

| <b>Sandipani / Maitreyi Hostel</b>       |  |   |
|--|--|---|
| <b>Code of Conduct &amp; Undertaking</b> |  |   |
| Sr. No                                   | Hostel Rules   | Remarks   |
| 1  | <b>Prayer in the Mess Hall and fine</b>                    | Hostel Prayer is mandatory and will be conducted at 11:00 pm on each floor  |
| 2  | <b>Hostel incoming / Outgoing time</b>                     | Morning 06:00 am to 11:00 p.m.<br>Students can leave the hostel after 06:00 am.<br>Students should reach to hostel on or before 11:00 p.m.  |
| 3  | <b>Room Cleanliness</b>                                    | Keep the room and common passages, hostel ambience and the campus clean and will <b>never litter it</b> with any kind of wrappers or any other thing. You will <b>fin ed up to Rs. 2,000/-</b> by the Hostel or campus authorities, if found littering Hostel or campus premises  |
| 4  | <b>Leaving hostel without informing Hostel authorities</b> | Under <b>no circumstance</b> you will come late or leave the campus early without a written permission of the Warden/Rector or Head of the hostel.  |
| 5  | <b>Late reporting to hostel time</b>                       | <ul style="list-style-type: none"> <li>• Late reporting will be allowed only till 11:00 p.m. only</li> <li>• <b>Below Amount will be fined in case of late coming:</b> <ul style="list-style-type: none"> <li>• Rupees 1000/- will be Penalised for each late coming for all Students.</li> <li>• Parent's and Rectors approval is mandatory for late coming after 11:00 pm. But yet fined will be levied if beyond entry is 11:00 pm</li> <li>• <b>Late coming with prior approval will be allowed in genuine cases and with respect to the parents' permission and Rector's permission once in a month.</b></li> </ul> </li> </ul> <p>Late coming without prior approval if in case gets repeated more than three times a year then the student will be expelled out of the hostel.</p> |
| 6  | <b>Leave Application</b>                                   | For MBA students while availing leave should keep parents in CC in their emails and other than MBA students, parents should send an email for availing leaves for their ward to the warden for approval at least two days in advance. If a student is going on leave at a relative's place, then address is compulsory. send the email during office hours from 10.30 am to 5.30 pm and prior emails to be sent for approval  |
| 7  | <b>Inspection</b>  | The Hostel Warden/Rector may inspect/enter any room at any time to ensure that the students maintain discipline and cleanliness tidiness /hygiene   |
| 8  | <b>Night Attendance</b>                                    | Night Attendance is mandatory and students must follow the same   |
| 9  | <b>Changing of Room</b>                                    | Students shall occupy the room allotted and he/she shall not change the room without prior permission or occupy some other room allotted to other students  |

|    |  |   |
|----|--|---|
| 10 | <b>Adjustment of the room</b>  | In case during the academic year, if any students leave hostel and triple or double sharing room remains with only one student, then those students will be given one triple or double sharing room as per their room types took while hostel admission   |
| 11 | <b>Regarding Ragging / Sexual harassment / Smoking / Alcohol /toxic or Narcotic substance / non-veg food</b> | <p>(A) Any type of sexual harassment, (2) No Smoking, (3) Non - Consumption of Alcohol or any toxic or narcotic substance and (4) Non - Consumption of Non-Vegetarian food, in the hostel or within the Somaiya campus. You will not breach any of these conditions. <b>You may be immediately expelled from the hostel premises and the remaining hostel fees and deposits paid by you will be forfeited by the hostel office</b></p> <p>(B) You are abided to pay the respective fine as mentioned in the hostel equipment list in case any damage is caused in you room or in the passage during <b>your</b> stay in the hostel &amp; while using the lift laundry, Mess, Night Mess or any other area in the hostel</p> |
| 12 | <b>Use of lift, Laundry, Gym, Mess, Night Mess or any other area in the hostel</b>                           | Undertaking to pay the <b>respective fine</b> as defined by the authorities for any damage caused while using the lift, laundry, Gym, Mess , Night Mess or any other area in the hostel.  |
| 13 | <b>Clothing</b>  | <p>Girls to wear decent clothes, knee-length clothes. Torn jeans, short dresses, and spaghetti not allowed. If found, then disciplinary action will be taken against the student.</p> <p>Boys to wear decent clothes, knee-length short are allowed, no torn jeans</p>  |
| 14 | <b>Utilising Mess Dining Area</b>  | <p>Students must strictly maintain prescribed timings to use Mess Dining Area.</p> <p>Mess chairs are not to be taken in the student room strictly</p> <p>Students are not allowed to take food outside the Mess or ask for delivery in the Room. Prior written approval should be taken for special cases/medical conditions by Warden/Rector and an approved permission copy to be submitted to the Mess in charge.</p>   |
| 15 | <b>Use of Night Mess</b>   | <p>Students can use Night Mess till 2.00 a.m. only during Exams with prior permission from Warden and Rector.</p> <p>For using premises beyond the said time limit or celebrating gatherings/committee work. Etc- Prior written approval by respective committee faculty co-ordinator – with a written permission from Warden and Rector to be submitted to one copy to hostel office and one copy to the security desk of respective building.</p>   |
| 16 | <b>Utilising the Corridor/Window</b>   | <p>Students are not allowed to dry their clothes outside the window. They should use stands for drying of clothes.</p> <p>The water from the clothes should be properly squeezed out, it should not be dripping on the floor. Should not cover CCTV surveillance area in the Corridor is strictly prohibited</p>  |



|    |  |  |
|----|--|--|
| 17 | <b>Using Student Activity Room/Mauj Room/Prayer Room</b> | Hostel Students can use Activity room from 6.00 a.m. to 11.00 p.m. by submitting the ID card to security desk.<br>Prior written approval by respective committee faculty co-ordinator – with a written permission from Warden and Rector to be submitted one copy to the hostel office to Warden and one copy to the security desk of the respective building.   |
| 18 | <b>Playing loud Music in the Room or Floor</b>           | Students are allowed to play low music in the room.<br>Students are not allowed to play music after 10.30 pm and not disturb the roommates or their floor mates  |
| 19 | <b>Repairs and Maintenance</b>                           | Raise the complaint request on website <a href="http://maintenance.somaiya.edu">http://maintenance.somaiya.edu</a> If the complaint is not resolve within two days, then email the same to and CC to <a href="mailto:warden.simsrhostel@somaiya.edu">warden.simsrhostel@somaiya.edu</a>  |
| 20 | <b>Others</b>  | Birthday celebrations can be done but in proper manner so that other students on the floor or roommates will not be disturbed<br>Displaying Notices/flyer in Hostel Notice boards is strictly not allowed. But to display any notice or posters, prior written approval by respective committee faculty co-ordinator – with a written permission from Hostel Warden and Rector to be took and submitted one copy to the Warden and one copy to security desk of respective building.   |
| 21 | <b>Non-Hostel student.</b>                               | No non hostel student / friend are allowed in students availed hostel room, if in case found then for disciplinary action a fine amount of Rs.5000/- will be charged. And same thing if repeated by the student then he/ she will be expelled out of the hostel  |
| 22 | <b>Pets (Dog/Cats)</b>                                   | Any kind of Pet (Dog, Cat etc..) are strictly not allowed in the hostel room and Hostel Campus.  |
| 23 | <b>Breaking Hostel Rules &amp; Discipline</b>            | If we found any inappropriate /misconduct incident occurs in the hostel which cause inconvenience to other Students, Security or Staff staying in the hostel, then the main accused is expected to accept his/her mistake.<br><br>In case if the student/group of students does not accept their mistake, then all the hostel students staying in the hostel will have to pay the fine, or particular floor students will be charged fine as per the cost applicable of the product depending on the incident for violating the discipline and rules of the hostels and for the misconduct to adhere the discipline in the hostel.<br><br>Anything of misconduct/littering/damage/ in within hostel rooms, corridor, both space of night mess area observed which causes trouble to everyone and if main accused student does not accept the mistake, then the whole hostel students will be charged fine of Rs 200/- per student. |
| 24 | <b>Extra fan /Cooler</b>                                 | Students should take prior permission before getting extra fan or cooler. Extra charge for the same will be Rs. 1000/- per month to the student who will bring the fan/cooler  |

**Disclaimer:**

*Management reserves the right to revise or amend the Hostel Policy, Rules and Code of Conduct for Hostellers from time to time as deemed necessary. Hostellers will be informed of such changes through notices/circulars, and they shall abide by the revised/amended Hostel Policy, Rules and Code of Conduct for Hostellers.*

**Self - Declaration:**

I..... (Name of the candidate) from  
.....College/Institute/ ....., (Year I , II, III, IV, MBA  
Executive, Intern,) Son/Daughter of ..... (Father's /Mother's Name)  
seeking admission to.Sandipani/Maitreyi Hostel at Somaiya Vidyavihar Campus acknowledge that I  
agree to abide by all the rules and regulations mentioned above If found guilty, I agree to pay  
the damages without any objection or demure, and my parents/guardians/spouse hereby give their  
consent for the same.

**Students ID No** : .....

**Name of the student** : .....

**Name of the Parents**.....

**Students Signature** : .....

**Parents Signature.** .....

**Mobile No.** : .....

**Mobile No.** .....