



D Y PATIL
UNIVERSITY

PUNE, AMBI

HOSTEL HANDBOOK (Boys & Girls)

For 2020-2021



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The D. Y. Patil University, Ambi, Pune provides exclusively separate Accommodation/Hostel Facility for Male as well as Female students studying in the University to inculcate a spirit of amiability, self-confidence and self-discipline. We ensure safe and comfortable environment to the Hostellers which is conducive for learning.

The life in hostels enables students to spend ample time in the Institutes, utilise library and other facilities to ensure they develop academically and acquire the necessary skills that can be obtained only through experience. In addition, the hostel life allows students to interact with their colleagues and peers, make friends and develop into good human beings capable of independent judgement and competent in handling the day-to-day pressures of life. Some students may leave their homes for the first time but they can be reassured, these hostels would eventually turn out to be their home away from home.

The D. Y. Patil Educational Academy constructed a new multi-story Hostel Building (Boys & Girls) with modern facilities which accommodate 700 plus students. Another two Hostel Buildings accommodate additional 300 students. Hostel rooms are spacious, airy with campus garden view. Other facilities include a common dining hall, common room, medical room, gymkhana etc.

1. ADMINISTRATION

The Hostel is administered by a Warden in consultation with the Registrar of D Y Patil University Pune, Ambi. Deputy Warden/Deputy Counsellors shall be vested with the power to interpret and enforce the rule and to regulate Hostel Administration. A Core Committee constituted by the University, assist the Warden in overall administration and core issues of the Hostels.

The Hostel Office and the Warden's Residence are located within the Hostel premises and are integral part of the Hostel. The Students Residence have several employees like attendant, housekeeping staff etc to look after the daily chores. Other employees are responsible for carrying day to day operation and administration of the Hostels.

2. ADMISSION PROCEDURE

Allotment of Occupancy:

1. Allotment of Seats will be made randomly using suitable mechanism taking into account the response to Online Hostel Enquiry Form.
2. Certain seats may be reserved for Reserve Category /Weaker section/ International students as per the policy of University.
3. The admission and continued stay in the Hostel depends upon the academic performance and on good behaviour and conduct.
4. Room once allotted to a student for an academic year will not be changed, except on special situations with the permission of the Rector

Admission Confirmation:

1. Hostel Accommodation is available to the Students who have secured admission in a particular School of University.
2. The student has to pay the requisite Hostel Fees at the time of confirmation of admission.
3. Student seeking admission in Hostels must apply online within the stipulated time along with the following documents.
 - Fee Receipt of admission in the School
 - Date of Birth Certificate
 - Proof of Residence/Domicile Certificate.
 - Three self-attested passport size photographs.
 - Documents supporting to reserve category status. (as applicable)
 - Photograph of Local Guardian with residential address
 - i.e. self-attested photocopy of any one of the following:
 - (a) Voter I-Card
 - (b) Electricity/Water bills
 - (c) Passport
 - (d) Aadhaar card
4. At the time of admission to the hostel, every student shall sign an undertaking to the effect that he shall follow the Hostel Policy, Rules and Code of Conduct as notified from time to time and counter signed by his/her parents/Legal guardians/Local guardians. In case of breach of any Rules & Regulation, he shall be liable for the disciplinary action.

5. Student shall produce a Medical Certificate from Registered Medical Practitioner. Students are required to disclose all past medical history at the time of admission to the Hostel Authority.
6. Students are required to sign an Anti-Ragging Undertaking as per the Guidelines of the UGC, at the time of admission to hostel.
7. Students cannot vacate or cease using the hostel facility during the academic year. If they do so, they will forfeit the Hostel Fees paid by them for the entire academic year and no claim for refund shall be entertained.
8. If any student provides any misleading or false statement or information in the hostel admission form, his admission shall be liable to be cancelled. On such cancellation, the student shall not be entitled to refund Hostel Fees.

3. INDUCTION PROGRAM:

A formal Induction Program for the Hostel Students will be arranged with prior intimation. The Programme facilitate the students to get interacted with other Hostellers and colleges students. It gives brief introduction about Hostel and Campus life.

4. FEE STRUCTURE & PAYMENT SCHEDULE

A) Accommodation/Hostel Fees :

Particulars	Hostel Fess per student per annum		
	Single Occupancy Rs.	Double Occupancy Rs.	Triple Occupancy Rs.
Building – C Exclusive Separate Building for (Boys & Girls)	70,000	65,000	60,000

B) Payment Schedule:

The Hostellers have to follow the following schedule for payment of Hostel Fees.

Sr. No.	Particulars	Amount
1	At the Time of Admission in Hostel	60 % of Hostel Fees
2	After 4 months of First Instalment	40 % of Hostel Fees

5. CANTEEN/MESS (Legends Cafe)

Resident shall pay the Food charges as per the payment schedule given above. It is mandatory to eat in the Legends Café (Canteen) and coupon is compulsory. Students are requested to carry their coupons while going to mess. Student must inform their non-availability or night out to the Mess Supervisor well in advance.

If a student is sick, written application by the student endorsed by the Rector should be given to Supervisor for serving food in the room.

Students are requested not to waste food. Outsiders are not allowed in the mess. Guests are allowed in mess with prior permission of the Supervisor and charges applicable. Outside food/dabbas are strictly not permitted in the hostel

Timings for Mess

The timings shall be strictly followed by the Hostellers.

Breakfast	:	7.00 am to 8.45 am
Lunch	:	12.30 pm to 2.30 pm
Dinner	:	7.30 pm to 9.30 pm

6. FACILITIES

Medical Facilities:

1. The health services are made available to the residents by the University within the Campus. Separate Doctors for Girls and Boys are available round the clock.
2. In case of a medical emergency, a resident is taken to the nearest hospital and the local guardian is duly informed.
3. The local guardian will have to take charge thereafter and the entire responsibility for treatment and related expenses will be borne by the parents/local guardian. Hence the contact/phone number must be confirmed by the Resident frequently.

WiFi & Electricity Backup :

WiFi Facility is available. Uninterrupted power supply is also available to facilitate academic commitment.

Banking Facilities:

The ATM of IDBI Bank is available in the University Campus. The residents are advised to take good care of their bank pass book/cheque books, etc. and not to keep too much cash or other valuables in their rooms. The authorities will not be responsible for any losses.

Security:

1. Round-the-clock security will be provided with security guards at main gate of the Hostel.
2. There are CCTV cameras to ensure the safety of the residents at all times.

8. GAMES AND STUDENT ACTIVITIES

Common Room

The Hostel has common rooms where residents can read daily newspapers and magazines and play indoor games like carom, chess etc. Television with cable is provided.

Other Facilities

The Hostel has a badminton court and an open air space for other recreational activities. The residents will have access to the Gymnasium and Cricket ground for Cricket, Basketball, Volleyball, Football etc. as per the times prescribed by the Hostel Authorities.

9. FURNITURE & FIXTURES

1. The student will take possession of the room after signing the inventory of the furniture, electrical and other items in the room.
2. On allocation of the hostel room, the hostellers will be provided with the essential furniture and fixtures. The students should ensure that such furniture and fixtures are maintained in good condition.
3. Hostellers are required to hand over furniture and other materials in good condition when they change/vacate the hostel room. Failing which the concerned student/s will be charged for the damaged furniture/materials
4. Hostellers have to maintain their personal belonging on their risk including laptop/desktop.

10. HOSTEL TIMINGS

- 1 No hosteller will be allowed to stay in the hostel during class **timings (09.00 am to 04.00 pm)**.
- 2 The hostellers are required to check-in the hostel premises before 9.00 pm. Whenever the hosteller(s) leave the hostel premises, they need to notify in the register kept with the warden/security without fail. Silence hour is between 10.30 pm and 06.00 am on all days. Violation of the same will result in disciplinary action against the errant hosteller(s).

11. HOSTEL ATTENDANCE:

All hostellers should report to hostel before 09:00 pm. Attendance will be taken at sharp 09:30 pm every night. Hostelite has to sign the attendance register besides biometric attendance. Any late comer will have to sign in separate register.

12. PARENTS/VISITORS

1. Parents/Authorized visitors of the hostellers are permitted to visit their wards with the permission of the hostel authorities in the Lobby in a time allotted.
2. No Parent / Guardian / Visitor or any person is allowed to stay with the hostellers in their rooms. However, with prior intimation to the concerned hostel authority, Guest Room can be booked on payment basis. This provision is subject to availability of the Guest Room.
3. No Parent/Guardian/Guests are permitted to stay in Boys or Girls Hostels.

13. PERMISSION FOR OUTING

Outpass

1. A hosteller, who wants to move outside the Hostel due to work, will be issued Outpass only after the receipt of an SMS requesting permission (specifying duration of outpass and reason) sent from the registered mobile number of the parent/ authorized guardian.
2. Students, who wish to stay in Hostel or move outside the Hostel during teaching hours, should get special permission from HOD/Dean along with Parents/Guardians for the issue of outpass.
3. Hostellers will be permitted to go out of hostel with parents/guardians on holidays after obtaining due permission from the concerned hostel authority.

Official Tour/Travel

1. Hostellers who are leaving the hostel to attend events/programs organized by the University should get prior permission from the concerned HOD/Dean and also their parents.
2. The parents should give their consent in writing for the official tour/travel.
3. Hostellers are also required to inform the concerned hostel authority about the same.

Vacation

1. During notified vacations, students must remove all of their belongings from their allotted rooms in order to allow the hostel authorities to carry out maintenance work.
2. Students, who prefer to stay back in hostel during the end semester vacation for Internship/Professional Practice/Summer Term, etc., should take prior permission from the HOD/Dean of the concerned Department/School and hostel authorities. Accommodation during this period will be on payment basis and such payment shall be in addition the hostel fees paid /payable.

14. CELEBRATING FESTIVALS AND BIRTHDAYS

- 1) Hostellers may celebrate festivals and birthdays in the hostel premises with prior permission from the concerned hostel authority.
- 2) It shall be held at common place for one or two hours. However, all the functions/celebrations are to be concluded before 8.30 pm and thereafter the students should confine themselves to their allotted rooms.
- 3) There should not be any kind of discomfort caused to other Hostellers. No outside guest(s) or interference of any kind will be permitted.

15. CANCELLATION & REFUND POLICY

1. A student who wishes to get her admission cancelled must apply before two months in writing to the Warden with the application countersigned by her guardian/parent.
2. On cancellation of admission within three months of the date of admission, a student would be entitled to get the refund of fee as follows:
 - a) Hostel Annual Fees after deducting an amount which is equal to 1/10th of the Annual Fees per month for the period of stay in the Hostel.
 - b) No Claim for refund of Annual charges would be allowed after three months of the date of admission to the Hostel.

16. Hostel Rules and Regulations:

As per the Code of Conduct of D Y Patil University, Ambi, Pune disciplinary action shall be taken against the students violating Hostel Rules and Regulations.

1. The residents of the Hostel shall be provided rooms on the basis of occupancy of Room.
2. Rooms duly allotted cannot be changed without prior written approval of the Warden.
3. At the time of Admission, a resident will have to give an undertaking that she will abide by the rules and regulations of the Hostel as framed from time to time. This undertaking will have to be signed by the parents/ guardian of the resident.
4. No resident is allowed to go out or come inside the Hostel after 9.00 pm. **However, one late night entry and one night out per week will be allowed with the prior permission of the Warden. The Warden can allow late nights and night outs only after a written request has been received from the parents or the local Guardian of the resident. The Hostel Administration will have no responsibility about the conduct of the resident outside the Hostel premises.**
5. D Y Patil University Campus is a **NO SMOKING ZONE and NO ALCOHOL ZONE**. Consumption of Alcohol, intoxicants and smoking are strictly prohibited. Any Resident found indulging in the above shall face disciplinary action including Expulsion from the Hostel.
6. Every resident is responsible for care and maintenance of the room and furniture provided to them including the locks and keys. Residents should keep their rooms and surroundings tidy. They are not to disfigure the walls, roofs, doors or windows. Any vandalism will be subject to disciplinary action. Any damage to the Hostel property of collective use is liable to lead to a collective penalty on all bonafide residents of the Hostel.

7. Residents are not permitted to use appliances such as heaters and electric irons without the prior permission of the Warden.
8. Residents at all times are expected to conduct themselves with due regard to the comfort and convenience of other residents. Residents must maintain proper decorum in the Hostel. They are required to behave properly with members of the staff and their fellow residents.
9. Residents are required to maintain silence in the corridors and the allotted room. Residents must switch off fans, lights and air conditioners when they are going out of their rooms.
10. Playing of games and other rowdy and noisy activities in the corridors, hostel lawns or verandahs are strictly forbidden.
11. Residents are required to maintain cleanliness within the Premises. Toilets, Common spaces, Lawns and Adjoining areas of the Hostel should be kept clean. Any default will invite penalty/disciplinary action.
13. The Warden/Core Committee members of the Hostel have the right to enter any Hostel room whenever necessary even in the absence of the residents.
14. All the resident students have to vacate the Hostel within 7 days of completion of their University examination.
15. If it is found at any point of time that a student has been admitted to the Hostel by furnishing wrong information or documents or by concealment of any vital information regarding Hostel admission rules, her admission will be cancelled forthwith. If any resident is found to be forging parents/local guardian's signatures, she shall be expelled from the Hostel.

16. Every resident is required to abide by the rules and regulations of the Hostel. Anyone violating any rule will be liable to face disciplinary action. Residents are, therefore, required to read carefully all the above rules & regulations conduct themselves appropriately.
17. A resident must obtain a Clearance Certificate and a Gate Pass from the Hostel office at least three days before he/she intends to vacate the Hostel. A resident must hand-over the complete charge of her room to the Attendant/Housekeeper along with the clearance certificate, while vacating the Hostel accommodation. Gate pass is to be handed over to the Security Guard on duty before leaving the Hostel premises.
18. A student shall not change/interchange her/his room with another student or shift into a vacant room without the written permission of the Rector
19. Students are responsible for their possessions of all valuables and they should be kept in the cupboard under lock and key. Students shall not leave mobile, ornaments and other valuables unguarded. 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.
20. Students shall not indulge in any political or communal activity which is detrimental to the law and order and/or against the Government
21. Students residing in the hostel will be staying at their own risk, liability and consequences.
22. 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.
23. 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

17. In case any resident remains away from the Hostel for more than 15 days without intimating the Hostel administration in writing, it will be presumed that he/she has left the Hostel and Hostel administration reserves the right to take possession of the room and re-allot it to another eligible student. The luggage of the resident concerned, if any, will be deposited in the store/any other room of the Hostel. If the luggage is not claimed within 3 months' time, the Hostel Administration may dispose it off in any manner considered suitable. A penal rent @ Rs.20 per day in addition to the normal charges for the period during which the luggage remains unclaimed shall be payable by the concerned person.
18. Suspension/Expulsion order can be implemented with regard to any resident at any point of time on the grounds such as violation of Hostel/University Rules and regulations, Non-payment of dues etc

D. Y Patil University, Ambi, Pune has the authority to change, alter, modify, vary wholly or partly and can replace the Hostel Rules and Regulations, without assigning any reason for same.

Residents are required to vacate their rooms within Seven days of their last University examination and hand over the keys of their rooms to the Warden/Attendant, failing which, they would not be admitted to the Hostel the following year even if otherwise eligible. The Registrar/Warden is authorized to remove their belongings in the room if any, and put an official lock.

Ragging within or outside of DYPU Pune Campus is prohibited. Ragging is a Criminal Offence Punishable. Whosoever directly or indirectly commits, participates in, abets, or propagates ragging within or outside the University Campus will be punishable by Law Resulting in Imprisonment and / or Penalty as per University Grants Commission Circulation No. F1-16 / 2009 (CPP II), dated September 2009 as per the order of Hon. Supreme court of India vide ref no.: In SLP No. 24295 of 2006 & Maharashtra Prohibition of Ragging Act 1999 and Prevention and Prohibition of Ragging.



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PUNE, AMBI

UNDERTAKING BY THE STUDENT

I.....D/O-S/O,
Mr./Mrs..... staying in Room No.
of Hostel Building has read and understood the Hostel Policy, Rules and
Regulations and Code of Conduct. I undertake that I will abide by the Hostel
Policy, Rules and Regulations and Code of Conduct and also sign on the
attendance register before 9.00 pm (unless exempted) failing which shall be
liable for censure/fine/disciplinary action.

Name of the Student:

Name of the School:

Programme:

Room No:

Signature

Date

Name of the Student :



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UNDERTAKING BY THE PARENT

I F/O - /M/O

Ms. /Mr. who is studying in
the Schooland residing in
Hostel Buildingin Room No., has read and understood
the Hostel Rules and Regulations and Code of Conduct. I undertake that I will
extend sincere cooperate with the Hostel Authorities and I will also provide all
the medical information, if any, of my ward to the Hostel Authorities. I will be
available on call and promise to visit and take care of my ward, as and when
required. I also undertake that my ward and me are responsible for any
incidents, whatsoever inside or outside the hostel.

My Contact Details are:

Father Mobile No.

Mother Mobile No.

Alternative Mobile No.

Name of the Parent: _____

Signature :

Date:

Name :



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NIGHT OUT PASS

(UNDERTAKING BY THE STUDENT)

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) from To..... as my email from my parents is awaited. I hereby undertake that I am solely responsible for the incidents, whatsoever, and that I shall return on the expiry of the said duration. I shall follow the norms of code of conduct while being outside the hostel.

Signature of the Student Date:.....

Name of the Student :