



VISHWESHWAR EDUCATION SOCIETY'S

INDIRA INSTITUTE OF MANAGEMENT

Approved by AICTE New Delhi, Government of Maharashtra & Affiliated to University of Mumbai.

Plot No 2, Sector 9, Sanpade, Navi Mumbai 400 705. Tel No: 91-22-27753226

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HOSTEL HANDBOOK

1. These Hostel rules and regulations are applicable to the Hostel Accommodation provided to the students of all the institutions run and managed by Vishweshwar Education Society.
2. The Hostel fees for a month shall be decided by the management from time to time, which should be paid in advance for a year and is non-refundable. Non-payment of the fees the management shall remove the student or impose fine.
3. There will be a caution deposit of Rs. 5000/- at the time of admission which will be refundable on vacating the room from the Hostel.
4. All payments regarding hostel, are to be made by Cheque or in cash at the cash counter of Accounts Department of Vishweshwar Education Society and the valid receipt thereof must be taken.
5. Rights to revise room rent, hostel caution money and other applicable charges are reserved with the hostel administration at its sole discretion.
6. Parents are advised to discourage their wards to keep valuables in hostel rooms; such as ornaments, cell phones, expensive watches, large amount of cash etc. The administration is not responsible for any loss and no complaints in this regard shall be entertained.
7. Bringing food / eatables from outside in the hostel room or cooking any food items in rooms is strictly prohibited.
8. Hostel rooms are not wired for high wattage electric appliances, therefore hostelites must not connect high wattage appliances like heaters, electric stove etc. Any damage caused to electric fixtures by such use will attract fine and cost of replacement.
9. Any damage caused by the hostelites to the hostel property, including furniture, fixtures etc. of rooms and common spaces in the building and premises will be dealt with seriously. Cost of such damage will be recovered from hostelites individually and/or collectively with penalty.

10. Keeping personal TV in rooms is prohibited. Personal Radios / Music systems must be played at low volume in such a way that roommates and neighbouring hostelites are not disturbed. In case of violation of this regulation the equipment will be confiscated.
11. Telephone extensions provided in the hostel are for receiving call only; any trick/ attempt to dial outside will be viewed seriously.
12. Hostelites are expected to switch off all lights and fans before leaving room. Like-wise water taps should also be closed properly after use. There shall be no wastage of water.
13. Entry of visitors in the hostel building is strictly prohibited. Any student found aiding and abating outsider to stay in the hostel will be penalized. However, parent /guardian may enter the hostel in day time only with the permission of Warden / Rector. Overnight stay of any visitor is prohibited.
14. Entry of any female (including students, hostelites, and staff members) in the boys hostel is strictly prohibited. Any infringement of this regulation must be reported immediately to the Rector. However, workers responsible for maintenance of services may enter hostel in the presence of the rector of the hostel.
15. Any untoward incident /emergency situation /accident etc. should be immediately reported to the Warden / Rector or any authority of the institute or security staff.
16. Dedicated workers are deployed to clean toilets, rooms and common spaces daily. Hostelites are expected to co-operate with the management in keeping hostel and surrounding landscape garden clean and beautiful.
17. Hostelites are expected to dress in a decent manner, in and outside their rooms and observe dress code when and whenever specified.
18. Hostelites must present themselves for attendance once a day at specified time. Surprise attendance may also be taken. Absentees will be fined suitably. Habitual absentees will be heavily penalized and their guardians will also be alerted.
19. Gate of the hostel will not be opened between 10.30 pm and 6.00 am except in case of emergencies with the consent of the Warden / Rector.

20. Returning in the hostel after 10.30 pm is not permitted except for academic/ placement reasons. In such cases request must be endorsed by concerned authority.
21. Night out permission will be given for legitimate reason only. Legitimacy will be decided by the administration. In case of girls, guardian/parents must specify whether his /her ward may visit overnight.
22. Leave from hostel for more than one day will be given for home visit only, when classes are not being held. However, this condition can be relaxed on request from parents. Hostelites must obtain prior permission for leaving hostel on prescribed form. For academics or placement reasons application must be endorsed by the concerned Director.
23. Any request for leave of absence conveyed orally or by telephone will not be entertained.
24. Any type of intoxication in the hostel and its premises, college or entry under the influence of intoxication will severely be dealt with and parents of the student will be asked to withdraw their ward from hostel. Further necessary penal action under the relevant laws also may be initiated for the indecent behaviour.
25. Hostelites have to vacate hostel during summer vacation within 48 hours of last examination / class. No stay will be allowed at time of vacation.
26. After each academic session hostelites have to submit fresh application for admission in the hostel.
27. Any hosteller not residing in the hostel for a period of 15 days without prior permission of the rector the accommodation occupied by him/her will be treated as vacant. Such accommodation will be allotted to other student and the previous occupant would not have any claim on it.
28. Any hosteller found to have made a false statement to secure accommodation in the hostel will be expelled from the hostel and all his /her deposits will be forfeited.
29. The Vishweshwar Education Society may change, amend, or suspend these rules/ regulations without assigning any reason and prior notice.
30. Hostel allotment is done for one academic year. Cancellation during the academic year is not entertained. No refund will be granted for the balance period.

31. In case Management needs the hostel facility to be avail for a temporary period, the students are requested to vacate for the period.
32. All students seeking admission to the hostel must submit a Medical Certificate as per the prescribed format from Approved Medical Practitioner.
33. Hostelites are asked to note that, "Ragging" is an offence under Section 4 of Maharashtra Prohibition of Ragging Act, 1999 and any student found involving himself or abetting or propagating activities of ragging such as teasing, abusing, threatening or playing practical jokes on, or causing hurt, which is likely to cause physical or mental / psychological harm or raise apprehension or fear or shame or embarrassment to a student within or outside any educational institution, shall be dismissed with immediate effect. Please note that, such dismissed student shall further not be admitted in any other educational institution for a period of five years from the date of order of such dismissal. In addition to the same, the college shall also forward the complaints about further action. It may further be noted that, the Management will not be responsible for any claim, damage or compensation against the order of suspension of the student who is accused of the offence of ragging in any manner.
34. Every student should bring two guarantors and they will be responsible for the overall behaviour of the student during their stay in the hostel.
35. Breach of any of these Rules and Regulations gives the right to the Management to take stern disciplinary action/s against the Student including cancellation of his admission from Hostel as well as Academic Courses.

ANNEXURE "B"

VISHWESHWAR EDUCATION SOCIETY

PROCEDURE FOR NIGHTOUT TO HOSTEL STUDENTS

(Instructions for students)

Students whose parents have given permission to allow on night out will only be given the permission. Only two night outs will be given in a month.

The student should fill a night out application form available with respective warden with a reason to go on out pass well in advance, preferably 2 days excluding emergency. The warden will scrutinize the form for

- a) Permission from parents exists
- b) The student has not exceeded the night out allowed.

The warden will sign to certify that the night out application is valid. The student will obtain the signature of the sanctioning authority nominated by the student's institute and handover the form to the security before departure.

Student going on night out are to leave the campus before 7 PM. While leaving for night-out security may check the baggage, vehicle, helmet if any, of the hostilities.

The students while on night -out would not act in any manner which is likely to endanger their own safety or to cause bodily injury to others and would not do any act likely to lower the reputation of the Institute where they are studying and they would not commit any act nor would they agree to participate in any activity which would degrade their status / worth as human beings.

Disciplinary action including fine, cancellation of night out facility for specified period will be taken against the students in case of :

1. Any student found altering the date / name on the night out form after the same is approved.
2. Student coming later than the date of return written in the night out form.
3. Student going to hometown / local guardian without getting proper sanction.

Students should note that all the rules are for the security and safety of the students.

ANNEXURE "C"

UNDERTAKING BY STUDENTS

I have read the hostel rules and regulations and agree to abide by them in letter and spirit.

I also confirm that I will follow all instructions given by the hostel management or administration department of Vishweshwar Education Society.

In case of any violation of hostel rules and regulations, I will be responsible for the penalties as prescribed. The Management shall not be responsible for my any action which is in breach of rules and regulations.

I shall keep the Management indemnified from any loss or damage that may be caused by breach of any rules and regulations, if any, from me.

IN WITNESS WHEREOF, I have signed on this _____ day of
_____, 2024 at Navi Mumbai.

Name & Signature of the student

Room No.

Hostel : Vishweshwar Education Society
Plot 2, Sector 9, Sanpada Navi Mumbai.

ANNEXURE "D"

AFFIDAVIT BY THE PARENT/ GUARDIAN

I, Mr./Mrs./Ms. _____

(full name of the parent/ guardian) father/ mother/ guardian of

Mr....., (full name of student with admission/ registration/ enrolment number) having been admitted to

..... (name of the institute) carefully read and fully understood the provisions contained in the said Regulations.

In case of any violation of hostel rules and regulations, I will be responsible for the penalties and legal proceeding if any, due to the indiscipline from my ward as prescribed. The Management shall not be responsible for my any action which is in breach of rules and regulations. I shall refund the Management for any loss or damage on property and its equipment due to breach of my ward action.

Declared this Day of Month of Year.

_____ Signature of Guardian/Parent

Name of Guardian /Parent: _____

Address: _____

Mobile No: _____ email: _____

Home No. _____ Office No. _____