



ADITYA BIRLA GROUP

**ADITYA BIRLA HOSTEL FOR WORKING
WOMEN**

(Prop. ANAND ASHRAM TRUST)

**HOSTEL
FOR WORKING WOMEN**

RULES AND REGULATIONS

Effective: 01/12/2024

(Subject to change from time to time)

Address: -

**46, K. N. Gaikwad Marg,
Near Chembur Naka, Chembur, East,
Mumbai - 400 071.**

Office: 022-25220123/25245922

**E-mail : hostelsuptdabhww@gmail.com
accounts.abhww@yahoo.com
ss.khadke@adityabirla.com
krishan.gupta@adityabirla.com**

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MAIN OBJECT

To provide accommodation for the working women to live in a family atmosphere along with other inmates coming from various parts of the country to the cosmopolitan city of Mumbai, having no safe place to stay and on getting gainful employment. The hostel is open for working women. Preference will be given to women from middle- and Lower-Income Groups.

TERMS AND CONDITIONS:

I. APPLICATIONS:

The application for admission must be made in the prescribed form, which must be completed in every respect subject to the following conditions:

- The Superintendent will scrutinize the application and allot accommodation after obtaining the approval of a higher executive.
- Admission to the hostel will be open to employed women whose consolidated Gross Monthly salary/Income not exceeding Rs 50,000/- per month and who have no other suitable place to stay in Mumbai.
- All admissions will be made by the Superintendent of the hostel subject to the approval of the higher executive.

II. ADMISSION RULES:

- A) Application for admission to the hostel will be in the prescribed form attached. Documents required to be submitted are:
1. One Medical Fitness certificate from a doctor - qualification - MBBS and above.
 2. One Character certificate (from any gazette officer, Advocate, CA, Professor, Principal, Doctor, or any Public Figure. e.g. Nagar Sevak, Sarpanch, or a senior person of an organization where an inmate is working)
 3. Employment-cum-salary certificates where applicable, indicating consolidated emoluments with break up.
 4. Letter from local guardian per attached draft.
 5. Latest Passport-size photos (3 copies).
 6. ID and Address Proof of anyone from AADHAR CARD, ELECTION CARD, PAN CARD, PASSPORT, RATION CARD, Mobile Number, E-mail ID along with mobile number AND email of parents.
 7. Consent letter from parents / Husband
 8. The local guarding will sign the enclosed letter in the presence of the Superintendent as also sign the application and undertaking forms.
 9. Local Police Clearance Certificate.
 10. The minimum period of stay is 3 months (Lock-in period) and the maximum period of stay is 3 years from the date of joining the hostel
 11. Inmates who desire to leave between the 1st to 10th of the month must pay charges for the full month.
 12. Admissions will always be on first cum first served basis subject to availability of Beds.
All payments shall be payable by Cheque / NEFT / RTGS or ONLINE DEPOSIT in Hostel's Bank Account.
 13. The hostel is generally intended for women below 50 years of age. An exception to this rule will be made in the case of a woman who was below 50 years of age when she joined the hostel. Women

below the age of 20 years will not be admitted to the hostel.

14. Any inmate not observing the discipline and/or if her presence in the hostel is considered by the management as not in the interest of the hostel, will have to vacate her room when a notice of 15 days is served on her.
15. Children will not be allowed to stay with the inmates as there is no provision
16. For all inmates including guests, entry in IN/OUT register is mandatory.
17. Only relatives of regular inmates will be allowed to stay as guests.
18. To enjoy daily breakfast and Dinner, entry in both register (IN / OUT & Dinner) well in advance is mandatory.

III. SECURITY DEPOSIT:

- A sum of Rs. 6,000/- (Rupees Six Thousand only) is to be paid at the time of joining the hostel as a Security Deposit under a receipt. This is subject to change from time to time. The Security Deposit will be refunded at the time of leaving the hostel on surrendering ORIGINAL SECURITY DEPOSIT RECEIPT duly discharged after paying hostel dues including full charges for the month in which the candidate leaves the hostel with 30 calendar days' notice in advance.
- Any amount due to the hostel towards damage to the hostel's property or monthly fees or other dues will be deducted from the deposit.
- The full Security Deposit will be forfeited if the inmate leaves the hostel within a locking period of 3 months.
- Only 50% security deposit will be refunded in case inmates do not give 30 Calendar days' clear notice for leaving the hostel permanently

IV. RATES OF HOSTEL:

- Hostel charges are charged according to the type of accommodation provided and are subject to revision from time to time.
- The fee for rooms with 2 beds will be 10% of Gross Salary per month per bed and for 3 & 4 beds 7.5% per month per bed. Charges will be subject to revision from time to time.
- All the hostel charges levied are for the calendar month. Inmates who seek admission till the 15th of the month will have to pay all charges as applicable for the full month. If an inmate/inmate seeks admission after the 15th of the month Hostel charges to be charged as 50%.

Hostel charges are as under:

Hostel charges for full month in Rs.			
Description	2 Beds	3 Beds	4 Beds
Security Deposit	6000	6000	6000
Processing charges	215	215	215
Hostel Charges	6850	4890	4100
Total	13065	11105	10315

Hostel charges for Half month in Rs.			
Description	2 Beds	3 Beds	4 Beds
Security Deposit	6000	6000	6000
Processing charges	215	215	215
Hostel Charges	3425	2445	2050
Total	9640	8660	8265

These charges are subject to change from time to time.

- One-time processing charges of Rs. 215/- will be charged at the time of admission to the hostel including for the issue of an identity card.
- Lunch and milk are available at extra charges.
- All the above charges are levied for a calendar month.
- All the above charges are paid in advance for the month by the 10th of every month.

V. NOTICE:

- Any resident desirous of leaving the hostel is required to give clear one calendar month notice in writing to the Superintendent mentioning the date on which she will leave the hostel
- If in the opinion of the management/Superintendent, any girl staying in the hostel is creating or likely to create a bad influence on the staff of the hostel or inmates of the hostel, then that person shall have to quit the hostel within 24 hours. The decision of the above authority will be final.

VI. LEAVE:

- A notice of absence should be notified in writing before departure and full hostel charges must be paid in advance. Residents will be required to make the room available for inspection during their absence.
- In the event of a resident not returning on the due date without any written notice, she will forfeit the right of accommodation, and the management will have the right to give the room to other applicants after waiting for seven days.
- No refund for mess charges will be made in any case.

VII. GENERAL RULES:

- If the hostel charges for the full calendar month are not paid before the 10th of the month, the defaulter will have to pay Rs. 200/- as late fee before the end of current month. If full hostel charges are not paid by this period, the name of the inmate will be removed from the role of the hostel.
- Cots, mattresses, tables, and chairs are provided in the rooms.
- Residents are not allowed to bring their furniture into the room or move furniture from one room to the other as also within the room.
- Residents should report any sickness immediately & call her local guardian. They are liable to be sent to the hospital at their cost and at the discretion of the hostel management.
- Silence should be observed from 10 pm to 6 am. The lights should be put off at 11 p.m.
- Stoves, and other electric appliances will not be allowed to be used in the room. Iron can be used only.
- No intoxicating drink or drugs should be kept in the rooms or consumed by the resident themselves or their visitors in the hostel premises. Any resident found in an intoxicated condition will be dismissed forthwith.
- The management will not be responsible for any loss of money, jewelry or any other valuable things due to theft, etc. these valuables are to be kept in lock & key by the inmates at their own risk & responsibility.

Please follow all bullet points as above.

- ☐ The servants of the hostel are not to be used for personal needs.
- ☐ Rooms are to be kept tidy and residents should help the management in maintaining the premises clean.

- All residents are under the obligation to contribute to the general happiness and welfare of the institute by actively cooperating in any community activities that may be organized from time to time.
- The management reserves their rights in respect of the allotment of rooms.
- A resident cannot have the option to have any room or choice as to her roommate. Residents shall have to occupy the room, the management allows them with whomsoever the management chooses and they are expected to maintain cordial relations with each other. The management will try to put the residents in any room of their choice or any other residents as their roommates, but the residents cannot claim this their exclusive right.
- Residents should not make any friendships with the Hostel Superintendent and servants. They should not give them any gift in cash or kind.
- Residents should be properly dressed when they are out of their rooms. They should tie their hair when coming to the Dining Hall.
- Giving false information about salary and /or employment will be liable for immediate dismissal from the hostel. **The inmate must inform the hostel authorities in respect of changes in their employment, salary due to increments, etc. immediately.**
- Lights and fans should be put off when the residents go out of the room. Water taps will be closed when they go out of the bathroom/lavatory. Nobody should waste foodstuffs. No waste materials should be thrown into the bathroom sinks. Violations will be fined and repeated violations will call for dismissal.
- Complaints, if any, should be made in the complaint book kept at the reception, and the decision of the hostel management will be final.
- Residents found guilty of misconduct or breach of any rules will be dismissed forthwith

VIII. LATE NIGHT ENTRY AND NIGHT OUTS:

- ☐ Residents are expected to be in by 9.30 pm
- ☐ Late Night is granted up to 10.30 p.m. (four nights in a month only)

IX. VISITORS & GUESTS:

- Visitors and guests are allowed between 5.00 pm and 8.00 pm. On Holidays and Sundays, visitors will be allowed only between 9.00 am to 12.00 pm and 4.00 pm to 8.00 pm respectively. Visitors/Guests must sign the visitor muster kept at the reception.
- No male visitors will be allowed in the residents' rooms, but female visitors may be permitted during visiting hours with the special permission of the Hostel Management.
- No resident shall talk with any other visitor after the visiting hours inside the compound or in the vicinity of the hostel.

X. OTHER RULES:

- Residents are expected to take care of every article of the hostel. Any damage will be charged for.
- No nail shall be driven into the wall, no pictures be hung or stuck on the walls or furniture, and no writing on the walls, doors windows, or anywhere else is permitted.
- The Office bearers of the Hostel Management and Trust are entitled to visit and inspect the rooms of the residents at any time.
- The inmates should refrain from instigating and influencing others to support them on any matter affecting the management. They shall not refuse to accept any communications addressed to them. Such an action shall be considered as grave indiscipline, and they will be dismissed

forthwith without notice.

- The management reserves the right not to accept any resident's renewal application for continued stay whose presence in the hostel is considered detrimental to the general atmosphere and welfare of the residents.
- Residents are allowed to bring a minimum luggage of 3 Bags in their rooms. They are not allowed to keep their luggage under the cots.
- Residents are not allowed to speak on mobile phones after 11 pm in the room. Video chatting is not allowed in the rooms. Hoisting parties on the hostel premises is also not allowed. Violation of this will call for disciplinary action.

XI. MESS:

- The management will allow the mess to be run for the benefit of the inmates. Only Vegetarian food is provided, which will include morning Tea, Breakfast, Evening Tea and Dinner on weekdays and lunch on Sundays along with egg curry on every Wednesday.
- Residents should not take any utensils, crockery, or cutlery from the Dining Hall to their rooms.
- Residents must bring their plates, tea mugs/tumblers, and teaspoons for lunch and milk.
- Inmates can take food items in the room in case of sickness.

FOOD TIMINGS:

Morning Tea & Breakfast	7.00 a.m. to 9.00 a.m.
Evening Tea	5.00 p.m. to 7.00 p.m.
Dinner	8.00 p.m. to 9.30 p.m.
Lunch on Sundays and Holidays	12.00 p.m. to 1.00 p.m.
Lunch during weekdays (Monday to Saturday)	12 noon to 12.30 p.m.

Note: -

All rates and tariffs are subject to change from time to time at the sole discretion of the Trustees of the Trust.

Inmates are required to finish their dinner by 9.30 pm

Residents should avail themselves of the facilities provided by the management from time to time.

Mess is compulsory.

DECLARATION & UNDERTAKING

To,
The Superintendent
Anand Ashram Trust

Aditya Birla Hostel for Working Women
Chembur, Mumbai - 400 071.

Dear Sir / Madam,

I, the undersigned hereby declare that the rules and regulations of the Hostel have been read by me and I have gone through the same and understood the contents. I further state that I am given to understand in clear terms that violation of rules and regulations of the Hostel and false information furnished by me, if any, will make me liable to leave the Hostel within 24 Hours. It is also made clear to me that overstay during the period of leave without making advance payment and intimation to Hostel authorities will empower the Hostel authorities to remove my belongings from my room and keep the same in safe custody for a period not exceeding one calendar month, for which I have to pay the necessary charges. On the expiry of one month, the Hostel authorities will not take any responsibility about my belongings.

The above-mentioned conditions are acceptable to me and I shall abide by the rules and regulations of the Hostel.

Declared and signed by

(Signature of the Applicant)

(Signature of Local Guardian)

(Name of the Applicant)

(Name of the Local Guardian)

In the presence of _____
(Signature of the Superintendent)

(Name)

LETTER FROM LOCAL GUARDIAN

Date:

From:

Residence:

Mobile No.:

E-mail:

To,
The Superintendent
Anand Ashram Trust
Aditya Birla Hostel for Working Women
Chembur, Mumbai - 400 071.

Dear Sir / Madam,
Miss / Mrs.:
Who is working with

is my

(State relationship)

She is in need of residential accommodation in your hostel. I am her local guardian, and you may contact me in case of any emergency. I confirm that the permanent address of Miss/Mrs.

is as under:

Thanking you,
Your's faithfully,

Signature of local guardian

Signature of the Superintendent

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(Prop. ANAND ASHRAM TRUST)

APPLICATION FOR ADMISSION IN THE HOSTEL

Photo

1. Name Miss / Mrs. _____
2. Mobile No. & E-mail _____
3. Whether belong to Schedule _____
Caste or Schedule tribe,
Please Specify _____
4. Age & Date of Birth _____
5. Educational Qualification _____
6. Single / Married / Widow / Deserted / Divorced _____
7. If Married, number of children _____
8. Permanent Address with a copy of _____
PAN /AADHAR /ELECTION CARD OR PASSPORT
9. Place of Work (Name of the establishment) with _____
full Postal address contact No. & E-mail ID.

10. Gross Salary per month _____
11. Name of Father/Husband and his profession and _____
full residential address with Tel. No. & E-mail Id _____
12. Name of Local Guarding with his/her profession _____
Full residential address with Mobile No. & E-mail _____
13. Conduct and character Certificates _____
from two Prominent Citizens of Mumbai. _____
14. Normal Duty hours at the place of work _____
15. Any other information not covered by _____
the above queries, but which the applicant _____
feels to be essential in her own interest _____
16. I will avail of the mess facilities provided in the _____
Hostel.
17. In case of emergency please inform _____
whom to contact with his name, _____
address, Mobile No. & Email Id _____
18. Mother/Father Mobile No _____
& Email Id _____

I undertake to abide by all the rules of the Hostel and in the event of the hostel Superintendent or Warden wanting me to vacate my room in the hostel, I will do so without any protest immediately.

(Signature of Local Guardian)

(Signature of the Applicant)

Date:

Accompaniment:

N. B.: Every application must be accompanied by

- (a) Salary certificate showing total emoluments.
- (b) A Health Certificate from a M.B.B.S. Doctor & above.
- (c) Character Certificate.
- (d) 3 Passport size photographs with application form.

PERSONAL UNDERTAKING OF LOCAL GUARDIAN.

Date:

To,
The Superintendent,
Aditya Birla Hostel for Working Women,
46, K. N. Gaikwad Marg, Chembur Naka,
Chembur (E), Mumbai - 400 071.

Sub.: **Undertaking from local guardian.**

Respected Madam,

I _____ Residing at _____

personally know miss _____ since _____ years / months. _____

She is my _____ and I am her local guardian.

She has applied for admission in Aditya Birla Hostel for Working Women, and I request you to please consider her admission in this hostel.

I assure you that she will abide by all the rules & regulations of the hostel.

In case of an emergency or even otherwise I assure full co-operation as local Guardian of the applicant and shall discharge my responsibility to the best of my ability.

Thanking you.

Your's faithfully,

Sign _____

Mobile:

E-mail:

Enclosed: Aadhar Card & Address Proof

PERSONAL UNDERTAKING OF PARENTS

Date:

To,
The Superintendent,
Aditya Birla Hostel for Working Women
46, K.N. Gaikwad Marg, Chembur Naka,
Chembur (E), Mumbai - 400 071.

Sub.: **Undertaking from Parents.**

Respected Madam,

I _____ Father/Mother/Husband of Ms. _____

_____.
permit my daughter / wife to join the hostel and I shall be responsible for her conduct and discipline as laid down in the hostel rules and regulations and changes made from time to time. I also state that the details given by her are correct.

Thanking You.

Your's faithfully,

Sign _____

Mobile:

E-mail:

Enclosed: Aadhar Card & Address Proof

PERSONAL UNDERTAKING OF SELF

Date:

To,
The Superintendent,
Aditya Birla Hostel for Working Women
46, K.N. Gaikwad Marg, Chembur Naka,
Chembur (E), Mumbai - 400 071.

Sub.: **Personal Undertaking of self**

Respected Madam,

I _____ residing at Room No. _____, floor. I am from _____
.

I am applying for admission in Aditya Birla Hostel for Working Women and I request you to consider my admission in the hostel. I assure you that I will follow all the rules and regulations of the hostel.

Thanking You.

Your's faithfully,

Sign _____

Mobile:

E-mail:

Enclosed: Aadhar Card & Address Proof

PRIVACY NOTICE

As required under the Digital Personal Data Protection Act, 2023

The Aditya Birla Hostel for Working Women (hereinafter referred to as “the Hostel”) respects your privacy and is committed to protecting your personal data. This Privacy Notice (“Privacy Notice”) describes the purposes for which the Hostel may use your personal data collect, store, use, disclose and process your personal data and tells you about your privacy rights.

1. Definitions

‘*Personal Data*’ means any data about an individual who is identifiable by or in relation to such data. For example, your name, address, contact number and other such information collected through the application forms are your personal data.

2. Purpose of Collection and Use of Personal Data

Your Personal Data is collected by the Hostel when you contact it in any way, visit the Hostel website, apply for accommodation at the Hostel or move in to reside at the Hostel. Your Personal Data may be used by the Hostel for the following purposes:

- a) To assess your eligibility and process your application.
- b) To allocate rooms and provide access to shared hostel facilities.
- c) To verify your identity using official documents (e.g., Aadhaar, PAN, employment ID).
- d) To access medical or emergency contacts if required for your safety or well-being.
- e) To ensure safety through CCTV, entry/exit logs, visitor records, and other means.
- f) To send hostel-related notices, updates, and other information.
- g) To generate bills, manage payments, and maintain financial records.
- h) For grievance redressal and disciplinary action
- i) To comply with Indian legal and regulatory requirements, including reporting to authorities.
- j) To analyze service usage and improve hostel facilities and management.
- k) To retain records of current and past residents for administrative or legal use.
- l) To train staff and supervise service quality while protecting your confidentiality.

3. Data Storage and Access

Your Personal Data will be stored securely and accessed only by authorized personnel. Please be assured that the Hostel takes reasonable steps to prevent unauthorized use or disclosure of Personal Data.

4. Your Rights

You may contact the Hostel administration for exercising any rights available to you under Indian law or to register any grievance with respect to the Hostel’s use of Personal Data.

Declaration and Consent

I, the undersigned, have read and understood this Privacy Notice. I consent to the collection, use, and processing of my Personal Data as described above.

Name of Applicant: _____

Signature: _____

Date: _____