

# Accommodation Assistance Policy (2026-2028)

## 1. PURPOSE

This Policy establishes governance standards applicable to accommodation assistance facilitated by the Institute. Such accommodation assistance is a support measure only and does not create any tenancy, leasehold, or ownership rights between the student and the Institute.

## 2. NATURE OF ACCOMMODATION ASSISTANCE

Accommodation assistance facilitated by the Institute does not create any tenancy, leasehold, ownership, or similar rights in favour of the student. Students are permitted temporary occupancy only, subject to the terms of this Policy and the applicable annexures issued by the Institute from time to time. The Institute acts solely as a facilitator for accommodation assistance.

## 3. APPROVED OCCUPANCY STRUCTURE

The accommodation units facilitated under this Policy follow the approved occupancy structure as below:

Flat Type	Maximum Occupancy	Sharing Model
1 BHK	2 Students	Twin Sharing
2 BHK	4 Students	2 per Bedroom
2.5 BHK	5 Students	2+2+1

Note : *The above sharing models apply only when the flat is shared. If a student opts to occupy the entire flat exclusively, the student shall be liable to pay the **full rent of the flat**. Partial or shared rent options shall not be applicable in such cases.*

### ***Occupancy Restriction***

*Occupancy beyond the approved limits mentioned above is strictly not permitted.*

## 4. ELIGIBILITY:

The above facility is available exclusively to full-time students enrolled in the PGDM and GMBA programmes of the Institute, subject to availability. Allotment shall be on a first-come, first-served basis, with preference accorded to outstation students. Accommodation units are generally located within close proximity (approximately 1–3 km) in the stretches from Mira Road to Bhayandar and/or Mira Road to Dahisar.

## 5. FEES

Availing of accommodation assistance under this Policy is subject to payment of the prescribed accommodation fees as determined by the Institute from time to time. Detailed financial terms, payment timelines, and recovery provisions are set out in the applicable annexures and shall be binding on the student.

## **6. LOCAL GUARDIAN & PARENTAL ACKNOWLEDGEMENT**

The student shall mandatorily register the details of a local guardian, as declared by the parent(s). The parent(s) or local guardian shall sign an acknowledgement confirming receipt and understanding of the accommodation guidelines issued by the Institute.

## **7. INCOMPLETE OR FALSE INFORMATION**

Furnishing incomplete, incorrect, or false information in the accommodation application form shall render the accommodation allotment liable to cancellation. All allotments are provisional and subject to verification, approval by the Institute-authorized representative, and receipt of applicable fees.

## **8. INSTITUTE AUTHORITY:**

The Institute reserves the right to withdraw accommodation assistance from any student on a case-to-case basis in accordance with the Institute's Code of Conduct and principles of due process. Such withdrawal may be necessitated due to serious misconduct or violation of applicable guidelines.

## **9. REFERENCE TO ANNEXURES**

Operational details, processes, financial terms, usage guidelines, disciplinary framework, and acceptance requirements are set out in the annexures to this Policy. The annexures form an integral part of this Policy and shall be read in conjunction with it.

## **10. CHANGE IN POLICY**

The Institute reserves the right to amend, modify, or update these accommodation guidelines from time to time, as deemed necessary. Any such changes shall be communicated appropriately, and the decision of the Institute in this regard shall be final.

For accommodation-related matters, concerns shall be addressed through the following escalation hierarchy:

Level 1: Accommodation Assistant

Level 2: Registrar

Level 3: Accommodation Review Committee

Level 4: Director

Contact details shall be notified separately and may be updated from time to time.

**IMPORTANT** : The below annexures form an integral part of the Accommodation Assistance Policy and shall be read in conjunction with it.

### **Annexure A: Accommodation Allotment & Confirmation Process**

This outlines the operational process for application, confirmation, renewal, and vacation of accommodation assistance facilitated by the Institute. This annexure shall be read in conjunction with the Accommodation Assistance Policy.

#### **a) Application and Expression of Interest**

Students seeking accommodation assistance must submit the *designated application form* within the stipulated timelines. Submission of the form constitutes only an expression of interest and does not guarantee allotment. **(ATTACH PAN & AADHAR CARD)**

#### **b) Personal Inspection and Confirmation**

Accommodation allotment shall be confirmed only after the student personally inspects the accommodation premises and confirms acceptance on the same day. Proxy confirmations or third-party communications shall not be accepted.

#### **c) Conditions Precedent to Allotment**

Allotment is subject to availability, eligibility, approval by the Institute-authorized representative, and receipt of applicable accommodation fees.

#### **d) Minimum Duration and Non-Renewal**

The minimum duration for availing accommodation assistance is two academic years. In the event of non-renewal for the second academic year, the student shall vacate the accommodation within ten (10) days from the last official academic day of the third semester.

#### **e) Vacation and Exit Timelines**

Students shall vacate the allotted accommodation within ten (10) days of completion of scheduled examinations for the relevant academic year unless otherwise permitted by the Institute.

*FORMAT 1: Application for Accommodation Assistance*

*FORMAT 2: Accommodation Allotment Acceptance & Undertaking*

*(Student) FORMAT 3: Parent / Local Guardian Acknowledgement*

*FORMAT 7: Exit & Handover Declaration*

## Annexure B: Financial Terms, Fees, Utilities.

This governs financial obligations related to accommodation assistance.

### a) Accommodation Fees

Accommodation fees shall be payable for one academic year as a one-time payment in advance, at the time specified by the Institute.

The student may occupy the allotted room immediately upon allotment. The last date for payment of the accommodation fee shall be one week prior to the commencement of the accommodation tenure.

### b) Indicative Accommodation Fee Structure (Academic Year 2026-2027 )

The accommodation fees for the academic year shall be applicable for the academic year shall be communicated by the Institute prior to allotment. The figures mentioned below are indicative placeholders and shall be finalized and notified separately by the Institute-authorized representative.

#### i. Accommodation Fees

Flat Type	Sharing Model	Fee per Student (₹)	Billing Period
1 BHK	Twin Sharing	₹ 1,55,000/-	Per Academic Year
2 BHK	Two students per bedroom	₹ 1,55,000/-	Per Academic Year
2.5 BHK	2 + 2 + 1 sharing	₹ 1,55,000/-	Per Academic Year
Any Flat (Exclusive single Occupancy)	Single student occupying entire flat or one bed room	₹ 3,10,000/-	Per Academic Year

#### Notes:

- Accommodation fees are payable **as a one-time payment** for one academic year.
- Fees are subject to revision by the Institute for subsequent academic years.
- Exclusive occupancy, if permitted, shall attract the **full flat rental**, irrespective of approved sharing models.
- In the event of cancellation of accommodation assistance by the student, the following shall apply:
  - If cancellation is requested **within thirty (30) days** from the date of payment of accommodation fees, a deduction of **₹25,000 (Rupees Twenty-Five Thousand only)** shall be applicable, and the balance amount shall be refunded.
  - If cancellation is requested **beyond thirty (30) days** from the date of payment, the accommodation fees shall **not be refundable**.

**c) No Security Deposit:**

The Institute shall not collect any security deposit from students for allotment of accommodation facilities.

**Terms:**

- No refundable or non-refundable security shall be payable by the student.
- Students shall remain responsible for any damage, loss, breakage, or misuse of furniture, fixtures, equipment, or Institute property during their period of occupancy.
- The Institute reserves the right to recover the actual cost of repair, replacement, or restoration of damaged property from the student, wherever applicable.
- Any outstanding accommodation fees, penalties, or other dues payable by the student shall be recovered separately in accordance with the Institute's rules and regulations.
- Students shall hand over the accommodation in good condition, subject to normal wear and tear, at the time of vacating the premises with all key of flats.

**d) Non-Refundability**

Accommodation fees once paid shall not be refundable in cases of expulsion, or termination of accommodation assistance, except as expressly permitted by the Institute.

**e) Utilities and Recurring Expenses**

Utilities and recurring expenses shall be **arranged and paid directly by students**. The Institute shall not be responsible for billing, recovery, or disputes related to such utilities.

<b>Utility / Expense</b>	<b>Responsibility</b>	<b>Institute's Role</b>
Electricity	Students	No involvement
Wi-Fi / Internet	Students	No involvement
Cooking Gas	Students	No involvement
TV	Students	No involvement

**Annexure C: General Facility Indicators & Scope of Facilitation**

This outlines the commonly facilitated furniture and appliances across accommodation units arranged through the Institute. Variations may arise based on flat layout, infrastructure, and property-specific arrangements. The matrix is indicative in nature and meant to assist students in understanding general accommodation standards. The actual items available in a specific accommodation unit shall be confirmed at the time of physical inspection and documented in the Inventory & Key Handover Checklist.

**a) Furniture & Appliance Allocation Matrix**

Item	1 BHK	2 BHK	2.5 BHK
Flat Key	2	4	5
Cots/beds 6.5 ft x 3 ft (78" x 36").	2	4	5
Mattresses	2	4	5
Study Tables	2	4	5
Study Chairs	2	4	5
Book Storage/Shelf	2	4	5
Wardrobes	2	4	5
A.C. with Remote	1	2	3
Refrigerator (Double Door)	1	1	1
Washing Machine	1	1	1
RO System	1	1	1
Geysers/Solar	2	2	2
Ceiling Fans	As per rooms	As per rooms	As per rooms
Curtains	As per requirement	As per requirement	As per requirement
Tube Lights	As per layout	As per layout	As per layout
Sofa	1	1	1
Buckets	2	2	2
Mugs	2	2	2
Gas/Stove	1	1	1
Dining Table/chairs set	1	1	1
Shoe Rack	1	1	1
Teapoy	1 ( if required)	1( if required)	1( if required)
Cloth Drying Stand	1	1	1
Big Mirror	1	1	1

*FORMAT 4: Inventory & Key Handover Checklist*

## **Annexure D: Care, Safety, Inspection and Use of Accommodation**

### **a) Safety and Personal Belongings**

Upon allotment, the Institute-authorized representative shall hand over the keys of the allotted flat and cupboard (where provided) to the student. The Institute shall not be responsible for the loss, theft, or damage of any personal belongings or valuables. Students are advised not to keep high-value items in the accommodation.

Students are not allowed change or replace any locks without prior permission. In case of loss or misplacement of keys, the replacement cost shall be recovered on an actual basis by adjustment, and a receipt shall be provided. All keys issued must be returned at the time of vacating the accommodation. Duplication of keys without prior written approval is strictly prohibited.

### **b) Care and Use of Room, Furniture, and Common Assets**

Students shall not bring or install any additional furniture or fixtures without prior permission. All furniture and fittings provided must be used responsibly and maintained in good condition.

Interchanging or shifting of furniture between rooms or within the premises is not permitted unless approved by the accommodation representative.

Any damage to, loss of, or misuse of furniture, fittings, or fixtures whether provided for individual use or located in common area shall be recovered on an actual basis with supporting details shared. Responsibility for such recovery shall lie with the concerned student(s). Where responsibility for damage to common or shared assets cannot be individually determined, the cost may be shared among the occupants of the concerned unit. The Institute's assessment of damage and recovery shall be final, subject to supporting documentation.

### **c) Cleanliness and Hygiene**

Students shall maintain cleanliness in their allotted rooms and shared areas. Waste shall be disposed of only in designated areas. Wet clothes shall not be dried on furniture. Failure to maintain reasonable hygiene standards may attract corrective measures as determined by the Institute. Students shall ensure that the accommodation is returned in a reasonably clean and orderly condition at the time of vacating. Additional cleaning costs, if required, may be recovered on an actual basis.

### **d) Inspection and Access**

The Institute-authorized representative may, with reasonable notice and in the presence of the student, inspect or access the accommodation for maintenance, safety, or administrative purposes. If the student is unavailable despite reasonable notice, inspection may be conducted in the presence of a witness. In emergencies, access may be undertaken without prior notice.

*Format : Inspection / Maintenance Record*

*Format : Damage / Recovery Intimation*

## **Annexure E – Maintenance, Communication & Housekeeping**

### **a) Maintenance & Response**

Maintenance complaints shall be addressed based on the nature and complexity of the issue. Response timelines may vary accordingly. The Institute facilitates coordination with relevant service providers but does not guarantee specific resolution timelines **or outcomes**, as actual repair is dependent on third-party vendors and property owners.

Students shall ensure reasonable access to the premises for inspection and repair. Delays caused due to unavailability of access shall not be attributable to the Institute.

### **b) Coordination & Communication Protocol**

All accommodation-related requests and maintenance complaints must be submitted by students via email to the designated Accommodation Coordinator in the prescribed format. Phone calls or WhatsApp messages may be used only for urgent matters and must be followed by an email within twenty-four (24) hours for record purposes. Only requests submitted through the prescribed email process shall be considered for formal action and record purposes. All communication shall be routed only through the Accommodation Assistant.

### **c) Housekeeping Support**

The Institute may facilitate **one housekeeping visit fortnightly**, subject to vendor availability and access to the premises. The scope of housekeeping support is limited and indicative, as outlined below. Housekeeping support is facilitative in nature and shall not substitute the residents' primary responsibility for maintaining cleanliness and hygiene. If access is not provided at the scheduled time, the visit may be rescheduled subject to vendor availability.

#### **i. Indicative Services Included (*as applicable*)**

Dry sweeping of floors (all rooms)

Wet mopping of floors

Dusting of accessible surfaces (tables, shelves, window sills)

Cleaning of common areas (living room / shared space) Bathroom cleaning (floor, wash basin, WC, taps)

Removal of household garbage (from bins to designated disposal area)

#### **ii. Services Not Included (*Outside the scope of facilitated housekeeping*)**

Washing utensils / dishes , Cleaning inside cupboards, wardrobes, or drawers Cleaning inside refrigerators, ovens, or kitchen appliances, Washing clothes or handling laundry ,Deep cleaning (walls, ceilings, exhausts, fans, sofa shampooing, etc.) Personal bed making or linen change, Cleaning of heavily soiled areas due to misuse or negligence.

## **Annexure F: Visitors and Gender Access (Correct)**

Accommodation units allotted to male students are strictly for male residents only, and accommodation units allotted to female students are strictly for female residents only.

Entry of students of the opposite gender into individual accommodation units is not permitted. Any complaint, report, or information received regarding violation of this guideline shall be examined, and appropriate action shall be initiated in accordance with the Institute's Code of Conduct.

## **Annexure G: CONDUCT & PROHIBITED ACTIVITIES**

### **a) Ragging**

Ragging in any form is strictly prohibited and is a punishable offence under applicable laws. Any student found indulging in ragging, abetting ragging, or being complicit in such acts shall be liable for disciplinary action as per Institute rules, in addition to action under the law.

Students are strongly encouraged to report any incident of ragging immediately to the Institute authorities through the prescribed reporting mechanism.

### **b) Alcohol, Drugs and Smoking.**

The possession, storage, consumption, or use of alcohol, intoxicating substances, drugs or smoking in any form is strictly prohibited within the accommodation premises. This prohibition shall also apply to visitors.

Any violation of this clause shall render the student liable to disciplinary action as per Institute rules and applicable laws.

### **c) Gambling**

Gambling in any form within the accommodation premises is prohibited. Any violation shall render the student liable to disciplinary action as per Institute rules and applicable laws.

### **d) Political or Communal Activity**

Students shall not engage in any political or communal activity within the accommodation premises that disrupts harmony, violates applicable laws, or affects the safety and orderly functioning of the premises. The accommodation premises shall not be used for meetings, propaganda, or activities of a political or communal nature.

### **e) Pets**

Students are not permitted to keep or bring pets of any kind within the accommodation premises.

## **Disciplinary Action**

Violations may invite action including warning, penalty, intimation to parent(s)/guardian(s), withdrawal of accommodation assistance, or referral to appropriate disciplinary authorities, subject to due process.

## **Annexure H :Vehicles and Parking**

Students bringing any type of vehicle are requested to submit valid registration and driving license details to the designated authority. Parking may be allowed with society approval and should be arranged by the student, as no guarantees can be provided.

## **Annexure I: Withdrawal of Accommodation Assistance / Expulsion**

The Institute reserves the right to withdraw accommodation assistance and require the student to vacate the premises in cases of serious or repeated violations, willful disobedience, damage to persons or property, or involvement in unlawful or undesirable activities.

Such action shall be taken on a case-to-case basis in accordance with the Institute's Code of Conduct. The Accommodation fees paid fully or partially depending on the severity of the violation, and accommodation fees shall not be refundable.

The Institute reserves the right to modify and update the rules mentioned herein. The decision taken by the Institute will be final.

The Contact person is Mr.Chintaman Kadam Accommodation Assistant (Mobile No 9820729966) , Swarup Joshi 8828358603, Anil Sawant (Registrar) 9969073391

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