

# HOSTEL MANUAL

## 2023-24

### OVERVIEW

Welcome to the NGI World Hostel Manual!

Our NGI offers exceptional accommodation facilities for students near 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 400 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 carom, chess, and study rooms, TV room and more, to ensure that students can relax and unwind after a long day of classes.

At NGI 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: ....

### PROPERTY FEATURES

- ❖ Hot water available in all the rooms
- ❖ RO treated drinking water at convenient locations and on every alternate floor of the hostel building.
- ❖ Doctor available on hostel premises daily.
- ❖ Student recreation zones like gym, TV room, study room, and dance/yoga rooms.
- ❖ Daily provision of breakfast and dinner, lunch on weekends with versatile menus.
- ❖ The hostel premises are fire compliant and are equipped with fire extinguishers.

### HOSTEL WARDENS

Sr. No.	Name	Contact number	E-mail ID
1	Sachin Deo	8999867494	sachindeo@gmail.com
2	Ranjeet nigde	9881611748	ranjeetnigde@gmail.com
3	Nikita Jadhav	8530376493	jadhavnikita@gmail.com

## ROOM DESCRIPTION

- ❖ Double and four-seater rooms equipped with the following facilities:
- ❖ Beds with mattresses and bed sheets.
- ❖ Study desks attached with LED lights.
- ❖ Wi-Fi access in every hostel.
- ❖ Wash basins and mirrors outside washrooms

## HOSTEL FEES STRUCTURE

Annual Hostel Fee Structure	Triple Seater Room	Double Seater Room
First Installment	17500	17500
Second Installment (before 31st Dec)	17500	17500
Total Fees	35000	35000

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.

- ❖ Payment is to be made online. The NGI hostel admin team will share the link with the parents. Once the payment is made, the same will be confirmed by the NGI 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 NGI 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.
- ❖ 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 (Sun)		
Session Name	Start Time	End Time	Session Name	Start Time	End Time
Breakfast	8:00 AM	9:00 AM	Breakfast	8:00 AM	9:30 AM
Lunch	NA	NA	Lunch	1:30 PM	3:00 PM
Dinner	7:30 PM	9:00 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 NGI hostel admin team will share the link with the parents. Once the payment is made, the same will be confirmed by the NGI 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 NGI hostel team.
- ❖ On boarding 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 on boarding.

### 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.

### 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 notice boards 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 noticeboards 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 late comer 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 late comer will be fined, which shall amount to Rs. 1,500/-.
- ❖ Fines collected will be used for student-related activities.

### **Night Policy**

- ❖ The gates will be closed by 9:30 pm
- ❖ The students are not allowed to be in the common area post 10 pm
- ❖ The lights on common area will be dimmed post 10 pm
- ❖ 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

### **GUIDELINES FOR STUDENTS**

- ❖ 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 institute or involved in disciplinary action, they should immediately evacuate the hostel on the day of expulsion from the institute. 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 nonauthorized 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.

## HOSTEL HELPLINE

**E-mail: [navsahyadrihostel@gmail.com](mailto:navsahyadrihostel@gmail.com)**

**Mobile no: 9860822227**





