

NATIONAL INSTITUTE OF FASHION TECHNOLOGY
NIFT CAMPUS, PLOT NO. 20, SECTOR-4
KHARGHAR, NAVI MUMBAI-410210
RULES AND REGULATIONS FOR HOSTEL RESIDENTS (GIRLS)
JULY-2018



Hostel campus

1) Preamble/Introduction

NIFT Mumbai provides Hostel facilities to the Girls students (outside the campus at plot no. 20). Total 590 Girl students can be accommodated in various types of rooms such as Non-AC Twin Sharing, AC Twin Sharing, 3-4 Sharing Non-AC dormitory, 17 sharing Non-AC dormitory, 6 & 8 sharing AC Dormitory. The Hostel is situated at 500 mtrs from main campus. The hostel is equipped with all furniture and fixtures. Each girl hostler is provided with a Common room, 24 hours hot/cold water facilities, Gymnasium, Beauty Parlour, Mini Library, Internet Room, Wi-fi facility, Mess, Laundry room with 24 X 7 security arrangements with CCTV Surveillance. Besides, Asst. Hostel Warden, Doctor & Counselor are also available to address all the issues & concerns of hostlers.



Reception Area



Auditorium



Mess



Laundry Area



Gym and indoor games



Sewing Machines and Recreation Hall



Beauty Parlour

2) **HOSTEL MANAGEMENT**

a) The following officers constitute the Hostel Management.

Director

Joint Director

Assistant Director

Asst. Warden

SDAC and

One nominated faculty.

b) Hostel is managed by Asst. Warden who is resident in the hostel.

c) The students can approach any of the above officers for help, guidance and grievance redressal. Representations to higher officers must be forwarded through proper channel.

3) ACCOMMODATION:

Type of Accommodation	Girls Hostel	
	Rooms	Capacity
4 bed sharing rooms(Non AC)	7	28
3 bed sharing rooms(Non AC)	2	6
Dormitory(Non AC)	1	17
6 bed sharing Dormitory (AC)	1	6
8 bed sharing Dormitory (AC)	1	8
Twin-sharing (Non AC Rooms)	141	282
Twin-sharing (AC Rooms)	120	240
3 bed sharing (AC)	1	3
Total	274	590



Twin-Sharing Room

- Hostel Accommodation is available to regular students on first-cum-first serve basis after the payment of stipulated fees. No students have the right of occupying a room during vacation. But she may be permitted to stay on request, if she is doing any course work/project work /Institute work/Hostel work subject to the approval of competent authority.
- Allotment of a Hostel room to any other students other than regular course depends on availability only after all requests from regular students are fulfilled.

- AC will not be operational from 9.00am to 5pm on weekdays.
- Hostel fees once paid will not be refunded. However, there would be an exception for the refund policy that if the student gets transferred to another NIFT centre or has to repeat the semester due to academic reason then the money would be refunded to the student as per rule.

4) ROOM ALLOTMENT:

- Admission in the Hostel cannot be claimed as a matter of right.
- 240 seats (120 AC and 120 Non AC) are reserved for first year students.
- Rooms are allotted on first cum first serve basis after receiving full payment subject to availability of the room. If rooms are fully occupied then your payment will be refunded.
- Students who are making payment through RTGS/NEFT will have to send an email to nift.mumbai.hostel@nift.ac.in informing the detail of transaction such as date of transfer, bank name, utr no., account holder name and student name, failing which NIFT will not be responsible for allotting the room. No request will be accepted at later stage.
- **Every year students are require to do re-admission for hostel.**
- Rooms to be allotted will be occupied immediately after an allotment is made.
- The hostelite shall not be entitled to retain accommodation in the hostel beyond date of closing of semester as per academic calender.
- No Hostelite is allowed to change her allotted room.
- The hostelite shall have to vacate accommodation as per the instruction given by competent authority.

5) MESS SERVICE:

- Mess facility would be compulsory for the first year students and optional for the 2nd, 3rd and 4th year students.
- 2nd, 3rd and 4th year Students willing to avail mess facility may purchase tokens on monthly basis from NIFT Office and use those tokens at mess counter as and when they avail any of the meals.
- 1st Sunday of every month would be a “Feast Lunch Day” and mess would remain closed after lunch hours. Evening snacks and dinner would not be served on that day.
- Mess timings:

During Weekdays	During Weekends and Holidays
Breakfast:8.00am to 9.30am Lunch:12.00pm to 1.30pm Snacks:5.00pm to 6.30pm Dinner :8.00pm to 9.30pm	Breakfast:9.00am to 10.30am Lunch:12.30pm to 2.00pm Snacks:6.00pm to 7.00pm Dinner:8.30pm to 10.00pm

6) Room Checking:

The Campus Administrator/Hostel Warden/or any other officials of NIFT along with Lady Guards may at their discretion in the presence of the students living there in any time of the day or night may inspect the hostel room.

7) Vehicle:

The students who have two wheelers shall be required to obtain due sanction from the Campus Administration by submitting a copy of registration papers and driving license. Four wheelers of the students are neither allowed inside the hostel/Campus nor allowed to be parked outside along the perimeter of hostel.

8) Returning to Hostel:

The student shall return to the hostel before 9.30pm after which gates will be closed. The gate will reopen at 7.00am the next day. Late comers will have to make an entry in the register kept at the gate, which will be informed to her parents and local guardians. Three late coming entries will lead to cancellation of permission to stay in hostel and fees will not be refunded for such default. The same shall be informed to her parents, local guardian.

9) VISITORS (Rules for Visitors & timings):

- Students will provide the name and address of the Local Guardian duly acknowledged by their parents at the time of registration whom they could meet during the hostel specified visiting hours i.e. Monday to Friday from 05.00 PM to 08.00 PM & Saturday & Sunday from 10.00 AM to 08.00 PM.
- In case the Girl wants to go out in any emergent situation, they will have to take prior permission from the warden and enter the relevant information in the register kept in the warden's office.
- For the security reasons, any outstation travel should start in time so as the students should be able to reach their Hostel by 9.30pm and no night travel is allowed. Parents are advised to book tickets of their wards accordingly so as the student shall reach the hostel within hostel permissible time. Any late night entry or early morning entry in the hostel shall be discouraged.
- Entry register should be kept at its official place and no one will be allowed to take it in her room.
- A hostelite will not be allowed to go for night stay or attending any function in the late hours in their local guardians place or to their relatives place etc.

10) FURNITURE AND EQUIPMENT:

Every Hostelite is provided with a Bed, Mattress, Study Table, Chair, Soft board, All electric fixtures like tube light, fan , air conditioner with remote etc., Curtains with Rod, Almirah,

Dressing Table and 6 Hook Rail Hanger. She will be responsible for the items given to her. Furniture is not to be removed from one room to another. Every hostelite has to see that no damages are done to the hostel property/fittings and repair charges for any damaged (intentionally or, through negligence) are to be recovered from the concerned student.



Godrej Almirah

11) WITHDRAWAL AND REMOVAL FROM THE INSTITUTE HOSTEL.

- After the general allotment, application for withdrawal from the hostel should be countersigned by the father/guardian and submitted to the hostel warden. Such application should be presented after hostel dues have been cleared.
- Even if the hostelite has actually vacated her room, she will have to pay all the hostel dues and fines standing against her name up to the day she continues to be on the rolls, until her name is formally withdrawn.
- Students who do not clear their dues such as dues of the Hostel, Mess, canteen, fine, etc. by the prescribed date, will not be registered for the subsequent semester until and unless they clear all their dues and get "No Dues Certificate" from the concerned Hostel Warden. In the case of those students who are to leave the Institute after completing their degree requirement or otherwise, their results as well as the provisional certificates/degrees will be withheld till No Dues Certificate is produced.
- No Hostelites shall leave the hostel without personally handing over the charge of the room; loss, if any, will be recovered from her.

12) LEAVE RULES:

- Leave sanctioned for absence from the Institute does not mean leave from the Hostel. Leave from the Hostel for one or more nights must be taken with prior approval by the Hostel Warden.
- Students will have to fill night out form 24-48 hrs before going and submit it to the warden. After receiving SMS from the registered numbers warden would approve the night out. Under no circumstances students will get permission for night out instantly. In

case of emergency warden would take the decision for approval of night out subject to approval of Competent Authority.

- Uninformed absence from the hostel premises will be termed under disciplinary action as per rules.

13) DISCIPLINE AND COMPLAINTS:

- All matters of disciplinary action shall be taken up with hostel committee.
- Students are expected to maintain perfect discipline and proper atmosphere.
- All kind of shouting, violence, knocking, or any other act of movement or behavior that is likely to cause disturbance or annoyance is strictly prohibited.
- Dealing with fellow students and other should be very courteous and polite. All quarrels and disputes with fellow Hostelites should be avoided. Students should not take law in their hands and should try to settle their entire dispute with the help of the Hostel warden only.
- Teasing, Maltreating or indulging in any sort of ragging of newly admitted students is strictly prohibited. Serious disciplinary action will be taken against the defaulting students.
- Visiting in Dining Hall, the common room, and the canteen and outside the hostel campus should always be in proper dress.
- Maltreating and abusing the hostel employees and mess-staff is strictly prohibited. In case of any complaint against them, the report should be made to the Hostel warden.
- Lights, Fans, AC must be switched off when not in use.
- Hostelites are expected to display acceptable form of behavior, maintain discipline and decorum in the Hostel Complex.
- Smoking is not allowed in the Hostel Complex/Campus at anytime inside as well as in the premises.
- Possession, distribution and consumption of alcoholic beverages, prohibited drugs, chewable tobacco in the Hostel Complex/campus is not allowed.
- Parties, Social or political gatherings in the hostel complex are not permitted within hostel premise.
- A Hostel Campus should be a place where students can have the best possible conditions for studying and adequate rest. As such due consideration must be accorded to other hostelites at all times. Noise level must be kept low to allow other's the opportunity to study or sleep in comfort. Television provided in the common room must be switched off or volume turned down after 10.00pm. These rules are intended to ensure a conducive environment for all hostelites.
- Hostelites are not allowed to visit another student's room after 9:30pm.
- Ragging is a crime & students found indulging in the act will dealt with as per rules.

14) SECURITY:

- Hostelites are required to carry their hostel card at all times in the compound of the hostel complex and produce it on demand by the hostel authorities.
- Hostelites are advised to lock all doors at all times for security reason. Students should use their own lock with three keys set, out of which one key should be submitted to hostel warden for security reason/emergency cases.
- The Hostel management is not responsible for any loss of private property. Hostelites are strongly advised to lock all their valuables e.g. mobile phones, laptops, watches, cash, money, ornaments etc. at all times.
- Any hostelite who find her room-mate missing for more than 6 hours, must report to the warden immediately. This is to enable the hostel management to take immediate action if any to avoid any untoward incident. Hostelites co-operation is very much appreciated.
- Hostelites are not permitted to change rooms or sleep in other's room than in their own room.
- Possession, distribution and use of fire-arms, lethal weapons including air gun, contraband drugs, toxic and hazardous material are strictly prohibited in the hostel. Keeping electric appliances such as iron, oven, kettle, stove, mini-fridge, mini-cooler etc. in the room is also prohibited. If any of the above material is found in the room, the same shall be immediately confiscated by the hostel management and shall not be returned in any case to the students to avoid any future usage of the same.

15) REVISION OF RULES AND REGULATIONS:

- The Hostel authorities reserves the right to revise the rules and regulations from time to time and will keep the hostelites informed of any changes in the form of notices on the hostel notice boards. Ignorance of rules will not be accepted as an excuse.

National Institute of Fashion Technology, Mumbai

Form for Hostel Accommodation

Academic Year 2018-19

Important Instructions:

- Please refer to the Guidelines in the Admission Prospectus, 2018 (Student Utilities Benefits) for any details.
 - Admission in Hostel is provided on First Come First Serve basis.
 - Duly filled in the Hostel Accommodation Form should be submitted/handed over to the Warden of NIFT, Mumbai or can be couriered at NIFT, Mumbai, NIFT Campus, Plot no. 20, Sector-4, Kharghar, Navi Mumbai-410210.
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I Ms. _____ D/o _____
_____, have secured admission in _____ (*course) for the academic year July, 2018, would request you to kindly allot me Hostel (Girls Hostel), I will abide by the Rules and Regulation of NIFT-Hostel Accommodation.

(*Course – M.Des./MFM/FD/KD/FC/TD/AD/BFT)

Students's Signature: _____

Parent's Signature: _____

Date : _____ Place : _____

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Note:

- 1) Undertaking Form has to be duly filled and signed on the day of Registration at NIFT, Mumbai
- 2) Demand Draft (for full amount of hostel fees) has to be prepared in favour of **NIFT, Mumbai** payable at Mumbai, and the same be forwarded at the below mentioned address

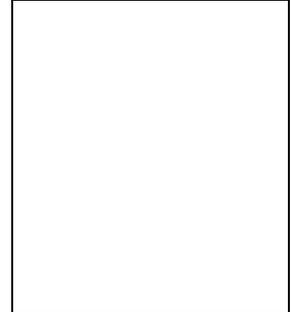
The Director

NIFT,

NIFT, Campus, Plot no. 15, Sector-4, Kharghar, Navi Mumbai-410210

Attached is the Forwarding Form for Demand Draft. It is requested to forward Demand Draft in the enclosed format.

NATIONAL INSTITUTE OF FASHION TECHNOLOGY, MUMBAI
HOSTEL RULES AND REGULATIONS-2018



HOSTEL RULES AND REGULATIONS

- 1) Hostel allocation is on first come first serve basis on receiving full payment.
- 2) No request for premature surrender of the hostel will be entertained.
- 3) Hostel fees once deposited will not be refunded under any circumstances.
- 4) The rooms will be on twin sharing basis.
- 5) Kindly forward SMS on 09769210751 for Night Out Request. Message should be sent only by the registered number given at the time of Hostel admission (Father/Mother/LG's number). No messages would be accepted from any other numbers. Details required student's name, room no., place of visit and period of stay from (date) to (date). Night out permission should be taken 24-48 hrs before going. Warden will approve night out only after receiving messages from registered numbers. In some instances we may also call parents for confirmation.
- 6) Students will be allowed to leave hostel only after 7.00am and should return back by 09.30pm at night.

Undertaking

I, _____ D/o. _____ do hereby solemnly affirm and undertake that:

- I shall not possess, use or deal with any kind of intoxication material including alcohol, drugs of any kind like gutka, tobacco, cigarettes, chew gums or any other sedative materials and on being found guilty, the institution may take any disciplinary action(s), including rustication/expulsion, against me.
- I shall not possess, use or abet the use of any kind of weapons including sticks, rods, explosives, firework or any material and on being found guilty, the institution may take any disciplinary action(s), including rustication/expulsion, against me.

- I shall be liable to pay for any damage caused by me to the property of the Institution either alone or jointly with others and face disciplinary action.
- I do not have the tendency, and shall not make any attempt, to commit suicide or abetting or inciting any other person to commit suicide or anything unwarranted and /or prohibited by law or otherwise and shall not give any sort of threats to commit suicide and or being found guilty of the aforesaid action, I myself shall be responsible for any consequences under law and the expulsion/rustication from the institution and any other legal action under the law or land. The management shall not be responsible for the same.
- I shall not keep excess any money from any student(s), employee(s) for any purpose including donations, contributions/gathering without written approval of the institution.
- I shall not allow any unauthorized person to enter or stay in my room.
- I shall not misuse electricity by using electrical gadget like irons, heaters, audio players, electric kettles, juicers, induction, etc.
- If I am absent from the hostel without permission, I am liable for disciplinary action, which may amount to my rustication/expulsion from the hostel/institution also.
- If declared ineligible for appearing in any examination of the University, on account of shortage of attendance or any other reason whatsoever or if ordered by the institution authorities at any time, I shall vacate the hostel immediately, Readmission to hostel in the forthcoming term/semester may be allowed only at the sole discretion of the Management.
- All type of charges and fees as charged by the Institution are subject to revision from time to time and would be acceptable to be.
- For any unforeseen issues arising, that is not covered by the Undertaking, or in respect of all the matters, not expressly provided herein, the institution may take an appropriate decision that shall be final and binding on me and all other concerned.
- I understand that if any of the statements made by me above is found incorrect, I shall be to such disciplinary action(s) and/or penalty as may be decided by the Management notwithstanding legal action under the law of the land. In such case, the hostel fee and other charges deposited by me shall be forfeited.
- The Management reserves the right to frame, amend, revoke or repeal the Provisions including hostel timings and that will be effective and binding on all the concerned, as decided by the management from time to time.

Place: _____

Date: _____

(Name and Signature of the student)

(Name and Signature of the parent)

Room no. : _____



**NATIONAL INSTITUTE OF FASHION TECHNOLOGY, MUMBAI
GIRLS HOSTEL, PLOT NO. 20, SEC-4, KHARGHAR-410210**

Room Allotment cum Undertaking

I _____ daughter of _____ admitted to course _____ in batch _____, have been allotted room no. _____ in the hostel. The following items have been provided in good condition by the NIFT Mumbai to me during by period of accommodation.

Sr	Description	Sr	Description
1	Bed	6	All electric fixtures like Tubelight, Fan, Air Conditioner with remote etc.
2	Mattress	7	Curtains with Rod
3	Study Table	8	Almirah
4	Chair	9	Dressing Table
5	Soft Board	10	6 Hook Rail Hanger

I hereby undertake that I will not spoil the wall, chair, table, soft board, almirah, locker, door, dressing table, window or any property of any hostel. If I break or damage any article, I agree to pay the total cost of the material and a fine of Rs. 1000/- Further, I will also follow all the norms of the hostel given to me orally as well as in writing.

(Signature of the Student with Date)

National Institute of Fashion Technology, Mumbai
Form for Hostel Accommodation
Academic Year 2018-19

To,
The Director
NIFT, Mumbai.

Subject: Request for Hostel Accommodation-(Girls)(AC/Non AC/Dormitory)

Respected Sir,

My ward Ms. _____ (in capital letters) has secured admission in M. Des/MFM/FD/KD/FC/TD/AD/BFT(Tick the appropriate one) Semester _____. Enclosed please find Demand Draft of Rs. _____ for Hostel bearing no. _____ dated _____ drawn on _____ Bank.

Permanent Address/Address for Correspondence _____ _____ _____ Pin No: _____ Student's Name, Tel No & Email: _____ _____ Registered Name & Mobile Numbers for Night Out Permission: 1. _____ Relation _____ 2. _____ Relation _____	(To be filled in CAPITAL) Father's Name, Tel No & Email: _____ _____ Mother's Name, Tel No & Email: _____ _____ Details of Local Guardian Name: _____ Address: _____ _____ Contact no: _____ Email : _____
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(Name & Signature of Parent)