

ASHA KIRAN HOSTEL NIRMALA NIKETAN INSTITUTE



**St. Pius College Campus, Gate No.3, Virvani Road, Goregaon (East),
Mumbai – 400 063, Maharashtra. Tel.:022-29271485/8657793082**

Email: ashakiranhostel2018@gmail.com

Website: <https://www.ashakiranhostel.in>

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Asha Kiran Hostel, a unit of the College of Social Work Nirmala Niketan of the, Nirmala Niketan Institute is run by a Religious Society of Catholic women, known as The Daughters of the Heart of Mary, whose Charism is to readily respond to the felt needs of the people according to the signs of the times. It was inaugurated on 16th June, 1993 by the College of Social Work Nirmala Niketan, Churchgate, Mumbai, Maharashtra. In the beginning the hostel was made available to the ICDS (Integrated Child Development Services) women trainees for course which was residential. At present this course has terminated. Hence this place is made available for women students and working professionals.

The Asha Kiran Hostel provides facilities for the welfare and security of the Hostelites, a healthy and homely atmosphere where good personal relationships are built and each one enjoys good community living.

VISION:

A safe haven to empower young women to live with dignity based on human values.

MISSION:

To provide accessible, affordable and safe accommodation for women and young girls, creating a culturally inclusive community living, promoting an all-round development and empowerment.

OBJECTIVES:

1. To help them pursue a suitable career through a conducive atmosphere.
2. To inculcate human/democratic values responsible citizenship and leadership qualities.
3. To uphold human dignity, gender equality and environmental sustainability.

RULES AND REGULATIONS

1. ADMISSION

Women who are single, employed, studying between the ages of 18 to 35 years are eligible. A form needs to be filled up and must be accompanied by the following documents.

- (a) For Working Professionals: Copy of Employment letter/Job Offer letter/Joining letter/Salary Slip.
- (b) For students: a letter from the Institute presently studying/fees receipt/college ID.
- (c) Copy of PAN and Aadhar card.
- (d) Two passport size photos.
- (e) A letter from one of the parents permitting the applicant to live in the hostel and nominating the local guardian.
- (f) A letter from the local guardian to take responsibility for the Hostelite in times of illness, distress and to accommodate the Hostelite when she is not able to reach the hostel on time.
- (g) PAN Card and Aadhar card of local guardian and of any one of the parents.
- (h) Address proof of local guardian residing in Mumbai.
- (i) Medical fitness certificate from any registered practitioner.
- (j) The completed three forms given at the end of this booklet.

2. SELECTION OF THE CANDIDATE

- i. Selection for admission to the hostel shall be made by the Asha Kiran Hostel authority or Admission Committee of Nirmala Niketan Institute appointed by the Principal of the College of Social Work Nirmala Niketan. A candidate may be called for an interview along with her parents/local guardian. All the required documents should be submitted to the office at that time. After scrutiny she will be informed about the decision.
- ii. In case the Local Guardian of a Hostelite is planning to leave Mumbai for a period exceeding one month or permanently, the warden should be informed of the same in writing by the parents or the previous Local Guardian. The new Local Guardian, sanctioned by the parents, shall be intimated to the warden in writing prior to the previous Local Guardian leaving Mumbai, along with the name, address and contact numbers.

3. ACCOMMODATION

- a. The Hostelite will share the room with 1 or 3 others. A bed, table, chair, cupboard are provided for each Hostelite.

- b. The Hostelites will be responsible for the proper upkeep of room furniture, bathroom and other fittings therein. Once a week rooms shall be cleaned by the appointed domestic staff of the hostel. Rooms may be inspected at any time by the Warden or Management or their representative in the presence of the hostelite.
- c. The Hostelite shall be required to bring their own bed-linen, towels, iron, plastic bucket, mug, a tiffin box.
- d. No furniture belonging to any Hostelite is allowed in the hostel. A Hostelite has no legal title or claim to the room or the seat allotted to her.
- e. No Hostelite shall move any furniture or other fittings from their allotted places.
- f. For safety measures lighting of lamps, candles and incense sticks (agarbhaties) is strictly prohibited.
- g. Study Room lights will be kept on in the study room (on the First Floor) upto 1a.m for study purpose only especially for those who have to complete their study, projects and assignments. This service should not be misused by hostelites for watching movies or for any other activities.
- h. Each Hostelite shall be **personally responsible** for the safety of her money and valuables and the Warden and Management are completely absolved of such responsibility in case any valuables of the Hostelite are lost.
- i. Expenses for any damage of furniture including the glass panes or electrical fittings, will have to be borne by the hostelites who are responsible for causing such damage.
- j. Nailing on the walls or sticking pictures is not allowed.
- k. Except for laptops and mobiles no other electrical gadgets are allowed for use. Ironing can be done in the common place provided.
- l. Hostelites are not allowed to change their rooms without the knowledge of the hostel authority. However the warden has the right to request any Hostelite to change her room if necessary.
- m. No one is allowed to spend time in each other's room. They should respect the privacy of others.
- n. The bathrooms and toilets should be kept clean and dry after use. Sanitary pads are to be wrapped in paper and thrown into the bin provided.
- o. Alcohol, drugs etc. is strictly prohibited in the hostel/canteen.
- p. Smoking is strictly prohibited in the hostel/canteen premises. If anyone is found with Alcohol, smoking, drugs strict action will be taken and the hostelite will be asked to discontinue staying in the hostel.

4. FACILITIES

- The ground floor Lobby to meet visitors.
- Food and Dining Facility.

- Serene Ambiance.
- Campus for evening walks.
- Entertainment: Indoor/Outdoor games/Hostel Programmes
- Study Room.
- Individual Cupboards.
- Bed with mattress and cushion.
- Refrigerator.
- Television.
- Daily Newspaper
- Solar/Geysers Hot Water:
(Solar hot water is available throughout the day. Geysers hot water is available during winter and rainy season.)
- **Laundry:** Washing of clothes will be done in the laundry on 2nd and 3rd floors or else clothes can be given to an outside laundry. Drying of clothes will be done on the terrace allotted for this purpose.
- Taking care of the environment is the responsibility of each hostelite and consciously avoiding wastage of water, electricity and other natural resources.

MESS FACILITIES

- The hostel provides Mess facility on contract basis by a catering service. Mess fees mutually decided by the caterer & the management must be paid by the 1st week of every month.
- Fees once paid shall not be refunded under any circumstances and/or due to any reason whatsoever.
- Fees are subject to revision by and at the sole discretion of the Management at any time in the year.
- **No deduction from fixed monthly full mess fees except for those who are away from the hostel for more than 30 days and for those who have informed in advance in writing to the warden.**
- The hostelites are not permitted to carry any food items etc. from the canteen to their rooms and/or to any other part of the Hostel. Permission should first be obtained from the Warden if any food is to be taken to the room.
- No meals will be kept aside for the hostelites if not present at meal time except for those who are on duty.
- The hostelites ordering snacks from outside should use canteen premises.
- Disposing of the wrappers or containers of snacks is the responsibility of the concerned person who orders snacks from out.
- Canteen door will closed at fixed times.
- The hostelites shall not take any crockery, cutlery, glassware or utensils from the mess for their private use.

MESS TIMINGS

Hour of Meals Week Days

Breakfast	07.30 a.m. to 9.30 a.m.
Tiffin	07.30 a.m. to 9.30 a.m.
Lunch	01.00 p.m. to 2.00 p.m.
Tea	04.30 p.m. to 5.30 p.m.
Dinner	08.00 p.m. to 8.45 p.m.

Sundays/ Holidays

08.00 a.m. to 10.00 a.m.
No tiffin on Sundays.
01.00 p.m. to 02.00 p.m.
04.30 p.m. to 05.30 p.m.
08.00 p.m. to 08.45 p.m.

5. HOSTEL CHARGES AND PAYMENTS

- No Deposit.
- Registration Fees Rs.2000/- + GST 12%
- Monthly Charges must be paid by the 10th of every month.
- **All Fees** once paid shall not be refunded under any circumstances and/or due to any reason whatsoever.
- Fees are subject to revision by and at the sole discretion of the Management at any time in the year.
- No hostelite will vacate the hostel without clearing all her dues.

6. HOSTEL TIMINGS

- The hostelites are expected to be in the hostel premises before 9pm each day. They will not be allowed to go out after 9pm or before 6am without prior permission from the Warden.
- In emergency the time can be extended up to 10pm with the permission of the warden after which she should seek accommodation at her local guardian's place.
- The hostelites need to sign their exit and return in the inward and outward register provided on the ground floor.
- The hostelites shall attend college/office as per their schedule. If for any reason the hostelite is unable to go to college/office, she has to inform the warden.
- Any hostelite wishing to spend the night(s) out away from the hostel must have the approval of their parents and will need to give a letter of request in advance for the day(s) to be out of the hostel to the warden.
- The hostelite has to fill the Night Out/Leave information in the register with address of stay, number of day(s) out from the hostel with departure and arrival date, telephone number of parents and local guardian, before leaving the hostel.
- Permission for "late" or "Week Ends" shall not be granted over the mobile by the warden or any other hostel authority. Please note that such request shall not be entertained by the warden or any other hostel authority from the hostelites, her parents and her local guardian.

- A hostelite may be requested to change, vacate her room or leave the Hostel premises at the discretion of the Management.

7. PROGRAMME PARTICIPATION

- All the hostelites are expected to attend monthly meeting/emergency meeting and participate in all the hostel activities.
- No permission will be requested for late arrival or Week-end absence during the monthly hostel meeting and activities. In case of emergency a written application of absence with reasons to be given in advance to the warden.

8. LIGHTS

- Room lights must be **switched off** by 11p.m. Study-room lights will be switched off at 1am.

9. ILLNESS

In case of illness it shall be reported immediately to the hostel warden. The hostel warden will direct the hostelite to the medical practitioner and if there is no change in the health condition, the parent/the guardian will be contacted who will decide on the further treatment and take their ward to the local guardian's place.

All expenses concerning medical assistance incurred, including transport charges, if any will be borne by the hostelite herself. In case of serious or contagious/prolonged illness, the parent/the guardian must take responsibility of looking after the hostelite concerned.

10. RESTRICTION

Hostel stay will be cancelled and the hostelite will be asked to leave the hostel immediately if she has indulged in any of the following:

1. Inappropriate behavior, conduct and character, consumption of Liquor, smoking and drugs.
2. Disobedience to the designated authority and to the rules and regulations of the hostel.

11. TERMINATION OF STAY

- The hostelites intending to terminate their stay are required to give one month's advance notice in writing or pay the full charges for the above said period in lieu of notice.
- In case any hostelite does not vacate when required as per the rules, the Management within its rights will evict such a hostelite by breaking open the lock and removing her belongings in the presence of two witnesses.

12. HOSTELITE'S GUESTS

- Temporary accommodation for the hostelite's guests may be provided. Previous intimation must be given to the hostel warden regarding arrival of the guests. Permission will be given only if accommodation is available. The guests are expected to conform to the rules of the Hostel.
- Visitors and family members are **NOT** allowed to enter the hostel rooms, except Lobby and Canteen.

13. GENERAL RULES AND REGULATIONS:

- Working women will be allowed to stay for a maximum of 3 years.
- The hostelites shall be modestly and neatly dressed in the hostel. No short dress/pants (above the knees), shoulder/chest open dresses are not allowed in the hostel, canteen and in the campus.
- Any complaints by the hostelites shall be made in writing directly to the warden giving her name, room number, type of complaint and her signature or dropped in the suggestion box.
- Ragging is banned in the hostel. Disciplinary action including expulsion from the hostel shall be taken against those who are found guilty of doing so.
- **Lift is not available** for going down.
- All those who have been admitted to the hostel, are expected to cooperate with the management, the warden, the hostel staff, etc. in maintaining an atmosphere in accordance with the objectives proposed in the prospectus and for which the rules are set up. These may be modified or clarified as and when necessary.
- All the hostelites must attend the hostel Meeting.
- They must also attend and participate in **all** the cultural programmes held in the hostel.
- All hostel activities shall be required to have the **sanction** of the warden, who shall have the **authority** and the right to permit or refuse such activities.
- Any hostelite shall be asked to leave the Hostel on medical grounds.
- Any correspondence by the hostelite or her Parents or Local Guardian on matters concerning the hostel should be addressed to the Warden directly at the Hostel office, Asha Kiran Hostel, St. Pius College Campus, Gate No.3, Virvani Road, Goregaon (E), Mumbai – 400 063, Maharashtra, India. Tel.:022-29271485/8657793082.

14. RIGHTS OF THE MANAGEMENT

- a. The hostel is managed by the Management Committee of the Nirmala Niketan Institute. The Management is responsible for the implementation of disciplinary measures.
- b. Any hostelite found guilty of misconduct or does not observe the rules and regulations of the hostel, which in the opinion of the team, and/or Management goes against propriety shall be asked for an apology letter and if the matter continues, the Management will ask the hostelite to vacate the hostel after 3 warnings.
- c. The Management does not take responsibility for the personal life of the hostelite nor is responsible for the security of the hostelite outside the campus.
- d. Supplementary Rules and Regulations, urgent notice, any information, reminders shall be posted on the Notice Board or Hostel WhatsApp group as and when required.
- e. All decision taken under these Rules and Regulations shall be at the sole discretion of the Management and the Management shall not be required to give any reasons, explanations or justifications for the decision taken by them.
- f. The Management expects the cooperation of all the hostelites to make hostel life healthy, happy and growth promoting.

President

Nirmala Niketan Institute, Asha Kiran Hostel

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APPLICATION FORM
(Please use BLOCK letters when filling in)

**PHOTO
OF THE
APPLICANT**

Name of the Applicant: _____

Mobile No. _____ Date of Birth: _____

Marital Status: _____ (Married/Single/Divorcée/Widow)

Home Address: _____

Present Profession: _____

Office/College address: _____

Tel. No. _____

Your hobbies & Extra-curricular interests: _____

Religion: _____ SC/ST/OBC/General: _____

Parent's/Husband's name: _____

Parent's/Husband's Profession: _____ Mobile No: _____

Local Guardian's Name: _____

Address: _____

Occupation: _____

Telephone No.: _____ Relationship: _____

I do hereby declare that all the above information/documents given by me are true to the best of my knowledge and belief.

I have been given a copy of the Rules and Regulations of the Hostel and having read them carefully and have understood the hostel rules and regulations as laid down by THE MANAGEMENT OF ASHA KIRAN HOSTEL. I fully agree to abide by the rules stipulated therein or as amended from time to time.

Applicant's Signature: _____ Date: _____ Time: _____

UNDERTAKING BY PARENT

Date: _____

To
The Warden
Asha Kiran Hostel
St.Pius College Campus,
Gate No.3, Virvani Road,
Goregaon (E), Mumbai – 400 063.

Dear Madam,

I _____ Mother/Father/Guardian of
Miss/Mrs. _____ give my consent to her staying
in your hostel and undertake that she will vacate the room upon the cessation of her license and will
abide by the rules and regulations and instructions in force from time to time. I nominate the under
mentioned as her local guardian.

INFORMATION OF LOCAL GUARDIAN:

Name: _____

Relationship to resident _____

Address: _____

Telephone No. _____

Yours Truly,

Parent's Signature

Note: (Submitted Copy of PAN card & Aadhar Card)

UNDERTAKING BY LOCAL GUARDIAN

Date: _____

To
The Warden
Asha Kiran Hostel
St.Pius College Campus,
Gate No.3, Virvani Road,
Goregaon (E), Mumbai – 400 063.

Dear Madam,

I _____ do hereby agree to be the Local Guardian of
Miss/Mrs. _____. I will take her away from the hostel in
times of illness and distress or on weekends and when the license to stay is terminated.

Name: _____

Relationship to Resident _____

Address _____

Telephone No. _____

Yours Truly,

Local Guardian's Signature

Note: (Submitted Copy of PAN card and Aadhar Card)