



BPHE'S
Centre for studies in Rural Development
Institute of Social Work and Research
Station Road, Ahmednagar



Hostel Guidelines

INDEX

	Page No.
1. About the Institute	1
2. Admissions	2
3. Fees	2
4. Facilities	3
5. Discipline	4
6. Security Measures	6

1. ABOUT THE INSTITUTE

Pioneer in Community Extension and Social Work Education:

BPHE Society's Centre for Studies in Rural Development (CSRSD), Institute of Social Work & Research, Ahmednagar is one of the pioneer institutions in community extension and social work education in India. It was established in 1961 as a department of Ahmednagar College, Ahmednagar. Ahmednagar College being the first college in the District (1947) having a vision of 'innovativeness' had a social obligation to the people of this region.

CSRSD, then known as the 'Rural Life Development and Research Project' was an attempt to revitalize education by relating it to the needs of its rural surroundings. It was also an effort to meet the ever growing demand for responsible citizenship, effective leadership, efficient and well informed personnel to undertake responsibilities in the fields of Community Development and participate in the process of nation building.

Right from the beginning, the need was felt not only to reach out to people but also to conduct research and train people for Development. Hence a Course in Community Development (Certificate Course) was started in 1961 itself, with an object of meeting the pressing demand for properly motivated and adequately equipped personnel for Community Development. Diploma Course in Social Work (University of Pune) was started in 1967 and as the higher education became imperative, this Diploma Course in Social Work was upgraded as the Master of Social Work Course (University of Pune) in 1974.

CSRSD-ISWR is managed and run by Bhaskar Pandurang Hiwale Education (BPHE) Society, Ahmednagar. The Institute is affiliated to University of Pune and recognized by UGC under Section 2 (f) and 12 (b) of the UGC Act, 1956. The Institute is aided by the Ministry of Social Justice and Empowerment, Govt. of Maharashtra.

The Institute also provides the facilities like Hostels for Boys & Girls. These hostels are not meant for luxury but comfortable stay and study. These hostels have facilities like newspaper, recreation and sports, warm water etc. The Institute also makes efforts to provide healthy environment for study.

2. ADMISSION:

Admission to the hostel is given to full-time, bonafide MSW / MAMR) students only. Due to the limited capacity, hostel admission is dependent on the availability of seats. And for the same reason the Institute regrets that it is not in a position to offer hostel accommodation to students who:

- i) Ordinarily reside in the Ahmednagar Town or villages at most 10 km from Ahmednagar town.
- ii) Deputed candidates, holding government accommodation in Ahmednagar. Further out-of town students, without close relatives in Ahmednagar will be given priority in hostel accommodation. In the interest of the privacy, safety and well being of all hostel residents, only bonafide hostel residents are permitted inside the hostel rooms.
- iii) Duration of Stay: The maximum period of stay in the hostel will be two academic years (or 4 semesters) for MSW/MAMR students. However, continuation of hostel allotment will be reviewed each term and will entirely depend upon the proper use of the facilities and in abiding by the rules of the hostel.

3. FEES

The hostel fees must be paid at the time of admission or at the beginning of the semester at the cash counter of the office. The fees cover residence for the semester only. It does not cover vacation periods. The hostel fee is mentioned in the information Brochure/Prospectus for MSW / MAMR Programme. You may stay in the hostel during the vacation for one or two days prior to the beginning of the II/IV/ semester and for one or two days, after the end of a semester, for which you will be exempted from paying any charges. A student staying in the hostel during the vacation, in excess of the limits mentioned above, shall do so only with the prior permission of the Warden/Director. This stay in the hostel will be for educational purposes only; for example, completing the research project, supplementary examination, and a vacation placement related to the professional studies pursued by the student at the Institute. In the case of the I/III semester, the hostel accommodation will be available for only one day in advance of the commencement of the semester. Non-payment of hostel fees/dues for more than a month, without authorisation by the Director will result in expulsion of the student from the hostel.

i. Daily Rate:

Any student wishing to stay in the hostel in exigency situation can do so on the recommendation of the Director/ course Coordinator and others will be charged at the rate of Rs. 25/- per day. After completing the programme, a student will have to vacate the hostel within two days. The student may, however, be allowed to stay in the hostel for a temporary period, not exceeding one month, on the payment of Rs. 40/- per day. The daily rate for the Institute Faculty, Ph.D. scholars or any other scholar staying in the hostel for the academic work, will be Rs. 200/- per day.

4. FACILITIES

i) Solar Water heating System:

The institute has solar water heating system installed for its residents. Hot water taps are available at each floor. Students need to carry hot water to bath rooms and not to take bath or make use of hot water near the taps. Hot water is available in the morning hours from 5.30 a.m. to 8.00 a.m. on classroom teaching days (Monday, Tuesday, Friday and Saturdays) and from 5.30 am to 9.00 a.m. on other days.

ii) Rooms, Recreation hall and common room:

Keep them secure, keep them clean! All the hostel residents are requested to keep their rooms secure and clean.

A Student will not change the room allotted to him except with the prior permission of the Hostel in charge. Rooms and hostel premise should be kept clean and will be subjected to regular inspections. Students are required to hand over charge of their dormitory keys and furniture to the Wardens or to the Office Superintendent, before leaving for vacation, otherwise, they will be charged Rs. 50/- per day. The students' lien in their rooms will be maintained during the period of vacation after first/third semester, i.e., they will be reallocated the same room on their return.

iii) Illness:

The Institute is committed to taking care of all residents and will do its best to help students to deal with medical emergencies and problems. The institute avails the services of a Doctor who visits the Institute twice in a week (Tuesday and Friday). However, his services are available at his clinic all the days. Students are advised to always consult the Institute Doctor.

If you fall sick please inform the warden, Office Superintendent or Director immediately by yourself or through a fellow resident. A first aid kit is available with both the office. In case of an emergency, the Hostel Warden or Office Superintendent may call in the Institute Doctor to attend to you. If it is warranted the Institute will admit you to a hospital on the recommendation of the Institute Doctor. Please note that you will be expected to bear the costs of any out of turn visits by the Institute Doctor and other itinerant costs arising out of any emergency.

5. DISCIPLINE

The CSRD-ISWR values diversity and mutual respect as well as the privacy and needs of all residents. And we expect all of you to follow these guidelines in letter and spirit; a deliberate and conscious breach of which may attract disciplinary action.

i. Late Night:

It is not advisable to stay out late at night. All residents (Boys) are urged to ensure that you are back within the campus by 8.00 pm and Girls by 6.00 pm. However, if you are required to reach the campus late due to some emergency, you have to inform the Warden in writing.

ii. Night out: For overnight or weekend visits to your parents or local guardian's place or any out station visits you are required to fill up the form giving full address, telephone number, and date(s) of visit. This form should be countersigned by the Programme Coordinator in case of visits for academic/ professional purposes (excluding weekly field work, rural campus/study tour) or visits to home entailing absence from the academic programme. The form should be submitted to the office and, in their absence to the Attendants. Failure to comply with the above regulations will be treated as a serious breach of the guidelines.

iii. Quiet Period:

Ours is a small campus with adjacent rooms, guesthouse and Directors quarter all living in close proximity. In order to ensure minimal disturbance, we maintain a quiet period from 10.00 pm to 7 am to facilitate private study or rest. Please socialize or entertain yourself in a manner that does not disturb others. As most of you share rooms, please take care not to disturb others.

iv. Conserve Electricity and Water:

In the interests of conserving resources, all hostel residents must ensure that lights, fans and taps are switched off when not in use. Use of other electric appliances such as iron, emersion heater, hotplate etc. is strictly prohibited in the hostel. Appropriate disciplinary action would be taken, if student is found to be using such appliances.

v. Visitors

All residents of the hostels may meet their visitors in the lounge lawn or common room of the hostel. In the interest of keeping the privacy, hostel residents are not permitted to entertain the visitors in their rooms. Visitors will not be allowed in the hostel premises after 8.00 p.m. and before 8.00 a.m. Girl students will not be permitted to visit boys in their hostel rooms. They can meet their guests and relatives before 6.00 p.m. only.

vi. Valuable Articles:

Students are advised not to keep large amounts of money and valuable articles in their rooms. Please take care of personal belongings and valuables. Students can deposit their money in bank accounts and withdraw it back whenever needed. The Institute is unable to take responsibility for the loss of money and/or valuables lost due to the negligence of the hostel residents.

vii. Natural Environment:

The CSRD-ISWR Campus is blessed with the natural beauty and greenery. It has a variety of plant. Please take care to ensure that you nurture the environment and that your activities do not result in any harm or disturbance to the plant of the Campus. All residents are expected to cooperate in ensuring minimal waste generation, its safe disposal and segregation. Hostel residents are also requested not to put any plastic/cloth/shampoo pouches or other articles in the drain and throw all the waste material in the dustbins provided for the same purpose.

viii. Cooking:

For your convenience Tea/Coffee/Snacks are provided at the canteen during 7.00 am to 9.00 pm. Residents are not permitted to cook in your room or in the hostel premises. In case of getting Tiffin from outside, do not wash your Tiffin Box in Bathroom, use dustbin for the waste food.

6. SECURITY MEASURES

i. Attendant and Security personnel

Hostel is provided with Hostel attendants to keep the hostel premise clean. Also a security person is deputed at the hostel gate. The attendants clean the premise once in a day. The attendants will maintain a logbook on the status of cleaning of hostel common areas. Please treat your attendants and security persons as you would any other Institute staff or faculty; they are there to help but not necessarily to attend to your personal needs.

All residents are strongly urged not to resort to ragging, eve-teasing, sexual harassment and other activities that cause physical or mental discomfort to others. Engaging in such activity that constitutes a serious infringement of the Guidelines will result in immediate expulsion.

ii. Security Measures:

You are requested to carry your identity cards with you always for security reasons. Security measures impose restrictions and are therefore irksome but they are nonetheless essential.

Security is the concern of everyone in the Institute and is the responsibility of all residents of the campus.

(i) Your need to take care of your belongings. No documents or files, books, mobiles or anything valuables is to be left unattended at any time. It is desirable that the concerned students should always keep their rooms locked in their absence.

(ii) The institute reserves the right to prosecute unauthorized persons in the hostel.

c. Maintenance

All the residents have to maintain cleanliness and take care of furniture, fixtures and other belongings provided for your use. In case of any inconvenience the Register is kept in the office.

(i) All the hostel residents and their parents/guardians are requested to carefully read the Hostel Guidelines of the Institute and return to the OFFICE after signing as a token of consent to maintaining a conducive environment to facilitate learning in the campus.

d. Outside Accommodation:

Those students, who find it difficult to follow hostel rules, make adjustment to hostel timing or multi-seated arrangement may opt out of the hostel. The administration may facilitate this process of transition.

Important Telephone Nos.

Fire	: 101 & 2329581
Ambulance	: 108 & 2320474
Police	: 100 & 2416117
Director, CSRD	: 0241-2346328
Rector, Gent's Hostel	: 9588426411
In-charge Ladies Hostel	: 8999216015
Evangeline Booth Hospital	: 0241-232 0474
Anand Rushiji Hospital	: 0241-2320702
District Civil Hospital	: 0241 243 0785