



# Shri Guru Ram Rai Institute of Medical and Health Sciences

## HOSTEL RULES AND REGULATIONS FOR THE STUDENTS

***Any change of address / telephone number of the parent / local guardian, at any point of time, has to be intimated immediately to the hostel office in writing.***

A Student pursuing his / her studies at Shri Guru Ram Rai Institute of Medical and Health Sciences, Patel Nagar, Dehradun, should reside in Hostel, owned and maintained by the Institute during the tenure of studentship of the academic programme. The information regarding hostels is being provided on the college website. The rules and regulations are framed to ensure that the hostel property is protected; student staying in the hostel is comfortable in a conducive environment for healthy living and discipline is maintained amongst the inmates. As per The Rules, Regulations & Code of Conduct for the UG & PG Students (PG JRs), JRs & SRs, the students are required to abide by these Rules and Regulations.

Admission to a Hostel is provisional and will be confirmed only after approval from the principal and is also subject to satisfactory medical examination and payment of fee as given below:

The Hostel Management will generally provide minimum furniture and fittings for each room consisting of one each of cot, table, chair, Almira, ceiling fan with regulator and, a tube light fitting etc.

### HOSTEL MANAGEMENT

Each hostel is managed by a Warden, who is regular faculty of the Institute,

The following officers constitute the Hostel Administration Committee (HAC):

- A. Dean Student Welfare
- B. The Chief Warden
- C. Assistant Wardens
- D. Residential Students Councilor
- E. Care Taker

### CODE OF CONDUCT

All residents are required to maintain standards of behavior expected from students of a prestigious Institution such as ours. They are expected to behave courteously and fairly with everyone both inside and outside the campus.



The student shall treat the staff and housekeeping staff of the Hostel with due courtesy at all times. Service of the housekeeping staff shall NOT be utilized for private or personal work. No tips in cash or kind should be given to the staff of the Hostel.

Rooms are allotted to each student on his/ her personal responsibility. He/she should see to the upkeep of his / her room, hostel and its environment. Students should bring to the notice of the care taker office, through the Warden, for all routine maintenance works (Civil, Carpentry and Electrical), if any, to be carried out in their rooms.

Students should co-operate in carrying out maintenance work and vacate their rooms completely when the maintenance department requires the rooms for this purpose. On such occasions, the management will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the same.

Rooms once allotted to the students for an academic year will not be changed except on special situations.

A student shall have to vacate the hostel within three days of completion of her/his examination or any such academic requirement, extra ordinary circumstances, whichever is later. Any extra day will be charged as per norms and for such extra days, prior written permission from the Principal is required. In case a student does not vacate her/his room, the belongings will be removed from the room and room will be locked by the Warden in the presence of a Security in charge with no responsibility of the Management for the loss, if any.

If the status of any student changes during the period of stay in the hostel, he/she is required to inform the warden of Hostel immediately and should vacate the hostel.

Any student who is removed from the Rolls of Institute will automatically cease to be a member of the hostel.

Before vacating the rooms, the students should fill up the Room Vacating Slip in duplicate. The electrical installations including the fan should be handed over intact, in addition to the furniture. The personal lock has to be removed while vacating the room.

### **Medical Examination:**

The Medical examination is conducted by Shri Mahant Indires Hospital. The Student is required to disclose all past medical history. Any nondisclosure of past medical history is at the risk of the student.



### **Hostel Fee:**

The student shall pay Hostel fee for one year as onetime payment. The term for the hostel fee is one academic year. The fee shall be paid by Demand Draft /Electronic Transfer.

### **Mandatory Accommodation:**

For all Students, hostel accommodation is mandatory. The hostel is treated as an extension of the institute and observance of rules and regulations of the Hostel is compulsory for all the student.

Room Allotment Room allotment is done by the Warden in consultation with the Principal or his representative. Students shall not interchange their room with another student or shift into vacant room/ bed without prior written permission. Administration has the right to shift any student from his/her room to another room in the hostel.

A student is merely permitted to temporarily stay in the hostel, under the rules and regulations framed by the University, from time to time.

### **Local Guardian:**

The student will register details of local guardian duly authenticated by parents. A copy of hostel rules will be signed by the local guardian. Student not having local guardian will be required to get an e-mail from parent for night outs

### **Safety & Personal Belongings:**

The Student is personally responsible for safety of their all valuables and these should be kept in the cupboard under lock and key. The Student should not leave mobile, ornaments and other valuables unguarded.

The students should not screen pirated / unauthorized / unlicensed movies in their computers and common rooms. Any violation will be dealt severely. Punishment for the same will be decided by authorities.

### **Furniture & Fixture**

The student shall not bring any extra furniture or other fixture in the room. All furniture and fixture in the rooms allotted to the student must be cared for properly. The student will be required to pay double the actual current cost if any item is found damaged or missing from their room due to careless / negligent handling. The student will also be required to pay the charges of the repair of an item that is found to have been willfully damaged or have been damaged on account of misuse or unfair wear and tear.



Interchange of Furniture/Fixture: Student is prohibited from interchanging any furniture/fixture from one point/location in the hostel to another. Besides a penal recovery as imposed by the Administration, students involved in such activities may be expelled from the hostel.

#### **Use of appliances:**

Electric appliances shall not be permitted in the room, defiance of which shall enable the warden to confiscate the gadget forthwith. The use of electrical appliances such as immersion heaters, electric stove / heaters / electric iron are forbidden in any of the rooms allotted for residence. Private cooking in the hostels / student's room is strictly forbidden. Such appliances, if found will be confiscated and a fine will also be imposed.

The uses of audio systems which may cause inconvenience to other occupants are not allowed. The use of personal TV, VCR and VCD / DVD is prohibited. The students should not hire objectionable CDs from outside.

The lights in the bathroom should be used only as and when necessary and shall be switched off, when the bathroom is not in use. While leaving the room, students should take care to switch off the lights and fans without fail. In case of default on this account, a reasonable fine per default occasion will be imposed by the Warden.

#### **Hot Water Supply:**

Water Timings all rooms are connected with solar water heater for supply of hot water. Water timings have been laid down and the same are always displayed on hostel notice board. The student should not leave taps open when the taps are dry, as it will result in subsequent loss of water and further aggravate the water problem.

#### **Room Checking:**

The Hostel Wardens/ or any other Officials of the College along with Security Guards may at their discretion inspect /check any room or student's belongings in the presence of the students living there in any time of the day or night. For Ladies hostel checking, Warden will be accompanied by female guard and female care taker and two female students representatives.

#### **Vehicles:**

Use of vehicles will be governed by the vehicle policy of the institute. Vehicles with Shri Guru Ram Rai Institute of Medical and Health Sciences, stickers, only will be permitted inside the campus. Administration has the right to refuse parking space to students on campus. Students residing on campus are not permitted to park their vehicles in Shri Mahant Indireswari Hospital. Undergraduate Students are not permitted to possess powered vehicles. Residents are required to obey all traffic rules inside the campus.



Parking of powered vehicles in front of the blocks and in the pathway must be avoided. Students are advised to park their Vehicle/Cycle in the space provided for the same.

### **Expulsion from Hostel:**

The University/ Institute/ reserves the right to terminate the temporary occupancy of the student for any willful disobedience or defiance of authority, non-observance of hostel rules, causing damage to person or property or indulging in anti-social, anti-national or undesirable activities. In such cases the deposit shall be forfeited and hostel fee will NOT be refunded. Students recommended for expulsion from the respective institutes, will also be expelled from the hostel and hostel fee will not be refunded.

### **Attendance:**

Attendance is taken by the care taker every night physically or by Face recognition. Each boarder has to do biometric attendance record every day between 09.00 pm to 09.30 pm (and 10:00 pm on Sundays/Holidays). After such prescribed time, the student is not allowed to go out of the hostel. Going out of the hostel will lead to a disciplinary action

### **Medical Emergency:**

Any student, who is not well, will immediately report to the care taker / Warden. In case of medical emergency, the student will be shifted/referred to the Shri Mahant Indiresht Hospital. Emergency Medical Help Line numbers are displayed in all the Hostels. Please inform the warden about any previous medical history / drug and your blood group.

### **Night Out:**

Night out shall be permitted by the warden only under following conditions and circumstances:

- a. When permitted in writing by the Principal of Institute for academic reasons.
- b. On holidays with written consent from parents/local guardian.
- c. Once night out permission is accorded; student will be permitted to report only after 6.00 am in the morning. However, in case of medical emergency student can contact the warden directly.
- d. In case where the student has the permission for more than one night out, student shall not be allowed in the hostel during the period mentioned even during the day timing.
- e. Identity Card The student will always carry their Identity cards provided to them by the Institute with them when moving out of the Campus, so that in case of an emergency/accident the institute can be contacted and informed. It is also necessary for treatment in the hospital.



- f. Student should co-operate with security personnel for verification and checking of Identity Card. The name of the student's not carrying, Identity card with him/her will be reported to the administration for disciplinary action.

Visitors/Parents Visitors /parents are allowed to visit a student only in the visitor's area between 9.00 am to 11.00 am and 5.00 pm to 8.00 pm on working days and between 10.00 am to 5.00 pm on Sundays and public holidays. No student shall keep talking with visitors in compound, either in or outside the gate/lane. No student shall take any visitor including her/his parents to the room. Personal servants/domestic helpers are not allowed inside the rooms. The parents should give an undertaking to cooperate with the authority and should be available on call.

#### **Mess and Dining Facility:**

Mess The student shall pay mess fee for one year in advance at the time of admission to the hostel. If a student is sick, written application by the student endorsed by the warden should be given to care taker for serving food in the room.

A Mess Committee comprising of, Warden, Faculty and students of various batches will be constituted. The mess committee will decide the menu, check food quality from time to time, maintain a record of such inspections and give feedback for improvement of food quality and other aspects of mess and dining.

Wastage of Food- Only members of the mess are permitted to dine in the mess. Outside food / Tiffin's are strictly forbidden in the Mess. Members are expected to inform their absence/dining out or night out to the care taker well in advance, to avoid wastage of food.

#### **Mess Timings for UG students:**

Breakfast: 7.00 AM to 9.00 AM

Lunch: 12.00 Noon to 2.00 PM

**Sunday Brunch:** 10.00 AM to 12.00 Noon

Evening Snacks: 4.30 PM to 6.00 PM

Dinner: 7.00 PM to 9.00 PM

#### **Mess Timings for PG/JR/Residents**

Breakfast: 7.00 AM to 9.00 AM – **Sunday-** 9.00 AM to 10.00 AM

Lunch: 2.00 PM to 4.00 PM- **Sunday-** 1.00 PM – 2.00 PM





Evening Snacks: 5.00 PM to 6.00 PM

Dinner: 7.00 PM to 9.00 PM

**Silence:**

Strict silence shall be observed in hostel from 12.00 midnight to 6.00 am. Care shall be taken at all times to ensure that music/loud talking is NOT audible outside the room. Any manner of festivities and noise making/celebrations, which may cause disturbance to other inmates in the hostel premises, will not be allowed. Recreational facilities will be turned off at 10.00 pm.

**Cleanliness:**

The student shall keep their rooms, verandah and surrounding areas tidy, neat and clean at all times and shall not throw anything including trash, in such places or any premises in the hostel, except in the dustbin or the place specifically provided for the said purpose. No wet clothes should be dried on the furniture or in corridors/ balconies. The warden may confiscate any such clothes hung for drying in the balconies. No student shall store any cooked food in the room.

**Personal computers:**

Registration of Personal computers, use of licensed antivirus software and compliance to internet policy It is mandatory for all inmates to register their laptops/PCs and install licensed antivirus software.

**Information to Media:**

The student shall take prior written permission of the Principal before giving any information or interview regarding Hostel to any member of the Press, Print Media, Radio, Television or any other media or before making any speech containing any information regarding the Hostel.

**COLLECTIVE RESPONSIBILITIES**

**Assets in Common Areas/Corridors:**

Theft/damage to hostel assets in common areas/corridors will be recovered from all students of the flank/wing involved. In case of theft/damage to items that pertain to usage by the complete hostel, the recoveries will be made from all the occupants of the hostel.

General damage to the hostel property will be the collective responsibility of all the residents and they will be required to make good such damage, if the students who caused the damage could not be identified. Any student, who is found to be indulging in undesirable activities such as physical assault, damage to property, etc., will be liable to the following punishments.



### **Celebrations:**

Celebration of Festivals and Birthdays the student shall take prior written permission of the warden / Principal for celebrating any festivals and birthdays. Birthday celebration should be done at a common place for the duration / timings approved by the sanctioning authority. There should not be any kind of discomfort to other students. No outside guest or interference of any kind will be allowed.

Students should not arrange any functions or meeting within the hostel or outside or within the Institute campus without specific permission of the concerned authorities.

### **Safety:**

Residents should not indulge in practices / activities, which may endanger their own personal safety as well as others. Residents will be personally responsible for the safety of their belongings.

### **Jurisdiction:**

The jurisdiction of SGRRMC is confined to the campus. If our students create law and order problems outside the campus, they are answerable to the police.

### **STRICTLY PROHIBITED ACTIVITIES**

1. To bring, store, possess, consume and/or drink any alcohol/ intoxicating drink, drug or substance of any kind.
2. Smoking in the room and/or any part of premises.
3. Gambling
4. Misuse of Internet and Online Social Media or any act of violating the code of internet use.
5. Any political or communal activity which is detrimental to the law and order and/or against the Government.
6. Storage or possession of firearm, ammunition, explosive and inflammable goods on the premises.
7. Bring and/or keep any pets in the premises including fish, cats, dogs, and so on.
8. Student should desist from pampering stray dogs by offering food, petting them etc.
9. Employing unauthorized persons for personal work such as washing clothes, etc., is not permitted. Members of the hostel staff should not be asked to enter the hostel room on any account





Disciplinary action In addition to penalties, punishment and fine provided in these Rules, Disciplinary action as per the University Code of Conduct shall be taken against student violating these Hostel Rules and Regulations.

**Recovery of Damage/Losses to Property:**

If any common property is lost/damaged/disfigured, the loss will be recovered from the students, in equal share, who are responsible for the damage or loss or in general use of that property. In case the damage/loss cannot be pinpointed to student(s), then collective fine to recover the loss will be levied by the administration.

**Suggestion Box:**

Suggestions and complaints should be deposited in the Suggestion Box located at the reception of Principals office.

1. These complaints will be dealt directly by the Principal
2. Action on anonymous complaints is not guaranteed
3. Identity will be kept confidential if the situation demands
4. For prompt action mention your Name batch and Mobile number



**Principal**