

UNIVERSITY OF MUMBAI & DEPARTMENT OF ATOMIC ENERGY

CENTRE FOR EXCELLENCE IN BASIC SCIENCES

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**GUIDELINES ON THE USE AND OCCUPATION OF HOSTEL ROOMS –
ANNABHAU SATHE BHAVAN**

ELIGIBILITY:

The hostel rooms in Annabhau Sathe Bhavan are allotted to bona fide students of the Centre for Excellence in Basic Sciences (CBS) only. They are required to surrender the rooms after their course is over or when asked to do so by the competent authority on grounds of indiscipline, misuse etc.

ALLOTMENT:

All allotments of hostel rooms will be made by the CBS Registrar or the Warden of the Hostel. A written allotment order together with guidelines on the use and occupation of hostel rooms will be given to each allottee and the allottee is required to sign the duplicate copy of the allotment letter and return to the CBS Office.

OCCUPATION AND USE OF ROOMS:

Allottees shall be allotted hostel rooms during working hours of CBS, either by the CBS office or the Hostel Warden. After taking possession of the room, the allottee is required to check all items of furniture and fixtures, for which a receipt must be signed. Defects or absence of items should be noted on the receipt. No student shall, thereafter, remove any furniture or fixture from the room without permission of the Hostel Warden. When vacating the room, the allottee shall ensure proper handing over of furniture and fixtures to the Warden/CBS Office and leave the room in a neat and clean condition. Charges towards any additional cleaning required, or loss or damage caused by the resident, may be recovered by the Centre.

GUESTS NOT PERMITTED:

Hostel allotment is done to bonafide students of CBS only. They are not permitted to bring guests or relatives into the hostel rooms. The Warden may, at his/her discretion, permit the stay of close relatives upto a maximum of 4 nights. Students who wish to bring relatives are requested to fill the requisite form, and pay the requisite guest charges at least 4 days prior to the arrival of the guest in Annabhau Sathe Bhavan after obtaining prior approval of the Hostel Warden.

PROPER CONDUCT AT THE HOSTEL PREMISES

Students are required to conduct themselves in a proper manner and not cause nuisance or harassment to the other residents of the Bhavan. They should not indulge in unlawful activities or damage any of the fixed or moveable items in the buildings and rooms. Corridors and common areas should be left clean and should not be used for any activities, drying of clothes or storing personal effects. Disposal of garbage must be done in accordance with the procedures in force so as to maintain cleanliness.

TIMINGS:

Students who wish to visit their relatives in Mumbai and stay overnight with them, must enter the information in the register at the Bhavan and also inform the CBS Officer/Warden by email prior to their

proposed period of absence, contact details (all phone number) of the student also to be provided in the e-mail when Warden's permission is being sought. The email addresses are:

warden@cbs.ac.in – Hostel Warden

info@cbs.ac.in – CBS Office

Students would be entitled to use the common room /TV room between 7.00 a.m to 11.30 p.m. only unless and until a prior permission of the warden is obtained regarding the extension of timings.

The terrace area also would NOT be accessible after 8.00 p.m.

No female guests / students are allowed to enter the boys' room and vice-versa

COMPLAINTS:

Complaints regarding cleanliness, electricity supply, plumbing and other complaints of a similar nature must be recorded in writing in the ledger kept at the Hostel.

LONG ABSENCE:

During authorized long absence of students, the hostel room may be temporarily allotted to other CBS students. Students are required to note that they cannot make any private arrangements for occupation of their rooms during their absence.

CHANGE OF ROOMS:

Students who wish to change their rooms are required to obtain a written approval from the Warden of the Hostel.

VIOLATION OF RULES:

Intentional violation or evasion of any of these rules will be dealt with firmly and can lead to levy of fine and/or cancellation of the allotment. As the 5 years integrated M.Sc. Course at CBS is a residential one, loss of hostel accommodation will have serious implications for the student's continuing association with CBS.

HOSTEL OCCUPANCY CHARGES:

The hostel charges will be decided by the competent authority of CBS from time to time.

FLOOR REPRESENTATIVES:

The students can meet and decide on a floor representative who will act as a liaison between the Hostel and CBS, on matters concerned with cleanliness, upkeep and all other related issues.

INTERNET ACCESS:

Students are required to use the internet access provided at the Bhavan diligently and with proper care. A serious view will be taken if there is any intentional damage to the PCs, routers and other furniture and fixtures due to mishandling and/or carelessness. Exemplary fine and punitive action will be levied on student(s) who are found to be misusing these facilities.

SPORTS AND RECREATION FACILITIES:

Sports and other recreational facilities are provided to the bonafide CBS students. Students are required to take adequate care and use these equipments in the manner suggested. If usage of such facilities is not recommended due to a pre-existing medical condition, the student concerned must abide by such advice of his/her physician.

COMMON STUDY AREA:

CBS may, at its discretion, make available additional space in the Bhavan for the purpose of pursuing studies and other academic activities.

BOARDING ARRANGEMENTS:

Boarding arrangements are private arrangements between the student and the canteen contractor. CBS will, to the extent possible, provide infrastructural facilities to the contractor and exercise an element of control over the supervisor to ensure that clean and healthy food is provided to the students, at pre negotiated rates.