

UNIVERSITY OF MUMBAI



No. GAD/ICC/2024-25/13

CIRCULAR

The Director / Heads of the University Institutions / Departments / Centers, Wardens of Hostels, the Librarian, University Library, the Director, Board of Examinations and Evaluation, the Finance and Accounts Officer, all the Deputy Registrars, Controller of Printing and Stationery, the University Engineer, the Coordinator, all the Assistant Registrars and all the Officers in-charge of the different Sections/Units of the Registrar's Office are hereby informed that the Management Council at its meeting held on 28th May, 2024 vide Item No.19 has accepted the proposed Fee Structure and revised rules and regulations along with application form for the admission of University Girls and Boys Hostel (Annexure "A" and "B"). This will be implemented from the academic year 2024-2025. Applications will be accepted through online portal [https // mu samarth.ac.in](https://mu.samarth.ac.in).

Mumbai -- 400 032,
Date : 29th June, 2024

Baliram
DR. BALIRAM GAIKWAD
I/C.REGISTRAR

To,

The Director / Heads of the University Institutions / Departments / Centers, Wardens of Hostels, the Librarian, University Library, the Director, Board of Examinations and Evaluation, the Finance and Accounts Officer, all the Deputy Registrars, Controller of Printing and Stationery, the University Engineer, the Coordinator, all the Assistant Registrars and all the Officers in-charge of the different Sections/Units of the Registrar's Office.

Copy forwarded with compliments for information to :-

1. The P.A. to the Vice-Chancellor
2. The P.A. to the Pro-Vice-Chancellor
3. The P.A. to the Registrar
4. The P.A. to the Finance & Accounts Officer

Mumbai -- 400 032,
Date : 29th June, 2024

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DR. BALIRAM GAIKWAD
I/C.REGISTRAR

Annexure “A”

As per the Management Council meeting held on 28th May, 2024 vide Item No 19

Fee Structure for all Hostels situated at Fort & Kalina from the Academic Year 2024-2025.

Account Head	Fees Structure in Rs.
Room Rent	6000/- (7000/- for Ph.D Students)
Electricity Charges	4000/-
Other Charges	400/-
Caution Money Deposit	1000/-
Lock and Key Charges	100/-
Total Fees	11500/-

- Guest charges for hostel Student – Rs. 300/- (Rs. 500/- for A.C. room)
- Guest charges for outsiders (University of Mumbai teachers, other than Mumbai University student & teachers) – Rs. 500/- (Rs. 700/- for A.C. room)
- The mess deposit Rs. 3000/- can be collected via separate bank Challan, if required.
- For using hostel facility for refreshing only – Rs. 300/- can be collected via separate bank Challan/Cash, if required.

Note :- Every year there will be 5% increase in total fees of the hostel
(excluding the caution money.)

Annexure “B”

	UNIVERSITY OF MUMBAI FORM OF APPLICATION For admission THE UNIVERSITY HOSTEL
FOR OFFICE USE ONLY Warden s Recommendation: _____ Admission Committee remark: _____ Signature of Chairman: _____ Name of Hostel: _____ Date of Admission: _____ Fee Receipt no. and date: _____	

To,
The Registrar, University of Mumbai,
Fort, Mumbai-400 032.

- The Warden, International Student’s Hostel, Churchgate, Mumbai.
- The Warden, Jugonnath Sunkerseth Hall (Hostel), Churchgate, Mumbai
- The Warden, K.B.P. Boys Hostel, Vidyanagari, Santacruz, Mumbai
- The Warden, Savitribai Phule Girls Hostel, Vidyanagari, Santacruz, Mumbai
- The Warden, Maharshi Dhondo Keshav Karve Hall, Vidyanagari, Santacruz, Mumbai
- The Warden, Madame Bhikaji Rustom Cama Girls’ Hostel, Nariman Point, Mumbai
- The Warden, New Girls’ Hostel Vidyanagari Santacruz, Mumbai
- The Warden, Pandita Ramabai Girls’ Hostel, Vidyanagari, Santacruz, Mumbai

(Filled in application form to be submitted to the concern Hostel Warden)

Sir,

I hereby apply for admission to the university hostel for the academic year 20 – 20 . I have read and understood the rules and regulations of the hostel and hereby undertake to abide by them. I shall pay prescribed fees in advance as soon as I receive intimation regarding the admission on the understanding that the seat will be cancelled if I do not avail myself of the accommodation offered within 3 days.

Yours faithfully,

Signature of the student

Full Name of the Candidate (Surname, name, middle name)

Date of Birth:

Name of the Department and the course of study:

Name of the hostel for admission:

Full Name, Address & Telephone No. of Father or Guardian:

Full Name, Address & Telephone No. of Local Guardian:

Name & Place of Institution last attended:

Name of Hostel/place stayed during last studies:

Academic Qualification : _____ Class: _____ Percentage of Marks _____ Year of
Passing:_____

Duration of previous stay in this Hostel, if any: *from*_____ *to* _____ (*i.e.*_____years)

Nature of complaints during previous stay if any

Date of Registration (Ph.D. Students only): _____

Whether belongs to S.C./S.T./Other Backward Class (Specify):

(to be supported by relevant certificate)

The above statement is correct and true to the best of my knowledge.

Date:

Candidate's Signature

UNDERTAKING

I, Shri/Kum. _____ undertake that:-

1. **I shall not accept any employment** (Part/Full-time/professional practice/ internship not mandated by the program) during my stay in the Hostel.
2. **I shall leave the Hostel within FIVE days after completion of examination.** Further, in case, I am required to stay in the vacation period, I shall apply to the Warden, one month in advance along with a certificate from the Head of Department justifying my stay and shall also pay in advance all the prescribed charges.
3. During my stay in the Hostel, I will not disturb my neighbours or others by talking loudly, playing music or creating any nuisance.
4. I shall not indulge in wasteful or improper use of water, electricity, etc. I shall also be responsible for the safety of electrical installations, furniture, fixtures, etc. in the room. **I shall not use electrical appliances for any purpose including cooking in the room.**
5. In case, I am required to remain away from the Hostel after 12 mid-night on any day, I shall obtain prior permission from the Warden in writing.
6. I am aware that no visitor in my hostel room is allowed. I shall follow this rule.
7. I shall not keep any guest in my room for overnight stay without prior permission in writing from the Warden.
8. **I shall not consume any alcoholic drinks/drugs/ intoxicant in the hostel premises. I shall not smoke in the Hostel, Institute/ Department or any where in the vicinity within university.**
9. I shall take the permission to leave the Hostel temporarily or permanently or at the end of the term from the Warden and a clearance certificate for all dues from the Hostel Office.
10. I have carefully read all the rules pertaining to my stay in Hostel, especially with regard to **eligibility, duration of stay, procedure for admission.**
11. **I shall not speak directly to media/police department/ students unions/ associations.**
12. **I am not under any medication for serious ailment. I have not undergone any serious operation/ medical treatment recently.**

I am aware that in case I violate any of the rules laid down, I will be fined and will also be liable to be expelled from the Hostel at any moment.

Signature of the Student

(This is just the bonafide certificate by the HoD and not the recommendation)

Name : _____ Dept.: _____ Class: _____

Certified that the applicant Shri/Kum. _____ is a bonafide student of this College/Department and is admitted to the course _____ for the academic year 20__-20__, vide his tuition fee receipt No.: _____ Dated: _____

The student undertakes that if admitted in the hostel, she/he will abide by all the rules and regulations, and also undertake to send the regular returns of her/his attendance at lectures/seminars conducted by the Department, as required by the rules and regulations made in that behalf by the University and the college.

PVC

Registrar

Warden

HoD

Common Rules and Regulations of all the Hostels of University of Mumbai

ELIGIBILITY FOR HOSTEL ADMISSION

1. Only students admitted to a full-time programme of departments/ University institutes of University of Mumbai are eligible to apply for hostel accommodation.
2. Admission to the hostel will follow prevailing reservation policy.
3. Students who have registered for Ph.D. where daily laboratory work is mandatory may get admission to Hostel. Departments where daily laboratory work is not required, Head of the department will not recommend the students registered for PhD programs for Hostel accommodation.
4. Students who accept employment part time or full time will lose their entitlement to hostel accommodation.
5. Students residing in Mumbai and suburbs upto Virar, Panvel & Kalyan shall not be considered for hostel admission.
6. If a student seeking admission to a higher course of the same level for which he/she was enrolled earlier (like graduation to graduation: masters to masters etc.) by changing subject/faculty shall not be considered for hostel admission. A student completed any PG program in University staying in the Hostel will not be considered for admission to hostel if he secures his admission in any other PG program. Looking at the huge demand and the scarcity of the hostel seats, a student who has availed hostel facility through any program earlier may not be considered for hostel facility for second time.
7. Submission of an undertaking that he/she is not resident of Mumbai and suburbs up to Virar, Panvel and Kalyan and do not have his/her or family accommodation / quarters in areas mentioned as above and failing to give correct, information as above shall be liable for termination of hostel admission and also an undertaking that she/he shall abide by all rules and regulations of the hostel.
8. **The Admission Committee of Wardens will decide for the admission to all the Hostels through online process.**

RULES FOR DISCIPLINE

1. All the residents of the hostel should see that there is no wastage of water, electricity and other facilities or common utilities provided to them. They shall be always economical in their use. Damages in this regards will be recovered from all students in proportion to the damage done to the property/ establishment of University.
2. Students will not disturb their neighbors or others by playing loud music or by creating noise.
3. Fans and lights should be put-off before leaving the room. Failures will be fined Rs.100/-per instance. Three such instances will call for expulsion from the hostel.
4. The use of electrical (heating, cooking , ironing etc.) appliances and cooking in the rooms is strictly prohibited due to safety requirements of the hostel.
5. The cost of damage, (if any) caused due to the electrical installations, furniture etc. in the room or to any of the parts of the hostel premises will be recovered from the student concerned.
6. Storage and consumption of alcoholic drinks/drugs/narcotics/intoxicants in the hostel premises is strictly prohibited. Anyone found indulging in these will be expelled instantly from the hostel and be handed over to police. This will hold for smoking also.
7. Smoking inside the hostel premises is strictly prohibited. If found doing so, disciplinary action will be taken. Removal from the hostel may also be considered in such cases.
8. No student can remain absent from the hostel between 10.00 P.M. to 6.00 A.M. without prior permission of the warden.
9. Maximum two late pass & two nights out pass are allowed in a month. Every student should inform the proper address and telephone no of the place where she / he wants to stay for night out.
10. Students who are expected to remain absent from the hostel for 10 days or more should fill in the gate pass and ensure that, it is signed by the concerned authority before their departure.
11. If the student loses the duplicate key of the room, then he/she has to replace the room lock.
12. If any student found to be misbehaving in the hostel the same shall be communicated to the Head of the Department by the Hostel Disciplinary Committee (HDC).
13. No student can speak directly to the association/media/police nor shall they allow them to visit the premises of the hostel.
14. A student who wishes to Complain about hostel facility to the VC/PVC/Registrar & Police Department the same must be submitted through the Warden.
15. There shall be Five-member body of students nominated by HDC, for liaison between students and administration.
16. Every student, staying in a University Hostel must bring a certificate of satisfactory attendance and a, recommendation for admission in the subsequent years from Head/Director of the department/Principal of Institution where he/she is enrolled, at the beginning of each term. If a student fails to bring such a certificate and recommendation within the stipulated time period, his/her admission to the hostel will be cancelled immediately without giving any notice.

17. The maximum period of stay allowed in the hostel is as follows.

Course	Maximum stay Allowed	Extendable by permission of PVC
Master's Degree	2 academic years	
Ph. D	3 academic years	1 + 1 year with recommendation of guide and HoD/Director/Principal

18. The student shall be responsible for the safety of his /her articles, belongings, cash, etc.
19. In case, the student is getting UGC/CSIR fellowship he/she shall pay the HRA to the University for staying in the hostel
20. NET/JRF students will pay the HRA to the University for staying in the hostel.

PENALTIES

1. For entertaining unauthorized guest - Rs.250/- per day.
2. Remaining away from the hostel for more than 10 days without prior permission - Rs.100/- per day.
3. Using electrical gadget for cooking & other purpose in the room - Rs. 250/-
4. Handing over the key to unauthorized persons - Rs. 250/-
5. Consumption of alcoholic drinks/drugs in the hostel premises - Rs. 500/-and/or immediate expulsions.
6. Non-payment of hostel fees in due time - Rs. 50/- per day till next 10 days or before due date, Admission liable to be cancelled after 10 days of the due date.
7. Damage to Property, furniture - as per actual expense.

VISITORS / GUESTS

1. Visitors are allowed between 9.00 A.M. to 9.00 P.M. (all days) .
2. No female guests are allowed to enter in the **hostel rooms** in boy's hostels & no male visitors are allowed to enter the girls' hostel.
3. It is the responsibility of the student to see that the guest leaves the hostel before 9.00 P.M. The visitors found between 9.00 P.M. to 9.00 A.M. will be considered as an illegal occupant and concerned student will be penalized as per the norm.
4. If the student found allowing guests three times illegally in the year then he/she loses hostel admission.
5. The guests can be accommodated in the guest room only after the prior permission of the Warden and after filling the Guest Form. Guest needs to deposit the room charges in advance. In girls hostel only female guests and in boys hostel only male guests will be allowed.
6. A student of the hostel may be allowed to accommodate a guest for not more than two consecutive nights (only on payment of guest charges as prescribed.)
7. The student may accommodate not more than one guest for overnight stay on payment of guest charges.
8. The guest charges are payable on the same day of the arrival of the guest.
9. **Only parents of the medically ill students may visit the hostel and stay for one night free of charge.** Thereafter if required to stay on doctor's recommendation, they shall be allowed to stay for three days more at 50% charges.

FEES

1. The students need to pay the fees on prescribed due dates every year at the time of taking admission only. Defaulters need to pay Rs. 50/- per day late fee for next ten days. There after the hostel admission will be cancelled.
2. Foreign Students will pay five times the fees prescribed for the Indian students.

MISCELLANEOUS

1. Students are requested not to bring too many personal belongings, expensive jewelry, large sums of money. Money kept in the room for current use should be locked and the key should be kept with the student himself/herself. University does not hold the responsibility for the loss of anything from the student's room, but in case of any loss, it is to be reported immediately to the Warden.
2. While vacating the room, it is the responsibility of the student to get the clearance of dues and handover the key to the office with due signature of the Warden on the counterfoil of the gate pass for no objection. As far as any breakage of hostel property, (i.e. furniture, electrical connections, damage in the room etc.) it will be intimated to the students later.
3. Student should submit the gate pass and deposit refund application (if applicable) at least eight working days in advance before vacating/leaving the hostel premises.
4. The News Paper, Magazines or any reading materials should be used in the reading room. No one should take these materials outside.
5. Student should use dustbins only for disposal of the waste and no one should throw papers or waste materials in the corridors of the Hostel.
6. If you are not keeping well, immediately see a doctor. As far as possible, University appointed doctor should be consulted.
7. No student will be allowed to use the shower & must use the bucket & mug for bathing and washing.
8. Hot water will be available only between 6.30 a.m. to 8.30 a.m & 6.00 p.m. to 07.00 p.m.
9. Students of PhD should take NOC before submitting the thesis.
10. Students are not allowed to keep animals/ pets in the hostel. They are not allowed to entertain the stray dogs, cats, etc. in the hostel.
11. Students with serious ailments/ medical cases like operations/ strokes/ psychological state, etc. should submit the report and copy of medical advice to the warden for timely and immediate help in case of emergency.
12. Only National Days such as Independence Day, Republic day, will be celebrated in the Hostel. Any other celebration/ festival to be observed in the hostel may be decided at the discretion/ responsibility of the committee of the wardens.
13. Students should take food/all meals in mess area only. They are not allowed to take meals/food in the hostel room. In case of illness /medical reason, contact hostel warden for permission for few days.