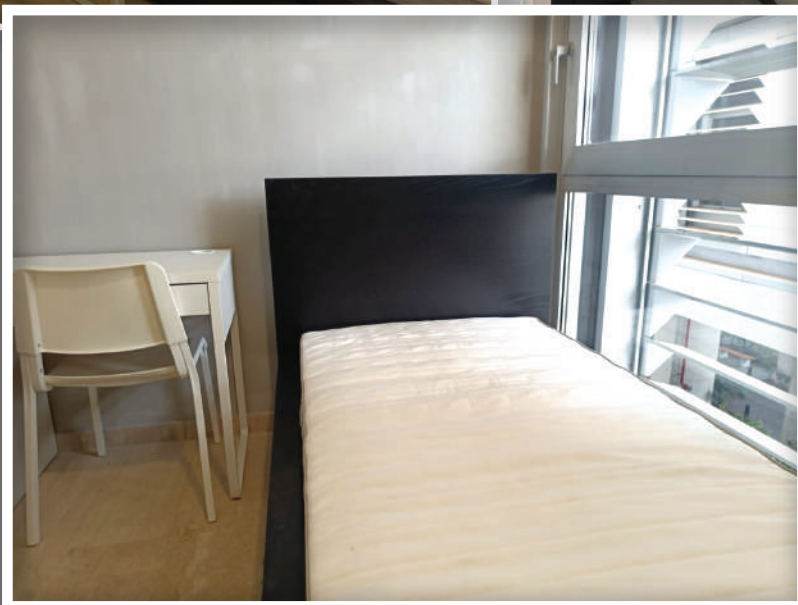
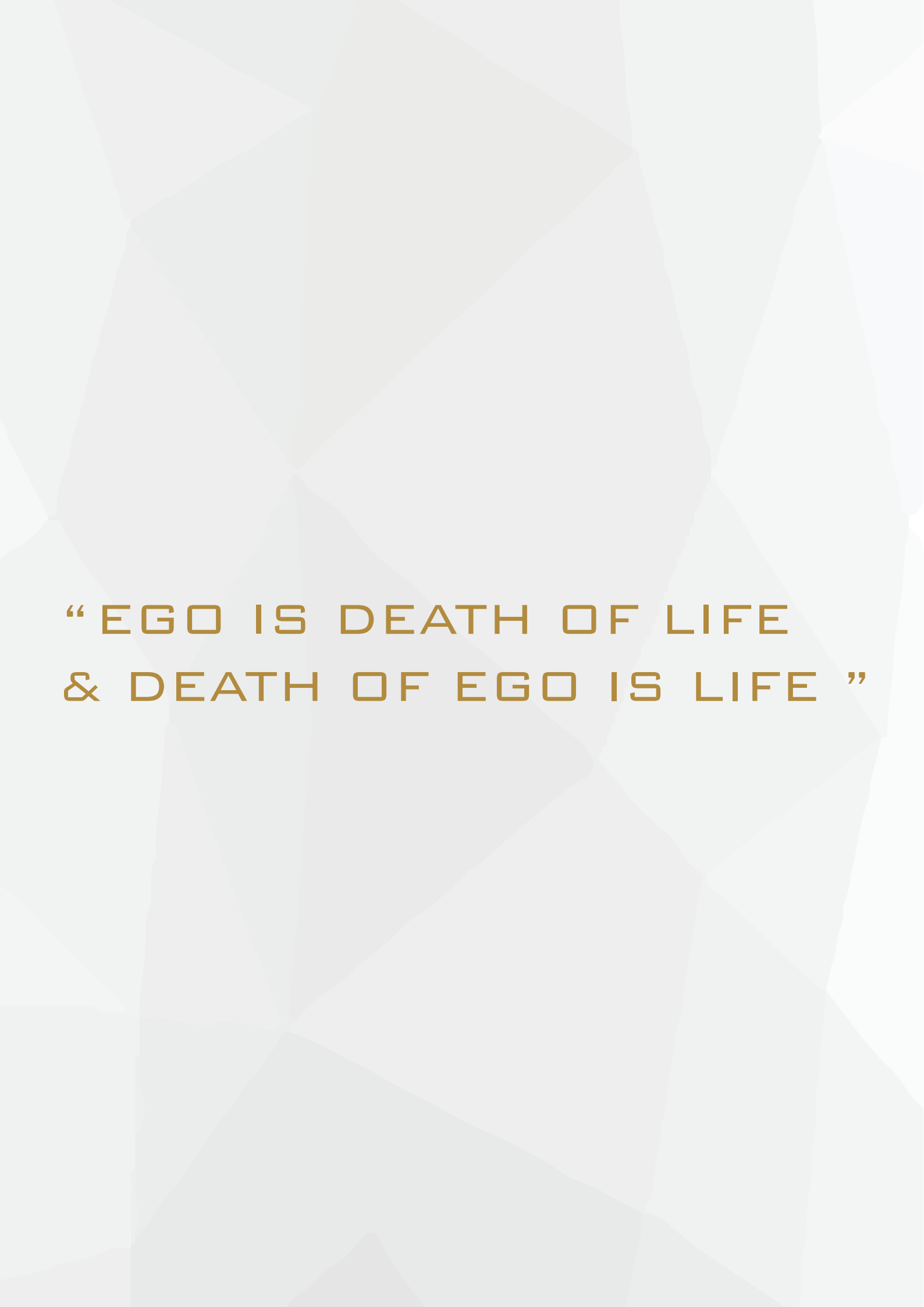




**STUDENT
RESIDENCES**

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“ EGO IS DEATH OF LIFE
& DEATH OF EGO IS LIFE ”



Padmashree Recipient

Dr. D.Y. Patil

Founder Chancellor DY Patil Group, India.

The former Governor of Bihar, Tripura & West Bengal and recipient of the prestigious Padmashree Award, Dr. D. Y. Patil is a well-known educationist and philanthropist. He strongly believed that youth in India needed a greater platform that offered multiple opportunities to educate themselves across geographies. Dr D Y Patil's yeoman service to nation and community has earned him worldwide accolades.

The government honoured him with the Padmashree award for his distinguished contribution to education and society in 1991. He envisioned the goal of spreading education across the length and breadth of India and started the journey with the first engineering college called Ramrao Adik Institute of Technology (RAIT) in Navi Mumbai in the year 1983. There has been no turning back and presently, Dr. D.Y. Patil has founded Deemed to be University's across Maharashtra with more than 150 independent institutions.

The DY Patil Deemed to be Group is taking giant leaps in the fields of education, health care & sports under his mentorship.



Dr. Vijay D. Patil

Chancellor & President

DY Patil Deemed to be University, Navi Mumbai

Dr. Vijay D. Patil is an eminent educationist, seasoned leader and an avid patron of sports.

He is committed to stimulate and deliver a student-centered environment leading to the highest levels of student engagement, services and success.

He has many stupendous successes to his credit. He was instrumental in establishment and commissioning of Padmashree Dr. DY Patil Hospital & Research Centre, from concept to commissioning.

His landmark achievement, the shining example of his vision and leadership is the establishment of the state of art Dr DY Patil International Sports Stadium at Nerul. The stadium has been rated as one of the 6 best stadiums in the world.

Dr. Vijay D. Patil is an approachable leader, constantly keen to understand the needs of the organization and looking for ways to create a better experience for all through various collaborations.



Mrs. Shivani Vijay Patil

Vice President
DY Patil Deemed to be University, Navi Mumbai

Mrs Shivani Vijay Patil has been the guiding force behind many a venture undertaken by the D Y Patil Deemed to be University. Her dedication and drive combining with her unstinting support has led to many new initiatives at the university. Her graceful but strong presence has boosted the morale of many a student team. The faculty and staff and the student community at large have immensely benefitted from her outreach for improving the learning experiences in the institutions under the University.

Mrs Shivani Patil has also believed in promoting extra curricular activities that lead to the all - round growth of the students, thus transforming the University into a hub of holistic development.

The vision of Mrs Patil encompasses the vision of the University. Her strong belief that the destiny of the nation lies in the hands of its teachers who mould the youth has fostered an environment that promotes and facilitates a wholesome teaching learning experience at the university. This endeavour has certainly borne fruits if the success of the student community at the D Y Patil Deemed to be University is taken into account.





Introduction

“

A home away from Home.....
That is what a Student Residence on campus is. The Centre of Excellence at the DY Patil Deemed to be University offers well equipped student residences to suit the requirements of various students travelling from different parts of the country & the world for quality education & pursuing their dreams in higher education . It is a mélange of different type of rooms offering a cozy & comfortable stay on campus. Admission to the Student Residences is granted to meritorious students from the different schools on campus.

”

Procedure for Admission in Hostel :

1. Admission is open to students of D Y Patil University on first come first basis. Preference will be given to out-station students. However the management decision will remain final in this regard without any doubts and shall be acceptable by student.
2. The application form completed in all respects should be submitted to the hostel authority on any working day during office hours along with all required annexures.
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 starting the program 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 another student.
5. Admission will be valid for one academic year only. After the completion of the tenure, fresh application will have to be submitted for extension.
6. Students will be required to vacate the room within 3 days on completion of the scheduled examination each year.
7. Students are allowed to stay in the Hostel during the winter / summer vacations.
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. In case of extension of hostel accommodation for the upcoming year payment needs to be completed with a 3 months prior notice to the management.
11. DYPU reserves its right to cancel admission of undeserving students without giving any reason.
12. DYPU reserves its right to increase the hostel fee, if necessary, with prior intimation to students.
13. Student residing in the Hostel managed by DYPU shall strictly observe all the Rules and Regulations in force from time to time. Breach of rules / regulations may invite rustication / fine.
14. During their stay in the Hostel, they will be under the control of the Officials of DYPU / Building Manager.

Standard Operating Procedure for Hostel

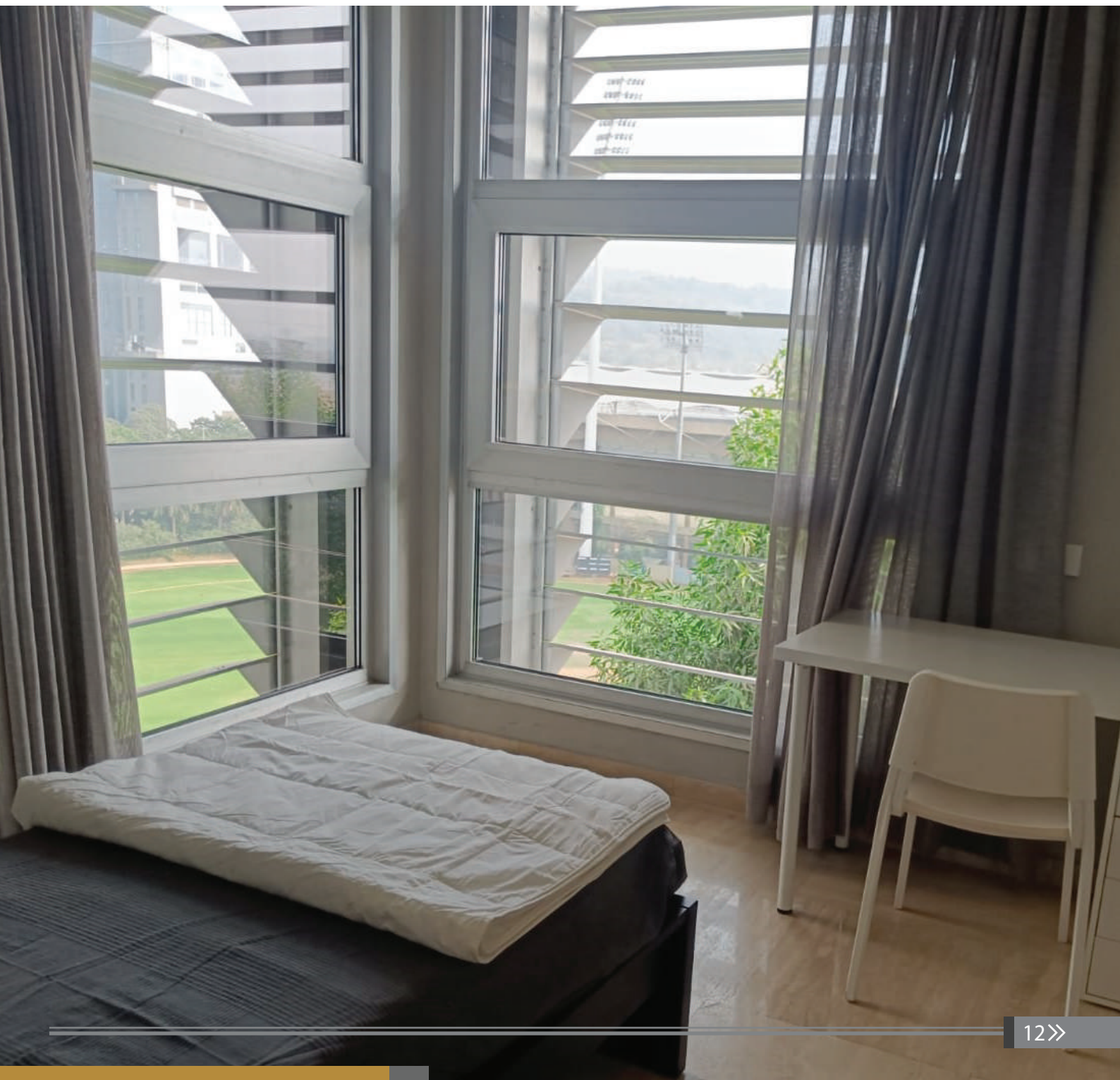
1. Disciplinary action as per Code of Conduct shall be taken against students violating Hostel Rules and Regulations.
2. Any misleading or false statement or information in the application form shall render the admission for termination and on such termination students shall not be entitled to stay or enter the hostel or part thereof. If she/he does not leave the premises of the Hostel she/he shall be liable to be forcibly removed from the hostel.
3. The management reserves the right to terminate the occupancy of the student for any willful disobedience or defiance of authority, non-observance or frequent violation of hostel rules, causing damage to person or property or indulging in anti-national or undesirable activities. In such cases the deposit shall be forfeited and fees will NOT be refunded.
4. Change/Inter-Change of Room: A students shall not change/interchange her/his room with another student or shift into a vacant room without the previous written permission of the Building Manager. The Building Manager has the right to shift a student from her/his room to another room in the hostel at any time without assigning any reason.
5. The Building Manager shall provide students, keys of the allotted room. Students shall NOT use other lock and key for locking their rooms. Students are responsible for their possessions of all valuables and they should be kept in the cupboard under lock. Students shall not leave mobile, ornaments and other valuables unguarded. Students cannot change lock and key without the permission of the Building Manager.
6. The Building Manager has the discretion to inspect any room at any time.
7. Students shall not indulge in any political or communal activity, which is detrimental to the law and order and/or against the Government. Students shall not carry on any propaganda or publicity of any nature whatsoever in respect of anything or any matter including political or communal matters.
8. Students shall take prior written permission of the Building Manager before giving any information or interview regarding Hostel to any member of the Press, Radio, Television or any other media or before making any speech containing any information regarding the Hostel.
9. During the vacation, belongings should be kept under lock, When the student has completed an academic year and is to vacate the hostel, student must take along all of her/his belongings.

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10. A minimum of three months notice is necessary in case a student wishes to vacate the hostel. Student shall receive the deposit Cheque at the time of vacating room. If the student leaves the hostel room without notice, DYPU has the right to forfeit your deposit money. In case a student does not vacate her/his room, the belongings will be removed from the room and room will be locked by the Building Manager with no responsibility of the Management for the same.
 11. The student shall pay hostel fee along with deposit for one year in advance at the time of admission. The term for the hostel fee is one academic year as per the academic calendar of the respective programme of the respective Institute in which the student is studying.
 12. Students residing in the hostel will be staying at their own risk, liability and consequences.
 13. Dress Code: The students should be decently dressed when they are out of rooms. For girls, tight body hugging clothes, short tops etc. are forbidden outside the room. The decision, as to what constitutes a decent dress remains vested with the Hostel authority.
 14. Silence: Strict silence shall be observed in hostel from 12.00 am to 6.00 am. Care should be taken at all times to ensure that music/loud talking is NOT audible outside the room. Any manner of festivities and noise making/celebrations will not be entertained, which may cause disturbance to other inmates in the hostel premises. Recreational facilities to be turned off at 10.30 pm.
 15. No gambling of any kind shall be allowed on the premises of the hostel.
 16. No student shall bring or store any firearm, ammunition, contraband items, explosive and inflammable goods on the premises of the hostel.
 17. Alcohol / Drugs / Smoking: Students shall not bring, take and/or drink any alcohol/ intoxicating drink, drug or substance of any kind what so ever and/or smoke in the room and/or any part of premises. The same shall apply to visitors also. An occurrence of such behavior shall invite strict disciplinary action leading to rustication from the Institute.
 18. If any common property is damaged or lost, the same shall be charged in equal shares to the students who are in common use of that property. Students shall not drive any pegs or nails into walls or stick posters on walls, windows and doors.

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19. Fixture: Student shall not bring any extra furniture or other fixture in the room. All furniture and fixture in the rooms allotted to students must be cared for properly. Students will be required to pay double the original cost of any item found missing from their room. Students will also be required to pay twice the charges of the repair to items that found to have been willfully damaged or have been damaged on account of misuse or unfair wear and tear.
 20. Interchange of Furniture/Fixture: Students are prohibited from interchanging any furniture/fixture from one point/location in the hostel to another. Besides a penal recovery, students involved in such activities will be expelled from the hostel.
 21. Assets in Common Areas/Corridors: Theft/damage to hostel assets in common areas/corridors will be recovered from all students of the flank/wing involved. In case of theft/damage to items that pertain to usage by the complete hostel, the recoveries will be made from all the occupants of the hostel.
 22. Hostel authorities will not be responsible for any loss of money, jewelry or personal belongings of any student. Students are advised not to keep any cash/ jewelry or any costly items in the room.
 23. We are Ragging free campus. RAGGING in any form is BANNED. It is a cognizable offence and violation will invite action as per law of the land in addition to rustication from the Institute.
Being a silent spectator and not reporting/stopping others indulging in ragging is also an offence and will invite similar disciplinary action. Accepting/undergoing ragging and not reporting to this is also an offence. Please report any incident immediately to any member of the Anti-Ragging Committee/ Building Manager / Security Personnel/Deputy Director directly at any time of the day/night.
 24. Electricity Restrictions: No electric appliances shall be permitted in the room, failing which the Building Manager will have the right to confiscate the gadget. The lights in the bathroom should be used only as and when necessary and shall not be kept on when the bathroom is not used. While leaving the room students should take care to put off the lights and fans without fail. In case of default, a fine will be charged on every such occasion. Table lamps can be used for study purpose after 12.30 am.
 25. Attendance Register: Attendance will be taken by the Building Manager before 10.30 pm every night. Hostelite has to sign the attendance register every day between 10.00 pm to 10.30 pm. After that the student is not allowed to go out of the hostel. Going out of hostel will lead to fine.

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26. The student shall be back in the hostel for attendance before 10.30 pm every day.
 27. Night out Permission: Night out shall not be allowed without the substantial reason. Night out in the permissive sense is hereby abolished. The Building Manager may still permit the students in exceptional circumstances for academic purpose but he or she should be conveyed in writing at least one day before the Night out. Student may be permitted to go home during holidays with written permission from parent along with the copy of the ticket, to be submitted to and approved by the Building Manager.
 28. Celebration of Festivals and Birthdays: Student shall take prior permission of the Building Manager for celebrating any festivals and birthdays. Birthdays should be held in a common place for one to two hours between 8.00 pm to 10.00 pm. There should not be any kind of physical discomfort. No outside guest or interference of any kind will be allowed.
 29. Cleanliness: Students shall keep their room, verandah and surrounding areas tidy, neat and clean at all times and shall not throw anything including rubbish, in such places or any premises in the hostel except in the dustbin or the place specifically provided for the said purpose. No wet clothes should be dried on the furniture or in corridors/ balconies. The Building Manager has the right to confiscate any such clothes hung for drying in the balconies. No students shall store any cooked food in the room.
 30. Pets: Students shall not bring and/or keep any pets in the premises including fish, cats, dogs, and so on. Students should desist from pampering stray dog by offering food, petting them etc.
 31. Hostel Staff: Students shall treat the staff and housekeeping staff of the hostel with due courtesy at all times. Service of the housekeeping staff shall NOT be utilized for private or personal work. No tips in cash or kind will be given to the staff of the hostel.
 32. Visitors/parents are allowed to visit a student only in the visitor's lobby on the service floor between 9.00 am to 11.00 am and 6.00 pm to 8.00 pm on working days and between 11.00 am to 5.00 pm on Sundays and public holidays.
 33. No student shall take any visitor including her/his parents to the room. Personal servants/Domestic helpers are not allowed inside the rooms. The parents should give an undertaking to cooperate with the authority and should be available on call.

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34. If a student is sick, written application by the student endorsed by the Building Manager should be given to Supervisor for serving food in the room.
 35. The Management has the right to discontinue Hostel accommodation given to a student because of misconduct and/or violation of rules and regulations.



Behavior and Discipline

- Residents are expected to display acceptable forms of behavior anywhere within the hostel compound and the hostel premises.
- Noise level, volume of music system, etc. must be kept low at all times. These rules are intended for the Resident to follow so as to achieve a conducive living environment for all the residents.
- Pranks, ragging and rowdy games in any form are strictly prohibited.
- Strict disciplinary action will be initiated if resident/s is/are caught committing a crime or theft of any kind & the case may be referred to the Police for necessary action under IPC and resident/s may be evicted. Prior to eviction, Residents will have to settle all outstanding charges where deemed applicable including forfeiture of unutilized period of the rent paid.
- Vandalism is a very serious offence; Residents found guilty of committing such an offence may be evicted from the Hostel.
- Residents shall dress in appropriate attire at all times within the hostel vicinity especially in Dining area. (Wearing shorts, Bermuda, Night-dress, Short/ mini Skirts and One piece are not allowed in dining area and girls' hostel office)
- Residents are not allowed to keep weapons & threatening items in their possession in the hostel premises.
- Possession and consumption of intoxicants and any kind of substance abuse is strictly prohibited in the hostel and premises or outside in any restaurant/ bar on outside official visits such as training/tour/camp/field work etc. Any infringement of this order or visiting any place declared out of bounds to students will result in disciplinary action against the students concerned.
- Residents are solely responsible for their activities outside the hostel premises and should follow the acceptable norms of socio-legal behavior.

Up Keep of the Hostel

- Residents are responsible for the up-keeping, cleanliness and tidiness of their rooms at all times including the common areas in the Hostel, such as the lounge area, dinning room and bathrooms for the convenience of the next users.
- A Resident should check the fittings & fixtures in her room at the time of occupation. If there is any deficiency or inadequacy, it should be brought to the notice of the hostel staff. The resident shall be responsible for the fittings and fixtures of her room and shall see to it that they are in order at the time of handing over of the room when she leaves the hostel.
- Use of electrical appliances like heaters, hotplates, etc, in the hostel rooms is strictly prohibited.
- All fans, light and electrical appliances must be switched off when not in use.
- Placing of baggage/bags or unwanted items outside the room or anywhere in hostel except the allotted rooms is not allowed to avoid obstruction to other residents.
- Common Hostel furniture must not be moved from its existing position/place without the consent of the Hostel Authority.
- Alteration of furniture, fixtures etc. provided by hostel authorities is strictly prohibited.
- Residents sharing common facilities within a room of the hostel shall be liable for a joint payment towards the cost of repair or loss of facilities within the room in event of loss/ damage of the facility. In no case such damage or loss is attributable to a single resident.
- All the hostel articles issued to the students must be returned to the Hostel Incharge before the students leave their rooms. They shall be responsible for any loss. The loss, if any, shall be made good from the defaulters.
- The hostel management reserves the rights to enter, inspect or spot checks the rooms in the interest of proper conduct of the residents, or the orderly and efficient administration and proper use of the rooms, or to maintain/repair the premises but only in the presence of the residents.

Celebration of Birthdays

- It shall be with prior written permission of the Building Manager.
- It shall be held in a common place for one to two hours between 8.00 pm to 10.00 pm.
- There shall not be any kind of physical discomfort.
- No outside guest will be allowed.
- Violation of the rule shall be penalized.

Guidelines for Parents / Relatives / Visitors

- Parents / Guardians / Visitors are allowed into the visitor's room area during the following visiting hours :- 9.00 am to 11.00 am and 6.00 pm to 8.00 pm on working days and between 11.00 am to 5.00 pm on Sundays and public holidays.
- All visitors must register at the Security Counter of Hostel and provide all detail and documents for verification as requested by Security Guard.
- No visitor shall be allowed to loiter around the Hostel vicinity except the visiting room.
- Visitors are NOT allowed to use the hostel facilities.
- Visitors are not permitted to stay overnight in the Hostel without the prior consent of the Hostel Management.
- Residents are not permitted to allow visitors (including Residents) of the opposite sex into their rooms at any time. The Hostel Section reserves the rights to evict any Residents who do not comply.
- Engineers/ mechanics/masons/labors etc. other than authorized by college authorities shall not allowed to enter the rooms in any case. Persons attending personal complaints of the residents, like repairs of computer, laptop or any other equipment are not allowed to enter into the rooms. All such type of complaints is to be attended in Visitors area only.
 - Mondays to Friday – 5.00 PM to 8.00 PM.
 - Saturday & Sundays – 10.00 a.m. – 12.00 noon & 5.00 PM to 8.00 PM.
 - For the safety of all Residents, the followings are to be observed
 - Residents must return to the Hostel by 8.30 pm daily for their own safety.

Late permission to attend University Events

- In the event to attend various School events, respective student council are required to take permission on behalf of all the residents of hostel. Late permission could be granted up to 10.00 p.m. depending on the schedule of the School event.

IT Facilities

- The usage of the hostel's computer network and services is value added service to Residents.
- Any cyber crime, indiscriminate imaging with mobile camera or digital camera, MMS etc will be taken very seriously and action shall be taken against residents found guilty of such activities.

- Operational Time for IT Facilities: –
Monday to Friday: – 6.00 PM to 11.00 PM
Saturday and Sunday: – 7.30 AM to 12.00 PM

Medical Aid

- First aid Kit is available with guard.
- Any case of illness shall be reported to the Medical Officer / Hostel Authorities immediately.
- If necessary, the resident will be shifted to the hospital at the discretion of the Medical Officer.
- 24 x 7 ambulance service is available for all students.

Hostel Facilities

- It is advisable for the students to use mosquito nets.
- Cleanliness of the room is to be maintained by the student herself.
- Laundry Area – Residents have to keep the area clean and tidy at all times. Keep the washing agents at the proper area provided.
- Gym fitness room, Table Tennis/Badminton – Residents are required to draw the rackets, etc from the Guard and return it intact after their use.
- Exclusive to Residents free of charge (use at own risk).
- Be considerate and co-operative to keep the place clean and tidy at all times for the next fellow Resident.
- Operational Time
Monday to Friday: – 6.30am to 8.30 am and 5.30 pm to 8.00 pm
Saturday & Sunday: – 7.00am to 10.30 am and 4.30pm to 7.30 pm

In-Room Amenities

- One bed per Student shall be offered
- Individual lockable cupboard for storage
- Geysers in washrooms
- Study tables
- Dressing Mirror
- Tube lights & LED
- Dust Bin in each room
- Washrooms with Sanitary fittings

Self Help Amenities

- Laundry
- Ironing: Iron and ironing boards
- Water: RO facility to be provided
- Coffee & Tea available at hostel
- Medical facility available with first aid/ provided to sick Residents
- Doctor on call number(s) to be shared with the students
- Dining area

Wi-Fi

- High speed internet to be provided in the facility

House Keeping

- Rooms
- Washrooms
- Common areas would be cleaned on a daily basis
- Linen would be changed once a week
- Regular pest controlled services

Entertainment

- Mini lounge area with sitting arrangement
- Transverse Garden on 4th Floor
- Common TV and DTH recharge
- Indoor games like carom board, chess, Jenga, etc.

Laundry

Laundromat

1. Laundry facilities are available day and night.

- The laundry room is self-service.
- When doing laundry, the students use their own washing products.
- Laundry rooms are not intended for storing laundry.

2 Each laundry room has free access to:

- Two washing machines
- Two drying machines
- Ironing board
- Iron
- Baskets for temporary storage of laundry

3. Washing machines can only be used after reading the quick start guide

- It is necessary to monitor the laundry cycle and take it out of the laundry room on time.
- Leave the washing machine hatches open after washing.
- If the washing machine does not turn on or does not collect water, please contact house keeping.

4. The use of drying machines is only possible after reading the quick start guide

- It is not allowed to dry dirty laundry in the dryer.
- After using the dryer, clean the lint filter and drain the water from the condensate container, according to the rules for the care of the dryer.
- You can only use the iron after reading the quick start guide.
- The administration is not responsible for the safety and integrity of the products of the student after using the washing/drying machines. And also, does not bear responsibility for the things left in the laundry room.

OR

External Laundry Service

- A designated laundry person shall visit at a designated place in the Centre of Excellence hostel premises twice a week.
- The fixed laundry rates will be circulated to all students.
- Students are supposed to fill the laundry slip and hand over to the laundry person along with the laundry.
- Students are supposed to count the laundry while giving and receiving.
- Administration is not responsible for any loss/damage of any laundry.
- Before giving the garments, please check if any personal belongings in the pockets are left, Administration is not responsible and no claims will be entertained.

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- In case of any discrepancy or undeclared defects, i.e. damage or discoloration of the garments or any loss of garment the Administration is not to be held responsible for the same.
 - Students have to pay their laundry bills directly to the Launderer. Do not hand over any money to any staff for paying the Launderer. The administration will not be responsible for your payments in any way.
 - Students are requested not to leave the laundry outside their room.
 - Administration shall not look into the disputes between you and the launderer with regards to any discrepancy/loss of clothes/damage of clothes/money matters etc.

Building Access Cards (RFID Card)

- RFID cards will be issued to all students who have enrolled in any programs at the Centre of Excellence.
- RFID cards are also issued to all students who have registered for a room at the Student Residences at the Centre of Excellence.
- These cards are not transferable and will be confiscated if you are found using someone else's ID card. Violators are subject to a fine of Rs.2000/-
- This ID card allows you access to the Centre of Excellence & its Cafes.
- In case of loss of your RFID card, you are to immediately inform the COE Administration so as to freeze your card in order to prevent unauthorized usage of your card.
- In case of loss of card, you will have to apply for a new card to be issued for which you will be charged a fine of Rs.2000/-

Use of Electronic/Electric Fixtures:

- Students shall NOT bring any extra furniture or other fixtures in the room. All furniture and fixtures in the rooms allotted to students shall be cared for property.
- Students shall be required to pay double the original cost of any item found missing from their room.
- Students shall also be required to pay twice the charges of repair to items that are found to have been willfully damaged or have been damaged on account of misuse or unfair wear and tear.

Interchange of Furniture/Fixture

- Students shall not interchange any furniture/ fixture from one point/location in the hostel to another. Besides a penal recovery, students involved in such activities shall be expelled from the hostel.

Assets in Common Areas/Corridors

- Theft/damages to hostel assets in common areas/corridors shall be recovered from all students of the flank/ wing involved. In case of theft/damage to items that pertain to usage by the complete hostel, the recoveries shall be made from all the occupants of the hostel.

Updates and Announcements

- Any new updates and announcements will be posted on the TCS ION Portal.
- Resident is advised not to paste any poster / announcement on the wall.

Termination of Hostel Facility

- Disciplinary action shall be initiated or Hostel facility shall be withdrawn at any point of time without giving any notice, if the resident is misusing the facility or not following the rules and regulations of the Hostel or found involved in any illegal activity anywhere inside/outside the hostel.
- Director / Dean / reserves the right to deny / withdrawn facility of the student(s) at any point of time without prior notice.

Security

- Residents are responsible for all their personal belongings and valuable items like mobile phone, laptop, computer, watches and money etc and should ensure that door and windows of their rooms are properly secured at all times. The Institute is not responsible for any loss of personal items.
- Residents are not permitted to change rooms or sleep anywhere other than in their allotted room without the consent of the Hostel Authority in writing.
- Residents shall not hand over the keys of her room to anybody except the building manager.
- Employment of a private servant is not allowed in the hostel.
Offering of payment / Tips, rewards, token of appreciation or gifts in any kinds for any services rendered by any worker of hostel is not allowed.
- The usage of the hostel's computer network and services is value added service to Residents.
- Any cyber crime, indiscriminate imaging with mobile camera or digital camera, MMS etc will be taken very seriously and action shall be taken against residents found guilty of such activities.

Acts of Violation and Handling Authorities

Sr. No.	Act of Violation	Handling Authority
1.	Indulging in any political, communal, immoral or untoward activity , any propaganda or publicity of any nature which violates harmony, discipline and the image of the Institute	Competent Authority of the Hostel /Institute
2.	Drugs/ Alcohol consumption or possession or sale or being under influence of: A. Alcohol, Tobacco, Gutka and Cigarettes B. Narcotic drugs and Psychotropic substances	Competent Authority of the Hostel /Institute
3.	Ragging : Anyone found indulging in ragging in any form in the Hostel	Head of the Institute along with Anti- ragging Committee / Hostel Committee
4.	Gambling : No Gambling of any kind shall be allowed in the premises of the Hostel	Building Manager / Competent Authority of the Institute
5.	Willful disobedience or proxy signatures, forging of any kind or all of the types of defiance of authority, non- observance of hostel rules, causing damage to person or property or indulging in anti-national or undesirable activities	Building Manager / Competent Authority of the Institute
6.	Indulging in Physical Fights / Quarrels/Bouts	Building Manager / Competent Authority of the Institute
7.	Damages: If any common property is damaged or lost	Building Manager / Competent Authority of the Institute

Sr. No.	Act of Violation	Handling Authority
8.	Return Hour: Students shall return to the Hostel before 10.30 pm , (11.00 pm on Saturday / Sunday / Holidays only in case the mess closed) after which gates will be closed.	Building Manager / Competent Authority of the Institute
9.	Not signing in Attendance Register : Students shall sign the attendance register when they return to the hostel at night. The hostel warden will take attendance from 10.00 pm to 10.30 pm every night.	Building Manager / Competent Authority of the Institute
10.	Using of Electric Iron or any appliances other than Laptop	Building Manager / Competent Authority of the Institute
11.	Partying and playing loud music inside Hostel Room	Building Manager / Competent Authority of the Institute
12.	Having meals inside the hostel room unless medically advised and endorsed by the Building Manager	Building Manager / Competent Authority of the Institute
13.	Visitors: if taken to room	Building Manager / Competent Authority of the Institute
14.	Sticking notices or writing on walls	Building Manager / Competent Authority of the Institute



Campus Life





Hostel Rooms

IMPORTANT INFORMATION

Sr. No.	Department	Name	Contact Details
1	Maintenance	Mr. Kedar Parulkar	9987966167
	Security		
2	General Queries	Dr. Mayuri Bachhav	9158849393
3	Accounting Queries	Mr. Sagar Pachpute	7977637322
4	Room Allotment	Dr Mayuri Bachhav (for girls)	9158849393
		Mr. Kedar Parulkar (for boys)	9987966167

Centre of Excellence Student Residences Fee Structure

Sr. No.	Type	Amount	Deposit	Remark
1	Superior Room	700,000	200,000	Double room with single occupancy (Extra 25,000/- for stadium view)
2	Single Room	400,000	200,000	Single room with single occupancy (Extra 25,000/- for stadium view)
3	Double Room	350,000	200,000	Standard Room with Double occupancy (Extra 25,000/- for stadium view)
4	Triple Room	250,000	200,000	Standard Room with Triple occupancy (Extra 25,000/- for stadium view)

Note: All rooms which have 3 occupancy will be charged per occupancy Rs. 30,000/- extra apart from the view facing charges

Bank Details

Name : DYPU Centre of excellence - Student Residences

Account Number : 923010004400081

IFCS Code : UTIB0003335

MICR Code : 400211167

Swift Code : AXISINBB072

HOSTEL APPLICATION FORM

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

I son/daughter
of
has taken admission in D Y Patil deemed to be University, School of
parents/local guardian Mr. /Mrs.
After consent of my parents I agree to all the terms & conditions of the Hostel & wish to
book a room for myself.
I hereby agree that I have read and will abide by the Rules and Regulations of the hostel
in force from time To time. Ifurnish the following particulars:

Personal Data :

1. Full Name (with Surname) :
2. Residential Address :
3. Email :
4. Phone No :
5. Date of Birth :
6. Nationality :
7. Admission taken in :
8. Religion :

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 Contact number

Nearest Local Guardian

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

1. Name

2. Address
..... Tel. No. (Mob / Res)

1. Name

2. Address
..... Tel. No. (Mob / Res)

I request you to admit my ward Mr/Ms.

To the D Y Patil Deemed to be University Hostel. I give an undertaking that he / she has read and will observe all Rules& Regulation of the Hostel.

Yours faithfully

Date

Signature of Parents

Date

Signature of Local Guardian

EMERGENCY CONTACT

TO BE TAKEN ON A Rs.100 STAMP PAPER & NOTARISED

AFFIDAVIT

I....., Daughter/Son of has taken admission in DY Patil Deemed to be University, **School** **Program** for the academic year..... is opting out an accommodation for and I am fully aware of all rules and regulations of the hostel, The management is clearly made me aware about the hostel fees and security deposit. I have agreed on the same and nobody has forced me. I am opting for the accommodation willingly on my own.

In any circumstances, I shall never hold the management nor the authorities of D Y Patil Deemed to be University, Nerul, Navi Mumbai Responsible for any kinds of mishappening, losses, medical illness, financial losses and any kind of damages, if I come across any.

RULES AND DISCIPLINE FOR ADMISSION IN HOSTEL :

- 1) Admission is open to students of D Y Patil University on first come first basis. Preference will be given to out-station students. However the management decision will rename final in this regard without any doubts and shall be acceptable by me fully.
- 2) The application form completed in all respects should be submitted to the on any working day during office hours along with all required annexures
- 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 another student.
- 5) Admission will be valid for one academic year only. After the completion of the tenure, fresh application will have to be submitted for extension.
- 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 D Y Patil University.
- 7) Students are allowed to stay in the Hostel during the winter / summer vacations.
- 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 in case of extension.
- 11) DYPU reserves its right to cancel admission of undeserving students without giving any reason.

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- 12) DYPU reserves its right to increase the hostel fee, if necessary, with prior intimation to students.
 - 13) Hostel accommodation in flats is tentative, which depends on availability of the flat.
 - 14) Student residing in the Hostel managed by DYPU shall strictly observe all the Rules and Regulations in force from time to time. Breach of rules / regulations may invite rustication / fine.
 - 15) During their stay in the Hostel, they will be under the control of the Officials of DYPU.
 - 16) 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).
 - 17) No guest or visitor of the inmate will be permitted to visit rooms. Visitors and guests should be received in the Reception area only between 9.00 a.m. to 7.00 p.m.
 - 18) Every student shall be in his hostel by 11.00 p.m. If he has to stay out after the said timing owing to any special reason, he must obtain prior permission from the Warden. 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/Navi 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 7 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.
 - 19) No students shall use the service of a hostel servant for personal work even on payment. He shall also not bring any servant from outside even temporarily.
 - 20) 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.
 - 21) Every case of illness and accident must be reported immediately to the Manager.
 - 22) No functions or celebrations shall be organized except with the permission of the Building Manager.
 - 23) 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 Management.
 - 24) No poster etc. should be put up anywhere, either in rooms or lobbies.
 - 25) Students are not allowed to play any kind of sports in the room.

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- 26) Throwing of water, color etc. on one another and on the walls / property of the hostel is strictly prohibited.
 - 27) Students suffering from any contagious disease will not be allowed to stay in the hostel. Decision of the within this regard will be final and binding. Medical fitness certificate has to be submitted.
 - 28) Allotment of the room, furniture etc. will be entirely at the discretion of the Warden and no complaint in this regard will be entertained.
 - 29) Every student shall keep the room allotted to him clean and neat. He shall take proper care of the furniture and fixtures handed over to him. The hostel authorities have the right to enter and inspect the rooms at any time, even in the absence of students.
 - 30) All matters relating to differences among students and complaints about the hostel staff shall be brought to the notice of the Building Manager , who will take such action as may be necessary.
 - 31) Students are expected to switch off the lights and fans in their rooms every time they go out and take precautions to economize electricity consumption.
 - 32) Charges for any damages to the property as well as to the furniture and fixtures caused by a student/student's negligence will be recovered from the student/ students staying in the said flat / room.
 - 33) 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 Building Manager who will arrange for repairs.
 - 34) Hostel is meant only for the use of bonafide students of that particular hostel. Visitors are not allowed to enter any room.
 - 35) The Hostel Authorities do 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. DYPU will not be responsible for the loss of personal belongings of the students.
 - 36) All the facilities including additional facilities like T.V, Internet etc., misused, shall be discontinued without given any notice and disciplinary action will be taken against the students involved.
 - 37) 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 Building Manager.
 - 38) 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.

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- 39) 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.
 - 40) No loud music system is allowed in hostel / flats.
 - 41) Any complaint (indecent behavior/noisy) from the neighbors/society will result in severe action.
 - 42) Hostel is required to be vacated with luggage in every summer vacation if not applied for extension.
 - 43) Students are provided with some add on facilities (tentative) like Fridge / TV / Internet connection / 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.
 - 44) Ragging is strictly prohibited inside the hostel premises.
 - 45) 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.
 - 46) Students are prohibited from consuming alcoholic drinks, cigarettes, tobacco products or any other.
 - 47) 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.
 - 48) Playing Holi and celebrating any festivals which will cause any damages inside the hostel premises is strictly prohibited. Disciplinary action will be taken against any student found guilty of violating this rule.
 - 49) In case the students go for tours/picnics organized by Private groups or unofficially on their own, DYPU will not bear responsibility for any mishap and the students will have to go at their risk.
 - 50) In and out time entry should be made in register properly.
 - 51) The allotment of rooms is random basis. Therefore, there is no provision for choosing a hostel roommate.
 - 52) There is no provision for prior reservation of hostel rooms for students or their parents.
 - 53) The student may occupy the room immediately after allotment.
 - 54) Students are required to make entries in the INWARD & OUTWARD register maintained at the Security Desk while coming in & going out of the Hostel premises.

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- 55) Students are requested to keep a check on running tap while making an exit from the room. The student occupant of that room will be charged a fine of Rs.500/- if tap is found running in their absence.
- 56) If the Hostel Room keys are lost by the occupant, the student will be fined Rs.500/- .
- 57) Electrical Appliances should be switched off while leaving the room. If found not doing so, occupants of that room will be penalized.
- 58) Electricity Bill is included in the Hostel Fee. However, Electricity Bills for any extra electrical appliance brought in by the student like microwave, hotplate, etc will be charged.
- 59) Pets are strictly prohibited in the Hostel premises.
- 60) Refund of Hostel fee is allowed only in the case of cancellation of admission from DYPU. If the cancellation is made before start of class, Rs. 5000/- as processing charges will be deducted. After start of class there will be no refund. The deposit amount will be refunded within 3 months of vacating the Hostel.

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 :

Name & Signature of Student :

Name & Signature of Mother :

Name & Signature of Father :

Permanent address of Parents :

Name & Signature of Local Guardian :

Mobile Number of Local Guardian :

Address of Local Guardian :

Permanent address of Parents :

Emergency Contact Numbers

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**TO BE TAKEN ON Rs.100 STAMP
PAPER & NOTARISED**
(Undertaking of Fees)

To,
Administration Office
D Y Patil Deemed to be University
Nerul, Navi Mumbai

I student of D Y Patil Deemed to be University of its
School named as will be studying in Program
..... Semester and allotted Hostel Room
No 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 DYPU. If I have only been allotted the hostel and I have not started staying
in the hostel and cancellation is made before the commencement of the Program, then
Rs.10000/- (Rupees Ten Thousand Only) as processing charges will be deducted and the
balance amount will be refunded within 03 months of cancellation. If the hostel
cancellation is made after the commencement of the Program or after I start
residing in the hostel, there will be no refund of hostel fees. In this case, only the security
deposit will be refunded within 03 months.

I am aware of the hostel fees per month & also aware of my annual hostel charges & the
security deposit. I accept the annual hostel fee charges willingly & am ready to pay the
same with the deposit amount as well. I request to please provide me with hostel
accommodation on the DYPU campus in the Centre Of Excellence building. I am aware
that I will have no say in the room allotted to me and the room partner allotted to me.
I shall abide by the decision of the Management.

Date:

Signature of the Student

Contact number

Signature of Mother

Contact number

Signature of Father

Contact number

**TO BE TAKEN ON A Rs.100 STAMP
PAPER & NOTARISED
INDEMNITY FROM PARENTS**

- 1] We, _____ and _____, R/o _____, and parents of _____ Age: _____ have enrolled our ward in DY Patil University in the School _____ Program, _____ Admission Year _____ duration of _____, currently our ward is in the semester of the academic year _____. We have applied for Hostel facility of our ward at the DY Patil Deemed to be University Hostel.
- 2] We do hereby acknowledge, undertake, confirm, declare and agree to release, indemnify and hold harmless D Y Patil University & DY Patil Deemed to be University Hostel (including its Directors, officers, agents and employees) and the Chap erones, and their heirs and estates (collectively the "Organizing Party") and agree not to sue the Organizing Party for any damages, claims, actions, liability and expenses (including costs of judgments, settlements, court costs, and advo cate's fees), that may arise from or in connection with any personal injury, suicide, bodily injury, mental anguish, emotional distress, physical, property or other damage that my Ward may suffer from any cause whatsoever related in any way to my Ward's tenure at the DY Patil Deemed to be University, including any negligence on part of the Organizing Party, but not extending to intentional or reckless acts by such Organizing Party. We further agree to release, indemnify and hold harmless the Organizing Party from any and all damages, claims, actions, liability, and expenses arising from damage to property belonging to the Ward and others, or personal injury to my Ward including disability or death, resulting from, among other things, acts of god, war (whether declared or undeclared) terrorist activities, airline, rail or motor vehicle accidents, criminal behavior or negligence by others, incidents of politically motivated violence, illness or quarantine, strikes or government restrictions, or the acts or omissions of other agents over which the Organizing Party have no direct or indirect control, including but not limited, airlines, railway companies, hotels, shipping companies, guides, subcontracted agents and tour operators. This release also includes activities not offered by D Y Patil Deemed to be University
- 3] We hereby certify that our Ward is in good mental & physical health, has no physical conditions that affect her/his ability to travel and/or participate in any of the activities involved in the Hostel, and has not been advised otherwise by a medical practitioner.
- 4] We understand, confirm, acknowledge, and agree that D Y Patil Deemed to be University Hostel shall have no liability or responsibility, and we indemnify the Organising Party
- (a) For the safety of the Ward if he/she chooses to abandon or not follow the rules of the Hostel

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- (b) For any kind of ill health that arises because of any allergy, food poisoning, waterborne disease, airborne diseases, etc.
 - (c) For any kind of self-inflicting injury like suicide due to mental torture or peer pressure arising out of interaction with friends on campus or outside
 - (d) For any natural calamity like earthquake, fire, floods, cyclone ,thunderstorm, light ening, pandemic diseases, etc
- 5] We agree that our Ward shall strictly abide by the instructions and directions. Failure to do so may result in rustivating our Ward from the Hostel immediately for which will not hold DY Patil Deemed to be University Hostel or D Y Patil Deemed to be University responsible.
- 6] We agree that our Ward shall strictly abide by all local laws. We acknowledge and agree to the fact that the consumption of tobacco, alcohol, and drugs is strictly forbidden in the Hostel premises. We understand that if our Ward abuses or disobeys such laws or regulations, even unintentionally, he may be asked to leave the Hostel and we undertake to bear all expenses in such a case. We will not hold DY Patil Deemed to be University Hostel or D Y Patil Deemed to be University responsible in such case.
- 7] We agree that our ward shall strictly abide by all the civic laws and rules & regulations laid down by local authorities even when he is out of campus. And in case if the local authorities register any case against him due to disobedience of any such laws, we shall not hold responsible D Y Patil University & its Management & personnel for the same. We indemnify them against all such acts conducted by my ward.
- 8] We understand and agree that if our Ward becomes ill, the Hostel authorities may take any action they deem necessary for the safety and well-being of our Ward including securing medical treatment and transporting our Ward back home, and we undertake to bear and reimburse such expenses to the Organizing Party and in no way will D Y Patil Deemed to be University Hostel or DY Patil Deemed to be University be responsible for the same. In such a case we indemnify D Y Patil University & its Management & Personnel for whatever the outcome of the medical treatment on his health, given to him in such an emergency.
- 9] We also understand that we are fully responsible for and shall pay for any damage that may be caused due to any wrong behavior of our Ward during his tenure in the Hostel, and in no way hold DY Patil Deemed to be University Hostel or D Y Patil Deemed to be University responsible.
- 10] We have understood all policies from the organizing party and even the cancellation policy stated and would abide to the same. In no way will we hold D Y Patil University Deemed to be Hostel or DY Patil Deemed to be University responsible in any way.

11] This Indemnity is legally binding and will be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law. Any provisions found to be void or unenforceable shall not affect the validity or enforceability of any other provisions

12] Parties submit to the exclusive jurisdiction of the courts in Mumbai.

By signing the above document Parents & Ward have understood and agree to the terms and conditions :

Hence, being the parents and natural guardian of (Student's name) we give our unconditional consent to our son/daughter to stay at the DY Patil Deemed to be University Hostel and bound ourselves to indemnify & hold DY Patil Deemed to be University Hostel or D Y Patil Deemed to be University harmless from any claims of whatsoever nature arising from the stay by our Ward at the Hostel.

This Indemnity is signed at Navi Mumbai on this

(Student' Father Signature)

(Student' Mother Signature)

(Student' Father Name)

(Student' Mother Name)

Contact No. of Father

Contact No. of Mother

(Signature of Name & Student)

(Contact No. of Student)

TO BE TAKEN ON A Rs.100 STAMP PAPER & NOTARISED

Student Undertaking

To,
University Administration
D Y Patil Deemed to be University
Nerul, Navi Mumbai

Date :

I student of D Y Patil Deemed to be University of its
School named as taken admission in the academic year
will be studying in the Program Semester Div.

I, hereby give an undertaking that:

- 1) I shall observe all the rules and regulations of the Hostel in force, from time to time.
- 2) I shall not leave the hostel without prior permission in writing from the Administrative In-charge/Facility Manager
- 3) I shall not enter/leave the hostel late (i.e. beyond the permitted time, in general, 11:00 pm) without the written permission of the DYPU Administrative In charge /Facility Manager
- 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 have given an undertaking of acceptance of a list of inventory that was given to me at the time of admission in the hostel and I am aware that whenever I vacate the hostel accommodation I shall return the same inventory without any loss or damage. I fully agree that in case if I lose or damage any inventory the amount shall be deducted from my security deposit amount.
- 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) In case if I breach any rules & regulations, disciplinary action shall be taken against me and the word of the Management will be the final decision without any objection raised by me. I shall abide by the decision taken by the Management in the same regard.

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- 8) I shall maintain the dignity and sanctity of the hostel by not creating any noise/nuisance. Management is free to take any action including rustication if I am found breaching any rules/regulations. The hostel fee for the remaining month will not be refundable in case of expulsion from the hostel by the management.

Signature of the Student

Signature of Mother

Signature of Father

Mobile No

Mobile No

Mobile No

UNDERTAKING BY THE STUDENT NIGHT OUT

Personal Data :

Name of the Student :

Name of the School :

Room No :

Purpose :

Night Out :

Contact Number :

- I hereby undertake to return on expiry of the permitted duration. I will be back at

..... (Time) (Date)

- I hereby notify that I am leaving the hostel for the night (s) of.....

to as my fax/ email from my parents is awaited.

Signature of the Student

Date :

