

**Annabhau Sathe Bhavan, Prefabricated Hostels and New Building  
Hostels,  
UM-DAE Centre for Excellence in Basic Sciences,  
Kalina, Santacruz (E), Mumbai- 400 098**

**Guidelines regarding the occupation and use of CEBS hostels**

The students are required to go through the contents of this guide thoroughly

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**1. Eligibility**

The hostel rooms in Annabhau Sathe Bhavan, Prefabricated blocks, and the New Building are allotted to integrated M.Sc. students of the UM-DAE Centre for Excellence in Basic Sciences (CEBS), only during a working semester. No student will have the right of occupation of a room after the end of the respective academic session. They are required to surrender the rooms after their course is over or when asked to do so by the authorities on grounds of indiscipline, misuse, etc. However, if the student wishes to stay back for any academic reason, Warden's permission for the same is mandatory. In that case, the student must produce appropriate evidence such as recommendation letter from the faculty with whom she/he would be working during the vacation.

**2. Allotment**

All allotment of hostel rooms will be made by the Hostel Warden. A written allotment order together with the guidelines on the use and occupation of hostel rooms will be given to each student.

### **3. Hostel Residence Conditions and Facilities**

- (1) On arrival, the student shall report to the office of the Boy's Warden (PF BG 37) and Ladies Warden (PF BG 30) of the allotted hostel during office hours (10:00 a.m. to 6:00 pm, Monday – Friday). Each student is required to submit a duly completed hostel admission form and duly signed *Hostel Residence Honor Code*.
- (2) Each student of the hostel will be provided with furniture and fittings consisting of one bed, study table, chair, almirah, a common ceiling fan and an electric light. After taking possession of the room, the student is required to check all the items, furniture and fixtures, for which a receipt must be signed.
- (3) Defects or absence of items should be noted on receipt after inspecting them. No student shall, thereafter, remove any furniture or fixture from the room without the permission of the Hostel Warden.
- (4) The student must occupy the room allotted to him/her only. Any change in the room allotment will be considered as per the availability, and requires approval by Hostel Warden.
- (5) Any student, whose name has been removed from the rolls of CEBS, shall no longer be eligible to stay in the Hostel.
- (6) At the end of each academic year, or while leaving CEBS, each student shall handover the charge of his/her room along with all furniture and fixtures to the hostel authorities and must leave the room in neat and clean condition. Charges towards any additional cleaning required, loss or damage caused by the student, will be recovered by the Institute.
- (7) In case of emergency, the Warden shall break open the door of student's room in the presence of the hostel staff/official/housekeeping staff. A student in any case is not allowed to break open his/her room lock, even if it may be his/her room of which the key is lost. He/she has to inform the caretaker in whose presence the lock will be opened and recorded in register.
- (8) Students shall undergo biometric and medical test as and when required by CEBS.

### **4. Conduct and Behavior**

- (1) Students of the Hostel shall conduct themselves with decorum and dignity and shall not create any nuisance or disturbance or indulge in any activity that creates social disharmony. Any unruly act will attract disciplinary action. Loud music, shouting, violence, kicking/punching on doors/walls/windows or similar acts, and other undesirable behaviors may attract monetary fine (as deemed appropriate by Warden)/referral to disciplinary committee and/or immediate expulsion from Hostel.
- (2) Smoking, consumption of alcohol and narcotics, substance abuse, use and/or distribution of objectionable or irreverent literature/posters/objects which may cause personal harm and/or social disharmony, is strongly prohibited. Any student found involved in such activity will be liable for serious disciplinary action.
- (3) Students shall not disfigure or paint walls, doors, and windows or otherwise damage them, or remove newspapers, journals, furniture, TV or other equipments, plants, etc., from their assigned area. Students shall be held collectively/individually responsible for any loss or damage to the hostel property, including furniture, fixtures, electricity, CCTV cameras,

sanitary fittings in the rooms, toilets, bathrooms/common areas/dining halls, and in other premises/rooms of the hostel.

(4) The resident students may organize a get together/function (a rare event) within the hostel premises only with the prior permission of the Warden and the timings of such functions must not be beyond 10.00 pm. Any breach of this rule/unruly atmosphere created will be treated as an instance of indiscipline and will be fined with INR 5000 to the miscreant.

(5) Any misbehavior with the hostel authorities/faculty member of the CEBS or guest faculty, with academic staff/house-keeping staff/mess staff, or visitors will be considered as gross indiscipline and the student shall face severe disciplinary action, including immediate suspension from the hostel, pending further investigation and strict disciplinary action.

(6) Students are advised to refrain from altercation or any unlawful activity outside the Centre as well. If a student or group of students create(s) law and order problems outside the Centre, he/she/they will be answerable to the police and CEBS may also proceed with disciplinary action.

(7) Resident students shall not throw garbage or litter around, spit on hostel premises, corridor corners and the hostel surroundings or inside hostel. They shall not store personal goods in/under/near staircases and corridors (Minimum fine: INR 500)

(8) The students staying in the prefabricated structure hostels are required to use the cloth rack for drying clothes. These should be kept inside the rooms only. They may however use the portion of **corridors in front of their rooms for drying cloths during early morning (before 9:00 am) and late evening (after 6:30 pm), from Monday through Saturday. The timing will not be applied on Sundays.** When not in use, the racks must be folded and be kept in the rooms. Empty racks, or racks with cloths placed outside the room outside the stipulated time shall be removed and a fine will be imposed.

(9) Resident students must switch off their electric fans, lights, water heater etc. before leaving the room. The misuse of electricity may lead to the imposition of fine and other disciplinary action.

(10) Ragging in any form is strictly prohibited. Severe action, including expulsion from the hostel, will be taken against the student indulging in ragging.

(11) Any act of eve-teasing and misbehavior with opposite gender will attract exemplary disciplinary action.

(12) No student is allowed to possess any vehicle other than a bicycle.

## **5. Room restrictions**

(1) No female student is allowed to enter the boy's room and no male student is allowed to enter the girl's room. (Violators [both the occupant(s) and the visitor(s)] will be fined, and appropriate disciplinary action, including suspension of hostel accommodation, will be taken.

## **6. Use of Appliances**

(1) Students are not allowed to use heating and cooking appliances in their rooms. Student may use personal computer in their room.

## **7. Guests**

(1) The students are not permitted to bring guests into the hostel rooms for stay. The Warden may, at his/her discretion, permit the stay of student's parents/guardian up to a maximum of four nights. Students who wish to bring their guests are required to fill up the guest requisition form, and pay the guest charges at least three days prior to the arrival of the guests in the hostel after obtaining prior approval of the hostel Warden. The guest charges are applicable as per Section 15. **No surprise guests are allowed.**

(2) If it is established that an overnight stay by a visitor has taken place without the approval of the hostel administration, the host will be charged appropriately (double or multiple times the original amount) as penalty. In addition to this, necessary action will be taken and may also result in the expulsion from the CEBS hostel.

## **8. Security**

(1) Students are requested not to bring/keep too many personal belongings, expensive jewelry, and large sum of money. Money kept in the room for current use should be locked and the key should be kept with the occupant. CEBS and its hostels do not hold the responsibility for the loss of anything from the student's room, but any loss must be reported immediately to the Warden.

(2) Student are required to carry their identity card at all times and produce it on demand.

(3) Any student, who finds his /her room-mate or neighbor missing for more than 24 hours, must report the same to the office of the Warden immediately. It is the responsibility of the hostel inmates to regularly update the hostel office with their respective emergency contact details (parents/guardian, relatives in Mumbai, and of family doctor- if any)

(4) Possession, distribution, and use of lethal weapons including any type of gun, contraband drugs, toxic and hazardous material including crackers etc., is strictly prohibited. Any student found involved in having any of the items mentioned above, or similar types, will face strict disciplinary action.

(5) Hostel Warden conducts periodic inspection of rooms (Lady Warden, for girls' rooms) to make sure that the rooms are safe and secure, and that no prohibited items, including drugs/tobacco products are stored, or any prohibited activities (use of appliances, loud music, presence of students/guests of opposite gender in the room) are taking place.

## **9. Timing**

(1) Students would be entitled to use the common room/TV room between 06.00 a.m. to 12.00 a.m. midnight. (Use outside this timing requires Warden's permission; unauthorized use will attract a fine of INR 1000)

(2) The terrace area would not be accessible after 7.00 p.m. (Fine: INR 1000)

(3) The students are required to be back to the hostel premises latest by 11.00 p.m. Any specific work or late arrival must be approved by the warden/co-wardens. Inmates are required to fill in the **late night pass** if they are returning late night, i.e., after 11:00 p.m. In case if any inmate is planning to stay out of hostel (for eg. With local guardian during festive vacation), they are required to take prior permission of the warden and should fill in the **Hostel leave** form. However, because of their stay outside CEBS hostel, if an inmate misses out on his/her lectures, prior permission from the Academic office is required in addition to the permission from the warden. Repeated violations will attract strict disciplinary action.

## **10. Redressal of Grievances**

- (1) In case of day-to-day problems/difficulties faced by the students of the hostel, complaints should be registered in the complaint register kept in the hostel office. Oral complaints will not be entertained by the hostel authorities.
- (2) Looking into the severity of the problem, the student should follow the proper channel of written complaint. Girl students should direct complaints to Lady Warden

## **11. Gate-Pass Rules**

- (1) If a student is being sent by his/her academic supervisors for some academic assignment, he/she will make an application on plain paper to the hostel authorities.

## **12. Vacation Period**

- (1) During the vacation period, the students are requested to keep their belongings locked in the cupboards provided in the rooms. The students who wish to continue staying in the hostel during the vacation period can do so only for academic reason and are required to fill vacation stay form. The hostel room charges will be applicable as given in Section 15. The form is available in hostel office and must be submitted to the hostel office before leaving for vacation.

## **13. Rules Regarding Sports Items / Gym facility**

- (1) Students are required to take adequate care and use of sports equipments and gym facilities. Any intentional damage to the equipments will attract fine amounting to or exceeding the cost of the equipment. In case of loss of any item, the hostel office must be informed at the earliest.

## **14. Hostel Room Charges**

Hostel fees for an academic year: INR 100/- per month

Guest charges (academic purpose): INR 100/- per day per person; after one week, INR 200/- per day per person.

Guest charges (non-academic purpose): INR 200/- per day per person; after one week, INR 400/- per day per person.

## **15. Revision of Conditions/Rules**

Students' Affairs Committee reserves the right to revise the conditions/rules from time to time and will keep the residents informed of any change. Intentional violation or evasion of any of these rules will be dealt with firmly and will lead to levy of fine and/or cancellation of the allotment and other disciplinary actions.

## **16. Fine amounts and major penalties**

<b>S. No.</b>	<b>Matter</b>	<b>Fine</b>
01	Shifting furniture to another room or outside the room without permission	INR 500/-
02	Break open his/her room lock.	INR1000/-
03	Throw garbage or litter, spitting on public places, drying of clothes outside the room.	INR 500/-
04	Keeping fans, lights, taps, heater etc. on when not present in the room.	INR 500/- each
05	Use of electrical heating appliances and cooking in the rooms are strictly prohibited.	INR 500/-and confiscation
06	Any form of loud music / noise and video system inside the rooms or the hostel premises	INR 1500/-
07	Key not submitted while vacating room or leaving for vacation.	INR 1000/-
08	Consumption of alcoholic drinks/smoking/drug abuse in hostel premises.	Minimum INR 10,000/- and or immediate expulsion
09	Possession, distribution and use of lethal weapons, including air gun, contraband drugs, toxic and hazardous material including crackers.	Minimum INR 15,000/- and or immediate expulsion
10	<b>Ragging: Immediate revocation of hostel privileges, report to disciplinary action committee, intimation to parents, and report to police.</b>	

