

Warden In charge,  
Medicos' Boys hostel, holy oak,  
IGMC, Shimla.

No. HMC (BH Allot/Vact.)2024- 459

Dated- 22/11/24

**“OFFICE ORDER- ROOM ALLOTMENT”**

The students of IGMC who have applied for the room in the medicos' boys hostel ( Batch-2020-23) and were in the waiting list of the hostel accommodation in the medicos' boys hostel, Holy Oak, are hereby allotted the following mentioned rooms in the Raman and Bhawa hostel on the seniority and merit basis and are as follows-

Sr. No	Name of Student	Batch	HPURank./AIQ	ROOM NO
1.	Ashish Kumar	2020	----	319
2.	Faheen Ahmed	2023	4823- AIQ	542
3.	Varun Kumar	2023	5988- AIQ	513
4.	Ashish Thakur	2023	81-HP-AMRU	210
5.	Muhammad Irfan	2023	134-HP-AMRU	123
6.	Peeyush Parmar	2023	141-HP-AMRU	317
7.	Raman Kumar	2023	154-HP-AMRU	516
8.	Aryan Verma	2023	244-HP-AMRU	522
9.	Divesh Sharma *	2023	265-HP-AMRU	524*
	Check Room condition			
12.	Shabd *	2023	271-HP-AMRU	424 *
	Check room condition			

- Kindly check the hostel room before depositing fees, as rooms will not be changed for the next one year.
- If any student does not take the allotted room, he will be debarred from the hostel accommodation for one year.

All the above mentioned students are requested to **download the hostel admission form of Boys Hostel, along with the enclosures and Hostel Rules and regulations copy** from the IGMC -website or contact Hostel manager and complete all the necessary formalities of admission and deposit the hostel fees in the SBI bank **Account** – through SBI collect- till 10/12/2024. If the form is not received in the office within stipulated time, the allotment will stand cancelled and the room will be allotted to other eligible waiting student.

Warden, Bhawa  
Endstt. No- as above-

Warden Incharge, Raman

**Copy to-**

1. The Principal, IGMC, Shimla for information please.
2.  IT section IGMC, for displaying the list on the IGMC site for the information of students.
2. Hostel and College Notice Board.

Warden, Bhawa Hostel

Warden Incharge, Raman Hostel,  
Medicos' Boys Hostel, IGMC,  
Shimla, Shimla.

**MEDICOS' BOYS HOSTEL FORM**

**INDIRA GANDHI MEDICAL COLLEGE, SHIMLA.  
HOSTEL ADMISSION FORM**

COLLEGE ROLL NO. \_\_\_\_\_ SESSION \_\_\_\_\_ CLASS \_\_\_\_\_

1.Student's Name(in block letters) \_\_\_\_\_

2.Father's Name \_\_\_\_\_

3.Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_

4.Father's Profession \_\_\_\_\_ Annual Income \_\_\_\_\_

5.Permanent Home Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No/Whatsapp No \_\_\_\_\_

Email id. \_\_\_\_\_

space for

Correspondence address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

photograph

6.Name of Local Guardian \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7.Relation with Local Guardian \_\_\_\_\_

8.If you were in hostel earlier give details \_\_\_\_\_  
\_\_\_\_\_

9.Have you any serious ailments .Give details \_\_\_\_\_  
\_\_\_\_\_

10.Father/Guardian Signature \_\_\_\_\_

Signature of Student \_\_\_\_\_  
Mobile No \_\_\_\_\_

**Principal**

**Warden Signature**

Deposited hostel fees for the period from \_\_\_\_\_ to \_\_\_\_\_ amounting to  
Rs \_\_\_\_\_ of the hostel \_\_\_\_\_ in the Bank \_\_\_\_\_  
dated \_\_\_\_\_ ( online transfer vide \_\_\_\_\_ bank dated \_\_\_\_\_ )  
Other mode \_\_\_\_\_

Room No \_\_\_\_\_ is allotted in hostel to \_\_\_\_\_.

**Manager Hostel.**

### DECLARATION

1. I Shall abide by all hostel rules and regulations.
2. I will become mess member compulsorily and pay the mess dues on time.
3. I shall not stay out without the prior permission of the Warden In charge.
4. I shall not leave the station without the prior permission of the warden.
5. I shall not keep guests in my room without prior permission.
6. I shall not cook meals in the hostel room.
7. I will keep the hostel premises neat and clean.
8. I shall not keep any valuables or electrical items in my room.
9. I shall be responsible for the movable and immovable property of the hostel.
10. I will not break any hostel property.
11. I shall attend all hostel functions and meetings.
12. I shall be marking my attendance in the register with the chowkidar and shall give proper information of my movements in the odd hours.
13. I shall behave properly in the hostel and will not disturb the hostel peace and decorum.
14. I shall not misuse the hostel common room, sports room ,etc.
15. I shall not bring any girls/ladies in the hostel.
16. After the completion of the course/term in the college, I shall vacate the hostel. room immediately and shall hand over the charge of the room to the hostel authorities and obtain the necessary NO\_DUES.
17. If I violate any hostel rule. I may be expelled from the hostel and disciplinary action may be initiated against me.
18. If any complaints are received against me, necessary disciplinary action may be initiated against me.
19. **I SHALL NOT INDULGE IN ANY KIND OF RAGGING IN THE HOSTEL PREMISES AND OUTSIDE.**

Dated \_\_\_\_\_

Signature of student

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

### FATHER'S/GUARDIAN'S DECLARATION

I \_\_\_\_\_ Father/Guardian of \_\_\_\_\_ take the full responsibility for the conduct of my son/ward during his stay in the hostel. Authorities can take disciplinary action if he does not abide by the hostel rules. I also take responsibility for the dues of my son. I shall keep in touch with the Warden Incharge and the teacher.

Signature of the Father/Guardian.

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

## **AFFIDAVIT**

I ..... Father/Mother/legal Guardian of  
Mr/Ms..... Resident of (full address with mobile  
No.).....  
..... who has been admitted in the academic session 20\_\_\_\_ in  
(Name of College)..... Presently a student of  
(MBBS/BDS)..... Courses do hereby solemnly affirm and  
declare that my son/daughter/ward will not indulge in any type of Ragging or indiscipline  
in the campus/hostel and outside. In case of any such violation, strict disciplinary action  
should be followed as per Ordinance issued by the H.P. Govt., and regulation of Medical  
Council of India. I/we will not interfere in any way in the action against my  
son/daughter/ward.

Deponent.

( To be signed by the father/Mother/legal guardian of the student)

## **VERIFICATION**

I, the above named deponent do hereby solemnly affirm and declare that the  
above particulars of the affidavit are true to the best of my Knowledge and belief. No part  
of it is false and nothing material has been concealed there from.

Verified at..... the day of .....20\_\_\_\_.

## UNDERTAKING

I.....S/o Sh..... Studying in  
(MBBS/BDS).....course in .....(name of  
College)..... for the academic session 20\_\_\_\_ and presently a  
student of ..... year/Professional is hereby give an undertaking that I  
will not indulge in any kind of Ragging or indiscipline in the  
campus/hostel/outside/anywhere. If so, strict disciplinary action may be taken against me  
as per law/ordinance issued by the Government of Himachal Pradesh and Regulations of  
Medical Council of India.

Date.....

Place.....

Signature of Student.....

Name .....

Class/Course.....

Mobile /Tel.No.....

## COUNTERSIGNED

(Parents/ Guardians)

Full Address .....

.....

Telephone No/Contact No.. .....

## UNDERTAKING

Enclosure with the Hostel admission form

I am fully aware that **Ragging is strictly prohibited in the college, hostel and outside**. I will not indulge in **Ragging** in any form in the hostel premises. I will work for the promotion of Zero tolerance of the RAGGING. I am well aware of the punishments for the Ragging. If any complaint of ragging against me is received, strict action as per the law may be taken against me.

**The Punishments for the ragging includes-**

1. Imprisonment, fine or both.
2. expulsion from the institution.
3. suspension from the institution or classes for a limited period.
4. Fine with a public apology.

OTHER forms of punishments may includes-

- a. withholding scholarships or benefits.
- b. debarring from representation in events.
- c. withholding of results.
- d. suspension or expulsion from hostel or mess and the like.

Action as per the Supreme Court orders and the H.P. Ordinance will be taken.

\*Criminal case with the Police station can also be lodged.

Dated-

Signature of student.

ENCL WITH HOSTEL ADMISSION FORM

## MEDICOS BOYS' HOSTEL – HOLY OAK

### ROOM SHIFTING RULES

1. Room shifting will be done only after a written request is received and approved by the warden.
2. Room shifting without permission is not allowed and the suitable disciplinary action in addition to fine of Rs 5000/- will be taken.
3. Room shifting of Ist yr students from the First year earmarked floor is compulsory.
4. Seniors will be given priority in shifting.
5. Students of same batch- the students who has joined hostel first will be considered senior.
6. Willing shifting will be considered for only once by any student. If a student shifts willingly, he will not be considered for any future room shifting.
7. Front side to front side room shifting request will not be entertained.
8. Raman and Bhawa inter shifting will be considered for genuine reason and will solely depend upon the discretion of the Wardens.
9. Backside to front side shifting - priority will be given to the student whose room condition is not good.
10. Room shifting is solely on the discretion of Wardens and is not a right of resident.
11. The room will be checked/inspected if the room is being changed due to room condition.
12. Same floor shifting is allowed and one floor to other is discouraged.

Signature of Student.

**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.

## 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 tempering 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 IGMC, 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 ( except interns and PG students) 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 10<sup>th</sup> 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 15<sup>th</sup> , 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 2<sup>nd</sup> 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

Signature of Parents/Guardians.

**Warden In charge,  
Medicos' Boys hostel, Holy oak,  
IGMC, Shimla.**

No. HMC (BH R&D)2023-  
To

Dated-

Mr. Rahul Kumar, Room No- 501, Batch-2020,  
Mr. Vivek Kumar, Room No-405, Batch-2020,  
Mr. Prashasth Sharma, Room No-401, Batch-2020,  
Mr. Rahul- day scholar, Batch-2020,  
Mr. Shivjot, Room No-212, Batch-2020,  
Mr. Rishi Rana, Room no-409, Batch- 2020,  
Mr. Kartick, Room No-515, Batch-2020,  
Mr. Parvesh Kumar, Room No-514, Batch-2020,  
Mr. Tenzin Yeshi, Room No- 314, Batch-2020,  
Mr. Vikas Nehra, Room No-418, Batch-2020,  
Mr. Ayush Nayak, Room No-415, Batch 2020,  
Mr. Anmol, Room No-416, Batch -2020,  
Mr. Krishap, Room No- 521, Batch-2020,  
Mr. Rahul Singh, Room No-518, Batch-2020,  
Mr. Shubam Chauhan, Room no-238, Batch-2020,  
Mr. Mahesh Thakur, Room No-108, Batch-2021,  
Mr. Kashish Patial, Room No-123, Batch-2021,  
Bhawa Hostel, Medicos' boys hostel, Holy oak,  
IGMC, Shimla.

**Subject: Regarding action taken for misconduct by you in the  
Disciplinary committee of College.**

Memo;

This is in reference to the decision of the Institutional  
Disciplinary Committee which was held on **29/09/2023 at 2.30PM** under the  
chairpersonship of worthy Principal, IGMC, and its order vide letter **No.19384-  
87 dated 17/10/2023**, whereby you have been found guilty of misconduct for  
creating hooliganism, alcohol consumption and damage to hostel property.

Therefore the /Disciplinary committee has found you guilty of  
misconduct and a fine of **Rs 10,000/- ( ten thousand only/-)** has been imposed on  
you, the receipt of which needs to be deposited in the student section and hostel  
office.

Kindly comply with the order.

- Copy of the Disciplinary Committee order for the action taken is being  
enclosed for your necessary action.

Warden In charge,

Endstt No- As above-

Copy to-

1. The Principal, IGMC, Shimla for information please.

**Warden In charge,  
Medicos' Boys hostel, Holy oak,  
IGMC, Shimla.**