

CHAPTER – 1
HOSTEL ADMINISTRATION

1.1 Definition of Hostel:

“**Hostel**” means a unit of residence, by whatever name called, for students and residents of the Institute provided, maintained, or recognized by it.

1.2 Objectives of the Hostel Life are

- a) To ensure that the students can devote adequate time to their studies and research.
- b) To ensure that students coming from different parts of the country learn to live together and strengthen their relations with cooperation and goodwill, and
- c) To develop a climate congenial for the co-curricular and extra-curricular activities of the students.

1.3 Hostels

- a) Undergraduate Boys Hostel
- b) Undergraduate Girls Hostel
- c) Postgraduate Boys Hostel (A&B)
- d) Postgraduate Girls Hostel
- e) PG Married Hostel (A&B)
- f) Nursing Hostel

1.3.1 Furnishings

- a) The followings facilities are provided in the hostel rooms:
- b) Cot (may be double bedded in married accommodation]
- c) Wooden inbuilt cupboard
- d) A study table with a study chair
- e) Door lock with key
- f) Any other furniture, furnishings, structure, or fixture as provided or erected by the institute

Note: Mattresses, pillows, bed sheets curtains are not provided to allottees.

1.3.2 Internal areas within the Hostel campus

- a) Washrooms, Lifts, Staircase, and Common rooms in shared accommodation in any form.
- b) Any furniture, furnishings, structures, or fixture as provided or erected, or constructed by the institute.

1.3.3 External areas within the campus of the Institute.

The hostel campus includes roads, horticulture of any form, playgrounds, streetlights, benches, security barriers or similar structures, signages and other structures, Internet and computer facilities including wireless routers installed within the hostel premises or any other structure or fixture as provided, or erected or constructed by the institute.

1.4 The Hostels of the All India Institute of Medical Sciences Bilaspur are under the overall supervision of the Executive Director, AIIMS Bilaspur.

The Hostels of the All India Institute of Medical Sciences, Bilaspur are under the overall supervision of the Executive Director, All India Institute of Medical Sciences who appoints a Hostel Advisory Committee to supervise the administration of the Hostels on his / her behalf.

1.4.1 Dean (Academic)

- a) The Dean (Academics) in the Institute looks after the academics and general welfare of the students and their residential life in hostels. He provides general instructions and guidelines to the senior warden, warden, and caretaker on matters concerning their functions.
- b) In absence of Dean (A) for any reason the duties of Dean (A) in hostel matters shall be performed by such person as the Executive Director may appoint for the purpose.

1.4.2 Student Welfare Officer In-charge

Terms of Reference for Officer In-charge Student Welfare

The Officer In charge of Student Welfare is responsible for overseeing and ensuring the physical, mental, and emotional well-being of all students within the institute.

This role involves developing, implementing, and evaluating policies and programs that support a safe, inclusive, and positive environment conducive to learning and personal growth.

Responsibilities

1. Develop and implement policies related to student welfare, health, and safety.
2. Oversee counselling related to extracurricular activities and cultural events organized by the students.
3. Oversee counselling, healthcare, financial aid, and any other support services offered to students.
4. Develop programs and initiatives aimed at promoting mental health, wellness, and a positive institute culture.

5. Lead the response to student crises or emergencies, providing support and coordinating with other departments as necessary.
6. Serve as an advocate for student needs within the institute.
7. Ensure compliance with relevant laws and regulations related to student welfare.
8. Prepare and submit regular reports on student welfare initiative and their outcomes.
9. Engage with students, parents, faculty, and external organizations to promote student welfare.

1.4.3 Chief Warden

- a) The Chief warden shall be appointed by the Executive Director
- b) Chief warden shall function under the overall charge of Dean (A)
- c) The Chief warden will look after the affairs of all hostels and advises its warden on matters concerning their functions.

1.4.4 Faculty In charge (Hostel)

- a) There shall be a Faculty In charge for each hostel
- b) The Faculty In charge shall be appointed by the Executive Director
- c) The Faculty In charge shall perform such duties as are assigned to them by the Chief warden from time to time and they shall function under the overall charge of the Chief warden.
- d) The Faculty In charge shall keep close contact with the residents and shall pay attention to their health, hygiene, and general life in the hostel
- e) Each the Faculty In charge will be responsible for the assigned resident students
- f) Each the Faculty In charge shall ensure that residents in his/her charge observe the hostel rules properly and maintain discipline and decorum and shall promptly report to the Chief warden all cases of misbehavior, indiscipline, and sickness of the residents in his or her charge
- g) The Faculty In charge shall be responsible for the proper upkeep and maintenance of such properties of the concerned hostels as are under his or her charge.

1.4.5 Wardens/Caretakers

- a) Wardens/caretakers of the hostels are to be appointed by the administration of the Institute by adopting the proper procedure of recruitment after obtaining the approval of the Executive Director
- b) There shall be a Wardens/ caretakers for each hostel to assist the Faculty In charge in discharging the duties assigned to him/ her

- c) The Wardens/ caretakers shall perform such duties as are assigned to them by the concerned Faculty In charge from time to time and they shall function under the overall charge of the respective Faculty In charge
- d) The Wardens/ caretakers shall provide a gate pass to the undergraduate students assigned to them if they want to go out for any valid reason.
- e) The Wardens/ caretakers shall be residing in the respective hostels

1.4.6 Student prefects

Students' prefects will be appointed by the hostel warden in consultation with the Chief warden and other stakeholders from the student side. Each hostel will have two student representatives' appointment by the chief warden in consultation with Faculty In charge (Hostels)

CHAPTER- 2
HOSTEL ADVISORY COMMITTEE.

The Hostel Advisory Committee is to be nominated by the Executive Director AIIMS Bilaspur.

Composition

The Hostel Advisory Committee consists of the following members:

- (i) Executive Director – Chairperson
- (ii) Dean Academic – Vice Chairperson
- (iii) Deputy Director (Administration) – Member
- (iv) Chief Warden Hostel – Member Secretary
- (v) Student Welfare Officer – Member
- (vi) Superintendent Engineer – Member
- (vii) Head (Faculty Incharge), Dept of Psychiatry – Member
- (viii) Chairperson, Mess Committee – Member
- (ix) Faculty Incharge, Security – Member

The Composition of the committee considers adequate representation of gender and different sections of the society.

2.1 Terms of Reference (HAC)

The Hostel Advisory Committee shall issue guidelines for the allotment rules as well as day-to-day functioning and long-term planning of matters related to hostels including supervision of all hostel staff.

The Hostel Advisory Committee from time to time shall meet and advise on the following

- a) All policy matters related to Hostel Rules and Regulations
- b) Policy changes necessitated due to changed circumstances
- c) Financial matters that have a bearing on overall functioning
- d) Matters related to Engineering Services
- e) Matters related to sanitation, hygiene, and cleanliness
- f) Matters related to security
- g) Policies related to purchase and stores
- h) Matters related to student welfare and facilities/conveniences within the hostel premises.
- i) Any other matter as considered necessary by the Chairperson.

2.2 Meetings

The Hostel Advisory Committee shall meet at least once in every three months under the chairmanship of the Executive Director in addition to its regular meetings from time to time.

2.3 Hostel Committee

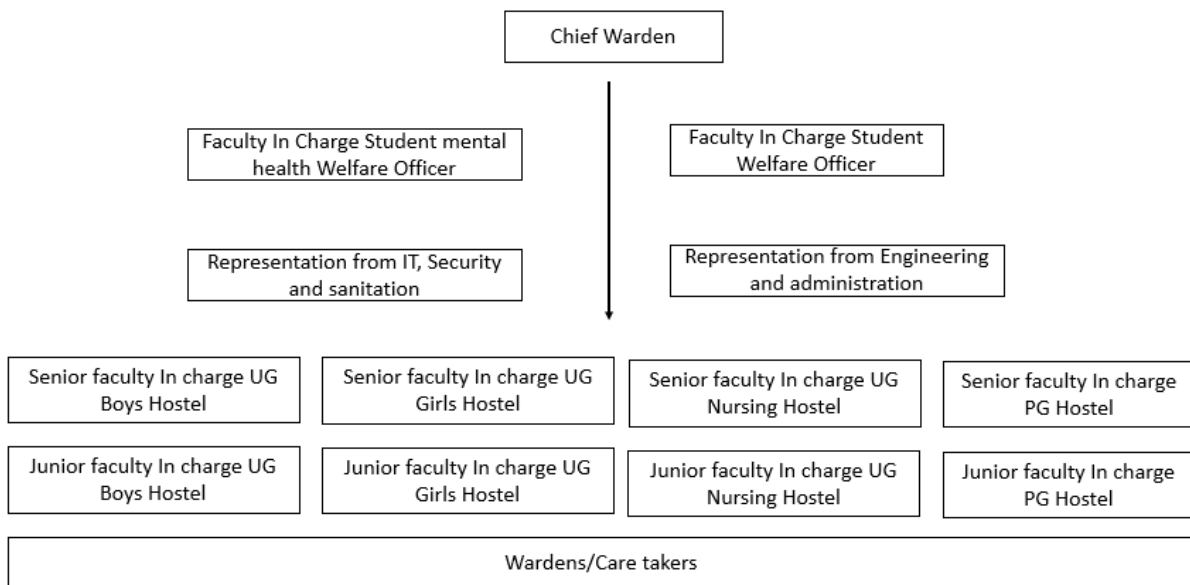
Composition

The Hostel Committee consists of the following members:

- (i) Chief warden - Chairperson
- (ii) Senior Faculty In-charge, UG BOYs Hostel
- (iii) Senior Faculty In-charge, UG Girls Hostel
- (iv) Senior Faculty In-charge PG hostel
- (v) Junior Faculty In-charge, UG BOYs Hostel
- (vi) Junior Faculty In-charge, UG Girls Hostel
- (vii) Senior Faculty In-charge, Nurses Hostel
- (viii) Junior Faculty In-charge, Nurses Hostel
- (ix) Faculty In-charge - Student Welfare Officer
- (x) Mental Health Welfare Officer
- (xi) Junior Warden/Caretaker
- (xii) Representatives from IT, Sanitation, Security, Engineering and Administration
can be called for the meeting when required.

Terms of Reference for Hostel Committee:

- a. Meeting will be held every month of hostel committee.
- b. All policy matters related to Hostel Rules and Regulations & changes due to circumstances.
- c. Financial matters and matters related to Engineering Services & Security that have bearing overall functioning and matters related to sanitation, hygiene, and cleanliness.
- d. In absence of any committee member, another member of the committee will represent his responsibilities as per the directions of the Chief warden.
- e. Any other matter as considered necessary by the chief warden.
- f. On recruitment of permanent wardens, they will also be the part of the committee.



Hierarchy – Hostel Committee

2.4 Hostel Disciplinary Committee

Composition

The Hostel Disciplinary Committee consists of the following members:

- (i) Dean Academics - chairperson
- (ii) Faculty In charge Student Welfare Officer
- (iii) Academic Coordinators of first year, second year, third year and final year
- (iv) Chief warden -Member Secretary
- (v) Principal of nursing college
- (vi) All faculty In Charges- Hostels
- (vii) Head (Faculty Incharge) of the Dept (In case of indiscipline by PG Student)

The committee will act to maintain of discipline within the hostel as laid in conduct in discipline (Annexure 4)

The Committee will investigate based on the complaint or report either from the staff of the hostel section, member of hostel committee, and competent individual of the institute as considered appropriate, aggrieved individuals of the institute, aggrieved hostelers/resident of their parents/guardians or any person considered appropriate for this purpose

2.5 Student Grievance Committee

Student's Grievance Committee is headed by the dean academics and will be assisted by the chief warden.

Composition

The Hostel Grievance Committee consists of the following members:

- (i) Dean Academics
- (ii) Chief warden
- (iii) Faculty In charge Student Welfare Officer
- (iv) Academic Coordinators of first year, second year, third year and final year
- (v) Two representatives from the student representative body (SRB)

The committee shall formulate the guidelines and SOPs to deal with matters of grievances of the student.

The grievances will be handled in a time bound manner.

The committee will meet from time to time and send their recommendation to higher authority as and when situation arises.

2.6 Student Representative Body

Formation of SRB

SRB shall be formed for each year in April and the serving term is for one year till the month of March of next year.

All students except those with disciplinary action are free to be nominated for the various posts of the SRB body.

The constitution of SRB is reserved with the chief warden in the guidance of the dean academics.

The number of seats and reservation for the senior batch and the domains of the SRB can be modified with time to time by the competent authority.

Structure of SRB

SRB shall be working under the guidance of the chief warden and the dean academics

SRB shall contain students from the MBBS undergraduate batches and collectively from nursing and paramedics undergraduates (referred as allied)

SRB comprises of following principal representatives – President, Vice president main, Vice president allied, one general secretary and one boy's and one girl's representative

SRB comprises of following domains – Hostel, Mess, Sports, Gym, Discipline & vigilance, Cultural, IT, Literary, academics, recreational & tourism, Intercollege coordinator, Advertisement & sponsorship and finance purchase and procurement

Functions of SRB

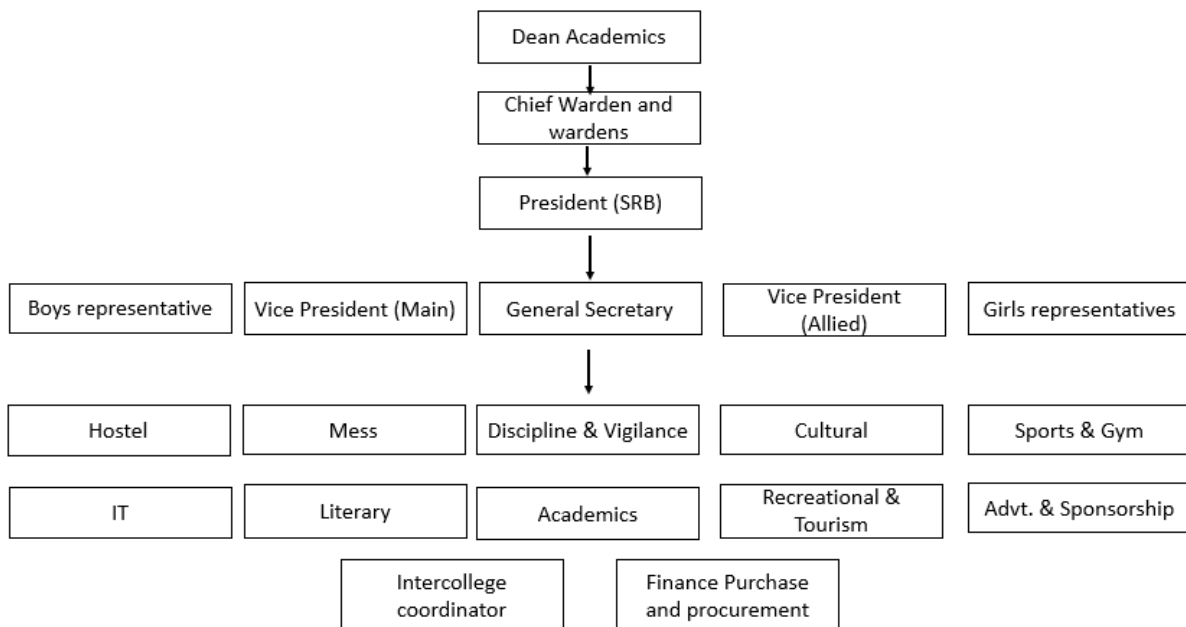
The SRB must conduct monthly meeting with the chief warden to discuss the various student related issues. All the points made during the meeting to be addressed to the dean academics for the proper disposition

SRB must implement rules regulation and policies by the institution among the students to maintain the decorum

SRB must revise the students hand book yearly or as per the instruction received from the authority

SRB must prepare the annual academic event calendar for the institute

SRB must utilize proper channel to conduct or to involve in various institutional or intercollege activities like – games, academics, batch trips, fests, conference among others.



Hierarchy – Student Representative Body (SRB)

Mentor -Mentee Program (Buddy system/foster family system)

1. Faculty will be assigned the duty of mentor
2. Mentor will receive one mentee from each batch. Hence a mentor and 5 students from 5 batches will form a foster home.
3. This foster family can form a Whatsapp group, interact with each other.
4. They will meet on a regular basis.
5. If any of the families have any problem, this should be informed to the mentor and all the members of the foster family should help the member to solve this problem.

CHAPTER- 3

ALLOTMENT OF HOSTEL ACCOMMODATION

Allotment of Hostel accommodation shall be done according to the rules and regulations framed by the hostel advisory committee and endorsed by the Executive Director, AIIMS Bilaspur.

Allotting Authority

3.1 Allotting Authority

The Chief Warden of the hostel shall be the allotting authority in accordance with the rules & regulations approved by the competent authorities.

3.2 Eligibility for Hostel Accommodation

Any individual selected for an academic course shall be eligible to apply for hostel accommodation.

3.3 Application for Hostel Accommodation

Allotment of hostel accommodation shall only be based on the application made on the prescribed form.

3.4 Compulsory Hostel Accommodation

Hostel accommodation shall be mandatory for all undergraduate students including MBBS, nursing and paramedics students.

3.5 Occupancy

All MBBS students will be provided shared accommodation Common washrooms are located at the end of each respective wing. Only the allottee shall occupy the accommodation if any other occupant resides in the said accommodation, irrespective of the duration, it would be viewed in contravention of the hostel rules. Rooms will be allotted on the first come first serve basis.

3.6 Resident of a Hostel

Any undergraduate or postgraduate student or research scholar of the All India Institute of Medical Sciences or an elective student or trainee who is duly allotted accommodation by the Authority of Hostels shall be considered as a resident of a hostel The term "hosteller" may be used interchangeably with "resident "of the hostel

3.7 Guest and visitor

Any person who is not a bonafide student of the All India Institute of Medical Sciences and is provided accommodation by the Authority of the Hostels for a short period [less than ten days under normal circumstances) in the hostels is considered as a guest The guests are

usually accommodated in the Guest Rooms available in different hostels. Any person who is not a resident/hosteller but is visiting a hosteller/resident and does not stay overnight in the hostels is considered a visitor.

3.8 Fees

Hostel fees will be charged as per the fee structure approved by the institute whereas the Mess charge will be paid monthly by the students.

CHAPTER- 4
CONDUCT AND DISCIPLINE

All hostellers/residents/guests and visitors to the hostels should conduct themselves in accordance with the prestige, honor, and dignity of the institute.

4.1 Behavior

Hostellers/residents are expected to maintain discipline and decorum not only in the hostels but also within the campus of AIIMS Bilaspur.

- a) Hostellers/residents must respect the privacy and dignity and belongings of fellow hostellers/residents, visitors, and guests irrespective of age, gender, social standing, seniority, discipline of study, position, etc.
- b) Partying/celebrations of any form not permitted in the hostel without the prior permission of the authority.
- c) Hostellers must take care of the institutional property and should not deface, or alter any property of the hostel and institution.
- d) **Ragging** in any form within and outside the hostels is strictly banned, and intolerable, and cognizance shall be taken as directed by the Hon'ble Supreme Court of India.
- e) AIIMS Bilaspur is declared a “**No Smoking Zone**” as well as on the policy of Alcohol & Drugs free, hence the breachers shall be punished strictly.
- f) Hostellers must not indulge in violence or inaction leading to physical or mental harm to anyone.
- g) Hostellers/residents should not possess any weapons or replicas of weapons or any other article that may cause physical harm.
- h) Hostellers/residents should not at any time bring unauthorized or unknown individuals into the hostel premises.
- i) Valuable including laptops, books, jewelry, and mobile phones must be kept in a secure place, the institute shall not be responsible for any loss.
- j) Any substance or appliance that may pose threat to the safety of self or others must be removed.
- k) Undergraduate students are not allowed to keep and drive an individual vehicle of any type whether two-wheeler or four-wheeler within the campus.
- l) Hosteller must abide by the restriction of entry and exit times as advised by the authority from time to time.
- m) No furniture fixture or furnishing shall be moved from one room to another.

- n) Criminal or Anti-National activities in the hostels as well as in the campus are strictly punishable.
- o) The institution practices secularism and respects all religious faiths and beliefs, however, the hostel should not be used for any religious activities and congregations.
- p) Tempering or damaging to CCTV or surveillance instruments will be treated as a serious offense and strict action will be taken.
- q) All Hostellers/residents shall switch off all electrical plug points before leaving the room or when not in use.
- r) Water wastage should be discouraged and should be always avoided.
- s) All hostellers/residents/guests/visitors shall keep the hostel accommodation and premises neat and clean.

4.2 Student gate pass

- a) All undergraduate students should take prior permission from their concerned hostel warden/authority if they want to go out for any reason.
- b) Undergraduate students who go out without entry or permission letter, The institute shall not be responsible for any incident that happens.
- c) Elective gate pass should be issued at least a day prior in after discussing with the authority. In case of emergency the same can be issued after discussion.

CHAPTER- 5
UNAUTHORIZED ENTRY

5.1 No Unauthorized person shall be permitted in the hostels

- a) Institutional identity cards shall be always mandatory and the same should produce whenever requested by the appropriate authority.
- b) Any unauthorized person in the hostel premises should be reported to security immediately.
- c) All delivery personnel shall be contacted and met at the hostel entrance and should not be allowed to enter the hostel premises.
- d) All visitors including Parents/Guardians should be met at the gate or visitor rooms only unless permitted.
- e) Female visitors are not allowed to go into the rooms of the men's hostel and vice-versa.

CHAPTER- 6
DISCIPLINARY PROCEEDINGS

- 6.1 All such cases where disciplinary proceedings are required will be reported to the disciplinary committee of the Institute.
- 6.2 All hostel residents/guests and visitors must follow the law of the land and the rules and regulations of the Institution. Failure to comply may invite proceedings or actions as deemed necessary.
- 6.3 All hostellers/residents/guests /visitors should be aware that the hostel premises are within the jurisdiction of the law of the land and the law enforcement agencies have full authority to investigate and act on any law-breaker. The hostels cannot be used as a sanctuary or haven for those who do not abide by the law of the land. The Hostel Section and the institute have no authority over the action of law enforcement authorities on those who break the law.
- 6.4 All actions that are contrary to the rules and regulations of the Hostel or against the norms of expected behavior even if not explicit in these rules and regulations are liable for disciplinary proceedings.
- 6.5 All acts of indiscipline shall be investigated based on a complaint or report obtained either from the staff of the Hostel Section, members of the Hostel Committee, and competent individual of the institute as considered appropriate, aggrieved hosteller/resident or their parents/guardians or any other person considered appropriate for this purpose.
- 6.6 Any individual who is aggrieved because of indiscipline in the hostels can make a complaint or report in writing to the Chief Warden of the Hostels.
- 6.7 Complaints/reports received by the Executive Director. Dean (Academics) or other competent authorities may be forwarded to the Chief Warden of the Hostels for necessary action.
- 6.8 The Chief Warden of Hostels may take cognizance of any act of indiscipline brought to his notice or observed by him /her and treat this as a complaint even if a written complaint or report is not available or made or forwarded from competent authorities.
- 6.9 All complaints or reports shall be investigated by the Chief Warden of Hostels or the Hostel Advisory Committee
- 6.10 For the purpose of free and fair investigation, the Chief Warden of Hostels, may seek the help of any individual/individuals whose expertise is considered necessary for him/her.

6.11 The Chief Warden of Hostels or the committee constituted thereof may summon any individuals or witnesses for examination or recording versions while investigating cases of indiscipline

- a) All deliberations shall be confidential.
- b) The report available with the Chief Warden of Hostels would be confidential.
- c) The report may be forwarded to the competent authorities if necessary.
- d) Anyone accused of indiscipline shall have full right and liberty to defend himself/herself without bias or prejudice and the principle of not guilty until proven shall apply except for "Ragging" where the onus of proving innocence lies with the senior

CHAPTER- 7

ACTS OF INDISCIPLINE AND DISCIPLINARY ACTIONS

The list of acts that constitute indiscipline in the hostel premises is applicable to hostellers or residents, guests and visitors. Only a tentative list not in any order of severity is provided. Disciplinary actions shall be complied with on the recommendations of the Chief Warden of Hostels, Dean or Director of the institution, or any other competent authority after appropriate procedures and approvals.

The following is a list of tentative or possible actions that may be recommended. The list is neither complete nor exhaustive and additional actions may be recommended from time to time. One or more actions may be taken concurrently after or on the filing of criminal or civil complaints by the institution with law enforcement agencies.

Depending on the act of Indiscipline and the decision of the disciplinary action committee in concurrence with the Competent Authority, any or all the following disciplinary action may be initiated against each of the following:

Acts of Indiscipline	Disciplinary Action
All acts contrary to the prevailing laws of the land including criminal and anti-national acts	<ol style="list-style-type: none">1. As per the Rule of land2. Expulsion or rustication from the hostel permanently or for varying periods3. Any other actions recommended by the disciplinary committee of the institution
Ragging in any form	<ol style="list-style-type: none">1. As per Supreme court guidelines
Use of hostel premises considered immoral	<ol style="list-style-type: none">1. Shall be reported to the Police for appropriate action under law2. Cancellation of Allotment.3. Expulsion or rustication from the hostel permanently or for varying periods.4. Adverse entries into academic files.5. Any other actions recommended by the disciplinary committee of the institution.
Sub-letting, sub-tenancy or allowing unauthorized or non-allottees to stay in the	<ol style="list-style-type: none">1. Cancellation of allotment.

<p>accommodation without prior permission from the competent authority</p>	<ol style="list-style-type: none"> 2. Expulsion or rustication from the hostel permanently or for varying periods. 3. Any other actions recommended by the disciplinary committee of the institution.
<p>Contravening allotment rules including exchanging rooms, handing over accommodation without or for varying periods. authorization, shifting of furniture, fixtures and furnishings</p>	<ol style="list-style-type: none"> 1. Cancellation of allotment. 2. Expulsion or rustication from the hostel permanently. 3. Any other actions recommended by the disciplinary committee of the institution.
<p>Damage/Lost to hostel movable/immovable Property</p>	<ol style="list-style-type: none"> 1. Fine /recovery in consultation with Engineering Section/store. 2. Imposition of fines that may be variable or commensurate with damage wherever applicable [e.g., Up to three times the cost of damaged property. 3. Directive to submit a letter of apology. 4. Letter to parents/guardian as and when necessary 5. Any other actions recommended by the disciplinary committee of the institution
<p>Vandalism, graffiti, and pasting of posters that may damage hostel walls and displays</p>	<ol style="list-style-type: none"> 1. Imposition of fines that may be variable or commensurate with damage wherever applicable [e.g., Up to three times the cost of damaged property]. 2. Personal apology and regret over incidents to aggrieved hosteller/resident 3. Letter to parents/guardians as and when necessary. 4. Any other actions recommended by the disciplinary committee of the institution.
<p>Physical harm or abuse to anyone in the hostel premises Abuse and misbehavior with anyone</p>	<ol style="list-style-type: none"> 1. Shall be reported to the Police for appropriate action under law 2. Suspension from attending classes. 3. Indication of in-disciplined behavior in reference letters from the institution.

	<ol style="list-style-type: none"> 4. Letter to parents/guardians as and when necessary. 5. Any other actions recommended by the disciplinary committee of the institution.
Creating nuisance and making noise to disturb others	<ol style="list-style-type: none"> 1. Directive to submit a letter of apology. 2. Personal apology and regret over incidents to aggrieved hosteller/resident. 3. Any other actions recommended by the disciplinary committee of the institution.
Partying or similar activities or other congregations without necessary permission	<ol style="list-style-type: none"> 1. Expulsion or rustication from the hostel permanently or for varying periods. 2. Restriction from entry into hostels or mess for varying periods. 3. Suspension from attending classes. 4. Adverse entries into academic files. 5. Any other actions recommended by the disciplinary committee of the institution
Consumption or use or peddling of Illicit Substances	<ol style="list-style-type: none"> 1. Shall be reported to the Police for appropriate action under law 2. Cancellation of allotment. 3. Expulsion or rustication from the hostel permanently or for varying periods. 4. Adverse entries into academic files 5. Any other actions recommended by the disciplinary committee of the institution.
Drinking alcohol in the hostels and within the premises of the institute.	<ol style="list-style-type: none"> 1. Shall be reported to the Police for appropriate action under law 2. To initiate disciplinary proceedings 3. Expulsion or rustication from the hostel permanently or for varying periods. 4. Letter to parents/guardian as and when necessary 5. Matter may be forwarded to the disciplinary committee.

<p>Engaging in risky behavior including cooking and causing fire hazards, storing of hazardous material</p>	<ol style="list-style-type: none"> 1. To initiate discipline proceedings 2. Expulsion or rustication from the hostel permanently or for varying periods. 3. Letter to parents/guardian as and when necessary 4. Any other actions recommended by the disciplinary committee of the institution.
<p>Unauthorized use of hostel facilities including use of appliances that are not permitted,</p>	<ol style="list-style-type: none"> 1. Imposition of fines that may be variable or commensurate with damage wherever applicable (e.g., Up to three times the cost of damaged property. 2. Directive to submit a letter of apology 3. Any other actions recommended by the disciplinary committee of the institution.
<p>Not clearing payments and dues in time.</p>	<ol style="list-style-type: none"> 1. As per Rules which may be changed from time to time. 2. Imposition of fines that may be variable or commensurate with damage wherever applicable (e.g., Up to three times the cost of damaged property) 3. Eviction from the hostels 4. Any other actions recommended by the disciplinary committee of the institution.
<p>Concealing, misleading or providing incorrect information while applying for hostels</p>	<ol style="list-style-type: none"> 1. Cancellation of hostel allotment. 2. Expulsion or rustication from the hostel permanently or for varying periods 3 Adverse entries into Academic files. 4 Indication of in-disciplined behavior in reference letters from the institution. 5 Any other actions recommended by the disciplinary committee of the institution
<p>Disrespect to authority engaged in the functioning of institutional offices and officials in the course of their duty.</p>	<ol style="list-style-type: none"> 1. Report to Executive Director & Dean (Academics) 2. Directive to submit a letter of apology.

	3. Any other actions recommended by the disciplinary committee of the institution.
Violation of Hostel Rules and Regulations as indicated in the previous sections both overt and implied.	<ol style="list-style-type: none"> 1. Cancellation of Hostel allotment. 2. Expulsion or rustication from the hostel permanently or for varying period. 3. Any other actions recommended by the disciplinary committee of the institution.
Keeping Pets, Feeding stray animals.	<ol style="list-style-type: none"> 1. Cancellation of Hostel allotment. 2. Expulsion or rustication from the hostel permanently or for varying period. 3. Matter may be forwarded to the disciplinary committee.
Any other act or behavior considered to be a form of indiscipline	1. As appropriate and deemed fit by the competent authority.
Possession of two-wheeler or four-wheeler vehicle by the undergraduate students.	<ol style="list-style-type: none"> 1. Cancellation of hostel allotment. 2. Expulsion or rustication from the hostel permanently or for varying periods 3. Adverse entries into Academic files. 4. Indication of in-disciplined behavior in reference letters from the institution. 5. Any other actions recommended by the disciplinary committee of the institution

It must be noted that in those instances wherein the act of indiscipline cannot be attributed to a single individual, collective responsibility shall be fixed and disciplinary actions may be recommended against several individuals or hostellers/residents of one or more wings or even the entire hostel.

CHAPTER- 8

RAGGING

- 8.1 Ragging is banned in this institution and constitutes a criminal offense. It must be reiterated that ragging in any form is strictly prohibited anywhere within the institutional campus including the hostels. Individual or collective ragging constitutes gross indiscipline and will be dealt with severely with punitive measures that include suspension/eviction from hostels/rustication from academic activities and lodging of FIR
- 8.2 Ragging shall ordinarily mean any act or conduct by an individual or group of individuals by which the dominant status or power of senior students is brought to bear upon the students who are in any way considered to be junior or inferior to them. Some acts that are included in this definition are
- a) Physical assault or threat to use physical assault of any kind.
 - b) Violation or demeaning the status, dignity, and honor of students, particularly about gender, language, family background, etc.
 - c) Exposing students to ridicule or contempt may threaten to reduce their self-esteem.
 - d) Entailing verbal or physical abuse, torture that may be mental or physical, aggression, corporal punishment, trauma, indecent gesture, obscene behavior, insisting on performing menial jobs by force, or threatening to use force that may be implied.
- 8.3 Ragging is also implied under the following circumstances:
- a) When a fresh student is taken into the room of a senior student or a fresher is found in the room of a senior student till the fresher's welcome party is over
 - b) A dress code that would distinguish a fresher from other students or otherwise is enforced.
 - c) When any student who may have witnessed or has knowledge of ragging does not report such incidents to the authorities concerned.
- 8.4 The above shall imply that the student has participated in ragging unless otherwise proven.
- 8.5 The institution shall maintain strict confidentiality protecting the identity of the complainant with regard to all reports related to ragging and under no circumstances shall those incidents/reports will be made public in any manner.
- 8.6 The onus of proving innocence in all incidents of ragging shall lie with the senior student.
- 8.7 The institution shall also view seriously any attempt to willfully or falsely, with mala fide intent implicate any student to have ragged a junior student.

8.8 The Hon'ble Supreme Court of India has issued strict directives related to ragging in all institutions and this is indicated in the MBBS Prospectus. The directives include the following:

- a) The primary responsibility for curbing ragging rests with academic institutions themselves. All measures should be taken to ensure that no ragging takes place.
- b) The punishment to be meted out has to be exemplary and justifiably harsh to act as a deterrent against the recurrence of such incidents.
- c) For every single incident of ragging where the victim or his parent/guardian or the Head of the institution is not satisfied with the institutional arrangement for action, a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities. Any failure on the part of the institutional authority or negligence or deliberate delay in lodging the FIR with the local police shall be construed to be an act of culpable negligence on the part of the institutional authority. If any victim or his parent/guardian of ragging intends to file FIR directly with the police, that will not absolve the institutional authority from the requirement of filing the FIR.
- d) Courts should try to ensure that cases involving ragging are taken up on a priority basis to send the correct message that ragging is not only to be discouraged but also to be dealt with sternly.

8.9 Whoever directly or indirectly commits, participates in, abets, or instigates ragging within or outside any educational institution may be:

- a) Suspended from the Institution.
- b) Suspended from the hostels.
- c) Expelled from the hostels.
- d) Expelled or rusticated from the hostels.
- e) Liable to fine which may be suggested by the disciplinary committee.
- f) Liable to cancellation of admission.
- g) Suspended from attending classes.
- h) Liable for withholding/withdrawing fellowship/scholarship and other financial benefits.
- i) Subjected to withholding or concealing the result.
- j) Adverse entry in testimonials or certificates.
- k) Any other action as deemed fit.

8.10 The decision on punitive measures shall be taken by the Head of the Institution and a combination of the above punitive measures may be applied.

8.11 In case individual responsibility cannot be fixed, a group may be punished.

8.12 Undergraduate students as well as their parents, at the time of admission of students to the Institute, will be required to furnish an undertaking in the form of an affidavit that the student will not indulge in any form of ragging

8.13 All students are informed that the institution takes several steps to curb ragging.

- a) Formation of anti-ragging committees.
- b) Surprise rounds and checks by faculty, hostel staff and security.
- c) Dedicated control room in the hostel premises.
- d) Dedicated telephone / mobile number for complaints.
- e) Deployment of uniformed and plainclothes security staff.
- f) Close liaison between the institution and police personnel.
- g) Monitoring of senior students and active liaison with Students Union.
- h) Monitoring of the movement of fresher.
- i) Periodical review of anti-ragging measures.

CHAPTER- 9
RULES & REGULATIONS FOR PG HOSTELS

- 9.1. Only the allottee can reside in the allotted accommodation, however, in PG married hostel spouse and family members can also reside.
- 9.2. No Cooking will be allowed except in PG married hostels.
- 9.3. No heavy electrical appliances are permitted in the hostels including Air-conditions, room heaters, heating rods etc.
- 9.4. All rules of Undergraduate students e.g. allotment, administration, various committees, conduct and rules, disciplinary action, proceedings, guest, visitors, and ragging applies to them except regarding the timings of hostel, whenever they are on official on call duty, and staying at the hospital.**