भारत सरकार
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
स्वास्थ्य सेवा महानिदेशालय

सत्यमेव जयते

लैडी हार्डिंग मेडिकल कॉलेज
एवं श्रीमती सुचेता कृपलानी
अस्पताल नई दिल्ली -110001

Government of India
Ministry of Health and Family welfare.
Directorate general of Health Services

Lady Hardinge Medical College

Lady Hardinge Medical
College & Associated hospitals
New Delhi-110001

LADY HARDINGE MEDICAL COLLEGE, UNDERGRADUATE HOSTEL RULES & REGULATIONS, 2025

GENERAL GUIDELINES

1. Hostel accommodation is a **privilege, not a right**.
2. All residents must uphold the dignity, discipline, and traditions of the institution.
3. On admission, each student must sign an **undertaking** to abide by hostel rules and submit to the authority of the Principal/Director and Hostel Committee.
4. **Ragging is strictly prohibited** under orders of the Hon'ble Supreme Court of India and will invite severe disciplinary and legal action.
5. Hostel Committee in the interest of hostel/institute can cancel the accommodation of the students any time. However, the discretion will be used judiciously.
6. Hostellers should pay all their dues and submit the Hostel Leaving Form in the Hostel Office before getting a Clearance Certificate at the time of leaving the Hostel.
7. Any student, who violates any of these rules or creates disturbances in the hostel, is liable to disciplinary action by the Hostel Committee.
8. Failure to comply with any of the given conditions, non-observance or frequent violation of hostel rules causing damage to person or property or indulging in undesirable activities will make the resident liable to cancellation of allotment and eviction from the hostel.

RULE I: SHORT TITLE, APPLICATION & COMMENCEMENT

1. These Rules may be called the LHMC Under-Graduate Hostel Rules (Allotment of hostel Accommodation Rules)
2. These rules will be applicable to all the students residing in UG hostel and the revised rules come into force with effect from 1st September 2025.

RULE II: DEFINITIONS

1. "Admission Year" means the calendar year beginning from the date of admission to the undergraduate program.
2. "Allotment year" means the calendar year beginning from the date of allotment to the under-

graduate Hostel

3. “Mess Committee” means a Committee duly selected by the undergraduate students residing in the hostel.
4. “Hostel Committee” means any officer(s) nominated by Director in any of the four hostels viz North, South, West Block and Centenary Block hostel and appointed to act as Warden/Additional warden in respect of the hostel by an order of the Director, LHMC & Associated Hospitals.
5. “Disciplinary Authority” means the Director and/Principal, LHMC & Associated Hospitals.

RULE III: POWERS TO MAKE ALLOTMENT

The allotment of residential accommodation in the said U.G. Hostel shall be made by the Warden & Additional Warden after inviting applications from the undergraduate students every year at the commencement of session. Allotment will be at the time of initial admission and as and a room vacancy happens. The room will be allotted for a maximum period of 5½ years (inclusive of internship) extendable up to a maximum of 10 years in exceptional cases while being on the rolls of LHMC as a UG students.

The application form can be downloaded from the website or collected from Housekeeper, UG hostel and submitted along with all documents as mentioned below:

i. Admission Letter from LHMC
ii. Class 12th Certificate
iii. Proof of residence;
    - Parents Electricity bill (last three months) along with Aadhar card of candidate and parents
    - Student Voter card (within two years of issuing date)
    - Students passport (within two years of issuing date)

Incomplete application and non-submission of documents shall render the application to be rejected.
Any misleading false information or statement in the application form, which comes to light even after successful allotment, shall render the admission for termination and as such termination students shall not be entitled to stay and / or enter the hostel or part thereof.

She shall be liable to be evicted/removed them the hostel. This allotment will be regulated as the extant rule in forced in respect of allotment /cancellation of government accommodation as modified from time to time.

RULE IV: PRIORTIES FOR HOSTEL ROOM ALLOTMENT

Hostel accommodation for UG student cannot be claimed as a matter of right but will be made available on the availability of room. It will be decided as per points mentioned below: -

Category 1: Students securing admission through All India MBBS Entrance Examination, Govt. of India nominees/Foreign nationals and are residents of outside Delhi & NCR.

Category 2: Students who are physically challenged / children of Govt. officials on sensitive post on transferable all India services.

Category 3A: Students securing admission through Delhi University Medical Entrance Test (DUMET) having their permanent address in far off places Outside Delhi & NCR

Category 3B: Students having their permanent address in adjoining areas of Delhi & NCR while allotting the rooms to students residing in Delhi, their distance of residence from college (as per google earth) will be considered.

Category 4: Others include discretion of hostel committee in exceptional cases on medical and social grounds after approval from Director/ Principal, LHMC.

For allotment in First year:

- All students belonging to Category 1& 2 will be allotted rooms on priority and availability.
- Remaining seats will be distributed to category 3A & 3B students by basis of distance, determined by Google Maps, after completion of admission process.

For allotment of other students (other than First year MBBS):

When vacancy arises and if rooms are available, the same shall be offered in order of first seniority and then distance.

(a) Seniority order is as follows :9th,8th,7th,6th,5th,4th,3rd,2ndand1stsemesters.

(b) Priority according to distance: The distance will be determined by Google Map.

Hostel wise distribution of students

North and South Block :1st and 2ndsemester;

Centenary Block:3rd,4th,5th,6th,7thsemester;

West Block :8th, 9th semester and Interns

Shifting to be done within one week failing which allotment of hostel will be cancelled.

For allotment of single occupancy rooms:

- Single rooms will be allotted to interns depending on the availability via lottery

RULE V: REQUEST FOR THE SHIFTING OF THE ROOMS

1. Shifting of the rooms will only be permissible based on availability as per allotment rules.
2. It would be subject to discretion of the Hostel Committee.

RULE VI: HOSTEL FEE AND MESS CHARGES: PAYMENTS AND RECIEPTS

1. Payments of deposits / fees / charges / dues / fines etc. of any kind shall be in accordance with the institutional requirements including those of the Hostel Section.
2. A sum of Rs.490/- (Rupees four hundred ninety only) per year shall be payable by each allottee resident towards Hostel Charges. The allottee will pay the Hostel Charges for entire year every year as applicable. In case the allottee leaves the hostel before completion of his tenure, he/she will be entitled for refund only security fee.
3. A sum of Rs/- 30 per month for the duration of stay shall be payable by each allottee resident towards Hostel welfare fund.
4. Mess charges as fixed by the Mess committee shall be payable by 7th day of every month.
5. All hostellers should obtain "No Dues" Certificate from the Hostel Section on vacating of the hostel room.

RULE VII: RULES GOVERNING STAY IN HOSTEL

A. CONDUCT AND DISCIPLINE:

All residents and visitors must uphold the prestige, honor, and dignity of Lady Hardinge Medical College. Discipline and decorum are expected both inside the hostel and across the campus.

1. Hostellers must respect privacy and dignity and belongings of fellow-hostellers, visitors and guests irrespective of age, gender, social standing, seniority, discipline of study, position etc.
2. The hostel is meant for undergraduate students who have been selected for learning and training. At no time should the hostellers behave in a manner that disturbs the learning of fellow-hostellers. Maintaining the best possible conditions for studying and rest is the responsibility of every hosteller.
3. Maintain a peaceful environment conducive to study and rest. Loud noise, shouting, or disturbances are not permitted.
4. Use music systems and similar devices at low volume or with earphones.
5. Parties or celebrations require prior permission and may be held only in designated areas.
6. Residents must take care of hostel property; defacing or damaging furniture, walls, or infrastructure is strictly prohibited.
7. Ragging in any form is banned and will invite strict disciplinary and legal action.
8. Misbehavior, arguments, abuse, or threats toward staff or security personnel will not be tolerated.

9. LHMC is a No-Smoking Zone. Tobacco, alcohol, intoxicants, and illegal drugs are strictly prohibited. Possession, use, or peddling of banned substances is a criminal offence.
10. Violence, harassment, or actions causing physical or mental harm to others are forbidden.
11. Possession of weapons, hazardous materials, or fire-risk items is not allowed.
12. Unauthorized persons must not be brought into the hostel. Sub-letting, proxy roommates, or exchange of rooms without approval are prohibited.
13. Residents must behave responsibly and avoid risky activities that may endanger self or others.
14. Valuables (laptops, mobiles, jewelry, etc.) must be secured; hostel authorities are not liable for loss.
15. Residents should safeguard electrical installations, switch off lights/fans when leaving rooms, and note that personal electrical appliances/ACs are not allowed.
16. Each student is responsible for the care of her allotted room and furniture; any damage must be reported to the Warden and may attract penalty.
17. Students must uphold the good name of the institution, avoid spreading unverified information, and refrain from using hostel premises for political or religious gatherings.
18. Constructive suggestions for improvement are welcome and may be submitted to the Warden.
19. Residents and parents/guardians have the right to seek redressal of grievances but should not interfere with hostel administration or committee decisions.
20. Capturing, publishing, or transmitting images of others without consent, especially in violation of privacy, is punishable under Section 66E of the IT Act.

B. ENTRY, EXIT & ATTENDANCE.

1. Hostel gates will remain closed from 10:00 p.m. to 6:00 a.m. All residents must return to the hostel by 10:00 p.m. sharp.
2. Entry and exit beyond college hours (within campus) are permitted only after recording details in the register maintained by Security Staff. The register must include:

    - Full name of the student
    - Hostel ID number
    - Time of entry/exit
    - Purpose of movement

3. These entries will be periodically checked by the Warden. In exceptional situations, the security guard/hostel staff may request deposit of the identity card before allowing movement. Failure to comply will result in denial of entry/exit. Please note that obstructing any public servant in the discharge of duty is a punishable offence under Indian law.

4. Weekday night stays outside the hostel are not permitted, except in emergencies with prior written permission from the Warden/Hostel Authority. In such cases, the resident must fill in the Late Night Leave Form/Entry Pass and submit it to the Housekeeper before leaving.
5. On weekends and holidays, residents may go out only with prior permission from the Warden / Hostel Authority**.** They must fill in the Leave Form and also make an entry in the gate register. Providing incorrect or misleading details will invite disciplinary action.
6. Students going out of the hostel without proper entry or written permission will be held solely responsible for any untoward incident and will face disciplinary action.
7. Aadhar based / Biometric attendance is compulsory twice daily:

   - Morning: **7:30 – 9:00 a.m.**
   - Evening: **9:00 – 10:00 p.m.**

8. Hostel accommodation may be cancelled if attendance is below 75% per month**.**
9. Annual renewal of hostel allotment will take place keeping attendance into account

C. VISITORS & PARENTS

1. Visitors are permitted only in designated visitor areas during allowed hours.
2. Parents/guardians must provide current contact details and remain available on call.
3. All guests / visitors should be able to prove their identity and should be accompanied by bonafide hosteller / resident with an identity card.
4. Relatives/visitors are not permitted in rooms.
5. Mothers of residents may be allowed to stay temporarily in case of illness, with prior approval.

D. SAFETY AND SECURITY

1. All residents must carry their **Identity Card** and present it on request. In the event of loss of I- card, the same shall be renewed after receipt of a copy of FIR and payment of fine of Rs/-100/-.
2. Unauthorized persons are strictly prohibited inside the hostel.
3. Delivery personnel must be met at the hostel entrance only. Courier and posts can be received in the Hostel office during office hours and collected subsequently provided the office is informed.
4. Rooms must be locked when unattended; valuables should be kept securely. Hostel authorities are not responsible for loss/theft.
5. Hazardous materials (candles, incense, firecrackers, gas cylinders, petroleum products, weapons) are strictly banned.
6. Heavy load electrical appliances for cooking or microwaving inside rooms, cooling of rooms etc. are strictly prohibited.

7. All hostellers shall report immediately to the security staff if they are witness to or are aware of:
    a. Any suspicious individual / individuals in the hostel premises.
    b. Any vehicle or suspicious articles lying unattended in the hostels.
    c. Any unauthorized or illegal activity within the hostel premises.
    d. An act of ragging.
    e. An act of abuse in any form.
8. The security guard/ hostel staff has the right to refuse admission to anyone in the hostel premises on account of suspicion. Guests are not allowed to stay in the hostel.
9. Any activity which is threat to security and safety of the hostellers will be taken very seriously and will be liable for strict disciplinary action.

E. HEALTH CARE

1. All hostellers should take adequate care to remain healthy and fit.
2. The Lady Hardinge Medical College is a tertiary care Centre and extends state of the art medical facilities to all hostellers / residents. The students are advised to avail these facilities as and when required.
3. All hostellers shall inform the Hostel office of any form of illness of self or their fellow-hostellers so that appropriate assistance could be rendered.
4. All hostellers on regular medication are advised to intimate the Hostel authority, regarding their medication.
5. The Hostel authority shall maintain absolute confidentiality of the illness. The hostel office shall provide all necessary assistance. The treating physician shall be informed of any adverse situations. The parents / guardians shall be informed of any adverse situations.
6. Hostellers must intimate the hostel authority regarding any injury or bodily harm to self or fellow hostellers even if sustained outside the hostel premises.

F. OVERSTAY & VACATING THE HOSTEL

1. Internship accommodation is strictly for **12 months**. In case of break of internship which is more than 15 days, they will have to vacate the room and reapply.
2. Rooms must be vacated within **7 days** of completion of course/internship.
3. Overstay beyond the above grace period will invite a fine of **₹2000/- per day** which has to be deposited in Bharat Kosh of LHMC.
4. No further extension will be permissible beyond 15 days of completion of internship and in case of failure to vacate the room, the hostel committee will issue the eviction order. This eviction will be regulated as the extant rule in forced in respect of allotment /cancellation of government accommodation as modified from time to time.

G. CELEBRATION OF FESTIVALS, BIRTHDAYS AND SIMILAR EVENTS

1. Celebrations are permitted only with prior written permission from the Hostel Authority.
2. Such events must be held in the designated common area and limited to a duration of 1–2 hours between 8:00 p.m. and 10:00 p.m.
3. No celebration should cause inconvenience or disturbance to other residents.
4. Outside guests are strictly not allowed.
5. Celebrations on the rooftop of hostel buildings are prohibited.
6. Any violation of these rules will invite disciplinary action/penalty.

H. MESS FACILITY

1. The mess is run by residents on a no profit, no loss basis under Hostel Committee supervision.
2. Mess membership is compulsory for all residents (except interns). A resident who is away from the hostel during vacation or due to any other specific reason can claim a fee waiver for a maximum period of two months in a year.
3. Food will not be served outside the dining hall, except during illness with prior permission.
4. Mess timings:
   - Breakfast: 7:30 – 10:00 a.m.
   - Lunch: 1:00 – 2:00 p.m.
   - Evening Tea: 4:00 – 5:45 p.m.
   - Dinner: 8:00 – 9:00 p.m.
6. Mess dues must be cleared monthly. Semester wise clearance of mess dues is recommended and will be followed strictly by the hostel committee. Repeated default may lead to cancellation of hostel allotment.

I. FINAL AUTHORITY

The Principal/Director and Hostel Committee reserve the right to amend, relax, or enforce rules at any time in the interest of discipline, safety, and institutional integrity.