



UNIVERSITY OF MUMBAI

FORM OF APPLICATION
For admission / continuation

THE UNIVERSITY HOSTEL

FOR OFFICE USE ONLY

Warden's Recommendation: _____
Admission committee remark: _____
Signature of Chairman: _____
Name of Hostel: _____
Date of Admission: _____
Fee Receipt no. and date: _____



To,
The Registrar, University of Mumbai,
Fort, Mumbai-400 032.

- The Warden, International Student's Hostel, Churchgate.
- The Warden, Jugonnath Sunkerseth Hall (Hostel), Churchgate
- The Warden, K.B.P. Boys Hostel, Vidyanagari, Santacruz
- The Warden, Savitribai Phule Girls Hostel, Vidyanagari, Santacruz
- The Warden, Maharshi Dhondo Keshav Karve Hall, Vidyanagari, Santacruz
- The Warden, Pandit Ramabai Girls Hostel, Vidyanagari, Santacruz

(Filled in application form to be submitted to the Assistant Registrar, G.A.D.)

Sir,

I hereby apply for admission / continuation of admission to the university hostel for the academic year 20__ - 20__ . I have read and understood the rules and regulations of the hostel and hereby undertake to abide by them. I shall pay prescribed fees in advance as soon as I receive intimation regarding the admission/continuation of admission on the understanding that the seat will be cancelled if I do not avail myself of the accommodation offered within 3 days.

Yours faithfully,

Signature of the student

Full Name of the Candidate (Surname First): _____

Date of Birth: _____

Name of the Department and the course of study: _____

Name of the hostel for admission: _____

Full Name, Address & Telephone No. of Father or Guardian: _____

Name & Place of Institution last attended: _____

Name of Hostel/place stayed during last studies: _____

Academic Qualification: _____ Class: _____ Percentage of Marks _____ Year of Passing: _____

Duration of previous stay in this Hostel, if any: *from* _____ *to* _____ (*i.e.* _____ *years*)

Nature of complaints during previous stay: _____

Date of Registration (For P.G. Research /M. Phil/Ph.D.Students only): _____

Whether belongs to S.C./S.T./Other Backward Class (Specify): _____
(to be supported by relevant certificate)

The above statement is correct and true to the best of my knowledge.

Date: _____

Candidate's Signature

UNDERTAKING

I, Shri/Kum. _____ undertake that:-

1. **I shall not accept any employment** (Part/Full-time/vacation) during my stay in the Hostel.
2. **I shall leave the Hostel within 10 days after completion of examination.** Further, in case, I am required to stay in the vacation period I shall apply to the Warden, one month in advance alongwith a certificate from the Head of Department justifying my stay and also pay in advance, all the prescribed charges.
3. During my stay in the Hostel, I will not disturb my neighbours or others by talking loudly or creating nuisance.
4. I shall not indulge in wasteful or improper use of water, electricity etc. I shall also be responsible for the safety of electrical installations, furnitures, fixtures etc. in the room. **I shall not use electrical appliances for any purpose including cooking in the room.**
5. In case I am required to remain away from the Hostel after 12 mid-night on any day, I shall obtain prior permission from the Warden in writing.
6. I shall take permission to take a visitor to my room by writing in the visitor's register maintained by the Warden.
7. I shall not keep any guest in my room for overnight stay without prior permission in writing from the Warden.
8. **I shall not consume any alcoholic drinks/drugs in the hostel premises.**
9. I shall take the permission to leave the Hostel temporarily or permanently or at the end of the term from the Warden and a clearance certificate for all dues from the Hostel Office.
10. I have also read carefully all the rules pertaining to my stay in Hostel, especially with regard to **eligibility, duration of stay, procedure for admission & re-admission etc.**
11. **I shall not speak directly to media/police department.**

I am aware that in case I violate any of the rules laid down I will be fined and will be also liable to be expelled from the Hostel.

Signature of the Student

Name : _____ Dept.: _____ Class: _____

Certified that the applicant Shri/Kum. _____ is a bonafide student of this College/Department and is admitted to the course _____ for the academic year 200____, vide his tuition fee receipt No.: _____ Dated: _____

The student undertakes that if admitted in the hostel, S/he will abide by all the rules and regulations, and also undertake to send the regular returns of his/her attendance at lectures/seminars conducted by the Department, as required by the rules and regulations made in that behalf by the University and the college.

PVC

Registrar

Warden

HoD

Common Rules and Regulations of all the Hostels of University of Mumbai

EILIGIBILITY FOR HOSTEL ADMISSION

1. Only students admitted to a full-time programme of study are eligible to apply for hostel accommodation.
2. Students who accept employment will lose their entitlement to hostel accommodation.
3. Students residing in Mumbai and suburbs upto Virar & Kalyan shall not be considered for hostel admission.
4. If a student seeking admission to a higher course of the same level for which he/she was enrolled earlier (like graduation to graduation: masters to masters etc.) by changing subject/faculty shall not be considered for hostel admission.
5. Submission of an undertaking that he/she is not resident of Mumbai and suburbs up to Virar and Kalyan and do not have his/her or family accommodation / quarters in areas mentioned as above and failing to give correct, information as above shall be liable for termination of hostel admission and also an undertaking that he/shall abide by all rules and regulation of the hostel.

DISCIPLINARY RULES

1. All the residents of the hostel should see that there is no waste of water, electricity and other facilities or common utilities provided to them. They shall be always economical in their use.
2. Students will not disturb their neighbors or others by playing loud music or by creating noise.
3. Fans and lights should be put-off before leaving the room. Failures will be fined Rs.50/-.
4. The use of electrical heating appliances and cooking in the rooms is strictly prohibited due to safety requirements of the hostel.
5. The cost of damage, (if any) caused due to the electrical installations, furniture etc. in the room or to any of the parts of the hostel premises will be recovered from the student concerned.
6. Storage and consumption of alcoholic drinks/drugs/narcotics in the hostel premises is strictly prohibited. Anyone found indulging in these will be expelled instantly from the hostel and could be handed over to police.
7. Smoking inside the hostel premises is strictly prohibited. If found doing so, disciplinary action will be taken.
8. No student can remain absent from the hostel between 10.00 P.M. to 6.00 A.M. without prior permission/intimation to the Warden. The hostel gate will be closed at 12.00 mid night Oevery day. Time limit for the late pass for the girls' hostelites is 11.30 P.M. and the gate should be closed by sharp 12.00 mid night.
9. Maximum two late pass & 5 nights out pass for the girls Students. Every student should inform the proper address and telephone no of the place where she / he wants to stay night out prior to permission.
10. Students who are expected to remain absent from the hostel for 10 days or more should fill in the gate pass and ensure that, it is signed by the concerned authority before their departure.
11. If the student looses the duplicate key of the room, then he/she has to replace the room lock.
12. If any student found to be misbehaving in the hostel the same shall be communicated to the Head of the Department by the Hostel Regulatory Disciplinary Committee (HRDC).
13. No student can speak directly to the media/police nor shall they allow them to visit the premises of the hostel.
14. Complaint to the VC/PVC/Registrar & Police Department must be submitted through the Warden.
15. There shall be Five-member body of students nominated by HRDC, for liaison between students and administration.
16. Every student, staying in a University Hostel must bring a certificate of satisfactory attendance and a recommendation for continuation from Head/Director of the department/Principal of Institution where he/she is enrolled, at the beginning of each term. If a student fails to bring such a certificate and recommendation within the stipulated time period, his/her admission to the hostel would be cancelled immediately without giving any notice.
17. The maximum period of stay allowed in the hostel is as follows.

Course	Maximum stay Allowed	Extendable by permission of PVC
Master's Degree	2 academic years	
M. Phil Degree	1 ½ academic years	1 term
Ph. D	3 academic years	1 + 1 year with recommendation of guide and HoD/Director/Principal

18. The student shall be responsible for the safety of his /her articles belongings cash etc. in his/her room.
19. In case the student is getting UGC/CSIR fellowship he shall pay the HRA to the University.

PENALTIES

1. For entertaining unauthorized guest Rs.250/- per day.
2. Remaining away from the hostel for more than 10 days without prior permission - Rs.100/-.
- 3.Using electrical gadget for cooking & other purpose in the room - Rs. 250/-
4. Handing over the key to unauthorized persons. Rs. 250/-
5. Consumption of alcoholic drinks/drugs in the hostel premises Rs. 500/-and/or immediate expulsions.
6. Non payment of hostel fees in due time Rs. 5/- per day till next 10 days or before due date, Admission liable to cancel 10 days after due date.
7. Damage to property, furniture – cost recovery.

VISITORS / GUESTS

1. Visitors are allowed between 9.00 A.M. to 9.00 P.M. (all days) with proper entry in the Visitor's Register.
2. No female guests are allowed to enter in the hostel rooms in boy's hostels & no male visitors are allowed to enter the girls' hostel.
3. It is the responsibility of the student to see that the guest leaves the hostel before 9.00 P.M. The visitors found between 9.00 P.M. to 9.00 A.M. will be considered as an illegal occupant and concerned student will be penalized as per the norm.
4. If the student found allowing guests three times illegally in the year then he loses hostel admission.
5. The guests can be accommodated in the guest room only after the prior permission of the Warden and after filling the Guest Form. Guest needs to deposit the room charges in advance.
6. A student of the hostel may be allowed to accommodate a guest for not more than two consecutive nights (only on payment of Rs.70/- per day as guest charges.)
7. The student may accommodate not more than one guest for overnight stay on payment of guest charges.
8. The guest charges are Rs.70/- per head per day payable on the same day of the arrival of the guest.
9. **Only parents of the medically ill students may visit the hostel and stay for one night free of charge.** Thereafter if they have to stay on doctor's recommendation shall be allowed to stay for three days more at 50% charges.

FEES(except International Student's Hostel)

1. The students need to pay the fees on prescribed due dates every year at the time of taking admission only. Defaulters need to pay Rs. 5/- per day late fee for next fifteen days. Thereafter the hostel admission will be cancelled.

2. Fees to be paid

Room Rent	Per Term	Per Year
a) Single Seater	Rs.1,100/-	Rs.2,200/-
b) Double Seaters	Rs. 950/-	Rs.1,900/-
c) Triple Seaters	Rs. 900/-	Rs.1,800/-
Electricity Charges	Rs.1,500/-	Rs.3,000/-
Mess Depreciation charges	Rs. 150/-	Rs. 300/-
Caution Money Deposits*	Rs.1,000/-	Rs.1,000/-
Lock Deposit	Rs. 100/-	Rs. 100/-

* To be refunded subject to deductions, if any, for liabilities.

3. Summer vacation charges

The period between completion of examination and the date of commencement of new academic term is to be deemed as summer vacation. Those who are appearing for NET/SET or any competitive exam. are required to submit letter through HoD. The charges are Rs.25/- per day or Rs.750/- whichever is less.

4. Students studying P G degree needs to vacate the room within ten days from the last date of their Examination. Students who desire to stay to write statutory examinations shall apply for stay in vacation till last date of examination & shall obtain prior permission and shall pay as per rule no.3.
5. No vacation charges are applicable to M.Phil. and Ph.D. students provided the research guide certifies that he or she needs to stay in vacation.
6. The Master's Degree part – II & final year degree student's needs to vacate the hostel within ten days from the last date of their examination. They will be charged guest charges (i.e. Rs.70/- per day in advance) after the ten days completed till a maximum period of fifteen days.
7. Those who do not appear for examination for whatever reasons will have to vacate room on last day of term.
8. Students who need to use computer and such electronic equipments need to take prior permission and need to pay Rs.500/- (Rupees Five hundred only), per year against electricity charges.

MISCELLANEOUS

1. Students are requested not to bring too many personal belongings, expensive jewelry, large sums of money. Money kept in the room for current use should be locked and the key should be kept with the student himself. University does not hold the responsibility for the loss of anything from the student's room, but any loss is to be reported immediately to the Warden.
2. While vacating the room it is the responsibility of the student to get the clearance of dues and handover the key to the office with due signature of the Warden on the counterfoil of the gate pass for no objection as far as breakage of hostel property. (i.e. furniture, electrical connections, damage in the room etc.)
3. Student should submit the gate pass and deposit refund application (if applicable) at least eight working days in advance before vacating/leaving the hostel premises.
4. The News Paper, Magazines or any reading materials should be used in the reading room. No one should take these materials out side.
5. Student should use dustbins only for disposal of the waste and no one should throw papers or waste materials in the corridors of the Hostel.
6. If you are not well immediately see a doctor. As far as possible University appointed doctor should be consulted. Do not wait till the illness becomes serious.
7. No students will be allowed to use the shower & must use the bucket & mug.
8. Hot water will be available only between 6.30 a.m. to 8.30 a.m. for boys & girls & 6.00 p.m. to 07.00 p.m. for the girls' students.