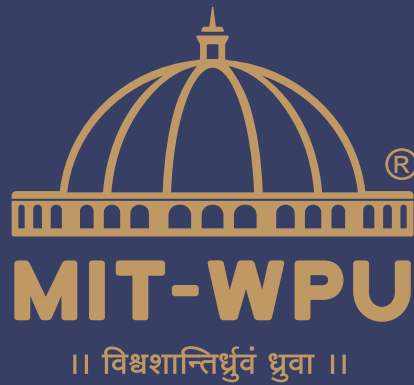


HOSTEL MANUAL

2023-24



OVERVIEW

Welcome to the MIT World Peace University Hostel Manual!

Our university offers exceptional accommodation facilities for students in the city of Pune, Maharashtra. We understand that finding suitable accommodation can be a major concern for students and their families. That's why we prioritize creating a comfortable and safe environment that allows students to focus on their academic pursuits. Our accommodation is designed to provide a student-friendly living experience while ensuring the safety and security of all residents.

Our hostel has a capacity of 3000 beds and is designed with the utmost comfort and safety in mind, boasting well-planned and comfortable accommodation with high-quality fittings. We provide various recreational facilities such as a gym, game rooms with board games like carrom, pool, chess, and other board games, study rooms, a basketball court, and more, to ensure that students can relax and unwind after a long day of classes.

At MIT-WPU, we strive to provide our students with the best possible living experience, from ensuring their safety and security to creating a welcoming and comfortable environment where they can focus on their academic pursuits. We are committed to helping students achieve their goals and aspirations by providing top-notch accommodation services that cater to their needs. We hope that this manual will serve as a useful guide to help you make the most of your stay in our hostels.

For further inquiries kindly reach us at: hostel@mitwpu.edu.in

PROPERTY FEATURES

- ✦ Double and triple occupancy with state-of-the-art furniture.
- ✦ Modern European-style attached bathrooms.
- ✦ Hot water available in all the rooms
- ✦ RO treated drinking water at convenient locations and on every alternate floor of the hostel building.
- ✦ Washing machines, induction cookers, and microwaves on every alternate floor.
- ✦ Doctor available on hostel premises daily.
- ✦ 2 lifts each at the boys' side as well as the girls' side.
- ✦ Student recreation zones like gym, game room, study room, and dance/yoga rooms.
- ✦ Daily provision of breakfast and dinner, lunch on weekends with versatile menus.
- ✦ Treatment plants like STP/ WTP installed at the premises.
- ✦ The hostel premises are fire compliant and are equipped with fire extinguishers.

HOSTEL WARDENS

Sr. No.	Name	Contact number	E-mail ID
1	Subedar Major Harbans Chauhan Retd.	8605003970/ 9527139036	hostel@mitwpu.edu.in
2	Mr. Jitendra Jadhav	8956840904	
3	Ms. Deepali Sankpal		

ROOM DESCRIPTION

Double and triple-seater rooms equipped with the following facilities:

- ✦ Beds with mattresses and bed sheets.
- ✦ Study desks attached with LED lights.
- ✦ Wardrobes
- ✦ Attached washroom with European-style toilets.
- ✦ Wi-Fi access in every room.
- ✦ Wash basins and mirrors outside washrooms

HOSTEL FEES STRUCTURE

Annual Hostel Fee Structure	Triple Seater Room	Double Seater Room
First Installment	1,20,762/-	1,20,762/-
Second Installment (before 31st Dec)	64,310/-	94,400/-
Total Fees	1,85,072/-	2,15,162/-

Note: The payment for the second installment is due before December 31st, and failure to meet this deadline will result in the application of late fees as per our policy.

Note: Fine of Rs. 250 per day is applicable from the last revised due date until the full fee amount is paid.

- ✦ Payment is to be made online. The MIT-WPU hostel admin team will share the link with the parents. Once the payment is made, the same will be confirmed by the MITWPU hostel admin team.
- ✦ Post verification of the payment receipt, a bed will be allotted under the name, and the details of the allotment will be shared by the MIT-WPU hostel team.
- ✦ Room allotments shall be made on a first-come, first-served basis, based on the application submitted by the candidate in a prescribed format. The hostel room is allotted only to those who have made the full university fees and hostel fees, including mess.
- ✦ Admissions begin in the month of August each year. In case of late admissions, the fees will be calculated on a pro-rata basis.
- ✦ Refund of hostel fees and mess charges, in case of cancellation of hostel admissions, shall be as follows:

Sr. No	Cancellation Period (From the date of joining)	Deduction From Refund		
		Hostel Charge	Mess Charge	Grand Deduction
1	0-15 Days	2500	2800	5300
2	More than 15 Days	- No refund will be issued. - Annual fee is applicable in any situation.		

MESS POLICIES AND TIMINGS

Following mess timings are to be followed at the hostel by the students:

Weekdays			Weekend (Sat and Sun)		
Session Name	Start Time	End Time	Session Name	Start Time	End Time
Breakfast	6:00 AM	9:30 AM	Breakfast	6:00 AM	9:30 AM
Lunch	NA	NA	Lunch	1:30 PM	3:00 PM
Dinner	7:00 PM	9:30 PM	Dinner	7:00 PM	9:30 PM

Students are expected to adhere to the following rules and regulations

- ✦ The students are required to be present only during the specified times for breakfast, lunch, and dinner.
- ✦ The students are expected to maintain proper decorum during mess hours.
- ✦ Wastage of food must be avoided.
- ✦ Separate dining sections are available for boys and girls; they should not sit together during meals.
- ✦ No student is allowed to take food from the dining area to their rooms, in case of medical conditions, they are required to get permission in advance.
- ✦ Outside food is not allowed in the mess premises.
- ✦ Mess properties should not be taken outside the mess premises. Doing so will result in a penalty.
- ✦ Non-hostellers shall not be allowed to enter the mess premises.

HOSTEL POLICIES

On Boarding and Payment Process

- ✦ Hostel fee payment is to be made online, the MIT-WPU hostel admin team will share the link with the parents. Once the payment is made, the same will be confirmed by the MIT-WPU hostel admin team. Post verification of the payment receipt, a bed will be allotted under the name and the details of the allotment will be shared by the MIT-WPU hostel team.
- ✦ Onboarding will start a week before the commencement of the respective program.
- ✦ KYC completion would require an Aadhar card, parents' Aadhar card, a passport-size photograph, undertakings, a medical clearance certificate, and a native address at the time of onboarding.

Bus Allotment Policy

- ✦ Buses will be allotted based on the slots for the particular programmes, as communicated by the University.
- ✦ The bus schedule will be given to the students upon joining the hostel.

Common Area/Reading Room/Games Policy

- ✦ All common areas/recreational areas except reading rooms will be closed post 9 pm. Damage/breakage/theft of any assets or articles in the said area will be recovered from the students present in that session.
- ✦ TT table and snooker –Students need to bring their own rackets and TT balls to play. Damage or misplacement to any of the assets after the session will be recovered from the students present in that session.
- ✦ Board games will be provided by the warden for each session. Damage or misplacement to any of the board games or items in games will be recovered from the students present in that session

Washing Machine Policy

- ✦ Use of washing machine is allowed only for the washing of regular clothes/undergarments.
- ✦ Penalties will be issued for the misuse of washing machines

Noise Policy

- ✦ No use of speakers, mobile phones with loudspeakers, or TV is allowed with a sound range above 45 (decibels), as it can disturb the roommates, neighbors, and hostel staff.
- ✦ Any instance of such nature would result in penalties with amount up to Rs 10,000/-

Notice Board Policy

- ✦ Notices and flyers on the noticeboards are to be placed only by the hostel authorities.
- ✦ Any misplacement or damage, illicit posters, religious sayings, or fixing notices from students' end on common notice boards would impose penalties up to Rs 500.

Attendance of Students in Hostel

- ✦ Attendance will be marked twice every day, in the morning and at night without fail.
- ✦ Anyone entering the property after 9 pm without prior information will be deemed a latecomer.
- ✦ The latecomer will have to sign a separate register.
- ✦ Regular occurrences of late arrivals at night may invite disciplinary action.
- ✦ The in-time at the hostels will be from 6 am to 9 pm.

Fine for Latecomers

- ✦ Latecomers on or after 9 pm on any given day, except those permitted by the hostel dean/supervisors/agents, will be liable to pay a fine of Rs. 1,000/- per delay.
- ✦ If the delay continues for a period of more than 3 consecutive days, then the parents of latecomers will be informed about the same.
- ✦ If any latecomer signs or tries to sign on behalf of any other hostel student, then both the latecomer and the student who signs on behalf of the latecomer will be fined, which shall amount to Rs. 1,500/-.
- ✦ Fines collected will be used for student-related activities.

Use of Electronic / Electric items and Furniture

- ✦ Fixtures: Students are prohibited from bringing any additional electrical gadgets that require charging or consume power other than the fixtures in the room (excluding mobile chargers and laptop chargers).
- ✦ Damage to electronic/electric items and furniture: During their stay in the hostel, students are expected to take adequate care of the electronic/electric items and furniture provided by the hostel. Any damage to the hostel's property will be recovered from the students.
- ✦ Interchange of Furniture/Fixture: Students are not allowed to interchange any furniture/fixture from one location to another within the hostel. The students involved will be subject to a penalty recovery and may be expelled from the hostel.
- ✦ Assets in Common Areas/Corridors: Theft/damages to hostel assets in common areas/corridors shall be recovered from all students of the flank/wing involved.
- ✦ In case of theft/damage to items that pertain to usage by the complete hostel, the recoveries shall be made from all the occupants of the hostel.

Issues Related to Parents /Relatives / Visitors

- ✦ Parents/Guardians should submit the undertaking to cooperate with the hostel authorities and should be available on call as and when required and disclose all contact details.
- ✦ Parents/Visitors are advised not to insist on entry beyond the designated area or visiting room as it might disturb other students.

Cancellation and Fees Refund

- ✦ A refund will be initiated only in the event of the government imposing any restrictions, that too at the discretion of the management.

Electricity Policy

- ✦ As per the policy, a bill of Rs. 300 per student per month is considered. However, if the electricity consumption cost exceeds Rs. 300 per student, then the student will be liable to pay the extra charges. Reconciliation will be done every 6 months. This policy is implemented due to the following reasons:
- ✦ Extra equipment such as kettles, hair straighteners, induction heaters, and irons were found in the rooms during the audit.
- ✦ During housekeeping, it was observed that lights and fans in most of the rooms were left on even when there were no students inside, resulting in unnecessary electricity consumption.

Night Policy

- ✦ The gates will be closed by 9:30 pm
- ✦ The students are not allowed to be in the common area post 10pm
- ✦ The lights on common area will be dimmed post 10pm
- ✦ The lights on the common area ground will be switched off post 10 pm
- ✦ No food parcels are allowed inside the hostel area post 10 pm
- ✦ The lift will be operational from 6 am.
- ✦ Only students with prior written permission from their professors and subsequent prior approval from the warden will be allowed to enter the hostel premise post 9:30 pm.

Water Policy

- ✦ Hot water will be made available only from 6 am-9 am every day

Damage Policy

Common area

- ✦ If any damage occurs to assets/equipment in a common area such as the gym, gaming zone, or gyani room due to misuse, then the entire hostel will be liable to pay the charges required for repair.
- ✦ If any equipment on the floor, such as the washing machine, cooler, induction, or microwave, is misused by students, then the entire floor will be liable to pay the charges required for repair and maintenance.
- ✦ If any damage occurs to the lift due to misuse, then all boys (for the boys' side lift) or all girls (for the girls' side lift) will be liable to pay the charges required for repair and maintenance.

Rooms

- ✦ If any damage occurs to assets in the room (bed, mattress, study table, chair, wardrobe, wardrobe lock, main door, main door lock, sink, washroom, flush, etc.) due to misuse by the student, then the students in that particular room will be liable to pay the charges required for repair and maintenance.
- ✦ If any damage occurs to assets in the breakout zone, then the students on that particular floor will be liable to pay the charges required for repairing.
- ✦ Opening the doors to the balconies in the rooms is prohibited. If opened, the students of the room will be fined appropriately, and the doors will be relocked. The repairing cost will be further borne by the student

GUIDELINES FOR STUDENTS / CODE OF CONDUCT

- ✦ Students are permitted to stay at the hostel only when they are registered for any course at the university and are bonafide students with academic engagements.
- ✦ The students are expected to stay in the allotted room for one complete year. Change/interchange of rooms in mid-semester is not permitted.
- ✦ The attendance timing is 8.45 pm to 9.45 pm daily at the reception desk.
- ✦ The hostellers are required to declare any chronic medical problems they may have at the time of admission. Such students, in case of an incident, may need to evacuate the room, as personal medical care by their parent/guardian will be necessary.
- ✦ If a student is expelled from the university or involved in disciplinary action, they should immediately evacuate the hostel on the day of expulsion from the university. Their continuance in the hostel will be considered unauthorized, and no fees shall be refunded.
- ✦ Hostellers are personally responsible for safeguarding their belongings at all times.
- ✦ Hostellers are advised not to keep large amounts of cash (max. 3000) or valuables like gold, costly wristwatches, electronic gadgets, etc. in their rooms. In case of theft or loss of any items, it should be reported to the authorities.
- ✦ The hostel rooms will be inspected by the hostel authorities to ensure that they are kept neat and tidy, and no unauthorized items are kept in the room.
- ✦ Strict silence shall be observed in the hostel from 10.00 pm to 6.00 am. Any manner of festivities/celebrations that may disturb the decorum of the hostel should not be practiced.

- ✦ Alcohol/Drugs/Smoking/Gambling is not permitted on the hostel premises.
- ✦ If any hosteller is found indulging in any form of instigation/intimidation/threat to any other hosteller, they will be asked to vacate the hostel forthwith.
- ✦ Students shall conduct themselves with decorum and dignity. They must observe self-imposed discipline in all activities.
- ✦ The hostellers shall always dress decently and maintain the dignity of the premises.
- ✦ Ragging in any form whatsoever is strictly banned. It is a cognizable offense, and a violation will invite action as per university norms.
- ✦ Any physical/mental harassment towards fellow students, including ragging, quarreling, using abusive language, and violent behavior, is prohibited.
- ✦ Any act of uploading derogatory remarks or an image ridiculing a person in the eyes of others against the university/hostel will invite disciplinary action.
- ✦ All the students of the hostel should take their food in the allotted mess/dining hall as per the schedule. Students are expected to maintain the decorum of the dining hall.
- ✦ In cases of Non-Staying due to long-term internship, the mess charges will be waived, but the hostel fee remains to be paid in all situations.
- ✦ In case of damage to hostel property, the student is liable to pay the applicable charges.
- ✦ Students can submit their leave request to the Warden three days before their departure. The Chief Warden may contact the Parents/University for verification if required.
- ✦ Students can leave the hostel or report back to the hostel only between 8 am to 9:45 pm. The hostel campus remains closed after 10 pm. Hostellers coming to the hostel after the gate closing hours without prior permission or without valid reason will undergo disciplinary action.
- ✦ Collection of donations for any purpose (religious/otherwise) is also strictly prohibited.
- ✦ Students who wish to vacate the hostel at the end of the final year are directed to clear the hostel No-Dues procedure.
- ✦ Use water and electricity wisely. Students should turn off the switches while leaving the room daily.
- ✦ Students shall not stick any poster or paper in any form on any part of the room/wall, hostel wing corridor, bathroom, or common space of the hostel.
- ✦ The students are expected to develop a sense of belongingness, keep it upright and clean, and create a congenial environment conducive to studies.
- ✦ The students are exempted from residence in the hostel according to the criteria mentioned below:
- ✦ Students residing within the geographical boundaries of Pune City and Pimpri Chinchwad city are exempted from the hostel facility.
- ✦ Students must submit an exemption request in the prescribed format, along with valid residential proof as specified by the MIT-WPU Hostel management. The request shall be submitted prior to boarding the hostel and during the admission process. The exemption requests will not be entertained later than that. The yearly fees are applicable if the exemption request is received post-admission.
- ✦ Violation of any of the above-mentioned guidelines and unlawful behavior shall be avoided to continue the stay at the hostel premises.
- ✦ The hostel management reserves the right to continuation/confirmation/cancellation of admission. The decision remains applicable to the hosteller.

MEDICAL FACILITIES

- ✦ A doctor visits the hostel regularly for students. In case any student requires medical attention, they must immediately inform the caretaker/warden. The student will be given due attention in the form of proper medical care and taken to the hospital if required.
- ✦ A 24 x 7 ambulance service is available for students.

HOSTEL HELPLINE

- ✦ **E-mail:** hostel@mitwpu.edu.in
- ✦ **Mobile no:** 8605003970 / 7030963284



Form No.:

S.No. 124, MITWPU Campus, Paud Road, Kothrud, Pune 411038. Ph No +91 20 25703400

HOSTEL ADMISSION Academic Year: 20

Passport size photograph

- Instructions:**
(READ THE FORM CAREFULLY BEFORE FILLING)
 1) Form should be filled in English in block letters only
 2) Incomplete forms will not be accepted.

PERSONAL DETAILS OF THE CANDIDATE

Name: Male: Female:

Date of Birth: / / Aadhaar No.: Blood Group:

Nationality: Religion: Category:

PRN No. Roll No. Div.

School/Faculty: Program/Course:

PAN No. Mobile No.

Students Email:

Parent's Name

Permanent Address

Parent's Contact No. Mobile: Emergency Contact:

Occupation of Parents (Mention the address and contact number of the organisation.)

Parents Annual Income (Rs.)

Local Guardian Name (if any):

Address & Contact No.:

- Is your Father / Mother a Central Govt. Nominee? : Yes No
 Are you Physically Handicapped? : Yes No
 Do you have Chronic Health Problem? : Yes No

ACADEMIC RECORDS

Examination	Month & Year of Passing	Name of Board of Examination	Name of the School / College Attended	Name of the State/Country where School/College located	% Marks Obtained
SSC					
HSC					
Diploma					
Bachelor's Degree					
Any Other					

I Mr. / Ms. _____ certify that the information given above is true and correct to the best of my knowledge. I accept that if any information is found to be false, I shall be responsible for the same and I will be liable for a disciplinary action as considered appropriate by MIT-WPU.

I have carefully read all the rules of the hostel given. I will have co-ordeal and friendly relations with all the students. I will not carry out any prohibited activities inside the hostel/university premises. I will not indulge in any kind of ragging in the hostel and college premises. I am fully aware that if I get caught in such action, strict disciplinary action will be taken against me including fine, rustication from the hostel /university, or even lawful action if necessary. I hereby agree to abide by them.

Signature of the applicant (Student):

Place : _____

Name : _____

Mob. No.: _____

Faculty: _____

Date : _____

Class & Branch: _____

UNDERTAKING BY THE PARENT

I/ We Mr. / Ms. _____ am /are the parent(s) guardian of Mr. / Ms. _____. I/We have carefully read all the above rules about the hostel. I / We fully agree with the above rules and the statement given by my son/daughter/ward. I/We also accept that strict disciplinary action will be taken against my/our ward if he/she is found involved in ragging, consuming **alcoholic drinks, or drug/smoking inside the hostel /college premises**. I hereby agree to abide by the above.

Signature of Parent/Guardian

Place : _____

Name : _____

FOR OFFICE USE

Mr. / Ms. _____ is admitted / not admitted to the hostel.

He /She is allotted the room no. _____ at _____ Hostel.

Date: / / 20

Executive
(MIT-WPU)

Warden
(MIT-WPU)

Chief Warden
(MIT-WPU)

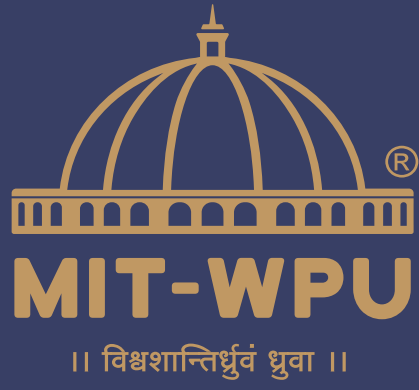
HOSTEL

Address:
MIT-World Peace University,
Sr.No.124, Paud Road, Kothrud,
Pune, Maharashtra 411038.

Telephone: +91-20 - 7117 7104 / 05
8605003970 / 9527139036

Email: hostel@mitwpu.edu.in





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