

University of Mumbai



No.

FORM OF APPLICATION

For Admission /Continuation in

INTERNATIONAL STUDENTS HOUSE [HOSTEL]

FOR OFFICE USE ONLY

Warden's Recommendation:
Admission Committee Remark:
Signature of Chairman:
Name of Hostel:
Date of Admission:
Fee Receipt No. and Date:

Three Recent
PHOTOS
attached

To,
THE REGISTRAR, UNIVERSITY OF MUMBAI,
FORT, MUMBAI-400 032.

The Warden, International Student's Hostel, 45, C-Road, Churchgate, Mumbai-400 020

(Fill in application form to be submitted to the Warden, ISH)

Sir,

I hereby apply for admission/continuation of admission to the International Students House, Hostel for the academic year 20 - 20 . I have read and understood the rules and regulations of the hostel and hereby undertake to abide by the rules. I shall pay prescribed fees in advance as soon as I receive intimation regarding the admission/continuation of admission on the understanding that the seat will be cancelled if I do not avail it myself of the accommodation offered within 5 days.

Yours faithfully,

Signature of the Student

Full Name of the Candidate (Surname First) : _____

Date of Birth: _____

Name of the Department /College: _____

Course of study: _____

Full Name, Native Place, Address & Tel. No. of Father: _____

Full Name and Address of Local Guardian & Tel. No. _____

Profession of the Father-Mother _____

Annual Income of the family _____

Name & Place of Institution last attended: _____

Name of Hostel/Place stayed during last studies: _____

Examination Passed in Previous Years: _____

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

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

Nature of complaints if any, during previous stay: _____

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

Whether belongs to S.C./S.T./Other Backward Class (Specify): _____

(to be supported by relevant certificate)

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

Date: _____

Signature of the Student

UNDERTAKING

I Shri _____ undertake that:

1. I shall not accept any employment (**Part-time/Full-time/vacation or Internship**) during my stay in the Hostel.
2. I shall leave the Hostel within 5 days after completion of examination. Further, in case, I am required to stay in the hostel during vacation period I shall apply to the Warden, one month in advance along with a certificate from the Head of Department / Institution justifying my stay and also pay in advance, all the prescribed charges.
3. During my stay in the Hostel, I will not disturb my neighbors or others by talking loudly, playing music's or creating nuisance.
4. I shall not indulge in wasteful or improper use of water, electricity etc. I shall also be responsible for the safety of electrical installations, fumitures, fixtures etc. in the room. I shall not use electrical appliances for any purpose including for cooking in the room.
5. In case I am required to remain away from the Hostel after 11p.m on any day, I shall obtain prior permission from the Warden in writing.
6. I shall take permission to take a visitor to my room by writing in the visitor's register maintained by the Warden.
7. I shall not keep any guest in my room for overmight stay.
8. I shall not consume any alcoholic drinks/drugs/smoke in the hostel premises.
9. I shall take the permission to leave the Hostel temporarily or permanently or at the end of the term from the Warden and a clearance certificate for all dues from the Hostel Office.
10. I have also read carefully all the rules pertaining to my stay in Hostel, especially with regard to eligibility, duration of stay, procedure for admission and re-admission etc.
11. I shall not speak directly to media/police department or any other offices.

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

Signature of the Student

Name: Prof. Dr. _____ Department/Institute _____

Certified that the applicant Shri _____

Is a bonafide student of this Department/Institute and is admitted to the course _____
For the academic year 20 - 20 , vide his tuition fees receipt No. _____ Dated _____.

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

Principal/Director

Pro-Vice Chancellor

Registrar

Warden

Rules and Regulations of the International Students House, University of Mumbai

ELIGIBILITY FOR HOSTEL ADMISSION

1. Only Foreign National students admitted to a full-time programme of study are eligible to apply for hostel accommodation.
2. Students who accept employment will lose their entitlement to hostel accommodation.
3. Students residing in Mumbai and suburbs upto Virar, Kalyan and Panvel shall not be considered for hostel admission. Age limit of the students should not be more than 30 years for P.G. and 35 years for Ph.D.
4. If a student seeking admission to a higher course of the same level for which he was enrolled earlier (like graduation to graduation; masters to masters etc.) by changing subject/faculty shall not be considered for hostel admission.
5. Submission of an undertaking that he is not resident of Mumbai and suburbs up to Virar, Kalyan and Panvel do not have his or family accommodation/quarters in areas mentioned as above and falling to give correct, information as above shall be liable for termination of hostel admission and also an undertaking that he abide by all rules and regulation of the hostel

DISCIPLINARY RULES

1. All the residents of the hostel should see that there is no waste of water, electricity and other facilities or common utilities provided to them. They shall be always economical in their use.
2. Students will not disturb their neighbors or others by playing loud music or by creating noise.
3. Fans and lights should be put-off before leaving the room. Failures will be fined As. 50/- per day.
4. The use of electrical heating appliances and cooling in the rooms is strictly prohibited due to safety requirements of the hostel.
5. The cost of damage, (if any) caused due to the electrical installations, furniture etc. in the room or to any of the parts of the hostel premises will be recovered from the student concerned.
6. Storage and consumption of alcoholic drinks/drugs/narcotics in the hostel premises is strictly prohibited. Anyone found indulging in these will be expelled instantly from the hostel and could be handed over to police.
7. Drinks/Drugs/Smoking inside the hostel premises is strictly prohibited. If found doing so, disciplinary action will be taken.
8. No student can remain absent from the hostel between 11.00 p.m. to 6.00 a.m. without prior permission/intimation to the Warden. Time limit for the late pass for the hostelites is 11.30 p.m. The hostel gate will be closed at 12.00 mid night every day.
9. Maximum two late passes will be allowed and every student should take prior permission of the Warden for remain absent from the hostel and should inform the proper address and telephone no of the place where he wants to stay night out prior to permission.
10. Students who are expected to remain absent from the hostel for 3 days or more should fill in the gate pass and ensure that, it is signed by the concerned authority before their departure.
11. If the student loses the duplicate key of the room, then he has to replace the room lock.
12. If any student found to be misbehaving in the hostel the same shall be communicated to the Head of the Department/Institute by the Hostel Regulatory Disciplinary Committee (HRDC).
13. No student can speak directly to the media or neither police nor they shall allow them media or police or outside persons to visit the premises of the hostel.
14. No student can take any complaint to the VC/PVC/Registrar and Police Department directly. The same must be submitted through the Warden..
15. There shall be Five-member body of students nominated by HRDC, for liaison between students and administration.
16. Every student, staying in a University Hostel must bring a certificate of satisfactory attendance and a recommendation for continuation from Head/Director of the department/Principal of Institution where he is enrolled, at the beginning of each term. If a student fails to bring such a certificate and recommendation within the stipulated time period, his admission to the hostel would be cancelled immediately without giving any notice.
17. The maximum period of stay allowed in the hostel is as follows:

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

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

PENALTIES

1. For entertaining unauthorized guest Rs. 250/- per day.
2. Remaining away from the hostel for more than 3 days without prior permission-Rs. 100/
3. Using electrical gadget for cooking and other purpose in the room- As. 250/- week.
4. Handling over the key to unauthorized persons-Rs. 250/
5. Consumption of alcoholic drinks/drugs in the hostel premises Rs. 500/- and/or immediate expulsions.
6. Nonpayment of hostel fees in due time Rs. 50 per day till next 10 days or before due date, Admission liable to cancel 10 days after due date.
7. Damage to property, furniture-cost recovery.

VISITORS/GUESTS

1. Visitors are allowed between 9.00 a.m. to 9.00 p.m. (all days) with proper entry in the Visitor's Register.
2. No female guests are allowed to enter in the hostel.
3. It is the responsibility of the student to see that the guest leaves the hostel before 9.00 p.m. The visitors found between 9.00 p.m. to 9.00 a.m. will be considered as an illegal occupant and concerned hostelite will be penalized as per the norm.
4. If the student found allowing guests three times illegally in the year then he loses hostel admission.
5. The guests can be accommodated in the guest room only after the prior permission of the Warden and after filling the Guest Form. Guest needs to deposit the room charges in advance.
6. A student of the hostel may be allowed to accommodate a guest for not more than two consecutive nights (only on payment of Rs.500/- per day as guest charges.)
7. The student may accommodate not more than one guest for overnight stay on payment of guest charges.
8. The guest charges are Rs. 500/- per head per day payable on the same day of the arrival of the guest.
9. Only parents /guardians of the medically ill students may visit the hostel and stay for one night free of charge. Thereafter if they have to stay on doctor's recommendation shall be allowed to stay for three days more at 50%charges.

FEES (~~Hostel~~ International Student's Hostel)

1. The students need to pay the fees on prescribed due dates every year at the time of taking admission only. Defaulters need to pay Rs.50/- per day late fee for next fifteen days. Thereafter the hostel admission will be cancelled.

2. Fees to be paid

<u>Room Rent</u>	<u>Per Term</u>
Single Bed	Rs.5500/-
Triple Bed	Rs.4500/-
Electricity Charges	Rs.4500/-
Mess Depreciation charges	Rs.250/-
Hostel Deposit	Rs.10000/-
Mess Deposit*	Rs.3000/-
Caution Money & Lock Deposits*	Rs.3500/-

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

3. Summer vacation charges;
The period between completion of examination and the date of commencement of new academic term is to be deemed as summer vacation. M.Phil./Ph.D students, who are required to stay during vacation for appearing NET/SET or any competitive examination should submit an application to the effect duly endorsed through the Principal/Director of their respective College/Institute and pay vacation charges as admissible. Rs. 400/- per day on daily basis for Single Bed and Rs.200/- per day for Triple Bed.
4. Students studying UG/P.G. degree needs to vacate the room within five days from the last date of their Examination. Students who desire to stay to write statutory examinations shall apply for stay in vacation till last date of examination and shall obtain prior permission and shall pay as per rule No. 3 above.
5. No vacation charges are applicable to M.Phil. and Ph.D. students provided the research guide certifies that he is required to stay during vacation to complete his research assignments.
6. The Master's Degree part-II and final year degree student's needs to vacate the hostel within five days from the last date of their examination. They will be charged guest charges (i.e. Rs. 500/- per day in advance) after the ten days completed till a maximum period of fifteen days.
7. Those who do not appear for examination for whatever reasons will have to vacate room on last day of term.
8. Students who need to use computer and such electronic equipments need to take prior permission and need to pay Rs. 500/- (Rupees Five hundred only), per term against electricity charges.

MISCELLANEOUS

1. Students are requested not to bring too many personal belongings, expensive gadgets, large sums of money. Money kept in the room for current use should be locked and the key should be kept with the student himself. University does not hold the responsibility for the loss of anything from the student's room, but any loss is to be reported immediately to the Warden.
2. While vacating the room it is the responsibility of the student to get the clearance of dues and hand over the key to the office with due signature of the Warden on the counterfoil of the gate pass for no objection as far as breakage of hostel property. (i.e. furniture, electrical connections, damage in the room etc.)
3. Student should submit the gate pass and the deposit refund application (if applicable) at least eight working days in advance before vacating/leaving the hostel premises.
4. The News Paper, Magazines or any reading materials should be used in the reading room. No one should take these materials outside.
5. Student should use dustbins only for disposal of the waste and no one should throw papers or waste materials out of the window and in the corridors of the Hostel.
6. If you are not well immediately see a doctor. As far as possible University appointed doctor should be consulted. Do not wait till the illness becomes serious.
7. No students will be allowed to use the shower and must use the bucket and mug.
8. Hot water will be available between 6-30 a.m. to 8.30 a.m. only
9. Any deviation in observing these rules will be observed as serious offence and the offender will be fined or suitable disciplinary action will be initiated against him.

University of Mumbai



INTERNATIONAL STUDENTS HOUSE [HOSTEL]

UNDERTAKING

I MR. _____ hereby undertake that, If admitted to the hostel, I will abide by the rules and regulations of the University of Mumbai pertaining to the hostel as is required of a resident. I further undertake that, if on account of violation of the hostel rules and regulations, I am required to vacate the hostel. I shall do so within the specified time failing which I may be subjected to disciplinary action in according with the University rules and regulations.

Date:

Student Signature

AUTHORISATION

I MR. _____ hereby authorize the WARDEN of the International Students house [Hostel] to vacate my room at the hostel in case of any unauthorized absence from hostel or on account of any breach of rules and regulations of the hostel or in case of failure to comply with the notice to vacate the hostel and such an action by the WARDEN shall be at my risk and cost. In case my room is vacated in my absence, the WARDEN may dispose of my belongings and credit the proceeds to the accounts of the International Students House, University of Mumbai.

Date:

Student Signature

CERTIFICATE

This is to certify that MR. _____ who has signed the above undertaking and authorization is a bonafide full time regular student registered for the Course _____ with the Institute/College _____.

He is required to keep regular attendance for his studies and his attendance is as per the course requirement are satisfactory. **His progress throughout his studies is uninterrupted.**

Date:

Signature of the Director/Principal
of the College with office seal