

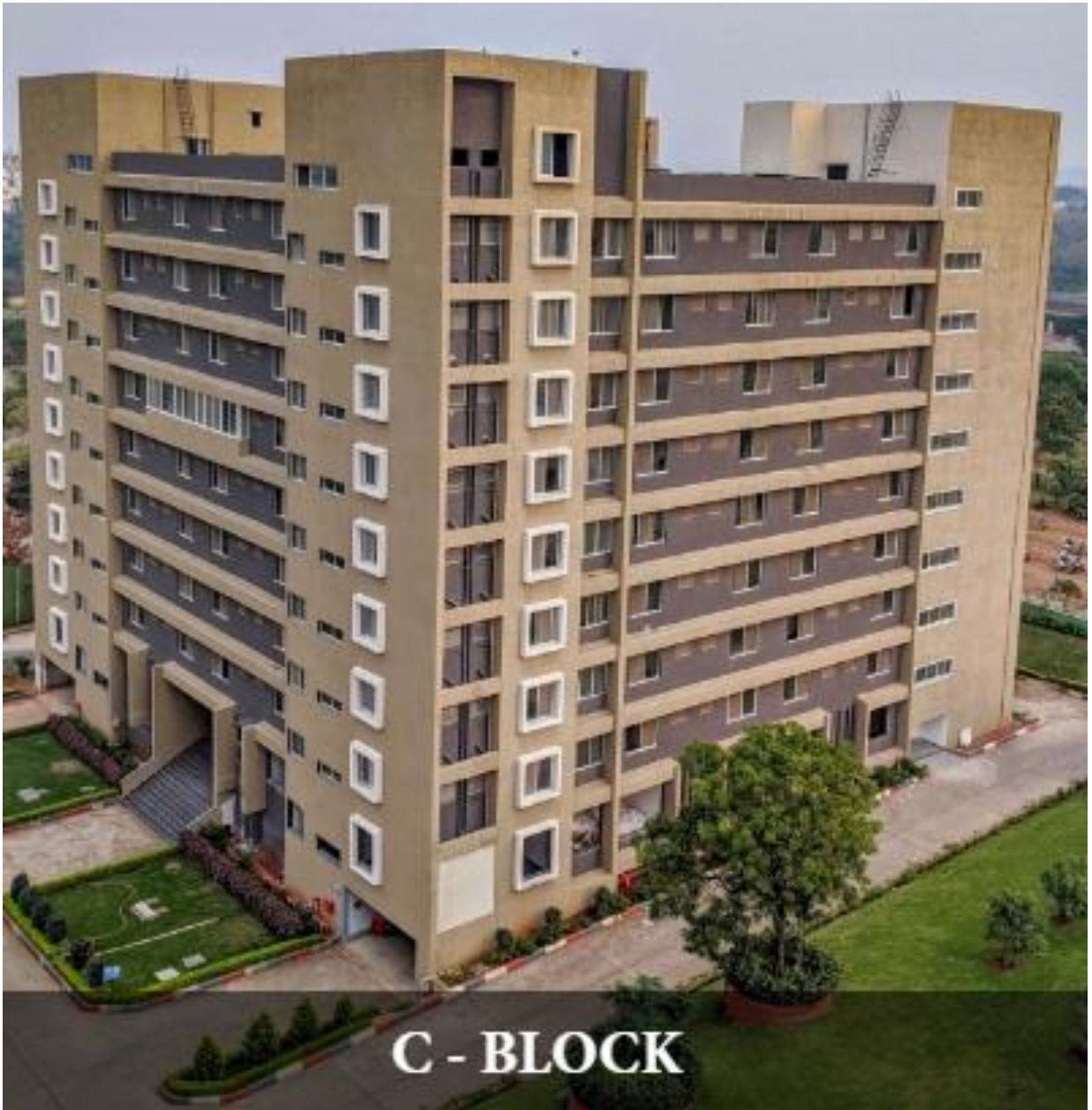


**D Y PATIL**  
UNIVERSITY

PUNE | AMBI

॥ ज्ञानधीनं जगत् सर्वम ॥

**HOSTEL HANDBOOK**  
**(Boys & Girls)**



**C - BLOCK**

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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, utilize 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 judgment 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 behavior 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/offline 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) Aadhar 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**

- **Accommodation/Hostel Fees :**

Particulars	Hostel Fess per student per annum		
	Single Occupancy Rs.	Double Occupancy Rs.	Triple Occupancy Rs.
New Hostel Exclusive Separate Building for (Boys & Girls)	70,000	65,000	60,000
OLD Boys Hostel	45,000		
OLD Girls Hostel	45,000		

## 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	100 % 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 Campus Mess

The timings shall be strictly followed by the Hostellers.

Breakfast	:	07.00 am to 8.45 am
Lunch	:	12.30 pm to 2.30 pm
Dinner	:	07.30 pm to 9.00 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.

### **Wi-Fi & Electricity Backup:**

Wi-Fi 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 05.00 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 one month** in writing to the Warden with the application countersigned by her guardian/parent.
2. On cancellation of admission within one 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 1/10<sup>th</sup> 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 one month of the date of admission to the Hostel. If a student cancels the admission as prescribed above and the full fee is not paid, the remaining fee will be recovered.

#### **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 Hostel Incharge/ Rector 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.
12. The Hostel Incharge/ Rector/Warden/Core Committee members of the Hostel have the right to enter any Hostel room whenever necessary even in the absence of the residents.
13. All the resident students have to vacate the Hostel within 7 days of completion of their University examination.
14. 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.
15. 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 and conduct themselves appropriately.
16. 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.
17. 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
18. 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.

19. Students shall not indulge in any political or communal activity which is detrimental to the law and order and/or against the Government
20. Students residing in the hostel will be staying at their own risk, liability and consequences.
21. 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.
22. 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
  - a. 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 1 months' time, the Hostel Administration may dispose it off in any manner considered suitable. A penal rent @ Rs.100/- per day in addition to the normal charges for the period during which the luggage remains unclaimed shall be payable by the concerned person.
  - b. 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.



**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 : .....

**Date:-** .....

**Signature:-** .....



**UNDERTAKING BY THE PARENT**

I .....  
 F/O - /M/O Ms. /Mr. .... who is  
 studying in the School .....and  
 residing in Hostel in 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: .....



## Student Undertaking

I, \_\_\_\_\_, Room No. - \_\_\_\_\_, hereby agree that I have fully read the following hostel rules. I agree with all the rules. I guarantee that I will follow all the rules.

### **All the rules in the hostel are as follows.**

1. The period of stay in the hostel for the academic year 2023-24 will be **from 01 June 2024 to 31 May 2025**.
2. Those Students who want to continue their hostel admission for A. Y. 2023-24, should logon to <https://student.edflyfees.com/panelLogin> and complete the admission process before **15<sup>th</sup> June, 2024**. Student has to fill the admission form completely and pay **the complete fees** to confirm the admission in the hostel. No instalment will be granted on any ground.
3. Students who do not want to continue their admission in the hostel are permitted to stay in the hostel till **31 May 2024 up to 05.00 PM**. Thereafter, they have to vacate the room.
4. **Cancellation & Refund Policy**
  - A. Cancellation of Hostel Admission is completely online, you have to apply online <https://student.edflyfees.com/panelLogin> for the cancellation of admission.
  - B. Cancellation & Refund Policy:
    - Students have to apply for cancellation of admission on or before 30<sup>th</sup> July, 2024, thereafter no application of cancellation of hostel admission will be entertained.
    - If he cancelled the admission in the month of **June, Rs. 6000/-** will be deducted and if he cancelled the admission in the month of **July, Rs. 12,000/-** will be deducted. **Thereafter, no refund will be given. The complete fees will be forfeited.**
5. Celebrating Festivals And Birthdays
  - Hostellers may celebrate festivals and birthdays in the hostel premises with prior permission from the concerned hostel authority.
  - 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.
  - There should not be any kind of discomfort caused to other Hostellers. No outside guest(s) or interference of any kind will be permitted.
6. Drinking alcoholic drinks, Smoking or use of intoxicants in any room or hostel premises is strictly prohibited.
7. Students should keep his/her room, passage and sanitary block clean and neat.
8. Parents, Guests or Visitors are not allowed in the room.
9. Waste paper should be kept in the waste paper baskets provided in each room. All

the waste should be put in the basket provided for it in the sanitary block. Nothing should be thrown out of the windows.

10. No one will alter the arrangement of furniture in the room nor carry out any repair to the fixture or furniture in the room. Any repair required shall be reported to the Hostel Incharge. Who will take suitable action, if found necessary.
11. Every student must return to his room before 09:00 pm night every day (as main gate will be closed at 09:00 pm night & will not be opened before 6:00 a.m.)
12. No eatable i.e., vegetarian as well as non-vegetarian will be cooked in the ROOM. Heaters, geysers, induction, electric grills etc. found in student's room will be confiscated. It will not be returned under any circumstances thereafter.
13. Playing of cards or any other games in the rooms or passage is strictly prohibited.
14. Students should not visit any other room without permission of the inmates of that particular room.
15. Playing of Speakers, Transistor, Radios, Tape-recorders, T.V., any Sound system, etc is strictly prohibited. If found, the instrument will be forfeited.
16. Students must try to economise electrical consumption. They must switch off fans, lights etc. when not required.
17. Bathroom and toilet lights should be kept off when not in use. I am aware that there is a penalty of Rs 200/-.
18. Students must take care of all the fittings in their rooms as well as of the hostel property such as electrical fittings in passage, bathrooms and lavatories & sanitary fittings i.e., wash basins, shower baths, water taps in the bathrooms & lavatories. Any loss will be recovered from the inmates of the respective blocks. In case no such responsibility can be fixed, it will be collected from all students of hostel.
19. Sticking objectionable posters, writings etc. on the wall, door etc. is strictly prohibited.
20. The students staying in the hostel are advised not to keep costly things and cash in their rooms. They must also lock their rooms while going out. Hostel authorities will not be responsible for any kind of loss.
21. Repeaters will not be allowed in the hostel.
22. Students should check their friends do not misuse their room for illegal activities
23. Students must maintain silence and discipline in the hostel.
24. Students are not allowed to gather in any room which they are not allotted.
25. Principal/Hostel Incharge/ Rector/ Registrar will take a surprise visit to the boys or girls room any time of the day or night for checking whether the prevailing rules and regulations are followed by the room inmates.
26. Principal/Hostel Superintendent reserves the right to modify, alter or add to these rules at any time without prior notice.
27. All administrative work in the hostel will be from 09.00 am to 05.00 pm. All work of the students will be done during this time only. (Application for leave, cancellation

of hostel admission, complaint, all other work)

28. All the boys and girls staying in the hostel shall note that regularly attending Lectures/Practical's/Tutorials right from the first day is compulsory and the defaulting students can be expelled from the hostel.
29. Leave Policy
  - a) If the student wants to stay at home or any other place, online application should be done from the website <https://student.edflyfees.com/panelLogin>.
  - b) After that the link will be sent to both the mobile numbers of the parents given by the student. Through those letters the parents have to approve or disapprove the leave application.
  - c) After the leave application is approved by the student's parents, the hostel Rector will approve the leave application. After that, the student has to download the online gate pass and show it to the Main Gate Security In-charge and make an entry in the booklet to exit the gate.
  - d) If the student wants to go to Talegaon, Pune, Pimpri or any other place from the hostel, the student must take the permission of the parents and the hostel Rector.

**I abide responsible and giving undertaking to follow all rules and regulations mentioned above and the notices instruction issued from time to time by the authorities. Am aware that, my involvement in any kind Act of Ragging which is a punishable further, I shall be debarred from the Hostel permanently and strict action shall be taken against me as per the law**

Student Mobile No: - \_\_\_\_\_

Parents Mobile No: - \_\_\_\_\_

Date:

SIGNATURE OF THE STUDENT