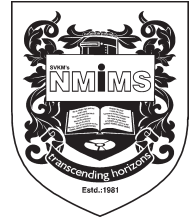




SVKM's
NMIMS

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

JVPD Scheme. Vile Parle (W), Mumbai-400 056, India. • Tel.: +91-22- 2613 4577 / 4235 5555
Fax: +91-22-26114512 • Email: nmims@nmims.edu • Visit us at: www.nmims.edu



HOSTEL APPLICATION FORM

(To be filled in by the applicant in his/her own handwriting clearly and carefully)
(Before submission, Pl. Confirm the availability from NMIMS)
Admission (Final) Payment Receipt Number _____
(For first year students)

Recent
Passport
size colour
Photo

Hostel Allotted :

Flat / Room No.:

Bed No. :

The Director (Admin)
SVKM's NMIMS
Mumbai 400056.

A) MUMBAI CAMPUS

- MKM SANGHVI GIRLS HOSTEL (Only for MBA)
- G. R. JANI BOYS HOSTEL (Only for MBA)
- RESIDENTIAL FLATS (GIRLS)
- RESIDENTIAL FLATS (BOYS)

B) SHIRPUR CAMPUS

- BOYS HOSTEL
- GIRLS HOSTEL

Sir,

I wish to apply for providing 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 (MUMBAI / SHIRPUR)

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 Director (Admin) / Estate officer 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. i.e. July to April, every year.
- 6) Students will be required to vacate the room within 3 days on completion of the scheduled examination each year. (Normal date for vacating the Hostel is 7th May each year, subject to adjustment for 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 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 (Rs. 500/-).
- 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 and spitting is strictly prohibited in the hostel premises.
- 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 Director (Admin) / Rector. The application for leave of absence from the hostel shall be made in writing thru dean to the Director (Admin) and her permission shall be obtained. Late entry without prior permission will invite penalty / rustication.
- 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 Director (Admin).
- 23) No functions or celebrations shall be organized except with the permission of the Director (Admin).
- 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 Director (Admin) 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 Director (Admin) in this regard will be final and binding.
- 29) Allotment of the room, furniture etc. will be entirely at the discretion of the Director (Admin) 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 Director (Admin), who will take such action as may be necessary. No police complaint will be lodged

by the students before taking prior permission from the Director (Admin).

- 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 Director (Admin) 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 Telephone, T.V., Gymkhana and Magazines, News paper, 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 Director (Admin).
- 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, 2 days 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 / Hot Plate / Single bed / Almirah / 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.
- 45) Residential Flats (converted into hostel) don't have mess facility.
- 46) Refund of Hostel fee is allowed only in the case of cancellation of registration from NMIMS. If the refund 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

FOR EXISTING STUDENTS

Name of the Present Hostel :

Flat No. / Room No. :

Name of Room Mate :
(to whom you would
like to be resided)

Course / Roll No. :

FEES :

- The student who accept the admission rules & regulations shall pay the fee and deposit as given below for the academic year 2010-11 by way of demand draft (only) in favour of SVKM's NMIMS Payable at Mumbai.

Name of the Hostel	Fees (for 10 months)	Security Deposit
For Indian Student		
MKM Sanghvi Girls Hostel, Juhu, Mumbai (for old / existing / new MBA students)	1,15,000	10,000
MKM Sanghvi Girls Hostel (10 Seats) (for New - Non-MBA and other SVKM Institutions)	1,35,000	10,000
GR Jani Boys Hostel	1,00,000	10,000
Bansi Villa, Hemu Villa, Sai Suraj - Girls Residential Flats	1,00,000	10,000
Boys Residential Flats	1,20,000	10,000
Shirpur Campus	50,000	10,000
For Foreign / NRI students and short term occupants		
	Fees (per month)	Security Deposit
MKM Sanghvi Girls Hostel, Juhu, Mumbai	20,000	10,000
GR Jani / Residential Flats	12,500	10,000
Shirpur Campus	10,000	10,000

Late fee for all Campus / Hostel / Flat

10,000/-

- Refund of Hostel fee is allowed only in the case of cancellation of registration from NMIMS as under.

Amount to be deducted

Before start of classes : Rs. 3,000/- as processing charges

After start of classes : No refund

In any case late fee submitted by the student will not be refunded.

- 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.

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 Director (Admin.)
SVKM's NMIMS
V.L. Mehta Road,
Vile Parle (W), Mumbai 400049.

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 understand that the hostel mess membership is compulsory, if provided and I shall pay the mess charges fully in advance for the month on or before the 7th of every month. I shall also pay the deposit amount of the mess.
- 2) I shall observe all the rules and regulations of the Hostel inforce, from time to time.
- 3) I shall not leave the hostel without prior permission in writing from the Director (Admin) / Rector.
- 4) I shall not enter / leave the hostel late (i.e. beyond the permitted time, in general 11:00pm) without the written permission of the Director (Admin) / NMIMS Authorities.
- 5) 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.
- 6) 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.
- 7) I shall maintain the dignity and sanctity of the hostel by not creating any noise / nuisance, specially after 11:00pm.

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

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

DIRECTOR (ADMIN) / ESTATE OFFICER

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)

Total Fees :

Security Deposit : 10,000/-

Any other

(if applicable) :

Total in Rupees

Note: 1) Full payment made for Rs. : _____

2) Part payment made for Rs. : _____

(Applicable only to new students in exceptional cases)

3) Balance payment to be paid for Rs. : _____

Upto _____ (Date)