

1

INDIRA GANDHI MEDICAL COLLEGE SHIMLA
REVISED
RULES & REGULATIONS FOR THE HOSTEL RESIDENTS

Hostel accommodation is provided with the understanding that the resident students will strictly abide by the hostel rules currently in force or may be enforced from time to time. Accommodation in the hostel cannot be claimed as a matter of right. The institute administration may refuse accommodation to any student who is known to have grossly violated the hostel rules or whose presence is likely to disturb the peace and tranquility of the hostel. Violation of hostel rules will make the students liable to disciplinary action including permanent expulsion from the hostel. Student must remember that hostel is the home of the student on the campus and therefore he/she should behave on the campus as well outside in such a manner as to bring credit to him/her and to the institution. Every student must be acquainted with all the rules and regulations of the hostel. He/she must observe them strictly. Ignorance of rules will not be considered as an excuse.

Hostel Administration -

- Principal --Chairman for all the hostels under IGMC
- Chief Warden—Overall in charge of all the hostels

Hostel committee

- Warden of the respective hostels
- Hostel Manager
- Girls/boys representative
- Hostel prefect
- Mess Secretary
- Common room incharge

Allotment rules

- The allotment of hostel shall be made by the warden after inviting applications from the undergraduate and postgraduate students every year in July/August or on the commencement of the session. Delayed applications will not be entertained.
- Allotment will be purely on the basis of NEET rank of UGs and PGs. If any objections, can be submitted within seven days to the warden after which no request will be entertained. The rooms will be allotted for a maximum period of five and half years for UGs and three years for PGs.

Total of
Pages.

Signature of Resident -

Signature of Parents/Guardians

CODE OF CONDUCT

- Hostel admission will be done only after the joining of concerned student in his/her respective course.
- Every student should stay in the room allotted to him /her. Mutual exchange of rooms after final allotment is not allowed. However, only the hostel warden may allow as a special case on valid and reasonable ground. Violation of this rule will be considered an act of gross misconduct and entail appropriate disciplinary action including imposition of heavy fine and expulsion from hostel.
- Residents must look up the hostel notice board regularly. The warden, team member or any authorized member of the institute staff can inspect the room of the student in the hostel at any time.
- No student should keep any firearms, lethal weapons, poisonous things or intoxicants of any kind in the hostel. They must refrain from any kind of substance abuse. Students are prohibited from consuming alcoholic drinks, drugs, cigarettes, tobacco products or any other intoxicants inside the hostel or to enter the hostel after consuming the same. Any student found consuming or in a inebriated state in the hostel render himself/herself liable to strict disciplinary action
- Students must not take the law into their own hands, but must report all the disputes to the hostel warden in-charge/ warden. All kind of shouting, fighting, gambling, stealing, violent knocking, maltreating or abusing are strictly prohibited. In such cases strict action will be taken against the offenders who may be handed over to police.
- Ragging in any form is a cognizable offence and severely punishable as per the supreme court directives leading to expulsion from the hostel and disciplinary action may culminate in his/her expulsion from the institute as well. The institute administration may report incidents of ragging to the police for action under the law
- Hostel students shall not leave the campus without prior permission of the warden in-charge/warden. Hostel student who leaves hostel without the permission of the concerned warden shall be deemed to be absenting without permission and parent/guardian/police authorities may be intimated under the notice of the principal.
- Students are prohibited from subletting the room to any other student or any outsider in the room. In case of any unauthorized shelter, the student will be liable to disciplinary action

- The inmates of the hostel will not leave the hostel premises on holidays for the purpose of any excursion / picnic or any project work. Prior permission of the warden in-charge/warden has to be obtained for going for any such purposes. However for any eventuality that may occur during picnic/excursion, the responsibilities does not lay with the institute authorities.
- Hostel inmates are supposed to take care of their health themselves. Students suffering from the infectious diseases will have to take leave from the hostel for medical treatment to proper hospital or home. In case of need for hospitalization , student should inform his/her parents/guardian. Parents/guardian are required to communicate to the concerned warden in-charge /warden in this regard.
- Formation of the association of students on the basis of regions, caste, or creed is not allowed during their stay in the hostel.
- Room furniture and electric fittings are required to be maintained by the inmates in good condition. In case of any damage to any part of the hostel building, furniture , apparatus, or other property of the institute caused by the inmates of the hostel , the loss shall be recovered from the person identified as responsible for such damage. However , if the person causing damage can not be identified , the assessed cost will be distributed equally amongst all the inmates of the hostel or group of inmates of the hostel found responsible for the damage.
- Penalty for violation of hostel rules will be decided by the hostel authorities considering the severity of the offence /violation of rules/ act of indiscipline. Fine /penalty amount may be deducted from the hostel security deposit. If cumulative fine exceeds Rs.1500/- per academic year, he/she will not be considered in merit for the next hostel admission.
- After completion of respective course, a time period of seven days is given to all the residents to vacate the hostel accommodation.
- Any resident of any course if retaining hostel accommodation after seven days from the date of completion of his/her course will be charged with penal rent @Rs.200/day maximum up to fifteen days and then the room will be taken into possession by breaking the lock in the presence of warden in-charge/warden, hostel chief prefect, hostel manager and inventory of items so collected from the room will be made and items will be deposited in the hostel store and the accommodation will be allotted to the next student. Any loss of hostel furniture or other fixtures in the room will be

- deducted from the hostel/mess security of the concerned student. hostel authorities will not be responsible for any loss there after.
- › Resident students are not permitted to invite any outside person to address any meeting in the hostel without written permission of warden.
 - › Light must be switched off when not in use. Use of one room heater or blower and an electric kettle is permissible keeping in mind the weather condition in shimla. The use of induction cooktops, cooking heaters and other similar appliances are prohibited. Students are warned against tampering with electric installation and for all electric repairs authorised electrician should be called
 - › Keeping in mind the water shortage, all the residents are directed to make its efficient use. The taps should be closed immediately after use and they must refrain from washing clothes during the period of acute shortage to avoid inconvenience. They must refrain from using plastic bottles and disposable thermocol plates and glasses etc in the hostel premises.
 - › Students, in their own interest, are advised not to keep excess cash or any valuables in their hostel rooms. They are cautioned to be very careful about safety of their belongings. They should close their rooms securely when they leave the room even for short periods or when they are sleeping. Institute shall not be responsible for the loss of such items due to theft or otherwise. However, in case of theft, matter should be immediately reported to the warden incharge
 - › Students are prohibited from screening\keeping obscene literature\video films in their possession. Any violation in this regard will result in disciplinary action.
 - › Students who occupy the seats allotted to them but leave them afterwards, will be charged full hostel fees and subscription under the hostel rules.
 - › Students should read all the rules carefully and then sign the form for obtaining the hostel.
 - › In Boys Hostel no Girl is allowed to enter the Room, & In Girls hostel no boys allowed to enter the room, If any untoward incident occur the whole responsibility will be of the person who has invited person of opposite sex in his room, this will lead to expulsion from room & police will be informed.
 - › Keeping in view the shortage of parking space no resident is supposed to keep the vehicles; if they have to keep the vehicle then the concerned student has to park his vehicle in paid parking.

• VISITOR AND GUEST RULES (For Girls Hostel)

- No male visitor will be allowed beyond hostel reception in girls hostel.
- No female visitor is allowed inside the hostel without prior permission of warden incharge
- Female guests or visitors both male and female must fill the visitor register properly kept with security guard
- Female guests of any resident can stay up to maximum 5 days with the prior permission of warden. Any female guest desiring to stay for more than 5 days will be charged Rs.500/- per day and that too for maximum 10 days. Stay not to be extended for more than 10 days except in case of extraordinary circumstances such as illness of student
- Any resident guest without prior permission of the warden and proper entry in guest register will be liable to fine of Rs.1000/- and disciplinary action, in addition to guest charges
- Female guests are not allowed to stay in dormitories of hostel
- In case of refusal or non compliance on part of resident to pay the penal rent/room charges of their female guests, the case will be sent to the principal IGMIC, Shimla for required disciplinary action which may include expulsion from the hostel also.
- Fine or room charges for female guests will be collected at hostel office under due receipt and will be deposited in the student fund account.

MESS RULES

- Mess is compulsory for all the residents. Even if any resident does not take the meal in the mess they have to pay the bill minimum of 21 days. ~~Any mess member seeking mess off over and above 10 days a month must get the leave application sanctioned/approved from the warden in-charge and duly submit the same with the hostel office before leaving the hostel. If she fails to comply with this understanding she will make herself liable to pay mess bill for the period of her leave. This exemption in mess bill will only be granted in extraordinary circumstances by the warden keeping in view the reason of leave.~~
- If the mess is running on diet system, it will be compulsory for the members to have dinner in the mess as per the rate fixed for the individual items. In girls hostel it becomes all the more important for the security reasons. Otherwise their admission to the hostel may be cancelled.

- Mess off will be given to mess members during institutional vacations (winter and summer vacations)
- If any member fails to clear the mess dues by the 10th of the month, the warden in-charge reserves the right to impose penalty on such defaulters as he may deem fit. If payment is not made by 15th, the second party will stop serving the meals etc to the members concerned without any prior notice.
- No mess member will directly approach the mess contractor for any dispute but will instead approach the mess secretary who in turn will intimate the hostel warden for further action.
- Mess member will not be allowed to enter the kitchen except the office bearers and no room service will be provided by the second party. Meals will not be served in common room or sports room. Penalty of 300 Rs. will be levied on the defaulters and disciplinary action will be initiated.
- If the bill of any member exceeds the mess security the contractor will have privilege to refuse to provide the food. If he continues to serve the food it will be at his own responsibility and risk.
- In case of any dispute between the mess contractor and mess members, the matter of dispute will be referred to the warden in-charge for arbitration, whose decision will be final and binding on both the parties.
- Complaints, if any, against the conduct of mess contractor /servants may be made by the residents to the warden in writing through the mess secretary.
- No complaint about mess shall be entertained if the complainant him/herself is a defaulter.
- Mess will remain off for one day every month for cleaning of entire dining and kitchen area. The closing day would be 2nd of every month.
- Time period of six months is allotted for the residents to claim their mess security. After six months the mess security will be forfeited and deposited in hostel student fund account.
- Any condition not covered in the rules will be decided by the warden incharge.

HOSTEL TIMINGS, ATTENDANCE AND LEAVE RULES

- Residents of the hostels will have to report to the hostel premises by 9.30 PM in summer and by 8.30 in winter. Hostel gates will remain closed after above mentioned timings.
- Residents will mark their attendance by 9:30 P.M. in the register provided at the reception.

- Residents will submit their application in the warden's office before they leave the hostel, enter full address and contact number of the place where going to and time of leaving and probable time of return.
- Residents will fill up all the columns of movement register while moving out of the hostel for any purpose after 4 pm to 9.30 pm.
- Any breach of this rule will attract fine of Rs. 500/- and strict disciplinary action will be initiated against her/him as deemed fit by the warden. No boarder in any case should overstay her/his leave or vacation without obtaining prior permission of the warden.
- In the girls hostel, officials will make the arrangements to call the girl from her room to the reception. No person with the exception of mother and real sister of the boarder is allowed to visit the room.
- Any conditions not covered in the rules will be decided by the chief warden/ warden in-charge of hostel.
- If any resident violate any hostel allotment rules/mess rules, he/she may be expelled from hostel or college as deemed fit to the hostel and institution authorities.

Signature of student/Resident-

Signature of Parents/Guardians.