



**Post Graduate Diploma in
Banking and Finance
(B&FS)**

HOSTEL AND MESS RULES

2024-26



**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/Asst. 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 / Asst. 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 Estate supervisor/Wardens/Estate Dept. any damage or defect in the building, fixtures and fittings and electrical installations for necessary action.
- (d) Littering and damage: In case any student is found littering the institute/hostel premises, He/She will be held responsible for cleaning the area. Breaking or damaging or spoiling fittings or fixtures in the common passage, in any wash room, wash basins, etc. will receive severe penalty to the student concerned or to the occupants of the entire floor. If none claims responsibility or there is no proof about the offender involvement, in that case common fine will be applicable. Please refer to penalty fine table.
- (e) No authority to change places of items: Items like furniture/fixtures/utensils etc. will not be shifted from one place to another without prior permission from the hostel authorities. (i.e. chairs, credenza, etc.)
- (f) Damages: In case any intentional* damage to the building/ inventory items installed at hostels, a fine of actual cost of repair /replacement of items/ works as estimated by the Institute's Estate Department will be imposed. In case, if no student is claiming responsibility, a common fine of actual cost with penalty will be recovered.

*to be decided by competent authority.

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 No Dues 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.
- (c) Students should come for attending lectures in college uniform whenever required (will be informed in advance) and otherwise decently dressed. Students will visit

library, cafeteria, office premises etc. in decent dress. Shorts and night wears 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 Estate supervisor/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/block.
- (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 use electrical appliances such as iron, hotplate, heater, television, refrigerator and other appliances in the rooms.
- (i) Cooking inside the room is strictly prohibited.
- (j) No student is permitted to engage any outside service personnel such as plumber, electrician, etc. in their hostel room.
- (k) The hostel rooms are subject to inspection by the Institute Wardens.
- (l) Students 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.

- (m) Lost Key: If any student misses their main door / cupboard key, he/she may approach to estate office through hostel office/Hostel Supervisor for getting new key. Also, they should bear the replacing cost of the same.
- (n) Only academic and co-curricular activities are permitted in the hostel.
- (o) Civic conduct: Every student of the hostel should have the civic responsibility that he or she should not be a cause for inconvenience, annoyance or disturbance to others.
- (p) Students are expected to behave politely with hostel and canteen staff. Use of abusive, vulgar and un-parliamentary language against the hostel/mess/security staff is strictly forbidden. Any such complaint received from the hostel staff, considered seriously and appropriate action will be taken against the concerned student.
- (q) 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 11:00 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. (Students are instructed to strictly follow the Guidelines at Main Gate, for every movement from gate)

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/Security Supervisor. This rule needs to be strictly adhered to, except in case of any emergency.

- (r) 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.

- (s) 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.
- (t) Students are expected to be on the campus on all days before 11:00 p.m. and accordingly Security of NIBM have been advised. If any student reports after 11:00 p.m. at the Main Gate, Security supervisor will record and inform Warden/EO-PGDM on next working day. Students are not allowed to roam around in the campus – lawn, open spaces parking area or sit in the cafeteria after 11.00 p.m. Birthday celebrations etc. should be done only in cafeteria/Tea lounge (Provided in front of Library) before 11.00 p.m. Security personnel will inform Warden/Asst. Warden/ESO who will give a copy of the same to EO-PGDM.
- (u) For leaving campus outside permissible hours due to emergency reasons, students should intimate to email: ao-pgdm@nibmindia.org and wardens on whatsapp and/or email, with purpose, date and time of departure and tentative return date and time of arrival to campus.

Students are asked to provide their and parent/guardian contact number to the hostel office.

- (v) Students are not allowed to celebrate parties outside the campus beyond the allotted time (11:00 p.m.). Any request (even prior) will not be entertained.
- (w) Recreation room/Multipurpose hall, Basketball court, Badminton court and Gymnasium are available for the students. Students are expected to strictly adhere to rules and 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.
- (x) **Birthday celebrations:** Celebrating birthday parties other than the specified area is strictly prohibited. A specific place in front of Library block is earmarked (Tea-lounge) for birthday celebrations. This may be used with prior permission from the Estate authorities. It is the responsibility of the person celebrating the birthday to make the place neat and clean after such celebrations. If it is not followed, the concerned student will be responsible for cleaning the area. Celebrating Birthday After 11:00 p.m. is not allowed. Please refer to penalty/fine table.
- (y) Any student who violates any of the hostel rules, appropriate disciplinary action will be taken against the concerned student.

- (z) **Prohibition of items:** The hostel rooms are subject to inspection at any time by the Institute / hostel authorities. Possession of items like liquor, drugs, fire crackers etc. are strictly prohibited inside the campus. Disciplinary action will be taken against anyone found keeping these items.

5. **Hostel Complaints**

Complaints related to Hostel facilities, WiFi, are to be reported to the Hostel Supervisor at Extn. no. 400/530, Mob. 7887997659 or to the Estate Supervisor at Extn. no.396, Mob. 7887994402/9762907963. 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, eso@nibmindia.org.

Important Contact nos.

1. **Dr Shomi Srivastava, Warden - Boys**

Tel Ext: 319 (O), 164 (R), Email Id: shomi@nibmindia.org

i. Mr. Baliram Pawar, Asst Warden – Boys

Tel Ext: 387 (O)/Mobile: 9890453900, Email Id: eso@nibmindia.org

ii. Dr. Mini Chitkara – Resident Medical Officer

Tel Ext: 300/353 (O), Mobile: 788800408, Email Id: rmo@nibmindia.org

2. **Dr Sarita Bhatnagar, Warden - Girls**

Tel Ext: 130 (O)/Mobile: 9049789049, Email Id: sarita@nibmindia.org

i. Dr. Mini Chitkara – Resident Medical Officer

Tel Ext: 300/353 (O), Mobile: 788800408, Email Id: rmo@nibmindia.org

3. **Mr. Rohit Jangam, Estate Supervisor**

Tel Ext: 396, Mobile: Mob. 7887994402/9762907963

Email Id: estatesupervisor@nibmindia.org

4. **Mr Dilip Dhamankar, Executive Officer-PGDM,**

Tel Ext.: 147(O)/Mobile: 7887884084, Email Id: ao-pgdm@nibmindia.org

6. Guests

- (a) No student is allowed to bring a guest into the hostel to stay with him/her.
- (b) Friends & Outsiders: Students should not bring friends / outsiders inside hostels. Outside guests can only enter with prior permission of hostel authorities. Any unauthorized entry shall be penalized. Please refer to penalty table.
- (c) 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.
- (d) The guests are subject to the rules and regulations of the hostel in particular and the institute in general.
- (e) The Estate 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.
- (f) Visiting hours for non-residents (friends/relatives) are from 3.30 pm to 8.00 pm only.
- (g) 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 Girls hostel. Similarly, female students/lady guests are not allowed in the Boys 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/Estate Supervisor 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 Estate Supervisor. 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.
- (d) Students who have completed their PGDM program and leaving from campus should completely vacate their hostel rooms and all the keys, main door, cupboard, etc. should be deposited with the Hostel Supervisor/Estate Supervisor. Carrying main/duplicate key during internship/vacation or alteration/illegal handover to unauthorized/any third person is strictly forbidden. Any such case found/noticed, appropriate disciplinary action will be taken against the concerned student with suitable fine. (In any serious case – expulsion from Institute)

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 Timings

PGDM Clinic ext.353

| | | |
|------------------|---------------------|--------------------|
| Monday to Friday | 9am to 1:30 pm | Dr Mini Chitkara |
| | 2:15 pm to 5 :00 pm | Dr. Swatika Kumari |

Doctors Clinic Ext 300 (presently not working)

| | | |
|------------------|-----------------|-------------------|
| Monday to Friday | 5 pm to 5 :15 | Dr Swatika Kumari |
| | 5 pm to 7:30 pm | Dr Mini Chitkara |

| | | |
|----------|----------------------|-------------------|
| Saturday | 9: 30 am to 12:30 pm | Dr. Mini Chitkara |
| | 2:15 pm to 5:15 pm | Dr Swatika Kumari |

The clinic will remain open from 9 am to 5:30 pm on all days (Monday to Saturday) with the nurse availability between the doctor's timings

Sunday and holidays: Clinic closed only emergency on call

In all cases of illness or medical emergency the Institute doctors (Dr. Mini Chitkara - Resident Medical Officer/Dr Swatika Kumari - Medical Consultant) or the Warden or EO-PGDM, who will take action for arranging the necessary medical care on utmost priority. Mobile Number of Dr Mini Chitkara, Resident Medical Officer is 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)/Asst. wardens / 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. Students are instructed to strictly follow the Guidelines for use of all the facilities stated above. Cultural activities are frequent and national festivals are celebrated with gaiety on the campus.

Parking Rules (PGDM students)

To ensure the safety and security of all the PGDM Students following rules are framed with approval of the competent authority. **(This is in larger interest of institutional security)**

1. Rules for Parking

- (a) A Student having motorcycle/bike with Valid RC will be permitted in the campus.
- (b) Vehicle Stickers will be issued By the Estate Department to all the PGDM students having own motorcycle/bike with RC, ensure that your vehicle has stickers pasted.

- (c) These stickers can be affixed on front face of bike providing a visual indicator of NIBM.
- (d) You need to submit a copy of your RC to estate and get the NIBM sticker.
- (e) Parking for the car will be allocated as per availability of the vacant slots and on paid charges. Student with allocated car parking must pay the parking charges.
- (f) No student will be allowed to utilize more parking slots than allotted.
- (g) Do not park your vehicle across the pathway, access of other buildings houses, in front of other garages and parked vehicles. (Park your vehicles in allotted slots only.)
- (h) Any of the member cannot establish a permanent right once the space is allotted
- (i) Maintain a 20km/hr speed of your vehicle after entering the NIBM premises.

All student should respect the allocation of parking spaces as per the institute rules. Parking in a space designated for another resident can lead to disputes and should be avoided.

Parking in a manner that obstructs emergency access routes is a violation of safety norms.

2. *Guest/Parent Parking: The guest are subject to the rules and regulations*

- (a) No vehicles of the outsider/visitors will be allowed without prior permission in the campus or to park in the any of the parking slots.
- (b) The student needs to inform the security at gate through EO-PGDM about expected arrival time of guest and expected to stay for period of time.
- (c) Security Staff will allow the Guest/visitors only after confirming their visit to the respective Students.

17. *Penalty clause: (PGDM Office)*

First time violation of any of the rules will attract a penalty of Rs. 500/- which will be increased to Rs. 800/- for second time. Thereafter, the matter will be reported to Dean (Academic Programme) who will decide the nature of disciplinary action. Serious matters of violation of rules can be directly reported to Dean (Academic Programme) who will, in consultation with PGDM Committee, decide the disciplinary action which can amount to :

1. Expulsion from Hostel
2. Debarring from Placement Process
3. Rustication from the course.

The above hostel rules are subject to change from time to time as per the discretion of Institute.

MESS RULES

1. The Institute provides mess/boarding facilities to students. Students are expected to take their break-fast and meals in the mess, unless permission is granted by Wardens/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 liaisoning with the mess contractor for the running of the mess.
3. Boarding facilities will be made available to the students @ Rs.151 (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 also be served for lunch.
4. Unlimited Lunch (Hot) and Dinner (Hot) means dal, rice, roti, dry veg and gravy veg whereas there will be limited servings of papad, curd or curd preparation, any type of sweet and non-veg dish.
5. Charges for snacks, cold drinks, chocolate, etc. as per rate card displayed at Cafeteria.
6. Guest charges: Inclusive of Taxes (subject to revision)
Break-fast : Rs. 40/-
Lunch : Rs. 60/-
Dinner : Rs. 60/-
7. Students should inform the caterer a day in advance about the guest. A guest register will be maintained for this purpose.
8. 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/Catering Supervisor.
9. Students are not allowed to carry Meals or extra items to the hostel room.
10. Under no circumstances, students are allowed to take cups, saucers, tumblers and other utensils out of the mess. If noticed, cost will be recovered from the student.
11. 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.
12. Any deliberate/willful damage to crockery will be viewed seriously. Apart from penalty, disciplinary action may be taken.

13. 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 | : 1.00 pm to 2.30 pm (Sunday Non-veg) |
| Dinner | : 8.00 pm to 9.30 pm (Saturday skip) |

14. 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.

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

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

17. 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.

18. 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.

19. 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 permission of Dean (Academic Programme) & 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.

20. 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 (Academic Programme) & Principal/Coordinator-PGDM/ Executive Officer-PGDM.
- (b) If the dues are not paid by due date, the defaulting students will not be allowed in the mess even as guests and matter will be reported for disciplinary action.
- (c) Students leaving the hostel for vacation/internship 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, i.e. after April. Mess bill will not be adjusted against this advance.

21. 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.