

RULES AND DISCIPLINE FOR VES HOSTEL

1. Admission is open to full time students of Vivekanand Education Society. Preference will be given to out-station students (Distance of approximately 200 KMS or more from VES).
2. The application form completed in all respects should be submitted to the Office of the VES Hostel Warden / VES Hostel with proper acknowledgement on any working day during office hours.
3. Admission to the VES Hostel will be cancelled if incomplete or false information is furnished.
4. Applicants who are offered admission in the VES Hostel will be informed by letter/email or their names will be put up on VES Hostel website (3 days prior to start the course).
5. Students will have to pay the prescribed fees and take up the accommodation by the stipulated date falling which his/her admission will be cancelled and the seat will be offered to any other student in the waiting list.
6. The fees paid are valid only for the academic year in respect of which the admission to the hostel is granted.
7. VES Hostel accommodation is granted and is valid for only one academic year of the institution where the student is admitted.
8. Allotment of the room, furniture etc. will be entirely at the discretion of the Warden and no complaint in this regard will be entertained.
9. Fresh application will have to be made for next year's academic year accommodation.
10. Students will be required to vacate the room within 10 days on completion of the scheduled examination each year subject to adjustment for examination dates fixed by the appropriate Authorities.
11. After the completion of the academic year, students may be granted special permission on their written application to continue to stay in the VES Hostel during the Winter/Summer vacations by paying proportionate extra fees / charges on VES management's consideration.
12. Students are required to give their consent about continuing the VES Hostel facilities in the next year, when asked by the authorities.
13. Hostel fees for the next academic year is required to be paid before the start of the next academic year.

- 14.VES reserves its right to increase the hostel fee, for the next academic year without assigning any reason whatsoever.
- 15.VES will not be responsible for any mishap.
- 16.Student residing in the VES Hostel managed by VES shall strictly observe all the Rules and Regulations in force from time to time. Breach of rules/regulations may invite rustication/fine.
- 17.Students shall be bound to follow all the rules and regulations of the hostel authorities and shall follow their instructions without any protest during their stay in the hostel.
- 18.VES reserves its right to cancel admission of undeserving students without giving any reason.
- 19.During their stay in the VES Hostel they will be under the control of the Officials of VES.
- 20.Smoking, consumption of alcoholic drinks and spitting is strictly prohibited in the VES hostel premises.
- 21.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 am. to 9.00 p.m.
- 22.Every student shall be in his/her hostel by 10.30 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 Hostel Warden. The application for leave of absence from the hostel shall be made in writing email by parents to the VES Warden and permission shall not be assumed to have been granted unless specifically allowed. Late entry without prior permission will invite penalty/rustication.
- 23.Permission must be sought and obtained, if night outs (only for local guardian and parent's house) are desired from VES hostel Warden, 2 days in advance.
- 24.No students shall use the service of a VES hostel servant for personal work even on payment. He/she shall also not bring any guest from outside even temporarily.
- 25.Students will not enter rooms of other students without permission of the inmates. Students should not go to other students after 10.00 pm. in the night.
- 26.Every case of illness and accident must be reported immediately to the Warden.
- 27.Students suffering from any contagious diseases will not be allowed to stay in the VES hostel. Decision of the Warden in this regard will be final and binding.

- 28.No functions or celebrations shall be organized except with the written permission of the VES Warden.
- 29.Resident students are not permitted to convene any meeting of any sort under any circumstances anywhere in the VES Hostel premises without the prior written permission of the Warden or the Management.
- 30.24) No writing on walls & posters etc, should be put up anywhere, either in rooms, lobbies or lifts of hostel.
- 31.Students are not allowed to play any kind of sports in the rooms.
- 32.Throwing of water, colour etc. on one another and on the walls/ property of the VES hostel is strictly prohibited.
- 33.Every student shall keep the room allotted to him clean and neat He/ she shall take proper care of the furniture and fixtures handed over to him/her.
- 34.The VES hostel authorities have the right to enter and inspect the rooms at any time, even in the absence of students.
- 35.All matters relating to differences among students and complaints about the hostel servants shall be brought to the notice of the Warden who will take such action as may be necessary.
- 36.Students are expected to switch off the lights, fans & Acs in their rooms every time they go out and take precautions for saving electricity consumption.
- 37.Charges for any damages to the property as well as to the furniture and fixtures caused by a student's negligence will be recovered from them.
- 38.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 Warden who will arrange for repairs.
- 39.VES Hostel is meant only for the use of Bonafide students of that hostel. Visitors are not allowed to enter any room.
- 40.The VES 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 room anywhere around. VES will not be responsible for the loss of personal belongings of the students.
- 41.All the facilities including additional facilities like CCTV Cameras and Magazines, Newspaper, Internet etc., misused, shall be discontinued

without given any notice and disciplinary action will be taken against the students involved.

42. Before leaving the VES hostel, a student must pay all dues and hand over the keys of rooms and other material in satisfactory condition to the Warden.
43. 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.
44. No music system, irons, water heating kettle's, air coolers and any other electric equipment's are not permitted to use in VES hostel room.
45. Any complaint (indecent behaviour/noisy) from the neighbours will result in severe action.
46. VES Hostel is required to be vacated with luggage in every summer & winter vacations.
47. Refund of Hostel fee is allowed only in the case of cancellation of registration from VES. If the refund is made before start of class, Rs. 1000/- as processing charges will be deducted. After start of class there will be no refund.

DECLARATION TO BE SIGNED BY THE STUDENT

I have read all the Rules and Regulations of the VES Hostel. I hereby agree to abide by the rules and regulations of the VES Hostel in force from time to time. I am liable for disciplinary action in case of any breach.

Date:

Signature of Student

Signature of Parent

Course:

Roll No:

True copies of the following documents should be submitted along with the Hostel Application Form.

1) Proof of residence. (Parent and Nearest Local Guardian)

2) Three photographs of student with details written on the back.

Materials to be provided by VES to each student

Pillow, Pillow Cover, Bed Sheet, Mattress, Table/Chair, Cupboard, AC remote control.

UNDERTAKING

To,
The Warden
VES Hostel, Chembur,
Mumbai – 400 074.

I, Mr/Ms		student of VES
Hostel, from College/Institute		will be studying in
Course	Semester/Year	Roll No.

I, hereby give an undertaking that:

- 1) I understand that the hostel & mess facilities are compulsory, if admitted I shall pay the Hostel/Mess fees and Security deposit fully in advance for the academic year on college admission.

- 2) I have received and read all the rules and regulations of the hostel and shall observe all the rules and regulations of the Hostel in force, from time to time.

- 3) I shall not leave the hostel without prior permission in writing from the Warden.

- 4) I shall not enter / leave the hostel late (i.e. beyond the permitted time, in general 10:30pm) without the written permission of the Warden.

- 5) I hereby give an undertaking to vacate the hostel and hand over the vacant possession of my hostel room within ten Days from the last date of my examinations of each academic year.

6) I am aware that I am liable for disciplinary action for breach of any of the rules and regulations of the VES hostel, which may result even in cancellation of my admission to the hostel as well as to the institution where I am studying.

7) I shall maintain the dignity and sanctity of the hostel by not creating any noise / nuisance, especially after 10:00pm.

8) VES Management is free to take any action including rustication if I found breaching any rules/regulations.

9) Hostel fee for remaining month will not be refundable in case of expulsion from hostel by the management.

Date:

Signature of the Student

Signature of Parent