

PGDM

(Banking and Financial Services)

2021-23

Hostel and Mess Rules



National Institute of Bank Management
Pune, India

Hostel and Mess Rules

Hostel Rules

The hostel and the mess shall be under the overall supervision and control of the Dean-Education & Principal. The Hostel Wardens will monitor hostel activities and ensure discipline in hostel premises. The Institute's decision shall be final in the interpretation of the rules and in all matters connected with hostel. The Dean-Education & Principal shall have powers to issue standing orders through this administrative set-up to regulate internal matters and other details not explicitly covered by these rules.

1. Allotment of Rooms

- (a) Rooms will be allotted on random basis as also at the discretion of the Institute.
- (b) Mutual exchange of rooms will not be permitted. In exceptional cases, the Dean-Education & Principal will consider written request for change of rooms and decide on the same in consultation with Executive Officer-PGDM/Wardens.
- (c) For effective utilization of hostel facilities, students may be required to change their rooms at any time during the academic year.

2. Maintenance and Housekeeping

- (a) Students shall allow the NIBM staff and authorized workers of the contractors to access their rooms at convenient times to inspect the rooms/flats/bungalows, water supply, civil, sanitary or electrical installations, fixtures and furniture, etc. and to carry out modifications/repairs.
- (b) The Institute's housekeeping services shall undertake cleaning i.e. sweeping, swabbing and dusting at the hostel rooms once every day. Cleaning will be done when the students are present in the room. Accordingly, cleaning of rooms of 2nd year students will be done in the morning (before lunch) and 1st year students will be done in the afternoon. The dustbins provided in the hostels should be kept outside the main door every morning for the sweeper to collect the waste.
- (c) Students are requested to avoid wastage of water and inform leakage in water supply fittings, if any. They should report to the Hostel In-charge/Wardens/Estate Dept. any damage or defect in the building, fixtures and fittings and electrical installations for necessary action.

3. Withdrawal

Students should on no account vacate the hostel unless they are permitted to do so by the EO-PGDM/Wardens. Students shall obtain the clearance certificate at the end of each term.

The "No Dues Certificate" shall be issued by the Executive Officer-PGDM.

4. General Discipline

- (a) Students shall keep their room, its surrounding, and hostel premises clean. The rooms, doors, windows, cupboards, etc., should not be disfigured by writing and sticking handbills, posters, etc. if any damage is noticed, the inmates shall have to pay the cost of repairs/painting as decided by the Institute.
- (b) Students should behave with restraint and decorum.
- © Students should come for attending lectures in college uniform whenever required (will be informed in advance) and otherwise decently dressed. Student will visit library, cafeteria, office premises etc. in decent dress. Shorts and night-wares are banned in public places in the campus.
- (d) Students are expected not to play musical instruments or any other gadgets including mobiles too loudly or cause any disturbance to other students and Campus residents.
- (e) Since hostel facilities are on sharing basis, each student must respect the right of the others staying with him/her in terms of maintaining the right type of discipline for studies, sleeping, etc.
- (f) Students are not allowed to remove or alter any article supplied by NIBM. Any damage to the hostel property shall be immediately reported to Hostel In-charge/Wardens. The cost of damage will be recovered from the individual concerned. If the student who has caused the damage is not identifiable, all the students in the wing or flat will be held responsible and collectively charged. In case of wanton damage, in addition to recovery of cost of repair, the institute may impose suitable fine.
- (g) Each student will be responsible for the furniture and other items supplied to him/her. The cost of repair of table, chair, cot, pillow, pillow cover, door key, cupboard key, etc. (other than that due to normal wear and tear) will be realized from the individual student or students occupying the room.
- (h) Students should ensure that lights, fans, etc. are switched off and the water taps closed when they are not required or when they leave the room. Electrical installations should not be tampered with. Students are not permitted to fit electrical fittings such as iron, hotplate, heater and other appliances in the rooms.
- (I) Cooking inside the room is strictly prohibited.
- (j) Inmates are expected to lock their cupboard and rooms properly when they go out. The NIBM authorities are not responsible for any loss or damage of their belongings especially valuables. Costly ornaments and large amount of cash should not be left behind in the hostel rooms.
- (k) Academic and co-curricular activities alone are permitted in the hostel.

- (l) Students are expected to behave politely with hostel and canteen staff.
- (m) It is mandatory for every student leaving or entering the campus to register on the biometric device at the gate. Any student failing to register his/her movement at the gate is liable for disciplinary action. No student is allowed to go out of the Campus after 10.30 p.m. Overnight stay outside their hostel building/outside NIBM Campus during course-work/weekdays is strictly prohibited and will not be allowed under normal circumstances.

In the event of a student wanting to go out for overnight stay, he/she must fill-up a form in advance giving reason for his/her absence in writing from the hostel to the Hostel Warden (Forms available with the Programme Secretary). Wardens will not allow any night out or overnight stay during-course work (including Saturdays/Sundays/Holidays). On receipt of leave application for overnight stay, Programme Secretary will certify that the student is not missing any classes. Wardens will speak to the parent/guardian over their registered telephone/mobile number with NIBM before granting permission. Wardens will communicate about the concerned student's absence from hostel to the EO-PGDM/Hostel Supervisor/Security. This rule needs to be strictly adhered to, except in case of any emergency.

- (n) Biometric recorder is provided in the security cabin at Institute's main gate and students must put their thumb impression on the same every time they enter or leave the campus. The students should not unnecessarily argue with the security personnel as they are responsible to see that discipline to be followed within the campus is not compromised.
- (o) Student will carry their identity card on person at all times. Security personnel have been instructed to compulsorily verify any student identity as they enter or go out of the campus.
- (p) Students are expected to be on the campus on all days before 10.30 p.m. and accordingly Security of NIBM have been advised. If any student reports after 10.30 p.m. at the Main Gate, Security personnel will not allow them to enter the campus. Security personnel will contact the Warden and only after seeking his/her permission student will be allowed inside. Students are not allowed to roam around in the campus or sit in the cafeteria after 11.00 p.m. Birthday celebrations etc. should be done only in cafeteria before 11.00 p.m. Security personnel will inform Estate Dept.in writing about such late comings/students roaming in the campus after 11.00 p.m. next day itself. Estate Dept. will give a copy of the same to Wardens/EO-PGDM. On Saturdays, with prior permission, students can come late, but not later than 11.00 p.m.
- (q) Under no circumstances students are allowed to celebrate parties outside the campus beyond the allotted time. Any request (even prior) will not be entertained.

(r) Recreation room and gymnasium are available for the students. Students are expected to strictly adhere to the stipulated timing for this. All equipment should be handled with utmost care. While playing at the multi-purpose hall, no AC facility will be permitted. Students should ensure that all fans and lights are put off before they leave any of these premises.

Hostel Complaints

Complaints related to Hostel facilities, WiFi, are to be reported to the Hostel Supervisor at Extn. no. 400 which will be registered in the hostel register kept at the reception by the Supervisor. To ensure timely redressal, the concerned student should send an email to the Warden at: shomi@nibmindia.org / sarita@nibmindia.org with a copy to ao-pgdm@nibmindia.org indicating the said complaint. Mess related complaints to be registered in the complaint book kept in Cafeteria. Other complaints, if any, be reported to Programme Secretary/EO-PGDM. Students can register their complaints in ERP also. Login in to ERP, click on 'AIMS', click on 'MAINTAINANCE', then click on 'Complaint Registration'.

Important Contact nos.

1. **Dr Shomi Srivastava**, Warden – Boys
Tel Ext: 319 (O), 164 (R), Email Id: shomi@nibmindia.org
2. **Dr Sarita Bhatnagar**, Warden – Girls
Tel Ext: 130 (O), 125 (R) Email Id: sarita@nibmindia.org
3. **Hostel Supervisor**
Tel Ext: 400
4. **Mr Dilip Dhamankar**, Executive Officer-PGDM, EMail Id: ao-pgdm@nibmindia.org
[Tel Ext.: 147\(O\)/Mobile: 7887884084](tel:14700000000)

5. Guests

- (a) No student is allowed to bring a guest into the hostel to stay with him/her.
- (b) The Dean-Education & Principal/Coordinator-PGDM Committee/Executive Officer-PGDM, shall have the power to refuse permission to the guest/s without assigning any reason.
- (c) The guests are subject to the rules and regulations of the hostel in particular and the institute in general.
- (d) The hostel supervisor will maintain a register and ensure that no guest is admitted unless the name and other particulars are entered in the register and a copy of identity proof is produced. The student who brings the guest will be responsible for the proper filling up of the particulars required therein.

- (e) Visiting hours for non-residents (friends/relatives) are from 3.30 pm to 8.00 pm only.
- (f) No visitor will be allowed in the Hostel rooms. They should only be entertained in the Cafeteria.

Visits to Male/Female Hostels

Male students/male guests are strictly not permitted in ladies hostel. Similarly female students/lady guests are not allowed in the male hostels.

7. Holidays/Vacation

- (a) The Dean-Education & Principal/Executive Officer-PGDM, will consider applications from inmates for staying in the hostels during vacations on payment basis.
- (b) Personal belongings of the students proceeding on vacation may be kept in the hostel till they return. All such articles must be packed, properly labeled and entrusted to the Hostel In-charge/steward for safe custody in rooms earmarked for this purpose. While every effort will be made to see that the articles are kept safely, the hostel authorities are not responsible for any loss or damage caused. Students are, therefore, advised not to leave behind any costly item in the hostels when they go on vacation.
- (c) It is compulsory that every student should vacate his/her room before proceeding on vacation and surrender the room to the Hostel In-charge. If any room is found locked, the hostel authorities have the right to break open the same and the cost of the damage will be charged to the respective student.

8. Tradesmen/Vendors

No strangers will be allowed in the hostel premises for carrying on any business without permission. Licenses will be issued to tradesmen/vendors, etc., on payment of certain deposit as caution money. Students are requested not to have dealing with strangers other than officially permitted tradesmen/vendors on the campus.

9. Medical Facilities

It is mandatory for all students to get insured under the medi-claim insurance (Group Health Guard) of NIBM. Premium towards this medical cover is paid by NIBM. The policy provides an insurance cover of Rs.1,00,000/-.

In all cases of illness or medical requirements, the student must inform the RMO (either directly or through Warden/EO-PGDM) who will take immediate action and arrange for medical care. The RMO will refer the student, if necessary, to an outside specialist or hospital. Students are not allowed to take their own decision and approach an outside doctor without the knowledge of RMO during their stay in hostel.

Health clinic facility is available in the campus. The clinic is located on the campus main road near main gate and in the PGDM block on the ground floor. The clinic will remain open as follows:

Monday-Friday

Clinic : PGDM Block Clinic, Room No 2008

(Telephone Extn. No. 300) (Telephone Extn No 353)

- 8.30 am - 10.00 am 10.30 am – 01.30 pm
- 4.30 pm - 09.00 pm

Saturday

- 9.30 am - 12.30 pm
- 5.45 pm - 07.00 pm

In all cases of illness or medical emergency the Institute doctors (Dr. Mini Chitkara - Resident Medical Officer/Dr Amit Majumdar – Medical Advisor) or the Warden or EO-PGDM, who will take action for arranging the necessary medical care on utmost priority. Telephone number of Dr Mini Chitkara, Resident Medical Officer is Ext. 191 (Residence) & Mobile No.7888004081.

- (a) The doctor may refer the students, if necessary, to an outside specialist or hospital.
- (b) Students will bear all expenses towards medical treatment except for the Institute's Doctors consultation charges.
- (c) If a student is continuously sick for more than one day, he/she should keep the Warden/Resident Medical Officer (RMO)/Executive Officer-PGDM/Programme Secretary informed of his/her condition.
- (d) Any incidence of infectious disease (e.g. chicken pox, jaundice) must be reported immediately to the Resident Medical Officer (RMO)/Warden/Executive Officer-PGDM/Programme Secretary/Hostel Supervisor and all precautions should be taken to prevent the spreading of the infection.

10. Bank

Bank of Maharashtra has a branch and ATM in the campus. State Bank of India, ICICI Bank, Allahabad Bank and OBC have branches and ATM, within a distance of 1 Km. from the campus. Other banks like HDFC Bank and UTI Bank with ATMs are also located in the vicinity.

11. Post Office

Campus has a branch of India Post.

12. Wifi Facility in the Campus

NIBM has provided Wifi internet connectivity in the entire campus but with restrictions on downloading facilities and usage.

13. Provision of Laser Printer

One common printer has been kept in the Computer Lab for printing of assignments, etc.

14. Photocopying

This facility is available in room no. 1007 during office hours, on payment basis.

15. Electricity charges

Electricity consumption in each of the flats is restricted to 250 free units in 'B' type flats, 150 units in D type flats, 140 units in E type flats and 150 units in F type flats. Per month charges for consumption over and above these limits, will have to be borne by the occupants of the respective flats.

16. Recreation

The campus has facilities for outdoor games like cricket, tennis, basketball, volleyball and indoor games like badminton and table tennis. A Health Centre/Gymnasium is also available on the Campus. Cultural activities are frequent and national festivals are celebrated with gaiety on the campus.

MESS RULES

1. The Institute provides mess/boarding facilities to students. Students are expected to take their break-fast and meals in the Cafeteria, unless permission is granted by Dean (E) & Principal/PGDM-Coordinator or EO-PGDM in writing to opt out.
2. The inmates of the hostel shall be represented by a suitable number of representatives who will form the Mess Committee, with the Executive Officer-PGDM as one of the members. The student committee shall be liaising with the mess contractor for the running of the mess.
3. Boarding facilities will be made available to the students @ Rs.140 (basic rate) per day (subject to revision) which includes break-fast, lunch and dinner. Mess services will remain closed for Dinner on all Saturdays. On Sundays, non-vegetarian item (only chicken) will be served for lunch.
4. Charges for snacks, cold drinks, chocolate, etc. as per rate card displayed at Cafeteria.
5. Guest charges: Inclusive of Taxes (subject to revision)

Break-fast : Rs.30/-

Lunch : Rs.60/-

Dinner : Rs.60/-

Students should inform the caterer a day in advance about the guest. A guest register will be maintained for this purpose.

5. No student is allowed to enter the kitchen. Only the members of Mess Committee are authorized for any inspection of the kitchen along with EO-PGDM.
6. Meals or extra items will not be sent to the room of the students.
7. Under no circumstances, students are allowed to take cups, saucers, tumblers and other utensils out of the mess. If noticed, cost will be recovered.
8. Students are expected to maintain discipline and order in the dining hall during the hours when meals are served. Students must be suitably attired in the dining hall.
9. Any deliberate/willful damage to crockery will be viewed seriously. Apart from penalty, disciplinary action, if required, will be taken.

10. Mess timings are to be strictly adhered to. The dining hall has a self-service system and will be open during the following hours of service:

Breakfast : 8.00 am to 9.15 am
(Saturday/Sunday) : 8.30 am to 10.00 am

Lunch : 1.15 pm to 2.30 pm (Sunday feast)

Dinner : 8.00 pm to 9.30 pm (Saturday skip)

Students have to strictly follow the meal timings and no meals will be served beyond these timings. Students are not allowed to keep aside any meal and come beyond these timings to have the same.

Tea, coffee, soft-drinks and packaged snacks will be served up to 10.00 p.m.

Take as much food which you can eat. Do not waste food, which is a crime against humanity.

11. Sick Diet

(a) Sick diet is provided for a day if prior written request is made. If sick diet is to be continued, the advice of the Institute's doctor is necessary. Sick diet is served in the room only if the student is unable to move out. Utensils used for serving sick diet should be returned to the mess the next day.

(b) An advance notice of minimum three hours before the meal time commences is necessary to enable the mess to provide sick diet.

12. Extra Items

Mess shall be selling extra items like soft drinks, biscuits, snacks, ice-cream, tea/coffee, sweets, milk, chocolate, fruits, etc. Charges for these items on sale in the mess are displayed separately.

13. Skipping Meals

Students are permitted to skip a total of 7 meals in a month, which is inclusive of Dinner on all Saturdays, i.e. if there are 4 Saturdays in a month, students will get 3 additional skip meals. For skipping a meal prior intimation is necessary by entering relevant details at least a day in advance in the skip-meal register maintained in the mess. Please note that this is on a pro-rata basis, i.e. 7 skip meals are for a month, but if there are vacations, then the permissible number of meals that can be skipped will be reduced proportionately.

Any additional skipping of meal is allowed only with the express permission of Dean-Education & Principal/Executive Officer-PGDM. Such permission will be given only for exceptional cases and not when a student is out of station for personal reasons and other such reasons.

Students who miss meal without entering in the skip-meal register have to pay for the same. Meals skipped beyond the permissible number will be charged.

14. Payment of Dues

- (a)* The mess bill for a particular month (excluding the cost of dinner on Saturdays and no additional cost for non-veg served on Sundays) will be notified on or before 5th of the succeeding month and it is to be cleared by 10th, failing which a fine will be imposed as decided by the Dean-Education & Principal/Coordinator-PGDM/ Executive Officer-PGDM.
- (b)* If the dues are not paid before the end of the month during which they fall due, the defaulting students will not be allowed in the mess even as guests.
- (c)* Students leaving the hostel for vacation should pay up their dues before their departure.
- (d)* "No Dues Certificate", will be issued only to those students who have cleared all the mess bills.
- (e)* Mess advance of Rs.8000/- with the Institute and Rs.6000/- with the caterer will be refunded at the end of the Programme in March 2022. Mess bill will not be adjusted against this advance.

15. Alterations

The institute reserves the right to add/ alter/delete/modify any of the foregoing provisions from time to time, to meet academic, administrative and general exigencies/ changes in policies.