



Hostel rules and regulation, AIIMS Guwahati

2022



ALL INDIA INSTITUTE OF MEDICAL SCIENCES

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Table of Contents

1.0 General Code of Conduct.....	2
2.0 Student movement timings, attendance, and rules for leaving headquarters	3
3.0 Visitors.....	7
4.0 Electricity, water, furniture, and other hostel property	7
5.0 Cleanliness	9
6.0 Hostel allotment, vacating the hostel, withdrawal/removal from the hostel	9
7.0 Vehicle	11
8.0 Safety of personal belongings.....	11
9.0 Emergencies.....	11
10.0 Disciplinary actions.....	12
11.0 Student prefects.....	12
12.0 Appellate authority.....	13

1.0 General Code of Conduct

1.1 AIIMS-Guwahati campus is ragging-free with Zero tolerance towards Ragging. **Ragging in any form is punishable as per the guidelines of the Hon'ble Supreme Court of India.**

1.2 All hostel occupants should conduct themselves in a disciplined manner befitting the honour, and respectability of the institution and the profession.

1.3 No secret activities or meeting are permitted in the hostel premises.

1.4 For holding any meeting in the hostel room or anywhere in the hostel premises, prior written permission should be obtained from Hostel faculty in charge/Warden/College authorities.

1.5 Consumption or storage or supply of liquor or any kind of intoxicant or drugs of abuse, is strictly prohibited.

1.6 Any kind of gambling is prohibited.

1.7 AIIMS Guwahati is a smoking free campus and any kind of smoking is strictly prohibited.

1.8 Any kind of pornography is strictly prohibited. If any student is found indulging in such activity, strict disciplinary action will be taken which may include rustication from the institute.

1.9 Firing crackers inside the hostel premises or inside the building is strictly prohibited. However, the hostel occupants can fire crackers as a mark of celebration in open land in the campus with prior permission of Hostel faculty in charge/Warden and as per the law. Hostel Committee or college authorities will not be responsible for violation of such laws.

1.10 The hostel occupants should not make noise and/or create disturbance, including use of
Hostel

audio devices, TV or other media devices in such a manner to disturb the other.

1.11 The hostel occupants shall not keep firearms, other lethal weapons, poison or dangerous chemicals in their rooms.

1.12 The hostel students shall not interfere with the duties of Hostel Committee Members, wardens and security personnel.

1.13 The hostel students shall not misbehave with Hostel Committee members, security personnel, and the staff employed at hostel for maintenance. If found guilty on this part, the strict disciplinary action will be taken.

1.14 Residents shall not get involved in arguments or otherwise interfere with the duties of the employees of the hostel. if there is any complaint or suggestion to be made, it shall be made to the warden concerned.

1.15 Students are barred to post any institute-related videos on social media without proper permission.

2.0 Students' movement timings, attendance, and rules for leaving headquarter

2.1 **“Student Movement Register”**: While moving out of the campus premises for any other work, the students will have to make an entry in the register kept at the gate mentioning the purpose, time of exit, and time of entry.

2.2 The entry time:

2.2.1 For boys' hostel

- **Entry time on the campus is 7.45 pm** and students are not permitted to leave the campus after that. Strict action will be taken for non-compliance with this permission.
- **Attendance will be taken at 8.00 pm every day.** Failure to attend the 8.00 pm **head count for 5 times within a month**, will result in strict disciplinary actions.
- The main gate of the Hostel will be **closed at 10.15 pm**. Hence, students should enter the hostel **before 10 pm**.
- Students are **not permitted to leave the hostel between 10.00 pm and 5 am**.
- In case of **exceptional circumstances**, wherein a student cannot return to the hostel premises before the stipulated reporting time, they need to take prior permission from the faculty in charge/wardens with proper justification for the same and a gate pass will be issued. If they cannot return overnight, they need to give applications with parents/local guardians' signatures with proper justification.

2.2.2 For Girls hostel:

The students are advised to carry their identity cards with them while moving out of the hostel premises and should show them on demand while entering the campus.

- **Entry time on the campus is 7.45 pm** and students are not permitted to leave the campus after that. Strict action will be taken for non-compliance with this permission.

- **Attendance will be taken in Girls Hostel twice at 8.00 pm and at 10 pm every day.**
If a student fails to attend **head count 5 times within a month**, strict disciplinary action will be taken.
- The main gate of the Hostel will be **closed at 10.15 pm**. Hence, students should enter the hostel **before 10 pm**.
- Students are **not permitted to leave the hostel between 10.00 pm and 5 am**.
- In case of **exceptional circumstances**, wherein a student cannot return to the hostel premises before the stipulated reporting time, they need to take prior permission from the faculty in charge/wardens with proper justification for the same and a gate pass will be issued. If they cannot return overnight, they need to give applications with parents/local guardians' signatures with proper justification.

2.3 The hostel occupants shall not leave headquarter without prior permission of the Hostel Faculty in charge/Warden. **Hostel occupant who leaves the hostel without application and prior permission from the concerned authorities shall be deemed to be missing and their parents/guardian or even the Police authorities may be intimated.**

2.4 While leaving headquarter (during leave or vacation if any), the student should apply for permission in the **leave format including parents undertaking** (Annexure I and II) given in advance (at least one day) stating the reason for leaving. The student shall mention the address of destination, phone number and expected date of return to the hostel.

2.5 If anyone wishes to visit or stay at the local guardian's (LG) place, they have to submit an application and get written approval 1 day prior to the day of visit by the hostel warden. After

the visit to the local guardian, one application duly signed by the LG will have to be submitted to the warden.

2.6 For any leave more than 3 days, students are required to take prior permission through mail from Dean academics and to parents and official hostel email ID (hostelaiimsghy@gmail.com) with proper leave format and parental undertaking as attachments. Hard copies to be submitted to warden office.

2.7 It will be responsibility of the student to inform Mess In-charge while leaving headquarter. In such situation, the rules of Mess Committee will be applicable.

2.8 The hostel occupants shall not leave the hostel premises for the purpose of excursion or picnic without permission of the competent college authorities and without prior intimation to Hostel Faculty in charge/Warden. For any accident, fatality or untoward event that may occur during picnic/excursion, the responsibility does not lie with the institute or Hostel authorities.

For leave up to 3 days:

Leave format + parents undertaking ---à submit hard copies at warden office at least 3 day prior to leave

For leave beyond 3 days:

Leave format + parents undertaking --à submit hard copies at warden office at least 3 day prior to leave **in addition**

Send email of the soft copies of *leave format + parents undertaking* to Dean office & hostel faculty in charge

Email id: hostelaiimsghy@gmail.com

Dean office: dean-academic@aiimsguwahati.ac.in

3.0 Visitors

3.1 No male visitor is permitted in Girls Hostel.

3.2 Female visitor (only close relatives) will be permitted to visit female student's room on verification from the concerned students. However, in any circumstances, they will not be allowed to stay in the hostel.

3.3 The male visitors (close relatives/guardians only) can meet the female student in the visitor's room only.

3.4 Male students are not permitted to enter inside the Girls Hostel premises in any circumstances. If found, it will be treated as serious offense.

3.5 Female students and female visitors are not permitted to enter inside the Boys Hostel premises in any circumstances. If found, it will be treated as serious offense.

3.6 Outsiders including parents or guardian of a student are not permitted to stay in the hostel (Boys /Girls Hostel).

3.7 Visitors including parents/guardian are not permitted in the hostel after 8.00 pm. However, in special circumstances, the prior permission of Hostel Faculty In charge/Warden or competent college authorities must be obtained to stay beyond these hours.

4.0 Electricity, water, furniture, and other hostel property

4.1 Electricity should be consumed as needed and should be not wasted.

4.2 While moving out of the hostel room, electrical and other appliances in the rooms

should be switched off.

4.3 Tampering with electrical installations will be treated as serious offense.

4.4 Water should be consumed as needed and should not be wasted.

4.5 Water coolers and water filters installed in the hostels are required to be maintained in good conditions. Tampering with this equipment will be treated as serious offense.

4.6 The hostel occupants should take good care of furniture/equipment of the rooms as well as other hostel areas.

4.7 The hostel occupants should take good care of television sets installed in the hostel. Any damage or tampering will be considered as serious offense.

4.8 Any kind of damage/ Stealing or pilfering of hostel/institute property by hostel occupants will be treated as a serious offense. Strict disciplinary action will be taken including a monetary fine. (Individually or collectively).

4.10 The hostel students can keep and install air coolers/conditioners in their rooms during the summer season with prior permission from the **competent authority**. The student himself/herself will be responsible for its installation and maintenance. However, students need to pay separate electricity bills for the same as per policy adopted by Engineering department, AIIMS, Guwahati.

4.11 The hostel students are not permitted to keep refrigerator, television, washing machine, room heaters in their rooms.

4.12 No form of cooking is allowed in the hostel rooms. Strict action will be taken for non-compliance.

4.11 Sports items provided in the hostel should be maintained properly and entry should be made in the sports register while borrowing the sports items

5.0 Cleanliness

5.1 The hostel occupants should keep their rooms neat and tidy.

5.2 It is the responsibility of room inmates to discard the wastages of their rooms in the common dustbins.

5.3 The hostel occupants should maintain the hostel premises neat and clean.

5.4 The hostel occupants are prohibited from writing any slogans or any writings, obscene drawings, on the hostel walls and rooms.

5.5 The room of any student can be inspected at any time by the warden or any authorized member from the institute staff. The inmates should keep their rooms presentable.

6.0 Hostel allotment, vacating the hostel, withdrawal/removal from the hostel

6.1 Hostel allotment will be done by Hostel Committee only after approval and under the direction of the administration.

6.2 Students shall submit Hostel Accommodation form to Student Section/Hostel Committee.

6.3 Only those students who have submitted duly filled Hostel Accommodation Form will be considered for hostel allotment.

6.4 Hostel allotment procedure will be decided by Hostel Committee as per the direction and approval of administration.

6.5 Once the hostel room is allotted, no change of room will be permitted.

6.6 Change of room will be permitted only in special circumstances, provided it is deemed necessary/justified by Hostel Committee and depending upon availability of rooms.

6.8 No student should change or exchange rooms themselves.

6.9 Unauthorized occupation of any room or exchange of room shall be treated as serious violation of disciplinary rules of the hostels.

6.10 The hostel occupant should not break open or try to break open the occupied/vacant rooms of the hostel. Any damage due to such act will be borne by the residents of the hostel.

6.11 While vacating the hostel room, the students should submit the key to Hostel Faculty in charge/Warden.

6.12 Where a student has left the hostel, for whatever reason without clearing his dues to the hostel, the College Administration may affect recovery of the outstanding dues. In addition, the college authority can withhold the issue of Character certificate, provisional degree certificate, internship certificate till the balance of the outstanding dues is paid by the student.

7.0 Vehicle

7.1 Any kind of student vehicle is not permissible except bicycle for use within the campus.

8.0 Safety of personal belongings

8.1 It will be the responsibility of the hostel occupants to take care of their personal belongings.

8.2 A hostel student will be completely responsible for all his possessions including his/her laptop/computer/electronic gadgets etc.

8.3 The institute or hostel committee will not be responsible for any loss.

8.4 The hostel occupant should lock their respective room while moving out of the room and hostel.

9.0 Emergencies

9.1 In case of health issues, theft, fire, quarrel among students, bullying, etc, the students should report immediately to Hostel faculty in charge /Warden.

9.2 In case of any problem or complaint regarding hostel, the hostel occupants should submit written complaint to Hostel faculty in charge/Warden. Complaint books are kept with Hostel faculty in charge/Warden.

10.0 Disciplinary action

10.1 If case of infringement of hostel rules, the student may face any of the following punishment

10.1.1 Warning to student

10.1.2 Written memo to student

10.1.3 Verbal and/or Written communication to parents/guardians

10.1.4 Monetary fine – Rs. 50/- to Rs. 50,000/- (Individually or collectively)

10.1.5 Recovery of cost of damaged hostel property

10.1.6 Expulsion from the hostel

10.1.7 Rustication for a particular term

10.1.8 Permanent rustication from the institute

10.2 The type of punishment will depend upon the severity of misconduct and indiscipline and will be decided by disciplinary committee in consultation with competent authority and will be recorded in the students' personal file.

11.0 Student prefects

11.1 Student prefects will be appointed every year by the Hostel faculty in charge/Warden in consultation with other members of Hostel Committee from amongst the senior students of good standing. Preferably, one student prefect per floor/wing will be appointed.

11.2 The student prefects will assist Hostel Assistant/Warden in maintaining the discipline and administration.

11.3 Duties of Student Prefects

11.3.1 To assist Warden in taking night attendance

11.3.2 To ensure hostel rules are observed by the inmates and bring to the notice of Hostel faculty in charge /Warden, in case of violation of any rule

11.3.3 To report Hostel faculty in charge/Warden in case of emergencies

11.3.4 To ensure cleanliness of hostel wing/floor/premises and bring to the notice of Warden

11.3.5 To monitor activities of TV/Common room

12.0 Appellate authority

12.1 Hostel Warden

12.2 Hostel faculty In-charge

12.3 Chairman, Hostel Committee

12.4 Administration (Director/DDA/Dean academics)

Annexure I:

To, The Warden,

Boy's / Girls' Hostel

AIIMS, Guwahati

Date: __ / __ / ____

Subject: Request for leaving the hostel.

Dear Sir,

With humble request, I, _____ staying in Room No. _____ would like to inform that I wish to leave the Hostel from _____ to _____ with due permission from my Guardian/Parents. My contact address during this period is given below.

Address of correspondence _____

Thank you.

Yours sincerely,

Name -

Room no. -

Attachment:

Parents/ Guardian's permission letter

Annexure II

Parent/Guardian Undertaking form to leave hostel

I, _____ hereby submit an undertaking on behalf of my Son / daughter _____ Roll no. _____ of the Batch _____, that he / she will be absent from Boys / Girls hostel, AIIMS, Guwahati from _____ to _____ with my permission. He / she is presently a boarder of Boys' / Girls' Hostel, Room No _____. I take responsibility for his / her travel and safety during this period. His /her contact details for the given period are given below.

Address of correspondence _____

Signature:

Name:

Relation:

Contact Number: