

SANDIP FOUNDATION, NASHIK CAMPUS

HOSTEL POLICY 2023 – 24

1. Payments

- The Student should pay 100% Hostel fees at the time of confirmation of hostel admission subject to availability of seats on first come first serve basis.
- Once paid the fees will not be refunded at any circumstances.
- All the fees will be accepted by DD, POS and online transactions only.
- No Installment facilities.
- Once fee refund on cancellation of Hostel admission.

2. Hostel Facilities

- Based on the availability of the rooms and the requirement (three / four students on sharing basis) an appropriate room is allotted by the Hostel Rector / Incharge.
- Each room will have a bed, common study table, chair and cupboard.
- Each hostel has 24 hours electricity and water supply, solar heated water facility, water cooler with RO water filters, common TV room, and a table tennis room.
- Hostel Rectors, electricians, plumber and security persons are available 24 hours in rotation duties in hostel premises.

- Excellent canteen facility with all types of food available in it. Students are registered in particular canteen as per admissions in one particular canteen. There are canteens named as GARLIC, SAFFRON, SPINACH and OKRA. Membership in one of these canteen is compulsory for all students in hostels as per there admission in colleges/University.
- Breakfast, Lunch and dinner will be provided to the student in the canteen. Students have to visit the canteen as per the time allotted by the Hostel Incharge.
- Gym facility is available in boy's hostel, student can register it by paying gym charges in the hostel department.
- Housekeeping persons are available for cleaning of all rooms on daily basis.
- Pest control services are done on regular basis in all hostel premises.
- Cricket and Football grounds are available in the campus.
- Dance Classes and Parlor facility available for the girls in the hostel.

3. Admission procedure

- Applications for admission to hostel shall be made in the prescribed form which will be available in Hostel Office. No booking/ reservation will be entertained on telephone/email.
- After payment of hostel fees the students have to report to the hostel department for room allocation and rooms will be allocate on first come first serve basis through ERP System.

- Allotment of rooms shall be made by the Hostel Incharge through ERP.
- The hostel Incharge has the authority to identify the black listed students and stop the admission procedure of the student at any point of admission.
- Hostel Identity card will be given to the registered student at the time of hostel admission which can be used in hostels and canteen for having food.
- Students must occupy the rooms allotted to them and should not change/exchange rooms without prior permission of the Hostel Incharge or concerned authorities. Violation of this rule will result in the **expulsion** of the student concerned from the hostel.
- The rooms allotted to the students at the time of admission are for a limited period of one academic year.
- Student taken admission in hostel has to register himself for biometric machine placed in hostel buildings as when he or she will be going out of premises, the message will be conveyed to the respective parents via SMS and at same time the hostel rector will also call and inform the parents about the same.

4. Rules and Regulations

- Hostel furniture shall not be removed from one room to another under any circumstances. Students are responsible for the care of furniture and fittings in their respective rooms. The cost of furniture and fitting will be recovered from them in case of any damage or loss along with the fine as mentioned in the code of conduct.

- Students are not allowed to use extra electrical fitting in their rooms. Students have to keep the rooms, doors and windows neat and tidy. A fine as mentioned in code of conduct will be levied for disfiguring of doors, glass panels, furniture's permitted by the Hostel Authorities.
- Collective fine as mentioned in code of conduct will be collected from the hostelites of the respective wings/floors for disfiguring common areas such as passages, bathrooms, TV rooms, Gym, Indoor sports equipment's in addition to the amount needed for repairing the above.
- Students should keep the toilets and bathrooms clean and if any damage identified will cost a collective fine as mentioned in code of conduct will be collected from the residents/students of the respective wing/floor.
- Students of particular rooms are instructed to switch off the lights and fans when they go out of the hostel rooms.
- Students should not arrange any functions or meeting within the hostel/college campus or outside the campus, without prior permission from the Principal and Hostel authorities.
- Identity Card issued to the registered student in hostel should carry daily without fail with them, and should keep it properly. If lost a penalty of Rs. 500 /- will be collected to issue duplicate ID card.
- No student should stay away from the Hostel on any day without the prior permission of the Hostel Supervisors/ Rectors / Principals and concerned authorities.

- Abnormal activities of any nature causing disturbance to neighbors should not be carried out in the rooms.
- Pets of all kinds are prohibited inside the hostel. Feeding stray dogs or cats in the hostel premises or in campus is not permitted.
- Hostel Incharge reserves the right to break open rooms in case of any violation of hostel rules, suspected unlawful activities or on a perceived security risk. Hostel Incharge has the right to enter any room for verification at any time of the day or night.
- Students should not paste or write any posters/pictures/names etc. on the walls, doors, windows and shelves. Cut-outs should not be placed or brought in the hostel. In case if it is found, penalty will be imposed on the students staying in that particular room.
- **Students should not keep large amount of cash or costly items like mobile phones, camera, laptops, electronic gadgets, jewelry etc. in their rooms. Hence complaint about loss or theft about such costly items will not be entertained by any means.**
- All instructions/ notices displayed on notice boards will be deemed to have been read by all and excuses for non-compliance of such instructions and notices will not be accepted. Residents/students are advised to look at the notice board every day to acquaint themselves with latest information's/orders.
- Playing of loud music and disturbing the quite atmosphere by any other means is not permitted as it disturbs the fellow hostel roommates. Students can use earphones while listening to music. Playing any kind of outdoor games inside the hostels/corridors is not permitted.

- Students should not keep Mopeds, Motor cycles, Scooters and Cars in the hostel premises.
- Substance abuse, drugs, consumption of alcohol and smoking or chewing of tobacco and related products are strictly banned in the hostel premises and at any time medical test will be taken if any student found indulging in above case will be suspended from the Hostel with immediate effect.
- Any type of cooking is not permitted in hostel premises. Only electric induction available in hostel premises can be used with prior permission of hostel rector.
- All the hostel inmates must report any in disciplinary matter or problems concerning them or their room-mate/neighbors coming to their notice to the Hostel Incharge directly or by any other college rectors available in respective hostels. In case their roommate is absent from the room or is sick or any kind of physical/mental trouble or is indulging in any bad practices the same must be immediately brought to the notice of the Hostel Supervisors.
- Students should settle in their rooms at 09:30 pm on normal days and at 10:00 pm on free night days (Saturdays and Sundays) and maintain silence in the hostel premises.
- The students of boys hostels are strictly forbidden to enter the premises of ladies hostel, likewise girl students are not permitted to enter the boys' hostel premises.
- Students should enter all the maintenance complaints/requirements in the register available at all Hostels,

the complaints will be attended to expeditiously and are monitored by the Hostel supervisors.

- Similarly 'Suggestion book' is also available in all hostels, students/members may enter/drop their suggestion regarding any type of problems they are facing in the hostel premises which will be perused by Hostel supervisors for remedial action. Valued suggestions of residents/students are given due consideration.
- Girls should return to the respective hostels before 6:30 pm and boys before 9:00 pm.
- Use of crackers on any occasion by student in hostel premises is not permitted.
- Due to any disciplinary action taken against any student, then the student has to leave hostel with immediate effect and no refund will be given to such students.
- The Students will be subjected to severe disciplinary action and will be **EXPELLED/RUSTICATE** if they fail to follow the above mentioned rules and regulations.
- Doctors are visiting the campus for the regular checkup as per the scheduled decided that is on every Monday and Thursday evening at 6.00 pm onwards. All the students are requested to take benefit of the same.
- In case if students wishes to go to hospital or is not well during night hours, the ambulance will be called from the enlisted hospital of Sandip Foundation to which the students have to pay the ambulance and other medical charges.

- In extraordinary circumstances ambulance may be available with the permission of Hostel Incharge and rector. Hostel Supervisor / Rector / Security Supervisor will be responsible to drive and to take the student to the hospital.
- Laundry facility available for the limited clothes and twice in week.
- The students have to obtain clearance form every year from the Hostel Incharge based on the verification of room condition, any damage made to the property. After verification the remark will be given on clearance form based on which the amount will be deducted from the Caution Money.
- Notice should be issue to all the concern students regarding the penalty imposed for damaging the hostel property.

5. Ragging

- Ragging in any form is banned inside and outside the campus. Strict action will be taken against the students flouting this rule; no leniency will be shown against the offender which may result for the suspension / expulsion from the hostel.
- Please note that ragging is criminal offence and punishable with one year imprisonment. The Supreme Court of India has also defined ragging as a criminal offence. Every student should fill the anti-ragging and submit the same to hostel rector.

6. Guests and Visitors

- Guest and Visitors are not permitted to enter any rooms allotted to the students. Anyone who violates helps to violate this rule will be levied a fine of Rs. 1000 / - and will be evicted from the hostel by the hostel authorities.

- Any guest interested to stay in the hostel should pay 500/- per day to the accounts department, subject to availability of rooms. Guest have to pay the food charges directly to the canteen.
- The relatives of students if interested to stay in hostels have to seek the permission from the HOD and approval from respective Principal / Dean. All the payment to be done in advance to the accounts department.
- The Year drop students if interested to stay in hostels, they have to seek the permission from the respective Principal /Dean and have to pay Rs. 500 /- per day excluding food per person in accounts department. (rooms will be allotted at the discretion of Hostel Incharge)

7. Cancellation

- Hostel fees are non - refundable and non - transferable, at any point or under any circumstances.
- For provisionally admitted students, waiting for results of qualifying examination, if student fails to pay remaining fees within 15 days after declaration of results, his/her hostel seat will be cancelled.
- Due to any disciplinary action against any student, the student has to leave hostel with immediate effect and no refund will be given to such students.

DO'S and DONT'S

DO'S	DONT'S
✓ Lock your room with a good branded lock	✗ Cook in your rooms
✓ Lock your rooms always, even when going out for short duration.	✗ Keep or feed pets in your room or hostel premises or in campus.
✓ Keep your valuable and cash inside a locked cupboard.	✗ Play loud music anywhere (in room or hostel premises)
✓ Take special care of your mobiles and mobile number to be shared to the near and dear ones only.	✗ Play or create disturbance in the corridors.
✓ Observe silence hours in hostel premises every day.	✗ Conduct or attend parties (in your room or anywhere in hostel premises.)
✓ Read the notice board of the hostels regularly.	✗ Smoke, consume alcohol or indulge in substance abuse.
✓ Contact hostel rector, security persons in case of any problems or emergency.	✗ Indulge in ragging.
✓ Enter your complete details in the IN-OUT register when leaving the hostel for more than one day.	✗ Disclose your pin/secret code of your credit/debit card to anybody.

✓ Inform your Hostel Rector if you are sick.	✖ Keep valuables or heavy cash in your rooms.
✓ Follow the code of conduct for the students.	✖ Damage hostel property or assets, fine will be imposed if found guilty.
✓ Read and follow the rules of hostels given on the notice board.	✖ Act in a manner that offends the local cultural and social values and local sensibilities.
	✖ Light lamps/ candles, carry crackers or burn/burst crackers in and around the hostel premises.

Sandip Foundation
Trimbak Road, Mahirawani, Nashik

INDEMNITY BOND
(To be signed by the Parents)

Academic Year 2023 -24

To,
The Hostel Incharge
Hostel Department
Sandip Foundation
Nashik

Dear Sir,

I, _____ (name of the parent) express my full and unreserved consent to allow my son / daughter Mr / Ms _____ Branch / Course _____ College / University _____ to stay in the hostel of Sandip Foundation, Nashik for the academic session 2023 – 24.

I have gone through all the rules and regulations of the hostel and I understand that the college will exercise all the reasonable care and safety for the students staying in the hostel.

Also I would like to convey that my ward is not under any medical treatment and not suffering from any allergic or chronic diseases and he / she is completely fit to stay in the hostel. I shall not hold the college authority responsible in any manner in case of any accident or incident takes place during the stay in the hostel. I

If any damage takes place in my room or at common place, I authorized the Hostel Management to deduct the amount from the caution money or will pay the same to the accounts department.

Signature of the Parents

Name of the Parents:-

Date:-

CODE OF CONDUCT (BOY AND GIRLS HOSTEL)

Sr No	Issue	Action to be taken
1	Late Coming to the Hostel during night time	01 st time :- Penalty of Rs 100 /- 02 nd time :- Penalty of Rs 200 /- 03 rd time :- Penalty of Rs 500 /- 04 th time :- Suspension from Hostel for 10 days
2	Possession of Electrical appliances inside the Room	Penalty of Rs.500/- + seize of electrical appliances which will be returned to the student after the completion of academic year and on repetition suspension from the hostel for 10 days.
3	Smoking	01 st time :- Penalty of Rs 1000 /- with warning letter 02 nd time: - Penalty of Rs 2000 /- with suspension from Hostel for 10 days. 03 rd time :- Expulsion from Hostel with deposit to be forfeited
4	Celebration of birthday / party (disturbing the decorum of the hostel)	01 st time :- Penalty of Rs 1000 /- 02 nd time :- Penalty of Rs 2000 /- 03 rd time :- Expulsion from Hostel
5	Bringing / Allowing any non – hostelites inside the hostel	01 st time :- Penalty of Rs 1000 /- 02 nd time: - Expulsion from the hostel.
6	Damaging the Hostel property (inside the room which includes windows , Shera Sheds , Sliding windows , etc)	01 st time: - Penalty of Rs 2000 /- on each student sharing the room plus repairing cost of the same will be equally borne by the students. 02 nd time :- Penalty to be continued of 01 st time plus expulsion from the hostel (No refund of hostel fee and deposit to be forfeited)

7	Damaging the Hostel property (common area floor / washrooms /CCTV / Electrical room or any other)	01 st time: - Penalty of Rs 1000 /- on each student sharing the floor plus repairing cost of the same will equally borne by the students of that particular floor. 02 nd time :- :- Penalty to be continued of 01 st time plus expulsion from the hostel (No refund of hostel fee and deposit to be forfeited)
8	Alcohol a. coming in drunken state / inducing others to consume liquor / bringing liquor / possession of liquor / drinking in the hostel	01 st time :- Rs 2000 /- as a penalty and suspension for One month from the hostel 02 nd time: - Expulsion from the hostel.
9	Stealing / theft	Suspension / Expulsion from the hostel and Discipline Committee to decide the duration of suspension or expulsion depends on the severity of the case.
10	Any kind of cyber-crime / defaming the University's / Foundation's name / any type of forgery / gambling / provoking the students / ragging / harassment /	1. Expulsion from the Hostel and rustication from the college with lodging the complaint in police station (Hostel Committee to decide) against the students. 2. Hostel fees and college fees will not be refunded.
11	Addiction / Supply of drugs	Expulsion from the Hostel and rustication from the college / University with lodging the complaint to the police station. NO FEES or CAUTION MONEY to be REFUND.

Note:

1. All violations will be informed to the parents through notice.
2. Students involved in major / repeated violations will lose privileges such as Scholarship, forfeiting of deposit and will be blacklisted from the hostel.
3. No Hostel fee and college fee will be refunded to the suspended and rusticated students.

Process of Hostel Maintenance through Caution Money

1. All the Caution money received from the Students to be deposited in One Separate account.
2. The payment of all type of Maintenance work of the hostels to be release to the suppliers / agencies from the same account.
3. All the reimbursement of the caution money to the students shall be made from the same account.
4. The reimbursement of the caution money to be made on submission of Clearance form only.
5. All the penalties to be collected from the students in the same account.