

Rajasthani Sammelan's Draupadidevi Sanwarmal Women's Hostel Malad (West), MUMBAI.

Rajasthani Sammelan has set up Draupadidevi Sanwarmal Women's Hostel to provide residential accommodation to women students pursuing higher education in the institutions run by trust for students who do not have residential facilities in Mumbai. The hostel is located on the 11th and 12th floor of the new building in the educational complex of Rajasthani Sammelan and in the same building where Durgadevi Saraf Institute of Management Studies is housed. The Hostel can accommodate more than 100 girl students.

Objectives

To provide state of art residential facilities to women students to promote a healthy, happy, self-content and secured life conducive to higher education.

Salient features

1. 11th Floor
 - a) Three Seater – Ten Rooms
 - b) Two Seater – Fifteen Rooms
 - c) Sick Room
 - d) One Rector's Room
 - e) One Dry Pantry

2. 12th Floor
 - a) Three Seater – Six Rooms
 - b) Two Seater – Twelve Rooms
 - c) One Hostel In-charge's Room
 - d) One Laundry
 - e) One Dry Pantry
 - f) One Canteen (Dining Room)- Forty Seater
 - g) One informal space – Fifty Four Seater

3. Voids provided between 11th & 12th Floors for inmates to communicate.
4. All rooms with attached toilets.
5. Toilets are designed in such a way that they can be serviced when the room is locked.
6. Each inmate will have a cupboard, a writing table, a chair and a bed exclusively for herself.
7. Each room will have a sofa apart from the bed, cupboard and writing table.
8. Passage has a sky lit facility
9. The kitchen will be on the 10th Floor (Service Floor) of more than 2000 sq ft
Dumb waiter (Food elevator) will be there between the 10th & 12th floors.
10. Wifi will be provided for all students.
11. Wired Internet connection will be there on the desk.
12. There will be colorful passages and lively atmosphere.
13. A two bedroom apartment will be there for the Rector.
14. An Administration Office will be there to control the hostel
15. A beautiful view will be there from all rooms since the Hostel is at a great height

Rules and Regulations for Admission in Hostel:

- 1) The application form completed in all respects should be submitted to the Office of the Rajasthani Sammelan on any working day during office hours on or between 2nd January, 2012 to 10th January, 2012 between 11.00 a.m. to 4.00 p.m.
- 2) Admission to the Hostel will be cancelled if incomplete or false information is furnished.
- 3) Applicants who are offered admission in the Hostel will be informed by letter/email or their names will be put up on the hostel notice board (3 days prior to start the course). They will have to take up the accommodation by the stipulated date, failing which her admission will be cancelled and the seat will be offered to other student.
- 4) Admission will be valid for one academic year only i.e. July to April, every year.
- 5) Students will be required to vacate the room within 3 days on completion of the scheduled examination each year. (Normal date for vacating the Hostel is 5th May each year, subject to adjustment for examination dates fixed by the appropriate Authority of Rajasthani Sammelan).
- 6) Students are allowed to stay in the Hostel during the Winter / Summer vacations by paying proportionate extra fees and after obtaining proper permission from the authorities.
- 7) Fresh application will have to be filled up for next year's accommodation.
- 8) Students are required to give their consent about continuing the Hostel facilities in the next year, when asked by the authorities.
- 9) Hostel fee for the next academic year is required to be paid in the month of February. Fees once paid will not be refunded under any circumstances.
- 10) Rajasthani Sammelan reserves its right to cancel admission of undeserving students without giving any reason.
- 11) Rajasthani Sammelan reserves its right to restructure the hostel fees, if necessary.
- 12) Rajasthani Sammelan will not be responsible for any mishap.
- 13) Student residing in the Hostel managed by Rajasthani Sammelan shall strictly observe all the Rules and Regulations in force from time to time. Breach of rules / regulations may invite rustication / fine.
- 14) Students will be provided Internet facility from 6 am to 11 pm.
- 15) During their stay in the Hostel they will be under the control of the Officials of Rajasthani Sammelan /Rector / Hostel In-charge.
- 16) Smoking, consumption of alcoholic drinks and spitting is strictly prohibited in the hostel premises.
- 17) No guest or visitor of the inmate will be permitted to visit rooms. Visitors and guests should be received in the Visitors room or Reception area only between 9.00 a.m. to 9.00 p.m.
- 18) Every student shall be in her hostel by 10.00 p.m. She cannot go out between 10.00 p.m. to 06.00 a.m. If she has to stay out after the said timing owing to any special reason, she must obtain prior permission from the Rector /Hostel In-charge. The application for leave of absence from the hostel shall be made in writing to the Rector / Hostel In-charge and her permission shall be obtained. Late entry without prior permission will invite penalty / rustication.
- 19) No students shall use the service of a hostel servant for personal work even on payment. She shall also not bring any servant from outside even temporarily.
- 20) Students will not enter rooms of other students without permission of the inmates.
- 21) Every case of illness and accident must be reported immediately to the Rector / Hostel In-charge.
- 22) No functions or celebrations shall be organized except with the permission of the Rector / Hostel In-charge.

- 23) Resident students are not permitted to convene any meeting of any sort under any circumstances anywhere in the Hostel premises without the prior permission of the Rector / Hostel In-charge or the Management.
- 24) No poster etc. should be put up anywhere, either in rooms or lobbies.
- 25) Students are not allowed to play any kind of sports in the room.
- 26) Throwing of water, colour etc. on one another and on the walls / property of the hostel is strictly prohibited.
- 27) Students suffering from any contagious disease will not be allowed to stay in the hostel. Decision of the Rector / Hostel In-charge in this regard will be final and binding.
- 28) Allotment of the room, furniture etc. will be entirely at the discretion of the Rector / Hostel In-charge / Management and no complaint in this regard will be entertained.
- 29) Every student shall keep the room allotted to her clean and neat. She shall take proper care of the furniture and fixtures handed over to her. The hostel authorities have the right to enter and inspect the rooms at any time, even in the absence of students.
- 30) All matters relating to differences among students and complaints about the hostel servants shall be brought to the notice of the Rector / Hostel In-charge, who will take such action as may be necessary. No police complaint will be lodged by the students before taking prior permission from the Rector/Hostel In-charge / Management
- 31) Students are expected to switch off the lights and fans in their rooms every time they go out and take precautions to economize electricity consumption.
- 32) Charges for any damages to the property as well as to the furniture and fixtures caused by student/students negligence will be recovered from the student/s staying in the room.
- 33) Student should not drive nails, screws etc. into the wall or doors. No repair shall be done by the students themselves. They should approach the Rector /Hostel In-charge (Admin) who will arrange for repairs.
- 34) Hostel is meant only for the use of students staying in the hostel. Visitors are not allowed to enter any room.
- 35) The Hostel Authorities do not hold themselves responsible for the safe custody of the property of the students staying in the hostel. Students should provide their own locks and should take proper care of their belongings. They should not leave the key of the room anywhere around. DSWH will not be responsible for the loss of personal belongings of the students such as laptops, mobile phones etc.
- 36) All the facilities including additional facilities like Telephone, T.V., Gymkhana and Magazines, News paper, Internet etc., misused, shall be discontinued without given any notice and disciplinary action will be taken against the students involved. Fridge facility will be provided with additional payment.
- 37) Before leaving the hostel, a student must pay all dues and hand over the charges of rooms and other material in satisfactory condition to the Rector / Hostel In-charge.
- 38) If any student is found misbehaving, she will be expelled from the hostel immediately and the fees paid by her will be forfeited.
- 39) Permission must be sought and obtained, if night outs (only for local guardian and parent's house) are desired from hostel in charge, 2 days in advance.
- 40) No music system is allowed in hostel.
- 41) Any complaint (indecent behavior/noise) from the neighbors/society will result in severe action.
- 42) Hostel is required to be vacated with luggage in every summer vacation.
- 43) Students are provided with some add on facilities like fridge / TV / Washing Machine (tentative) / Internet / Single bed / Cupboard / Chair etc. Cleaning staff, Lady Security staff will be provided at every location. Since down time in the operation of internet is a general phenomena, hence students are expected to bear the same.
- 44) Refund of Hostel fee is at the discretion of the Management.
- 45) The student will be provided with mattress, pillow and bed linen from the hostel. They have to bring their own blanket.
- 46) No cutlery will be provided for the student in the room. The student has to bring their own cutlery i.e. glass, spoon, plate, flask etc. if they require any such item.

- 47) All leave requests have to be approved one day prior to the date of availing the same. Acceptance of leave requests made at the last moment will be at the sole discretion of hostel administration authorities.
- 48) A leave application made to attend a wedding should be supported with a wedding card.
- 49) If the student overstays a regular night out on medical grounds, then such an extension in night out should be supported by submission of a medical certificate. However, the night out of the subsequent month will be curtailed to that effect.
- 50) Only two night out and two day out is allowed in a month on request of the parents.
- 51) At the time of admission the parents will have to furnish a written permission stating their willingness to send their daughter for night/day out. Otherwise they will either have to send a fax or a written application for permitting every instance of night out or day out.
- 52) If the parents desire to take their daughter home, they will be required to submit a written application to that effect or need to seek a permission telephonically from the Hostel In-charge about the same, one day in advance
- 53) Parents will be allowed to meet the students in person only on first Sunday of every month.
- 54) Ragging in all its form is completely banned in the institution including its departments, constituent units, all its premises and in all means of transportation of students whether public or private. Any violation of the same will be severely dealt with.
- 55) Students are expected to carry their Hostel ID card with them at all the times.
- 56) At the time of admission student will be required to submit a personal information form, her 5 passport size photographs, and two photographs each of her Parents/Guardians, and Siblings. Only the person whose photograph is submitted will be authorized to meet the student in person only once in a month from 10.00 a.m. to 5 p.m. and in the presence of the security.
- 57) The students will not be allowed to remove any property from the dining room, mess, etc to their room.
- 58) No student will be allowed to use any electrical or electronic appliances other than the appliances issued by the institution.
- 59) No student will be authorized to make duplicate keys. Any entry in the room with a duplicate key will be considered as trespass and will be severely dealt with. In case of loss of keys, it should be immediately reported to the Rector/ Hostel In-charge/authorities, thereby a new key will be issued by paying a fine as decided by the hostel management.
- 60) The hostel has a first aid and primary health kit for its residents. However incase of any medical emergency, the student will be taken to the nursing home with which the hostel is having a tie up. However all the medical expenses will have to be borne by student.
- 61) Students will not be allowed to screen any unauthorized/unlicensed movies/ads/ clippings/MMS etc in the premises of the institution.
- 62) In case of any violation, infringement, contravention of any act or any of the provisions of any act, or law of the land for time being in force, the student herself will be liable for the same.
- 63) Mass fine will be charged for the following:

a) Cooking in the Hostel	b) Spoiling the wall
c) Spoiling the T.V.	d) Spoiling the Ironing Board
e) Keeping the geyser on	f) Any other activity leading to mass destruction.

- 64) Following actions to be taken in case of contraventions of any of the rule/s mentioned above.
 1st Offence – Warning letter in writing
 2nd Offence – Final warning letter in writing
 3rd Offence – Immediate Rustication
- 65) At present students will be provided with tiffin services for breakfast and dinner (Lunch and snacks as per special requirement) with extra charges till March/April, 2012. There after food will be provided from Hostel canteen.
- 66) No late night birthday celebrations or any such late night celebration will be permitted within the hostel premises.
- 67) If any student get involved in some illegal creates any problems out the hostel by violating code of conduct

FEES:

- The student who accept the admission rules and regulations shall pay the fees and deposit as given below for the academic year 2011-12 by a Demand Draft only in favour of ***Draupadidevi Sanwarmal Women's Hostel payable at Mumbai.***
- Breakfast, Lunch and Dinner charges will be borne by students separately.
- Laundry charges for their own clothes will be borne by the students.

S.No.	Type of Accomodation	Fees for 3 months 2 nd January,2012 to 2 nd April, 2012 (in Rs.)	Security Deposit * (in Rs.)
1.	Three Bed accommodation	24,000/- @ 8,000/- p.m.	20,000/-
2.	Double Bed accommodation	30,000/- @ 10,000/- p.m.	20,000/-

* Students should claim refund of their deposit only after completion of entire course. However, amount will be deducted for any broken / spoiled item in the premises.

True copies of the following documents should be submitted along with the Hostel Application Form.

- 1) Proof of residence. (Parent and Nearest Local Guardian).
- 2) Medical Certificate from a Registered Medical Practitioner.
- 3) Medical Insurance of Rs. 1 lac for a year.
- 4) Five passport size photographs in small envelope.
(Each photo should have your name and course name)

PHOTOGRAPHS OF DRAUPADIDEVI SANWARMAL WOMEN'S HOSTEL:



Lobby of Draupadidevi Sanwarmal Women's Hostel



The state of art room of Draupadidevi Sanwarmal Women's Hostel.



The state of art room of Draupadidevi Sanwarmal Women's Hostel.



Corridor of Draupadidevi Sanwarmal Women's Hostel