the students do not follow the hostel rules properly during the period of stay in the hostel, the hostel authorities will take appropriate strict action against them.
- v. The student is expected to keep her room, bed, table etc. clean and tidy. IF written warning is issued, after oral instructions, disciplinary action can be taken against the student.

4. Vacating Rooms

The room should be vacated within 7 days after exams.

- All postgraduate students are required to vacate the hostel at the end of academic term. Even extension granted by the respective department will not guarantee an extension to stay in the hostel.
1. During the vacation, the students are expected to vacate the room. A cloak room will be made available to keep their belongings while proceeding on vacation. Personal belongings should be placed inside locked suitcases/trunks/boxes and should bear complete details about the person. The items kept inside the cloak room are to be entered in the note book kept by the Hostel Superintendent/Assistant Hostel Superintendent.
 2. The student should vacate her room once she completes her academic year and take all her belongings back within a week. In case the belongings are left back then a payment of **Rs.100/- (Rupees Hundred Only)** per day will be charged before handing over that to the student within a month. After one month, the institution has right to discard the left-over belongings.

5. Timings

- i. Hostel main gate will be kept open from 6.00 am to 8.00 pm.
- ii. If the student report to the hostel after 8.05 pm then a fine of Rs.500/- will be charged.
- iii. Attendance will be taken at 9.00 pm and it is mandatory for each student to report for the attendance.
- iv. T.V will be switched off by 11.00 pm sharp.
- v. No student will use mobile phones after 11.00 pm in the corridor.
- vi. The lights in the room must be switched off by 11.00 pm. If the co-residents of a room grant permission, table lamps can be kept on for studies up to midnight 12 am.
- vii. If a student needs to stay out of the hostel **after 8.05 pm** for any reason, she has to apply for and take prior written permission from the Hostel Superintendent/Assistant Hostel Superintendent.
- viii. It is mandatory for all hostel students to compulsory do the biometric while entry – exit any time from the hostel and also do entry in the signing book.
- ix. **Students going for the internship can be granted permission to enter the hostel maximum by 9.00 pm provided the head of the institution signs the letter. After 9.05 pm fine of Rs.500/- should be paid.**

- x. Visitors/Guests are permitted to visit the residents during the following visiting hours (**The visitors are not allowed to visit the individual room of hostel students**):

Weekdays: 10.00 am to 2.00 pm
05.00 pm to 7.00 pm

Weekends and Public Holidays: 3.00 pm to 7.00 pm.

• **Food Timings -**

- xi. Food will be served at the following timings:

Breakfast	7.00 am to 9.00 am
Lunch	11.30 am to 2.00 pm
Snacks	4.30 pm to 6.00 pm
Dinner	7.30 pm to 9.00 pm

6. Code of Conduct

- a. Hostel residents are required to bring their own bedding and other items of personal use.
- b. No hostel resident on her own shall shift from the allotted room to another room. No furniture should be shifted from one room to another.
- c. Any hostel resident damaging/misusing the hostel property in any manner shall pay the full cost of the damaged property including the installation charges, if any. In addition, she would also be liable to a fine imposed by the Hostel Committee.

- d. Cooking inside the hostel rooms is strictly forbidden. The use of electrical gadgets like refrigerator, heater/blower, Immersion heater-rods, Electric Press, electric kettle, Induction stove and TV etc. is prohibited. Any forbidden gadget found in a hostel room shall be confiscated and a fine of Rs.500/- may be imposed on the owner for the first violation, and Rs.1,000/- on the second violation and expulsion thereafter.
- e. Hostel residents are not allowed to hand over the keys of their rooms to any person other than the hostel authorities.
- f. Hostel residents shall maintain hygiene and keep their rooms/washrooms and hostel premises neat and clean. Hostel/Rooms may be inspected/checked by Hostel/University authorities at any time. Residents are expected to come to Dining Hall, Common Room, Reading Room, Office and Visitors Room or to the main gate properly dressed, failing which they shall be liable for disciplinary action.
- g. Hostel residents must strictly follow the timings of Entry & Exit, of the Dining Hall, TV/Common Room as notified from time to time.
- h. No item from places of common use shall be taken to rooms. A default in this regard may charge a fine of Rs. 500/- per item.

- i. All residents must be responsible for the safety of their valuable belongings. There is no liability on the hostel staff for the loss of money, Jewellery or any other item from their rooms or from any other premises of the hostel.
- j. Lights and fans must be switched off while leaving the room. Water taps should be closed properly after use. Garbage need to be thrown only in the dustbin and should not be thrown around.
- k. All the hostel residents (including foreign students) have to abide by hostel rules and regulations. Any violation will lead to expulsion from the hostel.
- l. Participation in events organized by Hostel/University is mandatory.
- m. The Hostel In Charge/Dean have the power to change/modify the rules and regulations as per the situation and circumstances of each hostel. The students are bound to follow the instructions of the authorities.

7. Discipline in the Hostel

- a. Hostel resident shall not indulge in any activity in her room/Hostel, which may cause disturbance or annoyance to her roommate/Neighbors or to the Hostel/University authorities. Appropriate disciplinary action shall be taken against such students.

- b. Hostel resident desirous of consulting Hostel Superintendent/Assistant Hostel Superintendent/Hostel Committee about their day-to-day problems may do so at the time specified by them.
- c. Silence hours have to be strictly observed from 10:30pm to 6:00am.
- d. No resident will be allowed to break the hostel room lock or window pane etc. without the permission of the Hostel Superintendent. Such action shall be liable for fine/expulsion from hostel.
- e. Alcoholic drinks, Smoking or any addiction will be strictly prohibited in the hostel premises.
- f. Hostel resident shall not misbehave or manhandle any resident or office staff on duty. Any such misdemeanor shall attract severe punishment including expulsion from the hostel.
- g. The hostel committee will be empowered to take disciplinary action on such a student.
- h. The resident student should not argue with Hostel In Charge/Hostel Superintendent/Assistant Hostel Superintendent on instructions given by them.

8. Disciplinary Action

A. The Hostel Committee/Hostel In Charge/Hostel Superintendent/Assistant Hostel Superintendent can take action for any default on the part of a resident, such as suppression of information in the application for admission, application for leave, **an** act of indiscipline, violation of any of the duly prescribed rules, indulgence in indecent or violent behavior, or for non-compliance with the hostel rules and procedures or for any other reason deemed sufficient for disciplinary action. She can be issued a warning, intimation to her Parents/Guardian/Head of the Institution, or double-lock the room/cancel hostel admission the allotment of a room of a resident/expel or forcibly evict a resident at the risk and cost of the resident or take any other disciplinary action, including banning the entry to the hostel and recommending non-issuance or de-recognition of degrees, depending upon the gravity of the act of indiscipline committee by a resident.

B. The Hostel Committee/Hostel In Charge/Hostel Superintendent/Asst. Hostel Superintendent and the University authorities reserve the right to expel students in case their conduct is found to be of a grave nature or on a disciplinary ground.

In that case, the entire hostel fee including the caution money will be forfeited.

- C. Hostel Residents are required to abide by all rules and instructions given in the Hostel Guidelines/Manual and as notified on the Notice Board from time to time. They are not to plead ignorance of the same. They are to cooperate with the hostel staff and actively participate in the smooth running of the hostel.
- D. At the time of admission, every student shall be required to sign a declaration that she submits herself to the disciplinary jurisdiction of the Vice-Chancellor, the Hostel Committee/ Hostel In Charge/ Hostel Superintendent/Asst. Hostel Superintendent and other authority of the University who may be vested with the authorities to exercise discipline under SNTDWU Act/Statutes.
- E. All hostel resident must clear their dues (fees and Mess Charges) timely. A fine of Rs. 100/- will be levied on every slot of 15 days in case they fail to do so. Students found staying the hostel without paying the requisite fees will be evicted from the hostel without any prior notice and the authorities will not be responsible for any loss/damage of items or inconvenience caused during the eviction process.

F. A hostel resident may be evicted from the hostel for any breach of disciplinary norms of hostel or mess rules or if not conforming to academic requirements as stipulated in the Academic Ordinance of the University or otherwise notified by the University. The eviction process will be initiated by the Hostel In charge/Hostel Superintendent/Assistant Hostel Superintendent in consultation with the Hostel Committee or the Dean of Students Development. Before eviction, the resident concerned will be served with a 5-day eviction notice by the Hostel In Charge/Hostel Superintendent/Assistant Hostel Superintendent so that the resident is informed of the proposed action and can take care of her personal belongings lying in the room, and vacate the room on or before the date fixed for eviction. If the resident does not vacate by the date specified in the Notice for Eviction, the lock of the room will be broken in the presence of:

- a. The Hostel In-Charge/Hostel Superintendent/Asst. Hostel Superintendent
- b. Hostel Committee Members /University appointed committee.

For this purpose, Hostel Superintendent/Asst. Hostel Superintendent will inform the concerned officers, in advance. Where the second-room mate or third room-mate is affected by eviction of the default resident, the second roommate/ third room-mate will be accommodated by the Hostel

Superintendent/Assistant Hostel Superintendent in other room(s) as may be possible. If, on breaking the lock, any personal belongings of the defaulting resident are found in the room, these shall be listed with signatures of all those present at the time of eviction and disposed of by the hostel administration in whatever manner it may deem fit.

The hostel administration will not bear any responsibility whatsoever for any loss or damage of such personal belongings. The amount if any, earned by disposing of the personal belongings will be deposited in the General Fund of the Hostel.

If any furniture articles/fixtures allotted to the student found missing or damaged, the cost of article or damages to articles shall be recovered from the student, keeping in view the original price of the article minus depreciation value, as may be decided by the concerned Hostel In Charge/Hostel Superintendent/Assistant Hostel Superintendent.

9. Ragging

Ragging in all its forms is totally banned on the premises of the University and its hostels. Any student indulging in ragging will be expelled. As per University Grants Commission Letter No. F 1-16/2007 (CPP-11), dated: April 2009 related to UGC Regulation on curbing the menace of ragging in higher educational institutions 2009, the students are advised to take

note of the following: As per the orders of the Hon'ble Supreme Court of India 'Ragging' means the following:

“Any conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other students, indulging in rowdy or indiscipline activities which causes or is likely to cause annoyance hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student”.

9.1 Punishable Aspects of Ragging

- Abetment to ragging
- Criminal Conspiracy to rage
- Unlawful assembly and rioting while ragging
- Public nuisance created during ragging
- Violation of decency and morals through ragging
- Injury to body, causing hurt or grievous hurt
- Wrongful restraint
- Wrongful confinement
- Use of criminal force

- Assault as well as sexual offences or unnatural offences
- Extortion
- Criminal trespass
- Criminal against property
- Criminal intimidation

Strict action shall be taken against those found of ragging and/or abetting ragging. Each resident shall have to sign an undertaking to the effect that she is aware of the law prohibiting ragging as well as the punishments and to the effect that she has not been expelled and/or debarred from admission by any institution on these grounds and that she if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately. An undertaking shall also be signed by the parent/guardian of the application the effect that he/she is also aware of the law in this regard and agrees to abide by the punishment meted out to her ward in case the latter is found guilty of the offence of ragging and/or abetting ragging is liable to be punished appropriately at the time of joining the hostel.

9.2 Punishment

Depending upon the nature and gravity of the offence as established by the Anti-ragging committee of the institution, the possible punishments for those found guilty of ragging shall be any one or any combination of:

1. Suspension/Expulsion from the hostel
2. Cancellation of admission
3. Rustication from the institution
4. Debarring from admission in the hostel in future
5. Fine ranging between 25,000-1,00,000 rupees
6. Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.

10. Fines

- a. Collection of donations for any purpose religious/otherwise is strictly prohibited.
- b. Absentee/latecomers without prior permission from the Hostel Superintendent/Assistant Hostel Superintendent can be fined Rs.100/- for which receipt need to be issued.

- c. For any fine payment by the student the valid University payment Receipt be issued by the person taking the fine and should be asked the student for paying the fine. No complaints of having paid fine will be entertained if the receipt is not produced.
- d. Student should not pay fine to anyone except Hostel Superintendent/ Assistant Hostel Superintendent.

11. Student Grievance Cell

- a. If the student have any complaints or grievance about hostel facilities or staff or anything, they should write official letter to the Hostel In Charge/Hostel Committee or Dean Students' Development.

12. Mess Rules

- a. Mess is compulsory for all the hostel resident
- b. Hostel resident are required to take meals only in the Hostel Dining Hall.
- c. Dining Hall timings shall be fixed as notified from time to time. All residents shall adhere to these timings.
- d. Carrying of Mess articles/plates to the rooms and common places is strictly prohibited.

- e. Food shall not be taken out of the Dining Hall. Only sick hostel resident may be allowed by the Doctor/Hostel Superintendent/Assistant Hostel Superintendent to have light meals in their rooms on written advice of the University doctor.
- f. Room-mates are not allowed to take food on behalf of absentees.
- g. The hostel mess may not function during the vacation for those who are permitted to stay in the hostel. If the mess functions, the charges would be as per arrangements made.
- h. The Hostel Superintendent/Asst. Hostel Superintendent shall record the daily attendance of the hostel resident in the Mess register.
- i. Lunch pack facility is also available for residents, on prior request.
- j. Hostelites are required to be properly attired in the Dining Hall.
- k. No Students will prepare any food in room.
- l. The outside parcel is allowed till 7.00 pm in hostel. The food parcel should be collected from hostel gate before 7.00 pm.
- m. The food facilities and related rules will vary as per the direction of Hostel In-charge at Churchgate Campus, Juhu Campus and Pune Campus.
- n. The mess break depends on the academic calendar of the Department/Colleges/Institute approved in the University Statutory body time to time.

- o. The student is on leave/on break due to her own convenience the mess break will be not consider.
- p. The mess break of academic calendar break i.e. Ganpati Festival vacation, Diwali vacation and Christmas vacation will be adjusted in next month mess bill.

If any student vacates her hostel seat between 1st and 15th of any month then she will pay the mess fees for fifteen days and when she vacates the hostel after 15th of any month, then she pays the mess charges for the entire month.

13. Leave Rules

- a. Hostel residents are eligible for three nights out and two late passes on Hostel. The student has to report back to the hostel by in case of late pass 9.45 pm. When the student avails the facility of late pass, prior permission of the Hostel Superintendent/Assistant Hostel Superintendent has to be sought. Any fraudulent activity on the part of the hostel resident will result in disciplinary action for the seat. The leave sanctioning authority is the Hostel In-Charge/Hostel Superintendent/Assistant Hostel Superintendent of that hostel.

- b. In case application of leave (whether outstation or local) must be submitted at least 24 hours in advance and duly supported by a request from their parent either through SMS or email from the registered mobile number/email id. The application for Night Out must be endorsed by the parent and the Local Guardian or the HOD.
- c. Applications received without parent endorsement will not be considered.
- d. Application of leave by Foreign/NRI Students must be endorsed by the Foreign Students' Advisor. The Hostel Superintendent/Assistant Hostel Superintendent will not consider leave request from foreign students unless it is recommended by the FSA.
- e. Hostel Residents availing outstation leave from the hostel are required to submit a copy of air/bus/rail ticket. They must leave the hostel campus before 9.00 pm. In case, the departure of their train/flight is late at night for which they need to leave later than 9.00pm, they are advised to inform the Hostel Assistant Superintendent/Hostel Superintendent/Hostel In Charge.

- f. Residents may be granted leave on weekends and on University holidays. Permission for night stay will be granted only for places where the residents is authorized by Parents/Local Guardian. Leave and late night Performa duly filled must be submitted for permission of the Hostel Superintendent/Assistant Hostel Superintendent hours in advance, duly recommended by their Parents/Local Guardians, endorsing full address of the place to be visited and contact numbers.
- g. The Hostelites will not be allowed to go for night-out to other hostels in Mumbai.
- h. If any hostel resident vacates her seat between 1st and 15th of any month then she will pay the mess fees for fifteen days and she vacate the hostel seat after 15th of any month then she pays the mess charges for the entire month.
- i. Hostel Resident will not be allowed entry/stay in the hostel during her leave without permission of the Hostel In Charge/Hostel Superintendent/Assistant Hostel Superintendent. Hostel Residents can cut short their leave and return to the hostel if need be with permission only of the Hostel Superintendent/Assistant Hostel Superintendent concerned. In such a case her request/application would be considered as availed.

She will have to apply afresh for leave thereafter with an application duly endorsed/recommended by the HOD/Mentor/Guardian/ Parents as per nature of leave and submit it to Hostel Superintendent/Assistant Hostel Superintendent.

- j. Absence from the hostel without permission will be treated as violation of hostel rules and disciplinary action shall be initiated against the erring hostel resident.
- k. Disciplinary action shall be taken against those who are found forging the signatures of their parents/local guardians/ fellow residents for the purpose of taking leave or Entry/Exit to/from the hostel. Any wrong entries (of name, room number or time) in the Security Register will be treated as breach of trust and lead to strict disciplinary action.
- l. In case of academic excursion/field work the hostel resident must get their leave applications duly forwarded by the Head of Department/Mentor and endorsed by the Local Guardian and submit the same to the Hostel Superintendent/Assistant Hostel Superintendent before proceeding on leave.

- m. Permission may be granted, for attending farewell party/University functions, programs and project works etc. An application endorsed by respective authorities, who have organized the event should be submitted to the Hostel Superintendent/Assistant Hostel Superintendent 24 Hours prior to the event.
- n. Hostel resident already on leave can extend their leave through written intimation. Hostel Resident remaining absent without intimation/permission or pending payment of fees for more than thirty days consecutively will be liable to disciplinary action including cancellation of hostel accommodation.
- o. Hostel resident should inform the Hostel Superintendent/Assistant Hostel Superintendent immediately if there is any change of Local Guardian or change in the address and contact number of parents or Local Guardian.

14. Guests and Visitors

- a. Visitors are allowed entry in the hostel premises on Sundays and Gazette holidays between 10.00 am to 1:00 pm and 4.00 pm to 7.00 pm in the visiting area only.
- b. Only parents and local guardians, mentioned in the hostel Admission Form will be treated as visitors.

- c. Visitors should complete all the entries in the register maintained for the purpose at the hostel gate with the security guard.
- d. On demand, they must produce their identify proof. (Identity card/Aadhar Card/Driving License/Pan card etc.).
- e. Visitors' vehicles are not allowed inside Hostel Campus.
- f. No visitors' are allowed on any festivals.
- g. The University teachers/authorities also should inform in advance through mail to Hostel In Charge for accommodation.
- h. Guest/Visitors should pay their guest charges at the time of entry.
- i. The Visitors/Guest of University (male or female) should follow the rules and regulation prescribed by the University. They should maintain discipline of timing and entry exit record. at security gate or equivalent authorities.

Note: - The Teaching/Non-teaching staff of University or any other person staying in guest room will be treated as Guest and the rules & regulation will be applicable to them.

15. Medical Facilities

- a. A lady doctor will be available twice a week for consultation in the hostel on specified days/time.
- b. All cases of illness should be reported to the hostel authorities immediately.
- c. It would be the responsibility of the local guardian to attend to a sick hostel resident whenever contacted by the Hostel Authorities. In case, both the Local Guardians fail to report then the parents are required to authorize substitute local guardian to take care of their ward.
- d. If the hostel resident suffers from contagious/infectious disease, she will be asked to shift to her local guardian's residence. She may be admitted to the hospital after duly certified by the hostel doctor.
- e. The hostel resident will be allowed to re-join the hostel after submission of Medical Fitness Certificate of registered hospital/dispensary.
- f. In case of medical emergency, the hostel authorities will take the hostel resident to the nearest hospital.
- g. Payment for hospitalization and treatment has to be made by hostel resident/her parents/local guardian.

16. Upkeep of the Hostel

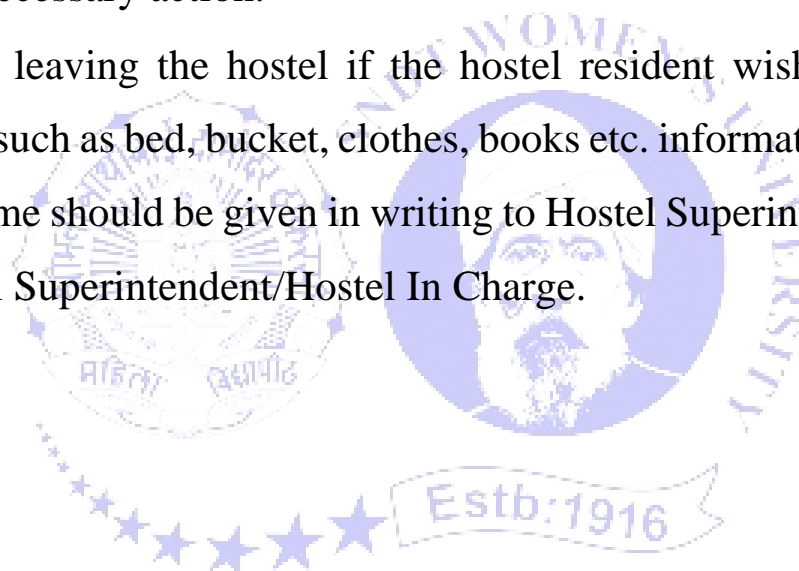
- i. Students should bring to the notice of the Superintendent/Assistant Hostel Superintendent any pending maintenance work (Civil, Carpentry, Electrical, and Sanitation) to be carried out in rooms, corridors, toilets or other areas in hostel premises in the respective Register maintained at the office of the Hostel Superintendent/Assistant Hostel Superintendent.
- ii. Maintenance and Repair of the rooms will be carried out by the University authorities.
- iii. The Hostel Administration has reserves the right to transfer student to other hostel if necessary after written notices of 15 days.

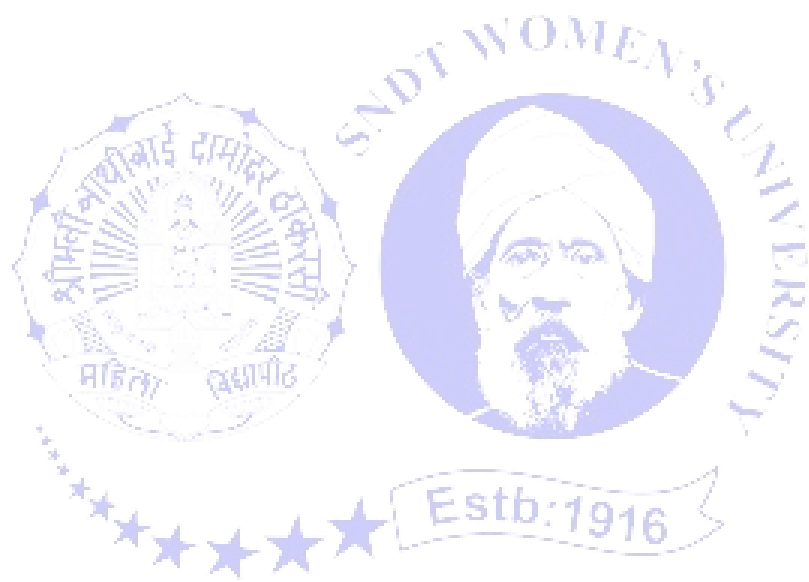
17. Collective Responsibilities

- i. The hostel resident should report to the Hostel Superintendent/Asst. Hostel Superintendent/Hostel In Charge about any undesirable incident/activity in the hostel premise immediately.
- ii. The hostel resident should not arrange any functions or meeting within the hostel or outside without specific permission of the Hostel In Charge/Dean of Students' Development/Registrar.
- iii. The hostel resident should not arrange for any picnic outside without specific permission of the Hostel In Charge/Dean of Students' Development /Registrar.

- iv. Any case of any theft it should be reported promptly to the Hostel Superintendent/Asst. Hostel Superintendent/Hostel In Charge.
- v. The jurisdiction of Hostel is confined only to the University Campus. If hostel residents creates law and order problems outside the campus. They are solely responsible for their behavior.
- vi. Any damage to the hostel property will be the collective responsibility of all the hostel residents and they will be required to make up such damage collectively, if the hostel resident who caused the damage can not be identified
- vii. Hostel resident should not indulge in practices/activities, which may endanger their own personal safety as well as that of others
- viii. The students should not do any activity/program union which will harm the feeling of caste, creed and religion of any resident student. In such case strict disciplinary action from hostel will be taken place.
- ix. Hostel resident of the hostel are responsible for the safe keeping of their personal belongings. They are advised to keep under lock and key all valuable items such as Laptop, Mobile Phone, Money, Jewellery etc. and lock the room even when they are out for a short period

- x. Meetings for routine hostel affairs (management of mess, organizing sports, co-curricular and extra-curricular activities etc.) have to be organized with permission of the Hostel In Charge.
- xi. Hostel residents who finds her roommates missing for more than 24 (or 12) hours must report to the Hostel Superintendent/Assistant Hostel Superintendent/Hostel In Charge immediately. This is to enable the Hotel Superintendent/Assistant Hostel Superintendent to take necessary action.
- xii. While leaving the hostel if the hostel resident wishes to donate items such as bed, bucket, clothes, books etc. information regarding the same should be given in writing to Hostel Superintendent/ Asst. Hostel Superintendent/Hostel In Charge.





 Thank You 