



**Narsee Monjee Institute of Management Studies (NMIMS)
Banagalore**

HOSTEL RULES AND REGULATIONS FOR THE STUDENTS

A Student pursuing his / her studies at NMIMS, may reside in Hostel, owned and maintained by University during the studentship of the academic programme. The University may provide hostel at its campuses. The information regarding hostels is being provided on the University website as well as in the prospectus. The rules and regulations are framed to ensure that the hostel property is protected; student staying in the hostel is comfortable in a conducive environment for healthy living and discipline is maintained amongst the inmates.

CONTENTS

1	Admission and Termination
1.1	Hostel Refund Rules
1.2	Facilities provided in the Hostel
1.3	Room Allotment/Shifting
1.4	No Creation of Tenancy
1.5	Re-allotment of Hostel Accommodation
1.6	Local Guardian
1.7	Notice Period
1.8	Expulsion from Hostel
1.9	Storage of Baggage during Vacation
2	Attendance, Hostel Timings, Leave and Visitors
2.1	Attendance Register
2.2	Outside Competitions
2.3	Celebration of Festivals and Birthdays
2.4	Medical Emergency
2.5	Night Out/Leave Rules
2.6	Identity Card
2.7	Visitors/Parents/ Day scholar
3	Mess

3.1	Mess and Dining Facility
3.2	Mess Committee
3.3	Wastage of Food
3.4	Guests
3.5	Mess Rules
4	General
4.1	Dress Code
4.2	Silence
4.3	Cleanliness
4.4	internet policy
4.5	Hostel Staff
4.6	Safety & Personal Belongings
4.7	Furniture & Fixture
4.8	Electricity Restrictions
4.9	Water Uses
4.10	Room Checking
4.11	Maintenance
5	Strictly Prohibited Activities
5.1	Ragging
5.2	Alcohol / Drugs / Smoking
5.3	Gambling
5.4	Misuse of Internet and Online Social Media
5.5	Political or Communal Activity
5.6	Information to Media
5.7	Firearms
6	Violations of Hostel Rules
6.1	Disciplinary action
6.2	Recovery of Damage/Losses to Property
7	Suggestion Box/Register/Feedback/Complain
8	Common Manner /Behavior
9	Visit Outside Place
10	Vacating the hostel Room
11	In Internship
12	Collective Responsibilities
13	Students' Hostel Committee
14	Roles and Responsibilities (Hostel Discipline Committee)
15	Roles and Responsibilities (Hostel Infrastructure Maintenance and Cleanliness Committee members-HIMCM)
16	Roles and Responsibilities (Mess Committee)

1			Admission and Termination
	1.1		Admission
		a	Hostel accommodation is provided on a first-come-first serve basis without specific choice of rooms.
		b	Hostel admission application forms are issued at the office Or you can down load from website .
		c	Medical Certificate by Physician from Hospital has to submit at office . The Student is required to disclose all past medical history. Any nondisclosure of past medical history is at the risk of the student.
		d	Hostel Fee: The student shall pay Hostel fee for one year as onetime payment, along with interest free refundable deposit in advance at the time of admission. The term for the hostel fee is one academic year as per the academic calendar of the respective programme of the concerned institute. The fee shall be paid by Demand Draft /Electronic Transfer.
		e	Admission is open to full time students of SVKM'S NMIMS. Preference will be given to out-station students.
		f	The application form completed in all respects should be submitted to the Office of the Deputy Registrar on any working day during office hours.
		g	Admission to the Hostel will be canceled if incomplete or false information is furnished.
		h	Applicants who are offered admission in the Hostel will be informed by letter/email or their names will be put up on our website (3 days prior to start 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 other student.
		i	Admission will be valid for one academic year only.
		j	Participants are required to give their consent about continuing the Hostel facilities in the next year, whenever asked by the authorities.
		k	NMIMS reserves its right to increase the hostel fee, if necessary.

		I	Hostel accommodation in flats is tentative, which depends on availability of the flat.
		m	Admission to a Hostel is provisional and will be confirmed only after approval from the Registrar .
	1.1.1		Hostel Refund Rules
			Refund of Hostel fee is allowed only in the case of cancellation of admission from NMIMS as under
			Before commencement of course : Rs. 3,000/- as processing charges will be deducted
			After commencement of course : No refund
			In any case late fee submitted by the student will not be refunded.
			<i>Late fee for Hostel / Flat : Rs. 10,000/-</i>
			Students should claim refund of their deposit only after completion of entire course. However, amount will be deducted for any broken / spoiled item in the premises / flats
	1.2		Facilities provided in the Hostel
			Per Student : Single Bed ,Side Table ,Study Table ,Study Chairs ,Mattress (Single Bed),Table Glass, Dustbin, Cupboard ,Blanket ,Towel, Pillow Cover, Pillow, Bed Sheet, Bucket, Mug
			Per Flat: Shoe Rack, Door Mat Rubber, Refrigerator, Inverter, Washing Machine (New +Old), Crate (Blue),Big Mirror, Curtains, Geyser ,News paper .
			Common : Kitchen Area And Drawing Area Tool Box, First Aid Box, Key Box ,Blue Star ,Aqua Guard, Fire Bucket ,Fire Extinguisher, Security Guard , House Keeper TV , Table Tennis Table (2) , Carom , Chess, Hostel Supervisor , Regular Pest Control
	1.3		Room Allotment/Shifting
			Room allotment is done by the Rector/Deputy Registrar as admission (first come first).
			Each room can accommodate maximum of 2 students.

		Students shall not interchange their room with another student or shift into vacant room/ bed without prior written permission from the Rector.
		The room once allotted to the student for an Academic year will not be changed except on special situations give the permission of the Rector
		If the status of any student changes during the period of stay in the hostel, Hostel coordinator is required to inform the Rector/Deputy Registrar immediately and should vacate the hostel.
		If the Rector/Deputy Registrar finds that any student is not eligible and is residing in the hostel without due permission from the Rector/Deputy Registrar, disciplinary action will be taken against such illegal occupants. The Rector has the right to shift any student from his/her room to another room in the hostel.

	1.4	No Creation of Tenancy
		No right in nature of tenancy or any other like right is created by occupation or use of hostel premises and property.
		A student is merely permitted to temporarily stay in the hostel, under the rules and regulations framed by the University, from time to time.
	1.5	Re-allotment of Hostel Accommodation
		Provision of hostel accommodation at the time of admission, for non-residential academic programmes does not automatically ensure its continuation in the subsequent years
		The student has to apply every year for re-allotment in the specified performa. Accommodation to candidates who apply for re- allotment will be provided subject to availability.
		Re-allotment can be denied to students those indulging in acts of indiscipline. Hostel accommodation is provided on a first-come-first serve basis
		Hostel accommodation charges for the Second year will be declared in Mid February. For Getting confirmed room, submit application form along with DD in

		March /April.
		DD in the favor SVKM NMIMS payable at Mumbai (Payment through cheque and RTGS will not be acceptable). DD for Internship period (1) and Next academic year (1) are to be separate
		Hostel Deposit amount will be carry If student continue hostel in second year For any queries please contact: <ul style="list-style-type: none"> • Accountant : 080-40855511 • Deputy Registrar :080-40855555
1.6		Local Guardian
		The student has to register details of local guardian duly authenticated by parents
		A copy of hostel rules will be signed by the local guardian. Student not having local guardian will be required to get a fax/e-mail from guardian / parent for night outs.
1.7		Notice Period
		A student is expected to stay in the hostel till the completion of the academic year.
		A student shall have to vacate the hostel on last date of her/his examination or any such academic requirement, whichever is later.
		Any extra day will be charged as per norms and for such extra days, prior written permission from the Rector is required.
		In case a student does not vacate her/his room, the belongings will be removed from the room and room will be locked by the Rector in the presence of a senior officer with no responsibility of the Management for the loss, if any.
1.8		Expulsion from Hostel
		The University/ Institute/ Rector/Deputy Registrar reserves the right to terminate the temporary occupancy of the student for any willful disobedience or defiance of authority, non-observance of hostel rules, causing damage to person or property or indulging in anti-social, anti-national or undesirable activities. In such cases the deposit shall be forfeited and hostel fee will NOT be refunded.
		Students recommended for expulsion from the respective institutes, will also be

		expelled from the hostel and hostel fee will not be refunded.
	1.9	Storage of Baggage during Vacation
		On completion of the final year of the programme or when a student desires to vacate hostel accommodation at the end of an academic year, he/she should take all his/her belongings with him/her.
		During the vacation the student is expected to vacate the room.
		Personal belongings should be placed inside locked suitcases, trunks/boxes and should bear complete details. A separate cloak room will be made available to keep their belongings while proceeding on vacation. During the vacation, belongings should be kept in the cupboard under lock. However, students may avail common storage facility for limited quantity (2 cartons).
2		Attendance, Hostel Timings, Leave and Visitors
	2.1	Attendance Register
		The student is not allowed to go out of the hostel. Going out of the hostel after 10.00 am will lead to a disciplinary action.
		The student shall return to the hostel before 10:00 pm (11:00 pm on Saturday/Sunday/Holidays) after which gates will be closed.
		The gates will reopen at 6.00 a.m. the next day. Late comers will have to make an entry in the register kept at the gate, which will be informed to his / her Institute, parents and local guardians.
		Late coming entries will lead to cancellation of permission to stay in hostel and fee will not be refunded.
		The same shall be informed to his/her parents, local guardian.
	2.2	Outside Competitions
		The student is permitted to go outstation for participating in various competitions only after submitting proof and application along with parent's consent to the Rector/ Deputy Registrar and getting permission of the Rector/ Deputy Registrar.
	2.3	Celebration of Festivals and Birthdays

			The student shall take prior permission of the Rector/ Deputy Registrar for celebrating any festivals and birthdays.
			There should not be any kind of discomfort to other students and society people. No outside guest or interference of any kind will be allowed.
	2.4		Medical Emergency
		a	It is mandatory for all students to take medical insurance. Any student, who is not well, will immediately report to Rector /Hostel supervisor .
		b	In case of medical emergency, the student will be shifted/referred to the hospital. In case of hospitalization, minimum 24 hours stay in the hospital is essential for claiming reimbursement of expenses from medical insurance agency, provided other conditions and details of Medi-claim policy supplied by candidate are fulfilled.
		c	Please inform the Rector about any previous medical history / drug and your blood group. This would be required when emergency aid has to be administered by specialized institutions.
		d	Participants suffering from any contagious disease will not be allowed to stay in the hostel. Decision of the Rector in this regard will be final and binding.
	2.5		Night Out/Leave Rules
		a	When permitted in writing by the Director of Institute for academic reasons. On holidays with written consent from parents / local guardian.
		b	Once night out permission is accorded; student will be permitted to report only after 6.00 am in the morning. However, in case of medical emergency student can contact the Rector directly.
		c	Every Participant shall be in his/ her hostel by 11.00 p.m. If he/she has to stay out after the said timing owing to any special reason, he / she must obtain prior permission from the Rector. The application for leave of absence from the hostel shall be made in writing through the Rector and his permission shall be obtained. Late entry without prior permission will invite penalty / rustication

		d	If the student wants to take a leave/Night out she should fill the form three days in advance and inform the Rector or mail to Deputy Registrar .
		e	For leave to be taken on weekends and holidays mentors signature is not required but the local guardian should come to pick up the students from hostel
		f	Students must make entries in the register while going out and reporting back the time and date and signature should be duly fill in the register.
	2.6		Identity Card
		a	The student should always carry their Identity cards provided to them by the university with them when moving out of the Campus, so that in case of an emergency/accident the university can be contacted and informed.
		b	It is also necessary for treatment in an empanelled hospital under Medical Insurance Scheme. Student should co-operate with security personnel for verification and checking of Identity Card.
		c	The name of the student's not carrying, Identity card with him/her will be reported to the Rector for action.
		d	Each students has to show the college I.D card at the entrance of the hostel whenever demanded .
		e	Any loss or damage of the I.D card should be reported to the college authority immediately.Rs.100/- will be charged in case of loss of I.D card. In case of misuse of I.D card the student will be removed from the hostel
	2.7		Visitors/Parents/ Day scholar
			Visitors/parents are allowed to visit a student only in the visitor's lobby on the service floor between 9.00 am to 11.00 am and 6.00 pm to 8.00 pm on working days and between 11.00 am to 5.00 pm on Sundays and public holidays. No student shall keep talking with visitors in compound, either in or outside the gate/lane.
			No student shall take any visitor including her/his parents to the room. Personal servants/domestic helpers are not allowed inside the rooms.
			The parents should give an undertaking to cooperate with the authority and should

		be available on call.
		Day scholar / Visitor should park vehicle outside the Hostel premises .Day scholar /Visitor should produce id card against authority or security ask. If you not have then don't argue with them .
		Day scholar / Visitor should not enter in Hostel premises for just Chit and chat with hostel students or playing TT or watching cricket / football matches etc. Day scholar/visitor boys strictly avoid the entry in Girls hostel , Vice a versa .
		Day scholar / Visitor should not meet up and Chit and chat in front of Hostel gate .
		Day scholar should not call for permission on behalf the hostel student for birthday / late night movie/late night entry permission.
		Day scholar / Visitor should not enter in hostel premises after 10 pm without permission .The home delivery of items like pizza, Macdonald, Flipcart ,Amazon etc shall be taken by going down in parking, they shall not come to room to deliver.
		Parents may be granted permission from Rector to stay with their ward for extra time. Such permission is to be obtained from Rector with prior intimation over mail/letter.
3		MESS
	3.1	Mess and Dining Facility
		The student shall pay mess fee for one year in advance at the time of admission to the hostel.
		If a student is sick, written application by the student endorsed by the Rector and medical certificate by Dr. should be given to supervisor for serving food in the room.
	3.2	Mess Committee
		The mess committee will decide the menu, check food quality from time to time, maintain a record of such inspections and give feedback for improvement of food quality and other aspects of mess and dining.
	3.3	Wastage of Food
		Only members of the mess are permitted to dine in the mess. Members are expected to inform their absence/dining out or night out to the Mess Supervisor well in advance,

			to avoid wastage of food.
	3.4		Guests
			Guests are allowed in mess only with prior permission of the Rector and on payment of charges applicable.
	3.5		Mess Rules
			<ul style="list-style-type: none"> • Breakfast timing : 07.30 a.m to 08.30 am (Weekdays) 07.30 a.m to 09.00 am (Weekend and holiday) • Lunch timing : 01.20 pm to 02.00 pm (Weekdays) @ College 01.00 pm to 02.30 pm (weekend) @ Hostel On Saturday According to Schedule. • Dinner timing : 08.00 pm to 09.30 pm (Weekdays and weekend) @ hostel
			Strict discipline should be maintained in the dining hall
			Only vegetarian food will be served in the hostel .
			Menu will be displayed on the notice board.
			Day scholars cannot be entertained as guests in the mess.
			A system of self service will be followed in the mess.
			Food will not be served in rooms and residents are not allowed to take food to their rooms. If a resident is ill, the Rector will make suitable arrangements.
			The quantity of food will be unlimited except in the case of special items.
			Students should not waste food. Paying mess bill does not entitle to waste food.
			If any diner is medically ill and requires a special diet (e.g. Oil-less food) he/she should request the cafeteria manager to arrange for this well in advance.

		Students are not permitted to cook any food on their own in the Mess
		Assist in maintaining the Mess and the Surroundings neat and clean.
		All the students shall interact with the Mess staff in a courteous manner
		No mess cuts during illness, personal problems or other personal work will be given
4		General Rules and regulation
	4.1	Dress Code
		The students should be decently dressed when they are out of room.
	4.2	Silence
		Strict silence shall be observed in hostel from 12.00 midnight to 6.00 am. Care shall be taken at all times to ensure that music/loud talking is NOT audible outside the room.
		Any manner of festivities and noise making/celebrations, which may cause disturbance to other inmates in the hostel premises/society, will not be allowed.
	4.3	Cleanliness
		The student shall keep their rooms, verandah and surrounding areas tidy, neat and clean at all times and shall not throw anything including trash, in such places or any premises in the hostel, except in the dustbin or the place specifically provided for the said purpose.
		No wet clothes should be dried on the furniture .
		Student shall take proper care of the furniture and fixtures handed over to him/her The hostel authorities have the right to enter and inspect the rooms at any time, even in the absence of Participants.
		No poster etc. should be put up any where, either in rooms or lobbies.
	4.4	Registration of Personal computers, use of licensed antivirus software and compliance to internet policy
		It is mandatory for all inmates to register their laptops/PCs and install licensed antivirus software.
		The student shall to abide by the Internet Usage Policy of NMIMS University.

	4.5		Hostel Staff
			The student shall treat the staff and housekeeping staff of the Hostel with due courtesy at all times.
			Service of the housekeeping staff shall NOT be utilized for private or personal work.
			Students shall also not bring any servant from outside even temporarily.
			No tips in cash or kind should be given to the staff of the Hostel
	4.6		Safety & Personal Belongings
			The hostel supervisor shall provide keys of the allotted room to the respective student
			The Student is personally responsible for safety of their all valuables and these should be kept in the cupboard under lock and key.
			The Student should not leave mobile, ornaments and other valuables unguarded. Student will not change lock and key without permission of the Rector and are advised to get duplicate keys made with the permission of Rector to guard against loss of keys
			The Hostel Authorities did not hold themselves responsible for the safe custody of the property of the Participants staying in the hostel.
			They should not leave the key of the room anywhere around.
			NMIMS will not be responsible for the loss of personal belongings of the participants. During night it is advised to lock your room from inside for safety
	4.7		Furniture & Fixture
			The student shall not bring any extra furniture or other fixture in the room. All furniture and fixture in the rooms allotted to the student must be cared for properly
			The student will be required to pay double the original cost if any item is found damaged or missing from their room due to careless / negligent handling
			The student will also be required to pay twice the charges of the repair of an item that is found to have been willfully damaged or have been damaged on account of misuse or unfair wear and tear.

		a	Interchange of Furniture/Fixture: Student is prohibited from interchanging any furniture/fixture from one point/location in the hostel to another. Besides a penal recovery as imposed by the Rector , students involved in such activities may be expelled from the hostel.
		b	Theft/damage to hostel assets in common areas/corridors will be recovered from all students of the flank/wing involved. In case of theft/damage to items that pertain to usage by the complete hostel, the recoveries will be made from all the occupants of the hostel.
	4.8		Electricity Restrictions
			Electric appliances shall not be permitted in the room, defiance of which shall enable the Rector to confiscate the gadget forthwith.
			The lights in the bathroom should be used only as and when necessary and shall be switched off, when the bathroom is not in use.
			When the students go out of their room they should switch off all the electrical/electronic appliances, and keep it locked. Violation will attract suitable penalty and punishment as decided by authorities.
			In case of default on this account, a reasonable fine per default occasion will be imposed by the Rector .
	4.9		Water Uses
			The student should not leave taps open when the taps are dry, as it will result in subsequent loss of water and further aggravate the water problem.
	4.10		Room Checking
			The Rector / Deputy Registrar / or any other Officials of the University along with Security Guards may at their discretion inspect /check any room or student's belongings in the presence of the students living there in any time of the day or night.
	4.11		Maintenance
			Students are provided with some add on facilities (tentative) like fridge / Internet connection / Side table / Study table /Single bed / Wardrobe /Chair etc. Cleaning

		staff/Security services are provided at every location. Since down time in the operation of internet is a general phenomena, hence students are expected to bear the same.
		<p>Call to Rector, whenever problem not solved by supervisor level and matter is serious (illness/ permission / emergency etc).</p> <p>Students should bring to the notice of the Hostel coordinator any pending maintenance work (Civil, Carpentry, Electrical, Sanitation) to be carried out in rooms, corridors, toilets or other areas in hostel premises.</p>
		Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel administration requires the rooms for this purpose. On such occasions, the management will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the maintenance work.
		The resident of a room is responsible for any damage to the property in the room during her occupancy of that room and will be required to replace/repair at their own cost the damage, if any.

5		Strictly Prohibited Activities
	5.1	Ragging
		Ragging in any form whatsoever is strictly BANNED.
		It is a cognizable offence and violation will invite action as per law of the land, in addition to expulsion from the university.
		Being a silent spectator and not reporting/stopping others indulging in ragging is also an offence and will invite similar disciplinary action.
		Accepting/undergoing ragging and not reporting this is also an offence. Students should report any such incident immediately to any member of the Anti-Ragging Committee / Rector / Security Personnel / Deputy Director directly at any time of the day / night.
		Any mental or physical torture to any students by any other students of the hostel of

		any form, in the name of “ragging” should be avoided.
		If found legal action will be taken as per the Supreme Court order and also removal/rustication of the student from University hostel within 72 hours of the incident.
		Orders issued through judgments of the High Court and Hon’ble Supreme Court is very clean on the issue of Ragging.
		Student must sign an undertaking regarding compliance with all University rules and understand that there will be NO leniency for acts of ragging.
		Ragging of the students admitted to the hostel is totally banned. Any violation of this by the senior students will be dealt with very severely as per the hostel norms and guidelines issued from time to time by the competent authorities.
		Fresher’s should report incidents of ragging immediately.
		When the persons committing or abetting the crime of ragging are not identified, collective punishment on suspected group could be resorted to as a possible measure, as it would ensure community pressure on the potential raggers not to indulge in ragging.
		All senior students, hostellers and day scholars, are required to sign an Anti-Ragging undertaking form as per UGC guidelines and submit to Dean DSW office.
	5.2	Alcohol / Drugs / Smoking
		The student shall not bring, store, possess, consume and/or drink any alcohol/intoxicating drink, drug or substance of any kind what so ever and/or smoke in the room and/or any part of premises. The same shall apply to visitors also.
		An occurrence of such behavior shall invite strict disciplinary action leading to expulsion from Hostel, rustication from the Institute and action as per law of land.
	5.3	Gambling
		No gambling of any kind whatsoever shall be allowed on the premises of the hostel.
		Any violation of this Rule violation will invite action as per law of the land, in addition to expulsion from the institute.

	5.4	Misuse of Internet and Online Social Media
		Any act of uploading derogatory remarks or image ridiculing a person in eyes of other against the Institute or any other person or organization will invite disciplinary action.
		Student should strictly refrain from indulging in any act of violating the code of internet use.
	5.5	Political or Communal Activity
		The student shall not indulge in any political or communal activity which is detrimental to the law and order and/or against the Government.
		Students shall not carry on any propaganda or publicity of any nature whatsoever in respect of any political or communal matters.
		Resident Participants are not permitted to convene any meeting of any sort under any circumstances anywhere in the Hostel premises without the prior permission of the Deputy Registrar or the Management.
		Residents should not participate in any anti-national, antisocial or undesirable activity in or outside the campus. If found strict action will be taken by the authorities.
	5.6	Information to Media
		The student shall take prior written permission of the Deputy Registrar / Rector before giving any information or interview regarding Hostel to any member of the Press, Print Media, Radio, Television or any other media or before making any speech containing any information regarding the Hostel.
	5.7	Firearms
		Any type of storage or possession of firearm, ammunition, explosive and inflammable goods on the premises of the hostel is strictly prohibited.
		Violation of the rule will lead to expulsion from hostel and institute.
6		Violations of Hostel Rules
	6.1	Disciplinary action
		In addition to penalties, punishment and fine provided in these Rules, Disciplinary action as per the University Code of Conduct shall be taken against student violating

			these Hostel Rules and Regulations.
			Students shall not enter rooms of other students without permission of the inmates. Students should not go to other students flat after 11.00 p.m. in the night.
			Throwing of water, colour etc. on one another and on the walls / property of the hostel is strictly prohibited.
			Music system, Gas cylinder-cum-burner, microven, iron box, etc. not allowed to used in room.
			Participants 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 (Rs. 500/-to Rs 5000/).
			If any participants are found misbehaving and misconducting himself, students will be expelled from the hostel immediately and the fees paid by student will be forfeited.
			Management shall be discontinued without given any notice and disciplinary action will be taken against the participants if student misused the facility .
			Any student found hosting/ harbouring an offender will also be liable to the punishments mentioned in rule .
			Availing room service or taking food or mess utensils to the room will attract a fine and disciplinary action by hostel administration.
			Students found doing forgery will be removed from the hostel with immediate effect.
			Any student who is found to be indulging in undesirable activities such as ragging, physical assault, damage to property, causing inconvenience to other inmates, noncompliance of any of the conduct rules, or violation of any other rule defined in this manual will be liable to the following punishments:-
		a	Expulsion from the hostel
		b	A record of her misconduct will be made in her personal file.
		c	The cost of damage will be fully recovered from her together with penalty
		d	She will also be fined commensurate with the offence committed.
		e	The privilege of appearing for campus interviews will be denied, when she

			reaches the final year. No recommendations will be given to her for studies abroad.
		f	Rustication from the college.
	6.2		Recovery of Damage/Losses to Property
			If any common property is lost/damaged/disfigured, the loss will be recovered from the students, in equal share, who are responsible for the damage or loss or in general use of that property.
			In case the damage/ loss cannot be pinpointed to student(s), then collective fine to recover the loss will be levied by the Rector .
			Participants should not drive nails, screws etc. into the wall or doors. No repair shall be done by the Participants themselves.
			They should approach the Rector who will arrange for repairs.
7			Suggestion Box/Register/Feedback/Complain
			Suggestions and complaints should be either submitted in the Suggestion Box or entered in the Suggestion Register kept in the hostel premises or send by mail to Deputy Registrar.
			Any complaints regarding Food ,Security, House keep in. Do contact to Rector/supervisor or Committee members.
			All matters relating to differences among Participants and complaints about the hostel servants shall be brought to the notice of the Deputy Registrar who will take such action as may be necessary.
			No police complaint will be lodged by the students before taking prior permission from the Deputy Registrar.
			If you have any complain regarding maintenance or any facility or requirement. Call on cell to Hostel supervisor.
8			Common Manner /Behavior
			Students shall not be allowed to play any kind of sports in the room.
			Students shall not use abusive/hurtful language in campus.

		Students shall not talk loudly on mobile in gallery in apartment after 9 pm. And not allowed to talk loudly in building
		Students shall not make noise emanating from Vehicle in parking area.
		Students have to enter in cafeteria with clean shoe or slipper only.
		Students should place news papers, magazines in its proper place and should use dustbin for waste material only.
		Students shall place dining chairs in proper way after dinner, lunch or breakfast.
		Students shall not keep shoes in bedroom and in side table. And avoid using cafeteria cutlery for personal use at room . Any violation will attract fine.
		Management will expel the student/s from the hostel immediately in one day after the first warning of misbehavior and/or misconduct.
9		Visit Outside Place :
		NMIMS University will not responsible for any mishap outside the campus.
		Students should seek permission via Mail or SMS to Rector/Deputy Registrar for night out and absence from hostel for more than 1 day.
		Student/s should not stay outside other than local Guardian Place (if he/she in Bangalore).
		Students shall not be allowed to stay at any friend/s /relative/s, place whose name/s is/are not mentioned as local Guardian in our record
		Students should mention name of visiting place and address and name of person or local Guardian name and mobile no through mail or SMS, whenever going for night out or absence from hostel for more than 1 day.
		Students shall not be allowed to visit an unknown place as part of picnic without parents' and Rector written permission .
		Undertaking is important before going to any unknown place as part of picnic; you are required to submit Undertaking form .
10		Vacating the hostel Room

		The following procedure has to follow by each student before leaving hostel .
		Students need to obtain hostel vacating form from the hostel office.
		Handover Room cupboard keys and flat /room keys , Handover pillow and pillow cover, blanket, bed sheet, hanger to Rector /Hostel supervisor.
		Students then need to submit duly filled in forms and confirm from supervisor regarding room conditions. Mention if anything is under repair condition . If something is in broken condition, we will deduct money as per hostel norms.
		Flat /Room has to be handover in clean condition.
		Student shall not leave hostel without completion the process, otherwise It will be considered as that you are continue in hostel. And we will deduct money/day basis as per norms from deposit amount.
		Management are not responsible for missing item after leaving the hostel.
		Don't keep any material, books, cloths, paper material plastic item in room.
		Make sure that all tabs and switch is off and closed window .
		Refundable deposit amount subject to completion of hostel leaving process.
11		In Internship
		Hostel accommodation charges for the Internship will declare in Mid February .DD Deposit in advance ,In favor of SVKM NMIMS payable at Mumbai to Accountant with application form before 10 th March .
12		Collective Responsibilities
		Residents are duty bound to report to the Rector any unwanted incident or undesirable activity going on in the hostel.
		Students should not arrange any functions or meeting within the hostel or outside without specific permission of the concerned authorities.
		Students should not arrange for any picnic outside without specific permission of the Rector.
		Any case of theft should be reported promptly to the Rector.
		The jurisdiction of Hostel is confined to the University campus. If students create law

		and order problems outside the campus. University is not answerable to the police or any other authority. Students are solely responsible for their behavior.
		University will do its utmost care to protect students as long as they are on the right side of the law. Do not overstep your legal limits. Help us to help you
		Any resident who finds her roommate(s) missing for more than 24 hours must report to the Hostel Rector immediately. This is to enable the Rector to take immediate action if any untoward incident had taken place. Your co-operation is required to ensure the safety and security of all.
13		<p>STUDENTS' HOSTEL COMMITTEE</p> <p>Every year a students' Hostel Committee will be formed. Responsible students will nominated on the following Committee</p> <ol style="list-style-type: none"> 1. Discipline Committee 2. Infrastructure Maintenance and Cleanliness Committee 3. Mess Committee <p>Working through this responsible committees, the students themselves lay down appropriate norms of behavior to suit different situations and social occasions in the Hostel. All the students of the Hostel Committee will be responsible for any kind of mishap, indiscipline and any other matter which will result in the breach of Hostel rules and regulation and penalty will be levied accordingly</p>
14		ROLES AND RESPONSIBILITIES (Hostel Discipline Committee)
		Solve the disciplinary problems of students. If it is a major case, the case may be forwarded to the Dy Registrar / Rector/ Director otherwise it is committee responsibilities.
		Promote students discipline in hostel and dining hall.
		Monitor all rules and regulation which is mention in hostel application form and sign by students .
		Record properly the name list of leave taken students and approval of students. Taking

		disciplinary action against the absentees
		Supervise cooks and promoting cleanliness in the kitchen.
		Supervising students at meals and in the dormitories.
		Supervising students at night and attending to emergencies.
		Counseling students.
		Serving as member of the discipline committee.
		Checking name list of the sick register each morning. Visiting these students in the hostel and deciding whether internal or hospital treatment is necessary.
		Any damage or loss of the furniture, window glass, curtain etc should be recorded by the captains and brought to Rector .
		Every office bearer should maintain a file to facilitate the working of his successor. He should fill all important motives put up by him on the notice boards and also the decision taken in the council and administrative body meetings concerning his responsibilities
		Monitor Discipline in society and movement of students in society.
		Strictly follow the Hostel rules and regulation (sign undertaking by students)
15		ROLES AND RESPONSIBILITIES (Hostel Infrastructure Maintenance and Cleanliness Committee members-HIMCM)
		HIMCM should display a brief report of the tasks completed and his future plans every month.
		A meeting of the Administrative Body must be convened at least every 30 days. The minutes of the Administrative Body meeting shall be noted down by the HIMCM and displayed on the notice board for the knowledge of the hostel inmates.
		Decisions regarding controversial issues which require reference to the Institute policies, rules and regulations shall be minute but kept pending until the Dy registrar /Rector obtains the necessary clarifications. In special cases, the matter may be referred to the Hostel Co-ordination Committee, Director of the Institute for appropriate action.

			HIMCM look into complaints of the residents with regards to amenities concerned with the accommodation.
			HIMCM suggest any improvement in hostel facility with budget amount and follow up for proceeding .
			Promote cleanliness in Hostel rooms, guest house , dinning hall and kitchen and promoting cleanliness in area.
			Supervise
			Report to major electrical , mechanical maintenance issues to hostel supervisor.
16			MESS COMMITTEE
			Preparation of the menu for the week in consultation with the Rector and students Mess Committee. Days for special meals should be fixed and notified to the student.
			Supervise and coordinate the mess workers.
			To maintain the quality of food.
			To maintain the attendance register of mess servants.
			Maintain the mess premises in clean and hygienic condition.
			To make available the sick diet to students on request.
			To report to the Rector the names of the students who are violating the mess rules and defaulters in clearing the mess dues.

SVKM's
Narsee Monjee Institute of Management Studies (NMIMS)
The penalty, punishment and preventive action sheet against delinquent activities of
students in campus and/or in Students Accommodation.

Sr. No.	Nature of Misdemeanor	Monetary Fine	Warning Letter	Undertaking from parent	Other chastisement
1	Possession of liquor bottle in campus in any form.	Rs. 5,000/-	Yes	Yes	Report of same to Director, Deputy Registrar (admin) and University Registrar.
2	If liquor found in the room and responsibility not taken by any student	Rs.6,000/- per student who all are occupying the room at that instant and room members	Yes	Yes	
3	Consuming liquor in campus.	Rs. 8,000/-	Yes	Yes	
4	Reporting to the campus in liquor consumed state	Rs. 5,000/-	Yes	Yes	
5	Possession of or smoking of cigarette / <i>gutka</i> / hookah on campus	Rs. 3,000/-	Yes	Yes	
6	If cigarette/hookah smoke observed in the room and student denies about smoking.	Rs. 4,000/- per student who were occupying room at that time.	Yes	Yes	
7	If found smoking in the classroom or on campus	Rs. 5,000/-	Yes	Yes	
8	(a) Possession of any objectionable material like gambling cards, knives, etc. found in person.	Rs. 2,000/-	Yes	Yes	
9	(b) Possession of objectionable material like <i>Ganja</i> , <i>chilim</i> etc.	Rs. 6,000/-	Yes	Yes	
10	Possession of any unsafe and hazardous electronic gadgets like iron, heater, etc.	Rs. 5,000/-	Yes	Yes	
11	Making sketches on walls, doors or furniture in room	Rs. 5,000/-	Yes	Yes	Report of same to Director, Deputy Registrar (admin)
12	Absence of you in Room, if light, water tab, fan on	Rs. 2,000/-	Yes	Yes	
13	a. First time	-	Yes	-	
14	b. Two times	-	Yes	Yes	
15	c. Three times		Yes	Yes	
16	d. More than three times	According to the severity of the issue	Yes	Yes	
17	Improper Utilization of the facilities given	According to circumstances	Yes	Yes	
18	Changing the room or shifting the hostel property without permission	-	Yes	Yes	
19	Causing the nuisance in room or corridor for any reason	-	Yes	Yes	
20	Taking leave by giving incorrect information on letter or without prior permission.	-	Yes	Yes	
21	Misbehave with room mates or any kind of misconduct in room other than mentioned in this list.	-	Yes	Yes	
22	Making any kind of arguments or misbehave with any employee of campus	According to the severity of the issue	Yes	Yes	Severity may lead to suspension from hostel or programme
23	Damage to institute property or loss by theft.	Double the amount of damage caused or stolen item	Yes	Yes	

Please Note:

1. Repetition of above or any other misconduct will result in permanent suspension from hostel or programme without any refund.
2. The objectionable material/items seized will be disposed and will not be returned to the possessor under any circumstances.
3. Only the electronics gadgets will be returned to the students at the time of leaving the campus after completion of programme.
4. The said punishment mentioned in above is the minimum and may vary depending upon the circumstances and situation
5. No consideration will be given to the student regarding his/her academic concerns during/for the period of suspension.

Repeat behavior in abovementioned misdemeanor may attract increase monetary fine, temporary suspension from hostel, temporary suspension from programme and depending on severity may lead to suspension from hostel without any refund.

**NMIMS
Bangalore**

Student Name	
Mobile No	

	Name and address of contact person (In case of Emergency)	
	Outside Bangalore (Parents)	Guardian's details/Name of the contact person in emergency in Bangalore .
Full Name of Parents/ Guardian		
Home address		
Tel Phone No (Home) with STD code		
Office address		
Tel Phone No (office) with STD code		
Mobile No of Parent (Mention Min 2 number)		
E mail id		

Undertaking

**Release and Assumption of Risk during Night out or absence from hostel more than 1 day at
unknown place**

I acknowledge that there are risks involved with any accident, adventure, sport or activities in the outdoors. I acknowledge these inherent risks, which include, among other things, the risks of injury or illness or accident, the ever-present danger posed by the forces of nature; bad weather, other means of transportation. Knowing these risks, I fully assume all risks of illness, injury or death, and release from all actions, claims or demands for damages or expenses resulting from my end in the unknown place or at going at visiting place. I acknowledge that the obligation stated herein is binding upon me only. If illness, injury or death happen, its my sole responsibility.

I agree to all stated conditions & obligations set forth herein, including all limitations of liability.

Name of the student /Parents

Signature

UNDERTAKING

DECLARATION TO BE SIGNED BY THE PARTICIPANT

I have read all the Rules and Regulations of the Hostel. I hereby agree to abide by the rules and regulations of the Hostel in force from time to time. I am liable for disciplinary action in case of any breach.

- I, hereby give an undertaking that: I understand that the Lodging and Boarding charges fully in advance on yearly basis by of the first month of the admission . I shall also pay the deposit amount of the Student's accommodation.
- I shall observe all the rules and regulations of the Hostel in force, from time to time.
- I shall not leave the hostel without prior permission in writing from the Dy. Registrar/Rector.
- I shall not enter / leave the hostel late (i.e. beyond the permitted time, in general 10:00 pm) without the written.
- I hereby give an undertaking to vacate the hostel and hand over the vacant possession of my hostel room within three Days from the last date of my examinations of each academic year.
- I am aware that I am liable for disciplinary action for breach of any of the rules and regulations of the hostel, which may result even in cancellation of my admission to the hostel as well as to the institution where I am studying.
- I shall maintain the dignity and sanctity of the hostel by not creating any noise / nuisance.
- Management is free to take any action including rustication if I found breaching any rules / regulations.
- Hostel fee for remaining month will not be refundable in case of expulsion from hostel by the management.

Name of the student	
Signature of the student	
Name of the Parents	
Signature of the Parent	
Contact no of Parent	
e-mail id of Parent	