

RULES AND DISCIPLINE FOR ADMISSION IN THE HOSTEL:

- 1) Admission is open to full-time students of SVKM'S NMIMS INDORE and Hostel is compulsory for out-station students.
- 2) The application form completed in all respects should be submitted to the Office of the Registrar/Director, Indore Campus/Deputy Registrar, Indore Campus on any working day during office hours.
- 3) Admission to the Hostel will be canceled if incomplete or false information is furnished.
- 4) Applicants who are offered admission in the Hostel will be informed by email or their names will be put up on SVKM'S NMIMS website (3 days prior to the start of the course). They will have to take up the accommodation by the stipulated date, failing which his/her admission will be canceled and the seat will be offered to another student.
- 5) Admission will be valid for one academic year only (10 months from the course's commencement date).
- 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 SVKM'S NMIMS.
- 7) Students are allowed to stay in the Hostel during the winter/summer vacations by paying proportionate extra fees
- 8) Fresh application will have to be filled up for next year's accommodation.
- 9) Students are required to consent to continue the Hostel facilities in the next year when the authorities ask them.
- 10) Hostel fee for the next academic year is required to be paid in the month of February to April.
- 11) SVKM'S NMIMS reserves its right to cancel the admission of undeserving students without giving any reason.
- 12) SVKM'S NMIMS reserves its right to increase the hostel fee, if necessary.
- 13) SVKM'S NMIMS will not be responsible for any mishap.
- 14) Students residing in the Hostel managed by SVKM'S NMIMS shall strictly observe all the Rules and Regulations in force from time to time. Breach of rules/regulations may invite rustication/fine.
- 15) During their stay in the Hostel they will be under the control of the Officials of SVKM'S NMIMS / Rector.

16) Smoking, consumption of alcoholic drinks, drugs, and spitting are strictly prohibited in the hostel premises. Strict action will be taken against the defaulter (as per the rule).

17) No guest or visitor of the inmate will be permitted to visit rooms. Visitors and guests should be received in the Visitors' room or Reception area only between 9.00 a.m. to 9.00 p.m.

18) Every student shall be in his / her hostel by 10.00 p.m. If he/she has to stay out after the said timing owing to any special reason, he/she must obtain prior permission from the Registrar /Director/Deputy Registrar/ Rector/Hostel Authorities. The application for leave of absence from the hostel shall be made in writing thru the dean to the Deputy Registrar and his permission shall be obtained. Late entry without prior permission will invite penalty/rustication. Please Note that 'Night out' is allowed only to visit local guardians or relatives staying in Indore. 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 10 pm on a respective day till the next day morning at 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/she shall also not bring any servant from outside even temporarily.

20) Students will not enter the rooms of other students without the permission of the inmates. Students should not go to other students' rooms after 10.00 p.m. at night.

21) Every case of illness and accident must be reported immediately to the Registrar/Director, Indore Campus/Deputy Registrar, Indore Campus/Rector, Indore Campus.

22) No functions or celebrations shall be organized except with the permission of the Registrar/Director, Indore Campus/Deputy Registrar, Indore Campus/Rector, Indore Campus

23) Resident students are not permitted to convene any meeting of any sort under any circumstances anywhere in the Hostel premises without prior permission of the Registrar/Director, Indore Campus/Deputy Registrar, Indore Campus/Rector, Indore Campus.

24) No posters 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.

26) Throwing 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. The decision of the Registrar/Director/Deputy Registrar/Rector, Indore Campus in this regard will be final and binding.

28) Allotment of the room, furniture, etc. will be entirely at the discretion of the Registrar / Hostel Authorities and no complaint in this regard will be entertained.

29) Every student shall keep the room allotted to him/her clean and neat. He / She shall take proper care of the furniture and fixtures handed over to him/her. The hostel authorities have the right to enter and inspect the rooms at any time, even in the absence of students.

30) All matters relating to differences among students and complaints about the hostel servants shall be brought to the notice of the Director, Indore Campus/Deputy Registrar, Indore Campus/Rector, Indore Campus, who will take such action as may be necessary. No police complaint will be lodged by the students before taking prior permission from the Director, Indore Campus/Deputy Registrar, Indore Campus/Rector, Indore Campus

31) Students are expected to switch off the lights, fans, Air conditioner 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 room.

33) Students should not drive nails, screws, etc. into the wall or doors. No repair shall be done by the students themselves. They should approach the Registrar/Hostel Authorities 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 did not hold themselves responsible for the safe custody of the property of the students staying in the hostel. Students should provide their own locks and should take proper care of their belongings. They should not leave the key of the cupboard/room anywhere around. SVKM'S NMIMS will not be responsible for the loss of personal belongings of the students.

36) All the facilities including additional facilities like T.V., Newspaper, Internet etc., misused, shall be discontinued without giving 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 materials in satisfactory condition to the Registrar/Director/Deputy Registrar/Rector, Indore Campus.

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.

39) Permission must be sought and obtained if night outs (only for local guardian and parent's house) are desired from the hostel in charge, 1 day in advance.

- 40) No music system is allowed in the hostel.
- 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.
- 43) Students are provided with some add-on facilities (tentative) like Fridge / TV / Washing Machine / Internet connection/ Water Filter / Single Bed / Cupboard / Chair / Study Table etc. Cleaning staff / Security services are provided at every location. Since downtime in the operation of the 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 for leave in a prescribed form one day in advance, stating the reason for leaving and the address of the destination and have to take approval from hostel authorities and a copy of the leave application form needs to be submitted to the security guard of respective hostels if anyone leaves the hostel.
- 46) Students are prohibited from consuming alcoholic drinks, cigarettes, e-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 Diwali 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, SVKM'S NMIMS will not bear responsibility for any mishap and the students will have to go at their risk.
- 50) In and out time entries should be made in the 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 the prior reservation of hostel rooms for students or their parents.
- 53) The student may occupy the room immediately after allotment.
- 54) Take away food or food parcel from outside is prohibited in hostel premises. Online purchased items can be collected from the main gate with verification by opening them.
- 55) Possession of Bicycle/Two Wheeler/Four Wheeler by the students staying in the hostel premises is strictly prohibited.

56) Escalation matrix for the facilities improvement/complaints or maintenance issues:

Boys Hostel

- (a) First level complaint- First Day – Mr. Ashok Kumar Pandey / Mr. Arun Sharma – wardenboyshostel.indore@nmims.edu
- (b) Second level Complaint-Second Day- Mr. Devender Singh, Rector – rector.indore@nmims.edu, If issue is not resolved
- (c) Third level complaint- Third Day-Mr. Gaurav Moghe, Dy. Registrar (0731-2581515) If the issue is not resolved
- (d) Fourth level complaint- Fourth Day - Dr. Anshuman Jaswal, Director (0731-2581510) If the issue is not resolved.

Girls Hostel

- (a) First level complaint- First Day – Ms. Anita Bajpai / Ms. Roshni Shukla – wardengirlshostel.indore@nmims.edu
- (b) Second level Complaint-Second Day- Mr. Devender Singh, Rector – rector.indore@nmims.edu, If issue is not resolved
- (c) Third level complaint- Third Day-Mr. Gaurav Moghe, Dy. Registrar (0731-2581515) If the issue is not resolved
- (d) Fourth level complaint- Fourth Day - Dr. Anshuman Jaswal, Director (0731-2581510) If the issue is not resolved.

57) Refund of the Hostel fee is allowed only in the case of cancellation of admission from SVKM'S NMIMS. If the cancellation is made before the start of the course, Rs.3000/- as processing charges will be deducted. After the start, of course, there will be no refund. In this case, only the security deposit will be refunded.

SVKM'S NMIMS INDORE HOSTEL

FAQs

1. Hostel Accommodation is compulsory for students who are not Indore Resident. Those who have not yet filled the Hostel Application Form are required to fill the same on <https://portal.svkm.ac.in/usermgmt/viewHostels>

2. Last date for filling the Hostel Application Form and Hostel Fees is 30th April 2024. In case of any issues facing during filling the Online Hostel application Form, write to portal_app_team@svkm.ac.in and mention your 11 Digit Student Number and your Name.
3. Students who have opted for Hostel Facility and paid the Hostel Fees, they can shift to Hostel w.e.f 1st June 2024.
4. Students and Parents can visit the Campus & Hostel from Monday to Saturday between 10.00 am to 5.00 pm. No Stay Facility for Parents.

Facility at In-Campus Hostel

1. Biometric Card Entry to Hostel
2. Reception Area and waiting area for Parents
3. 4 bedded room i.e. 4 students in 1 room
4. Boy's Hostel – Common washroom – 2 Nos. on each floor
5. Girl's Hostel - Attached Washroom (capacity of 6 students) shared by students of 2 rooms
6. Amenities for individual student – fixed bed with mattress, 1 fixed almirah, 1 fixed study table, 1 chair
7. Common Mess Area for all meals
8. Common Facilities for all – TV Lounge, In-door Sports, Reading Room, Pantry Area, Gymnasium, Consumer Store – items will be sold on or below MRP.
9. In-Campus doctor & nursing facility available for 24 hours
10. Cleaning, housekeeping of all rooms will be done on daily basis by NMIMS
11. Rector, Separate Warden & security guard for boys and girls building
12. CCTV surveillance and Security supervision
13. Salon / Beauty Parlour, Laundry, Ironing Facility on paid basis.
14. Night-out Permitted – 4 times in a month i.e. 1 night-out per week non-cumulative, only to Local Guardian's Place.

Few Restrictions:

1. Closing Entry time at Hostel – 9.30 pm
2. Only Vegetarian food will be provided. Separate counter will be placed for Eggs and will be provided to students on paid basis.
3. Cooking of any food item or even preparation of Tea/Coffee inside the Hostel Room is strictly prohibited.
4. Outside Food (Zomato, Swiggy etc) is not permitted.
5. Students are not permitted to install any Electrical appliances such as Personal TV, AC, Immersion heaters, electric kettle, electric heaters, Iron, coolers, Induction, Refrigerators inside the Hostel room.
6. No pets are allowed in the hostel
7. No personal vehicles of resident student are allowed.