

APPLICATION FOR HOSTEL ACCOMODATION

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

`	For First Year Students	
		Recent
ADMISSION (FINAL) MERIT	Passport size	
		Color
SAP- ID. No:	Room No. :	
		Photo
The Director,		(Student)
SVKM's NMIMS, Shirpur Campus – 425405		
Sir, I wish to apply for adn year I furnish the for PERSONAL DATA:		
Surname	First Name	Father's Name
Tel. No.:	Mob: Resi:	
3. Date of Birth:	4) Nationality:	
true to the best of my kn be cancelled. 2. I have noted the informathe same and the instruction Authority, in the interest of the college and hoster authorities may impose upon the hostel/college. I sl. I understand that the me	information given by me in Application Form for Howledge and if any information is found incorrect the ation and instructions given in the Institute Prospectus ations issued from time to time by the Director/Dead welfare and discipline of the hostel/college. I know to rules may render me liable to such punishment and pon me. I shall regularly clear my entire hostel, messall not damage any college/hostel property.	n my admission is liable to s and undertake to abide to an/Hostel Rector & Host that any breach of discipling d disciplinary action as the , and other dues as per rule
in advance.		1 1/1 1 / 11
• • • • • • • • • • • • • • • • • • •	Room and Furniture provided to me by the hostel aut	•
Director/Hostel Rector &	el or enter the hostel late without prior permission in v Hostel Authority. I shall undergo security check includere in the campus premises.	
	nd hand over possession of my room within three day	ys from the last date of m

7. I understand that Smoking & use of alcohol, liquor, prohibited substances and drugs is strictly prohibited

Signature of the Applicant: _

in the college / hostel and is a punishable offence even leading to my expulsion from the

examination of each academic year.

college/hostel/University.

Date:

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1. Name of the Parent/Guard	dian:	4.Designation:
		4.Designation
Tel. No. Mob:	Office no:	
Email address:	rces:	
	ARDIAN (Except SVKM's NMI) ho should be contacted in case of en	MS, Shirpur Campus employee)* (Name and nergency)
1. Name:		
Address:		
Tel. No.: (Mob / Resi)		
2. Name:Address:		
<u>DF</u>	ECLARATION BY FATHER / M	OTHER / GUARDIAN
1. I hereby declare, tha	at I authorize and allow these persor	ns to meet or take my ward with him / her.
a)		
a)		
b)		
2. I request you to adm Hostel, Shirpur Can		to the SVKM's NMIMS
I hereby declare, tha	at the information given by me in th	e Application Form for Hostel Accommodation is
true to the best of m	y knowledge.	
I hereby fu	lly endorse the undertaking made	e by my child / ward.
	Yours	faithfully,
		Recent Passportsize
Recent Passport		Color photo
size		(Mother)
Color photo		
(Father)		
Signature of the Father / Loc	cal Guardian Signat	ture of the Mother / Local Guardian
Date:		Date:

^{*} If relative of NMIMS employee (son-daughter/brother-sister/grandson-granddaughter) is in the campus then he/she can be local guardian.

FOR EXISTING STUDENTS

Name:	
Course:	Year:
Room No.:	Bed No.:
Date:	Signature of the Student:

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

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

HOSTEL RULES AND REGULATIONS

These rules are applicable to both Boys and Girls Hostels.

I. PREAMBLE

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

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

II. RULES FOR ADMISSION IN HOSTEL

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

III. GENERAL PROCEDURES

- Students seeking accommodation to the hostel shall apply in the prescribed form, which can be downloaded
 from www.nmims.edu and the application form completed in all respects should be submitted to the Office
 of the Director, Hostel Administrator on any working day during office hours.
- 2. Applicants who are offered admission in the hostel will be informed by letter/email or their names will be put up on our website (3 days prior to start of the course). They will have to take up the accommodation by the stipulated date, failing which his/her admission will be cancelled and the seat will be offered to the other student.
- 3. Admission to the hostel will be cancelled if incomplete or false information is furnished.
- 4. Fresh application will have to be filled up for next year accommodation.
- 5. Students are required to give their consent about continuing the hostel facilities in the next year, when asked by the authorities.
- 6. Hostel fee for the next academic year is required to be paid in the month of February to April.
- 7. NMIMS reserves its right to increase the hostel fee, if necessary.
- 8. Fees once paid will not be refunded on any account whatsoever.(After stipulated time fixed by the University)
- 9. Students should claim refund of deposit after completion of entire course. Proportionate amount from the deposit of the students, who have damaged the hostel property by any means, will be deducted.
- 10. **HOSTEL FEES**: Students shall pay fees and deposit by way of Demand Draft (only) in favour **of** "SVKM's NMIMS" payable at Shirpur.

IV. CODE OF CONDUCT: BEHAVIOUR AND DISCIPLINE

- 1. All residents are required to maintain high standard of discipline, decency & decorum, etiquette and conduct him / herself in a disciplined & dignified manner expected of students of a prestigious Institution such as ours.
- 2. They are expected to behave courteously and fairly with everyone both inside and outside the campus. It is the responsibility of the inmates to do their best for maintaining discipline, peace and harmony in the hostel. The senior students are advised to set good examples to their juniors.
- 3. All residents are required to carry their valid Identity Cards issued to them by the Institute.
- 4. Smoking, spitting and possession, distribution and consumption of alcoholic beverages, chewable tobacco, prohibited drugs, and / or narcotic drugs in the hostel premises are strictly prohibited.Students shall not enter the hostel premises in an inebriated state and should not possess such materials.
 - Hostel zone is a smoke-free zone in the Institute, students should not smoke inside the hostel premises/room/ common room/ dining hall / toilets / corridors / terrace etc. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel and rustication from the Institute.
- 5. Parties, social gatherings in the hostel complex are not permitted without prior and written consent of the Director/Rector/Hostel Authorities. Students shall not conduct group meetings, circulate books, pamphlets and papers inside the hostel premises. Any activity of the students observed to be prejudicial and detrimental to the smooth and peaceful functioning of the college hostel will be viewed seriously by the management and disciplinary action will be taken against those found guilty.
- 6. A hostel campus should be a place where students can have the best possible conditions for studying and adequate rest. As such due consideration must be accorded to other students at all times. Music must be kept low to allow other's the opportunity to study or sleep in comfort. Television provided in the TV room

- will be switched on at 6:00 pm and switched off after 10:00 pm. These rules are intended to ensure an encouraging environment for all students.
- 7. Every case of illness and accident must be reported immediately to the warden and the resident medical officer. Students suffering from any contagious diseases will not be allowed to stay in the hostel. Decision of the resident medical officer in this regard will be final and binding.
- 8. Students will not enter rooms of other fellow students without the permission of the inmates.
- 9. Sports of any kind will not be allowed in the hostel room.
- 10. No combustible, fire arms or lethal weapons are allowed to be carried by or kept in the hostel by any student.
- 11. Complaints regarding differences among students and hostel servants will be dealt with by the Hostel Authorities. No police complaint will be lodged by the students without prior permission from the Director.
- 12. No vehicle including bicycle is to be kept in the campus.
- 13. In case of suspicion of any contraband or any illicit material in the room, the room can be searched immediately by the Head/Dy Head Campus Security/Rector/Warden or any other person authorized by the campus Director.
- 14. In case of any unacceptable behavior by the room-mate, the other room-mate must report it to the college/hostel authorities. Any student, who is found to be indulging in undesirable activities such as physical assault, damage to property, etc., will be liable to the following punishments:
 - a) He / she will be expelled from the hostel.
 - b) A record of his / her misconduct will be made in the personal file.
 - c) The cost of damage will be fully recovered from him / her together with penalty.
 - d) He / she will also be fined commensurate with the offence committed.
- 15. Any student found in argument/quarrel, arrogance or any sort of misbehavior with any of the staff members will be liable for severe disciplinary action.
- 16. Dating/involvement with opposite (or other kind) sex is strictly prohibited.

V. ATTENDANCE AND LEAVE

- 1. Students are allowed to go to Shirpur four times a month on the allotted days by the campus bus. They shall return after one hour. If he/ she wish to stay out after the said timing owing to special reasons, he/she must obtain prior permission from the Rector. Late entry without prior permission will invite cancellation of the out pass for a month or trimester /penalty / rustication. (all in-discipline cases are banned to go out on Shirpur pass till hostel authorities declare him/her eligible for out pass). Behaviour during movement outside campus, at Shirpur locality/areas must be proper and reputation of institution not to be compromised. Any issues/links with outside campus person will be his/her individual responsibility.
- 2. Hostel In time for Boys is by 10:00 pm and girls is by 9:00 pm every day and both are not allowed to leave the hostel before 6:00 am.
- 3. The students are required to make proper entry in the register placed with the security supervisor at the hostel main gate. They must write the place where they wish to go and the time of going out and in time on return to the Hostel.
- 4. Students who wish to leave the hostel for out-station visits and local visits must obtain prior written permission of the Dean, Rector and Warden concerned <u>at least two days in advance</u>. Absence from hostel without permission will be viewed seriously.
- 5. Eatables from outside Campus are strictly prohibited.

VI. UPKEEP OF THE HOSTEL

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

VII. <u>VISITORS / GUESTS</u>

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

VIII. MESS TIMINGS AND RULES

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

Breakfast: 7:00 am to 09:30am Snacks: 04:00 pm to 07:00 pm Lunch: 12:00 noon to 02:00 pm Dinner: 08:00 pm to 10:00 pm

- 7. Meals will not be served in the rooms except in cases of illness and that too only with the permission of the warden. The students as well as the mess servants will be penalized for violating the rule.
- 8. No students shall enter the kitchen or give instructions to the cooks or other servants. Students will not inter-act with the mess staff. They will give their Complaints regarding food, service etc if any, to the Mess Committee/Warden who will resolve them after discussion with Mess Contractor and Rector.
- 9. Food must not be wasted, paying mess bill does not entitle a diner to waste food.
- 10. Students must be decently dressed in the dining area.
- 11. Students are expected to behave properly & interact with the hostel & mess staff in a courteous manner. Disciplinary action will be taken in cases of misbehavior with the staff by any student.
- 12. Students on no account whatsoever will be permitted to take food outside the mess, nor can they take mess utensils such as plate, spoon, tumblers etc to their rooms. Students indulging in such practice will be fined and punished.
- 13. Students are not permitted to cook any food on their own accord in the mess or in their rooms.
- 14. Assist in maintaining a high standard of hygiene & cleanliness in the mess or in their rooms.
- 15. No notice shall be pasted on walls & notice put up on the notice boards should not be removed by the diners.
- 16. After eating food, diners shall leave the cup, plate, waste food etc in the designated area.
- 17. If any diner is medically ill and requires a special diet (e.g. Oil less food) he/she can request the warden to arrange for the same at the mess.
- 18. Students as a special case can entertain their guests (ladies) in the mess on prior intimation to the warden on buying of guest tokens.
- 19. No outside food/drinks/snacks are allowed in the campus.

IX. DAMAGES AND RECOVERY

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

X. SAFETY OF VALUABLES AND BELONGINGS

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

XI. CHANGE OF ROOMS

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

XII. TENANCY

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

XIII. <u>SECURITY</u>

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

XIV. <u>HEALTH CARE</u>

- 1. For the convenience of the Hostel Residents the Resident Medical officer shall administer First Aid and primary routine treatment to its residents. However, in case of any medical emergency that may require hospitalization, the student will be moved to the nearest hospital and the local guardian/parent shall be informed accordingly. In such a situation, all medical and other expenses of the treatment/well-being of the student shall be payable by the respective parent/student.
- 2. Students to be taken back to home for treatment of major diseases by guardian/parent. Hostel management will not be responsible in any case of medical treatment related issues.
- 3. Physician, General Surgeon, Gynecologist, Dermatologist, Psychiatrist and E.N.T. Surgeon visit the campus on specific days of the week.

XV. OTHER FACILITIES

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

XVI. ANTI RAGGING POLICY

 As per, "The Maharashtra Prohibition Of Ragging Act, 1999 (Mah. XXXIII of 1999) published in Maharashtra Govt. Gazette on 15th May 1999." RAGGING is defined as –

"Any act causing, inducing, compelling or forcing a student, whether by way of a practical joke or otherwise, to do any act which detracts from human dignity or violates his/her personal or exposes him to ridicule or forebears from doing any lawful act, by intimidating, wrongfully restraining, wrongfully confining or injuring him or by using criminal force to him/her or by holding out to him/her any threat of such intimidation, wrongful restraint, wrongful confinement, injury or the use of criminal force."

"RAGGING" means display of disorderly conduct, doing of any act which causes or is likely to cause physical, psychological harm or raise apprehension, fear, shame or embarrassment to a student in any educational institution and includes

- a. Teasing, abusing, threatening or playing practical jokes on, or causing hurt to, such student; or
- b. Asking a student to do any act or perform something which such student will not, in the ordinary course, willingly, do."

Ragging in any form is totally prohibited in the college premises, hostel, dining room, cafeteria, common rooms and outside campus, severe action will be taken against students who attempt to inflict ragging or abet ragging, actively or passively, or be a part of a conspiracy to promote ragging.

- 2. The powers relating to the disciplinary action will vest with the Director and his decision in this respect shall be final.
- 3. Students found guilty of ragging earlier will not be admitted to this college.
- 4. It is mandatory for student to submit 'ON LINE' Anti Ragging affidavit. For these the student has to visit the Government website www.amanmovement.org / www.antiragging.in; follow the procedure as instructed in the website and present the affidavit with the hostel admission form.

XVII. REVISION OF RULES AND REGULATIONS

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

XVIII. COMPLAINTS AND SUGGESTIONS

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

ANNEXURE I AFFIDAVIT BY THE STUDENT

1	fı	ull name of st	udent with a	dmission/reg	istration	ı/enrolment
number)						
S/o d/o Mr. /Mrs./M (name	s of		the	having		dmitted to institution)
the Regulation b) I will not pa may be constit 5) I hereby affirm that, the Regulations withou penal law or any law fo 6) I hereby declare tha country on account of	ereinafter called the of the said Regulations. perused clause 3 of the ular, perused clause 7 ive action that is liablely or passively, or beinger and undertake that dulge in any behavior of the time being under the time being in for the time being in for the time being in for being found guilty of, being found guilty of, being found guilty of,	"Regulations and clause 9 le to be take ng part of a ci. or act that ma propagate the clause 3 of the ging, I am liance ce. belled or debt abetting or be	") carefully and am awa for the regular against me conspiracy to be constituted and acceptance of the for punishing the formation arred from accepting part of the same arred from accepting the same accepting the	read and fure as to what lations and a in case I and promote ragginated as ragginated	constitum fully an found ging. In gunder ion or or ding to classinst many instituto promotion or	erstood the tes ragging oware of the guilty of or mission that lause 9.1 of e under any ution in the ote, ragging
and further affirm that liable to be cancelled. Declared thisday				l am aware t	nat my a	idmission is
Name:	, ormion		ycai.	Signature	of	deponent
Verified that the conte affidavit is false and no	nts of this affidavit are		est of my kn	-	no part (of the
vermed de (prace)	on any are	(uuy)		e of deponen	t	
Solemnly affirmed and reading the contents o		e on this the	(day) of	(month)	(year)	after

ANNEXURE II AFFIDAVIT BY PARENT / GUARDIAN

INDEMNITY BOND

To,

The	e Director											
SVI	KM's NMIMS											
Shi	rpur Campus.											
1.	In consideration(Name of student)											
	of whom I am the legal / natural guardian and on my request to permit the said individual to go on											
	out pass to Shirpur / stay out / to go on industrial tour/to undertake all forms of exercises in the											
	gymnasium including swimming, I undertake and agree that neither I nor my executors or											
	administrators or other legal representatives will make any claim against the Managing Committee											
	or any Official/Employee/Representative of the university/School/College in respect of any loss or											
	injury to property or person including injury resulting in death which the said											
	(Name of student)											
	may suffer while the above quoted activities is being undertaken or in consequence of the said											
	individual being involved in the above quoted activities.											
	I undertake and agree that no compensation will be paid by the managing committee or any Official											
	/ Employees / Representative of the University/ School/ College in respect of any loss of injury to											
	property / life including injury resulting in death and I further agree so as to bind myself, my heirs,											
	my executors and administrators to indemnity you / any Official / Employee or Representative of the											
	University / School / College against any claim which may be made by any person / third person											
	against you or them or any of them arising out of act or default on the part of the said individual											
	during or in connection with the above quoted activities.											
2.	It is further declared that the stamp duty payable on this undertaking shall be borne by me.											
	Dated this day of20											
Pla	ce: Signature:											
Dat	te: Name:											
	Address:											
WI	TNESS:											
Sig	nature:											
Nar	me:											
Add	dress:											
Sig	nature:											
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