



(Declared as Deemed-to-be University under section 3 of the UGC Act, 1956)

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HOSTEL APPLICATION FORM

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

(Before submission, Pl. Confirm the availability of seats from NMIMS)

(Application Form for second year onwards students).

First year students need to apply hostel accommodation only through online hostel portal.

Hostel Allotted:

Flat / Room No.:

Bed No. :

NAVI MUMBAI CAMPUS

The Registrar
SVKM's NMIMS

Sir,

I wish to apply for accommodation in any Hostel/Residential Flats (converted into hostel) (preference ticked as above) managed by SVKM's NMIMS for the academic year _____

I hereby agree that I have read and will abide by the Rules and Regulations of the hostel in force from time to time. I furnish the following particulars:

(Strike out whichever is not applicable)

PERSONAL DATA:

1) Full Name (with Surname) _____

2) Residential Address _____

_____(Email)_____

Tel. No. (M) _____ (R) _____

3) Date of Birth _____

4) Nationality _____

I declare that the information given above is true to the best of my knowledge. I agree that if any information furnished above found incorrect my admission is liable to be cancelled.

Date:

Signature of the Applicant

FAMILY BACKGROUND:

- 1) Full name of the Parent/Guardian _____
- 2) Relationship _____
- 3) Occupation _____ Designation _____
- 4) Office Address _____
- Email: _____ Tel. No. (with STD Code) _____

NEAREST LOCAL GUARDIAN

- 5) Name and address of contact person who should be contacted (in case of emergency)

1) Name _____

Address _____

_____ Tel. No. (Mob / Res) _____

2) Name _____

Address _____

_____ Tel. No. (Mob / Res) _____

I request you to admit my ward Mr. / Ms _____
to the SVKM's NMIMS Hostel / Residential Flat. I give an undertaking that he / she has read and will observe all Rules
& Regulation of the Hostel.

Yours faithfully

Date :

Signature of the Parent / Local Guardian

RULES AND DISCIPLINE FOR ADMISSION IN HOSTEL:

- 1) Admission is open to full time students of SVKM'S NMIMS. Preference will be given to out-station students.
- 2) The application form completed in all respects should be submitted to the Office of the Registrar / Deputy Registrar on any working day during office hours.
- 3) Admission to the Hostel will be canceled if incomplete or false information is furnished.
- 4) 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.
- 5) Admission will be valid for one academic year only (10 months from the date of commencement of course).
- 6) Students will be required to vacate the room within 3 days on completion of the scheduled examination each year, subject to adjustment of examination dates fixed by the appropriate Authority of NMIMS.
- 7) Students are allowed to stay in the Hostel during the winter / summer vacations by paying proportionate extra fees
- 8) Fresh application will have to be filled up for next year accommodation.
- 9) Students are required to give their consent about continuing the Hostel facilities in the next year, when asked by the authorities.
- 10) Hostel fee for the next academic year is required to be paid in the month of February to April.
- 11) NMIMS reserves its right to cancel admission of undeserving students without giving any reason.
- 12) NMIMS reserves its right to increase the hostel fee, if necessary.
- 13) NMIMS will not be responsible for any mishap.
- 14) Hostel accommodation in flats is tentative, which depends on availability of the flat.
- 15) Student 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.
- 16) During their stay in the Hostel they will be under the control of the Officials of NMIMS / Rector.
- 17) Smoking, consumption of alcoholic drinks, drugs and spitting is strictly prohibited in the hostel premises. Strict action will be taken against defaulter (as per rule).
- 18) No guest or visitor of the inmate will be permitted to visit rooms. Visitors and guests should be received in the Visitors room or Reception area only between 9.00 a.m. to 9.00 p.m.
- 19) Every student 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 Registrar / Rector. The application for leave of absence from the hostel shall be made in writing thru dean to the Registrar and her permission shall be obtained. Late entry without prior permission will invite penalty / rustication. Please Note that, 'Night out' is allowed only to visit local guardian or relatives staying in Mumbai. A maximum of 4 'Night outs' will be allowed in a month. The students who are taking night outs are not allowed to enter the hostel after 11 pm on the respective day till next day morning 5 am of taking the night out. Students have to submit a copy of the night out application (duly signed by the hostel authorities) to the security guard and also need to enter the time of leaving the hostel on the night out register.
- 20) No students shall use the service of a hostel servant for personal work even on payment. He/she shall also not bring any servant from outside even temporarily.
- 21) Students will 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.
- 22) Every case of illness and accident must be reported immediately to the Registrar / Deputy Registrar.
- 23) No functions or celebrations shall be organized except with the permission of the Registrar.
- 24) Resident students are not permitted to convene any meeting of any sort under any circumstances anywhere in the Hostel premises without the prior permission of the Registrar or the Management.
- 25) No poster etc. should be put up anywhere, either in rooms or lobbies.
- 26) Students are not allowed to play any kind of sports in the room.
- 27) Throwing of water, colour etc. on one another and on the walls / property of the hostel is strictly prohibited.
- 28) Students suffering from any contagious disease will not be allowed to stay in the hostel. Decision of the Registrar in this regard will be final and binding.
- 29) Allotment of the room, furniture etc. will be entirely at the discretion of the Registrar / Deputy Registrar and no complaint in this regard will be entertained.
- 30) Every student shall keep the room allotted to him clean and neat. He / She 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 students.
- 31) All matters relating to differences among students and complaints about the hostel servants shall be brought to the notice of the 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 Registrar.

- 32) Students are expected to switch off the lights and fans in their rooms every time they go out and take precautions to economies electricity consumption.
- 33) Charges for any damages to the property as well as to the furniture and fixtures caused by a student/students negligence will be recovered from the student/students staying in the said flat / room.
- 34) Student should not drive nails, screws etc. into the wall or doors. No repair shall be done by the students themselves. They should approach the Registrar who will arrange for repairs.
- 35) Hostel is meant only for the use of bonafide students of that particular hostel. Visitors are not allowed to enter any room.
- 36) The Hostel Authorities did not hold themselves responsible for the safe custody of the property of the students staying in the hostel. Students should provide their own locks and should take proper care of their belongings. They should not leave the key of the room anywhere around. NMIMS will not be responsible for the loss of personal belongings of the students.
- 37) All the facilities including additional facilities like T.V., Newspaper, Internet etc., misused, shall be discontinued without given any notice and disciplinary action will be taken against the students involved.
- 38) Before leaving the hostel, a student must pay all dues and hand over the charges of rooms and other material in satisfactory condition to the Registrar.
- 39) If any student is found misbehaving and misconducting himself, he/she will be expelled from the hostel immediately and the fees paid by him / her will be forfeited.
- 40) Permission must be sought and obtained, if night outs (only for local guardian and parent's house) are desired from hostel in charge, 1 day in advance.
- 41) No music system is allowed in hostel / flats.
- 42) Any complaint (indecent behavior/noisy) from the neighbors/society will result in severe action.
- 43) Hostel is required to be vacated with luggage in every summer vacation.
- 44) Students are provided with some add on facilities (tentative) like Fridge / TV / Washing Machine / Internet connection / Micro Oven / Water Filter / Single Bed / Cupboard / Chair / Study Table etc. Cleaning staff / Security services are provided at every location. Since down time in the operation of internet is a general phenomenon, hence students are expected to bear the same.
- 45) Ragging is strictly prohibited inside the hostel premises.
- 46) The students have to apply leave in prescribed form one day in advance, stating the reason for leaving and the address of destination and have to take approval from hostel authorities and a copy of the leave application form need to be submitted to security guard of respective hostels, if anyone leaves the hostel.
- 47) Students are prohibited from consuming alcoholic drinks, cigarettes, tobacco products or any other.
- 48) The hostel authorities or their representatives may enter any room for verification at any time of the day or night in the presence of the student.
- 49) Playing Holi and celebrating Diwali inside the hostel premises is strictly prohibited. Disciplinary action will be taken against any student found guilty of violating this rule.
- 50) In case the students go for tours/picnics organized by Private groups or unofficially on their own, NMIMS will not bear responsibility for any mishap and the students will have to go at their risk.
- 51) In and out time entry should be made in register properly.
- 52) The allotment of rooms is random basis. Therefore, there is no provision for choosing a hostel roommate.
- 53) There is no provision for prior reservation of hostel rooms for students or their parents.
- 54) The student may occupy the room immediately after allotment.
- 55) **Refund of Hostel fee is allowed only in the case of cancellation of admission from NMIMS. If the cancellation is made before start of class, Rs. 3000/- as processing charges will be deducted. After start of class there will be no refund.**

DECLARATION TO BE SIGNED BY THE STUDENT

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.

Date: _____

Signature of Student

Signature of Parent

FEES:

- The student who accept the admission rules & regulations shall pay the fee and deposit as given below for the academic year 2019-2020 by way of demand draft (only) in favour of SVKM's NMIMS Payable at Mumbai or through RTGS/ NEFT. Taxes as applicable may be charged.

NAVI MUMBAI

	Hostel Fees (for 10 months)	Refundable Security Deposit	Total Hostel Fees
NMIMS Navi Mumbai Campus (Non AC)	Rs. 2,50,000	Rs. 10,000	Rs. 2,60,000

- 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
- 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.

RTGS / NEFT DETAILS

Name of A/c Holder :		SVKM - NMIMS
NEFT IFSC code:		KKBK0000661
BANK NAME & ADDRESS:		KOTAK BANK
		JVPD, VILE PARLE (WEST), MUMBAI 400049
Beneficiary Account No.:		NM2YR(11 DIGIT STUDENT NO.)
e.g. <u>If</u> your Student No. is 00000123456, the Beneficiary account No. to be mentioned while doing RTGS will be as "NM2YR00000123456".		
* Please note that do not leave any space in between. * In the space for Remarks/Narration/Special instructions, please write your name, course name & campus		
Type of Account:		Current 11
MICR Code:		400485022
NOTE : AFTER RTGS PAYMENT KINDLY SUBMIT BANK ACKNOWLEDGEMENT COPY EMAIL TO citifeecounter@nmims.edu		

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

- 1) Proof of residence. (Parent and Nearest Local Guardian).
- 2) Medical Certificate from a Registered Medical Practitioner.
- 3) Medical Insurance of Rs. 1 lacs for a year.
- 4) Three extra photograph in small envelope.
(Each photo should have your name / course name and final merit No.)

Materials to be provided by SVKM's NMIMS to each student

Sholapuri Chaddar or Handloom Chaddar, Pillow, Pillow Cover, Bed Sheet, Bucket / Mug (per toilet / bathroom).

UNDERTAKING

To,
The Registrar
SVKM's NMIMS

I, _____, student of
SVKM's NMIMS of its School / College / Institute named as _____ will be studying in
Course _____ Trimester _____ Div. Roll No. _____

It will be my final year (Yes / No)

I, hereby give an undertaking that:

- 1) I shall observe all the rules and regulations of the Hostel inforce, from time to time.
- 2) I shall not leave the hostel without prior permission in writing from the Registrar / Rector.
- 3) I shall not enter / leave the hostel late (i.e. beyond the permitted time, in general 11:00pm) without the written permission of the Registrar / NMIMS Authorities.
- 4) 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.
- 5) 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.
- 6) I shall maintain the dignity and sanctity of the hostel by not creating any noise / nuisance, especially after 11PM

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.

Date : _____

Signature of the Student

Signature of Parent

UNDERTAKING

To,
The Registrar
SVKM's NMIMS

I _____ student of
SVKM's NMIMS of its School / College / Institute named as _____ will be
studying in Course _____ Trimester _____
Div.Roll No. _____ and allotted Hostel named _____

I, hereby give an undertaking that, I have read the hostel fee refund rules and I understand that, the hostel fees will be refunded only after the cancellation of **admission** from **NMIMS**. If the hostel cancellation is made before commencement of course, Rs.3000/ as processing charges will be deducted and balance amount will be refunded. If the hostel cancellation is made after commencement of course, there will be no refund of hostel fees. In this case, only the security deposit will be refunded.

Date: _____

Signature of the Student

Signature of Parent

Mr. / Ms. _____ is admitted to the hostel
for the Academic Year _____ to _____.

REGISTRAR / DEPUTY REGISTRAR

1) Payment of Rs. _____ received Vide DD No. _____ Dated _____

2) Payment of Rs _____ received Vide DD No. _____ Dated _____

1) Payment of Rs _____ as Deposit Vide DD No. _____ Dated _____

2) Payment of Rs _____ as Deposit Vide DD No. _____ Dated _____

Date:

Accounts Section
(with seal)

Breakup of Fees

(To be filled by student)

Hostel Fees :

Security Deposit: 10,000/-

Total in Rupees
