

## LOCAL ACCOMMODATION FACILITY CONTACT PERSONS

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*No religion is greater than truth*



MAHATMA EDUCATION SOCIETY'S  
**PILLAI GROUP OF INSTITUTIONS**

● **Established in 1970** ● **48 Institutions**  
● **2,000 Teachers** ● **Over 35,000 Students**

**Local  
Accommodation  
Facility**

**Information Brochure**

Dr. K.M. Vasudevan Pillai Campus,  
Sector 16, New Panvel (E)  
Tel. : 2745 6030  
Website: [www.mes.ac.in](http://www.mes.ac.in)

## 1. INTRODUCTION

Local Accommodation Facility is made available to the needy student studying in the institution of Mahatma Education Society functioning at Dr.K.M.Vasudevan Pillai Campus, New Panvel.

Students are assisted by the Local Accommodation Facility Committee to get accommodation in the buildings, bungalows or flats owned by Mahatma Education Society or taken on rental basis. The student selected to provide Local Accommodation Facility are allotted rooms on "first come, first serve" basis.

The Local Accommodation Facility Committee tries to provide decent accommodation as well as good food to the students at reasonable charges in good localities. Separate accommodation facility is provided to boys and girls.

***Local Accommodation Facility is granted for 11 months period from June to April month in an Academic Year.***

## 2. ALLOTMENT PROCEDURE

- i) Students who want to avail of the Local Accommodation Facility shall apply in the prescribed form for allotment of the facility. Applicants who are selected to allot local accommodation facility shall be issued an Allotment Order by the Local Accommodation Facility In-charge on behalf of the Local Accommodation Facility Committee (LAFC) of Pillai's Group of Institutions.

The Local Accommodation Facility Committee reserves the right to refuse allotment of accommodation facility to applicant without giving any reason.

- ii) After receiving the "Allotment Order", student shall pay the amount of deposit and rent on or before the last date given by the Local Accommodation Facility In-charge.
- iii) Failure of the applicant to pay the amount of deposit and rent on or before the last date given by the Local Accommodation Facility In-charge shall result into cancellation of allotment. In such a case the student has to submit a fresh application for local accommodation facility.

## 3. ALLOTMENT CONDITIONS

- I) Applicant cannot occupy a room without the Allotment Order, duly signed by the Local Accommodation Facility In-charge.
- ii) Applicant who is allotted accommodation facility shall occupy the room on or before the last date given by the Local Accommodation Facility In-charge.
- iii) Failure of the applicant to occupy the room allotted to him / her on or before the last date given by the Local Accommodation Facility In-charge shall result into cancellation of allotment. In such a case the amount of deposit paid by the applicant shall be refunded after deducting the amount of Rs. 2000/- towards administrative charges and fine for blocking a room.
- iv) It shall be the personal responsibility of occupant to check and confirm that all facilities committed by the Local Accommodation Facility Committee are available in the room at the time of taking occupancy. Non availability of committed facilities, if any, should be brought to the notice of the Local Accommodation Facility In-charge before taking occupation of the room allotted.
- v) Local Accommodation Facility shall be allotted for one academic year only. This facility shall not continue during the subsequent academic year automatically.
- vi) Student interested in continuing the accommodation facility for the next academic year shall submit a fresh application before vacating the room.
- vii) Local Accommodation Facility Committee, shall have a lien on the occupant's luggage and belongings in case of default in payment of dues by the occupant and the Local Accommodation Facility Committee shall be entitled to detain the same or to sell or auction such property without reference to the occupant and appropriate the net sale proceeds towards the amount dues to Local Accommodation Facility Committee.

#### 4. DISCONTINUATION OF ACCOMMODATION FACILITY BY OCCUPANT

If the occupant applies for discontinuation of the Local Accommodation Facility any time during the period for which the facility is granted, the amount of deposit paid by the applicant shall be refunded as per applicable rules circulated / issued from time to time (circular enclosed).

#### 5. TERMINATION OF ACCOMMODATION FACILITY BY THE LOCAL ACCOMMODATION FACILITY COMMITTEE

If the Accommodation Facility is terminated by the Local Accommodation Facility Committee on the ground of violation of any of the rules and regulations by the occupant, he/she will have to vacate the room allotted immediately and the amount of deposit paid by the occupant shall stand forfeited. Also the occupant will have to pay fine, if any, charged by the Local Accommodation Facility Committee.

#### 6. ROOM FACILITIES OFFERED BY THE LOCAL ACCOMMODATION FACILITY COMMITTEE

Every occupant shall be provided with following furniture and fixtures in the room allotted:

i) Single chair    ii) Single Table    iii) Single Bed    iv) Single Cupboard

#### 7. GENERAL RULES AND REGULATIONS

- i) Water bill and cleaning charges shall be paid by the Local Accommodation Facility Committee.
- ii) Electricity bill upto Rs. 1000/- per month per flat / bungalow shall be paid by the Local Accommodation Facility Committee. Excess amount of bill, if any, shall be shared equally by the occupants of the flat / bungalow.
- iii) Occupant shall use his / her own bed sheets, pillow covers and towels.
- iv) Occupant shall be allowed to use the following and other electrical / electronic equipments upto 100W PMPO :
  - \* Television
  - \* Table lamp
  - \* Computer
  - \* Laptop
  - \* Microwave Oven
  - \* Electric Shaver
  - \* Hair Dryer
- v) Occupant is strictly prohibited from using the following and other electrical / electronic equipments :
  - \* Hot plates
  - \* Immersion Rods
  - \* Electric irons
  - \* Coffee / tea making equipments
  - \* Room heaters / coolers etc.
  - \* Sound System
- vi) In case any occupant is found possessing any of the

- electrical / electronic equipments included in the above list, the equipments shall be confiscated and the Local Accommodation Facility extended to such an occupant shall be terminated with immediate effect. Also such an occupant will be required to pay fine decided by the Local Accommodation Facility Committee
- vii) Local Accommodation Facility Committee reserves the right to inspect the rooms allotted to occupants regularly. Inspection shall be carried out in the presence or absence of the occupants, without any notice at any time.
- viii) Occupant must preserve the set of keys given to him / her throughout the period for which Local Accommodation Facility is granted. Duplicate key shall be charged as per the following schedule :
- |                               |         |
|-------------------------------|---------|
| Duplicate key of room         | ₹ 200/- |
| Duplicate key of cupboard     | ₹ 100/- |
| Duplicate key of table drawer | ₹ 50/-  |
- ix) Housekeeping staff shall clean the rooms twice a week. The duty timings of housekeeping staff should be confirmed by the occupant from the Local Accommodation Facility In-charge. It shall be the responsibility of occupant to make available his/her room to the housekeeping staff for cleaning, failing which he / she will have to keep the room clean.
- x) If it is found that room is not maintained by the occupant neat and clean, the Local Accommodation Facility Committee shall ask the occupant to vacate the room.
- xi) Occupant must not allow guests, visitors including parents, relatives, friends etc in his / her room for more than 3 hours between 9 am and 8 pm. Under no circumstances shall

the occupant / Local Accommodation Facility In-charge shall allow the guests, visitors including parents, relatives, friends etc of occupant to remain in the room from 8 pm to 9 am.

- xii) As separate accommodation facility is provided for boys and girls, they are strictly prohibited from entering into each others premises, bungalows or flats allotted by the Local Accommodation Facility Committee under any circumstances.
- xiii) Female occupants are strictly prohibited from bringing their male relatives, guests, visitors, friends, classmates etc in the premises, bungalows, flats any time during day or night without obtaining written permission from the Local Accommodation Facility In-charge.
- ix) Male occupants are strictly prohibited from bringing their female relatives, guests, visitors, friends, classmates etc in the premises, bungalows, flats any time allotted by the Local Accommodation Facility Committee, any time during day or night without obtaining written permission from the Local Accommodation Facility In-charge.

## 8. CHARGES

- i) Occupant shall pay rent for 11 months irrespective of the date of taking possession of Local Accommodation. In case the room is occupied during the academic year then rent shall be calculated from the month of taking possession till end of the academic year
- (ii) Hostel Rent and Meal charges will be intimated at the beginning of each academic year (circular enclosed).
- (iii) Every occupant shall pay refundable deposit as applicable on or before the last date given by the Local Accommodation Facility

In-charge. The amount of deposit shall not be adjusted against the regular monthly rent payable by the occupant. However, the amount of deposit shall be adjusted against the rent and fine payable by the occupant for discontinuing the facility.

(iv) The amount of deposit shall be refunded within 30 days from the date of vacating the room on completing the period for which Accommodation Facility is granted. The amount of dues such as reimbursement, fine etc shall be deducted directly from the amount of deposit.

## 9. CODE OF CONDUCT:

- i) It shall be the responsibility of occupant to maintain cleanliness in the room, staircase and other common area.
- ii) Occupant shall not misuse or damage the accommodation facility and shall protect the accommodation facility from misuse and damage by others
- iii) Occupant shall not get involved in violence, anti- national, anti social or anti-institutional activity.
- iv) Occupant shall not get involved in any political or union activity in the Local Accommodation premises or institution in which he / she is admitted.
- v) Occupant shall reimburse the damage caused by him / her or visitors to the property of Local Accommodation Facility Committee. The amount of reimbursement to be paid shall be decided by the Local Accommodation Facility Committee and it shall be binding upon the occupant to pay this amount
- vi) Occupant shall not bring any additional furniture, deface walls in any

way or carry out alterations or modifications to existing furniture and fixtures.

- vii) Occupation facility shall be terminated in the event of absence of the occupant for more than a week without obtaining prior permission from the Local Accommodation Facility In-charge. In this case fine equal to minimum three months rent shall be deducted from the deposit directly and the balance amount shall be refunded within 30 days from the date of vacating the local accommodation.
- viii) Occupant shall take care to put off all switches before leaving the room allotted.
- ix) Occupant shall not consume alcohol, tobacco or any other intoxicating commodity.
- x) Smoking is strictly prohibited in the Local Accommodation premises.
- xi) Occupant shall not disturb other occupants in any manner, whatsoever it may be. If complaints are received from other occupants, orally or in writing, the Local Accommodation Facility Committee shall conduct enquiry and if it is proved that the complaint is correct, the occupant against whom complaint is proved to be correct shall be terminated from the Local Accommodation Facility also the occupant shall be charged fine equal two months rent.
- xii) Occupant shall not get indulged in any activity that is detrimental and prejudicial to the interest of the institute as determined by the Local Accommodation Facility Committee.
- xiii) Occupant shall not store any hazardous, explosive, illegal and non-ethical material at the Local Accommodation Facility premises.
- xiv) Occupant shall not keep valuable belongings at the Local

Accommodation Facility premises. The Local Accommodation Facility Committee shall not be responsible at all for the loss of valuable belongings that are kept by occupant at the Local Accommodation Facility premises by violating this rule.

- xv) Occupant shall lock properly his / her room and keep the windows closed every time before leaving the room.
- xvi) Occupant must remain present at the Local Accommodation Facility premises under any circumstances from 8.30 pm to 6.am, unless allowed by the Local Accommodation Facility In-charge by giving a written permission.
- xvii) Occupant shall register the names of his / her visitor in the visitors register without fail at the time of entry of the visitor in the Local Accommodation Facility premises.
- xviii) Occupant shall handover furniture and fixtures in good condition, along with keys of the room, cupboard and study table to the Local Accommodation Facility In-charge before vacating the room due to any reason, whatsoever it may be. The Local Accommodation Facility Committee shall check and confirm that the furniture and fixtures are returned by the occupant in good condition, room is properly cleaned and no belongings are left by the occupant in the room or anywhere in the Local Accommodation Facility premises, bungalow or flat. Only after completing this exercise, the Local Accommodation Facility In-charge shall issue NOC to the occupant to vacate the Local Accommodation Facility.
- xix) Occupant shall approach to the Local Accommodation Facility In-charge for every and any matter related to the Local Accommodation Facility.

## 10. DISCIPLINARY ACTIONS

The Local Accommodation Facility Committee shall take any one

or more of the following disciplinary actions against the occupant violating any of the rules, regulations, conditions or provisions of the code of conduct now existing and made by the Local Accommodation Facility Committee from time to time.

- i) Terminating the Local Accommodation Facility.
- ii) Forfeiting the amount of deposit paid, fully or partly
- iii) Suspending the Local Accommodation Facility for a specific period.
- iv) Calling parents to meet the Local Accommodation Facility In-charge
- v) Charging fine.
- vi) Demanding reimbursement.
- vii) Lodging a police complaint.

## 11. GUARDIAN'S AND LOCAL GUARDIAN'S RESPONSIBILITY

It shall be the responsibility of the guardian and local guardian of the student who is allotted Local Accommodation Facility to always remain in touch with the Local Accommodation Facility In-charge to confirm that his / her ward is obeying all rules, regulations, conditions and code of conduct made by the Local Accommodation Facility Committee and there are no complaints regarding behaviour of the ward.

## 12. DECLARATION

THE LOCAL ACCOMMODATION FACILITY COMMITTEE HOLDS THE POWERS TO CHANGE, CANCEL AND ADD RULES, REGULATIONS, CONDITIONS, CODE OF CONDUCT ANY TIME DEEMED NECESSARY. THE RULES, REGULATIONS, CONDITIONS, CODE OF CONDUCT, NOW EXISTING AND MADE BY THE LOCAL ACCOMMODATION FACILITY COMMITTEE SHALL BE NON-CONDITIONALLY BINDING UPON THE OCCUPANT AND HIS / HER GUARDIAN.