



MAI INSTITUTE OF HOTEL MANAGEMENT
MALGAON, SAWANTWADI

MAI INSTITUTE OF HOTEL MANAGEMENT

Sawantwadi - Vengurla Road, Near Sawantwadi Road Railway Station, Malgaon, Tal Sawantwadi - 416510

+91 93730 21616 | 93730 52781

admission@maiihm.in

www.maiihm.in

HOSTEL APPLICATION FORM

Name of Student: _____

Course: _____ Batch: _____ Semester: _____

Student Reg./Id. No.: _____

Student Mobile No.: _____ Email Id.: _____

Father's Name: _____ Mobile No.: _____

Mother's Name: _____ Mobile No.: _____

Correspondence Address: _____

_____ Email Id of parent: _____

Local Guardian's Name: _____ Mobile No.: _____

Local Guardian's Address: _____

_____ Email Id.: _____

STUDENT DETAILS

Blood Group: _____ Chronic Disease (if any): _____

Mention any ongoing Medication/s: _____

Allergic to: _____

Food Habit (Please ✓): Vegetarian Non-Vegetarian

(Signature of Student)

(Signature of Parent)

(Signature of Local Guardian)

FOR OFFICE USE ONLY

Hostel Name: _____ Location: _____

Floor No.: _____ Room No. Allotted: _____ Bed No. Allotted: _____

Hostel Joining Date: _____ Hostel Leaving Date.: _____ Leaving Reason: _____

(Signature of Hostel Warden with Date)

(Signature of Principal with Date)

Affix
recent Colour
Passport-Size
Photo
here



MAI INSTITUTE OF HOTEL MANAGEMENT
MALGAON, SAWANTWADI

MAI INSTITUTE OF HOTEL MANAGEMENT

Sawantwadi - Vengurla Road, Near Sawantwadi Road Railway Station, Malgaon, Tal Sawantwadi - 416510

+91 93730 21616 | 93730 52781

admission@maiihm.in

www.maiihm.in

HOSTEL RULES AND REGULATIONS

1. Students shall be allotted a double/triple-seater room in the hostel.
2. On their first arrival in the 1st session, a student will be allotted a Room in the hostel. Choice of bed in the room is on first-come-first-serve basis.
3. On occupation of a room, all students will be asked to sign on an inventory list for the room, an undertaking to keep the room and the items in it in good condition and to pay the requisite charges for any damage.
4. For a double/triple occupancy room, the charges will be equally apportioned between the two/three students if individual responsibility cannot be fixed.
5. Students will be given charge of the inventory items as per the list and they will be required to hand them over.
6. Rooms and cupboards/lockers will have locks; all the keys must be returned at the time of handing over or the cost of the locks will be charged to the student.
7. A student must leave the hostel within 48 hours of the close of the academic session unless the stay is extended with permission.
8. In case of rustication / dismissal / suspension, etc., a student will be required to vacate the hostel within 12 hrs.
9. The hostel room has to be cleaned properly once a week and bed linen must be cleaned as required. As part of the housekeeping training, students will be required to clean their rooms in all respects. All corridors and common areas in the hostels will be cleaned by the Institute housekeeping staff.
10. Dustbins will be provided in all rooms. All waste and rubbish must be placed in garbage bags, which when full are to be tied and deposited in the containers in the designated places. Under no circumstances should waste and rubbish be placed in the corridors. Students are asked not to throw anything out of the windows or to store anything on the outside window ledge.
11. Students may bring their personal belongings in suitcases and bags. The contents will ideally be kept in the cupboards/lockers provided. Students will be required to take away all their personal belongings and suitcases/bags at the end of each session/year.
12. MAIIHM will not provide bed linen. Students may bring their own bed linen, pillows, towels and toiletries. Items of the students should ideally be marked with black indelible ink with name and room number. This will assist in minimizing misplacements and disputes.
13. No TV or electrical gadgets are allowed in the hostel rooms except a laptop, iron and a music system.



HOSTEL RULES AND REGULATIONS

14. Conduct in the Hostel:

- a. Students will have to be inside the hostel premises before 2000hrs (8 PM) every night.
- b. Students may have a night out on Saturday and Sunday. However, this will only be with permission of the hostel warden.
- c. Permission to go out during the weeknights will be given only in exceptional circumstances under the discretion of the Principal/Warden.
- d. If students are deputed by the institute to go for ODC (outdoor catering) to any organization, they should intimate the same to the hostel warden by submitting an application.
- e. Students should avoid making loud noises, through talking or music etc. so that other students are not disturbed. Students will have to abide to any request by a fellow student or staff member on account of excessive noise. Students should ensure that noise in the accommodation buildings is kept to a minimum at all times, and particularly between 10.00 P.M. and 07.00 A.M. Students coming back after 10.00 P.M. (When on ODC) are asked to do so quietly.
- f. Lost and Found property must be handed in immediately to the hostel warden.
- g. In case of an accident or an illness, students are required to contact the hostel warden immediately and if he/she is not available, then anyone in the management.
- h. In case of serious emergency, they can also contact the principal directly and use his /her home/mobile telephone number.
- i. Students are entitled to have all four meals (breakfast, lunch, evening tea and dinner) on all days during the academic term. During weekdays, dinner will be provided in the hostel mess. Breakfast, lunch and evening tea will be provided to all hostellers in the Institute. On Saturday, Sunday and Holidays, all meals will be served in the hostel mess or as directed by the institute management. Timings for the meals will be notified and must be adhered to.
- j. Parents and family members can visit the students in the hostel but entry in the room will only be with the permission from the warden and on his/her absence from the principal. Ideally, parents/family members are advised to meet the students in the common area.
- k. Laundry – MAIHM makes arrangements for the student's uniforms as well as personal laundry. Students may give their clothes for laundry to the institute laundry and charges will be prescribed for it. Students will have to use their own detergents if they want to wash themselves. Students can give their clothes for ironing to the institute laundry. Small pieces of clothing may be hand washed in the bathrooms.
- l. Refund of Hostel Fees - Hostel fee is non-refundable after occupation of the hostel except for the caution deposit.