

Undertaking of U.G Students for Hostel

Name of Student:

Allotted hostel:

Room No.

Date of Allotment:

Mobile No.

Respected Dean

Shri M P Shah Govt. Medical College, Jamnagar

Subject: Undertaking Regarding Compliance with Hostel Rules and Regulations

Respected Sir/Madam,

I, _____ hereby declare that I am a undergraduate student of M P Shah Govt. Medical College, Jamnagar with above mentioned details.

. I hereby undertake that:

1. Illegal Occupancy

- I acknowledge that occupying the hostel room without authorization or beyond the permissible period is strictly prohibited.
- I am fully aware that exchange of rooms without knowledge of authorities shall also be considered as illegal possession of room
- Here by I acknowledge that residing outside the campus while keeping a hostel room, will also be considered as illegal occupancy of hostel room.

2. Prohibition of Alcohol and Substance Abuse:

- I affirm that I will not engage in the consumption, possession, or distribution of alcohol or any other substances of abuse during my stay in the hostel and it is strictly prohibited legally.

3. Use of Electrical Equipment:

- I acknowledge that the use of high-voltage electrical equipment, such as air conditioners (AC), refrigerators or any other high voltage electric devices are strictly prohibited in the hostel rooms.
- I understand that these restrictions are in place to ensure the safety of all residents and to prevent electrical hazards.

(As per official information provided by PIU electrical, building constructed in such a way that it is unable to support the operation of high-voltage devices.)

4. Movement of Furniture:

I understand that movement of furniture or any electric equipment i.e. cots, table, chairs, fans or tube lights without knowledge of authorities is illegal

5. Respectful behavior & spirit of cooperation:

Hereby I affirm that during my MBBS tenure I will behave respectfully with non-teaching staff of college/hostel and hostel wardens as well. I will also stay with spirit of cooperation with fellow friends

6. Compliance with Hostel Rules:

I commit to adhering to all other rules and regulations as laid down by the hostel administration.

I understand that violation of this rule will result in severe disciplinary action to a penalty of INR 5,000, including but not limited to immediate expulsion from the hostel and potential academic consequences as per the institution's regulations.

I hereby confirm that I have read and understood the above-mentioned rules and agree to abide by them. I also understand the consequences of non-compliance.

Date:

Signature of the Student

Place:

M P Shah Govt. Medical College,
Jamnagar (Gujarat)
Hostel Management SOP

Scope of the Procedures

This procedure is applicable to all the students (UG, Interns, PG, and SR) of Hostels provided by the M P Shah Govt. Medical College, Jamnagar (Gujarat). All the Students are required to maintain the decorum and regimen on the Institute/Hostel premises. If any student is found indulging in any undesirable, illegal, antisocial, and/or destructive activities in the Institute and/or Hostel premises, suitable disciplinary action will be taken against the Student.

A. Hostel Management

The following officers constitute the Hostel Administration Committee:

- a) The Dean
- b) The Chief Warden
- c) Assistant Warden
- d) Hostel Clerks
- e) Rector
- f) Nayak
- g) AV/CCTV Operator
- h) Physical instructor

Each hostel is managed by an Assistant Warden who is staff/officer in the Institute. The students need to follow proper protocol for help, guidance, and grievance redressed. Representations to higher officers must be forwarded through proper channel.

B. Hostel Allotment Rules

1. Hostel accommodation shall be available to only admitted students of the Institute.
2. Mass Allotment of hostel rooms will be done every year. At the conclusion of every Mass allotment of hostel, room needs to be vacated and shift to newly allotted room in given stipulated time.
3. Rooms will be given on the basis of merit. However, Random allotment of first year UG & First year PG on the basis of availability of rooms.

4. After completion of MBBS & PG course student must vacate the Hostel.
5. Post interns are not allowed to stay in any hostel.
6. The Hostel administration has the right to refuse allotment to any one and/or withdraw allotment already granted.
7. Any student inculpated in any undesirable/destructive activity in the hostel premises will be debarred/rusticate from the Hostel accommodation.
8. Hostel students will be provided a standard set of furniture and fittings in each room.
9. All students must arrange their own mattress, bed sheet / bedcover, blankets, bucket, mug, lock for the room, pillow, curtains, mirror, dustbins and personal essentials etc. for hygiene.
10. Students must occupy the respective room allotted to them only. Rooms once allotted to the students for year/till next Mass allotment, will not be changed except under extra ordinary circumstances.
11. Under no circumstances, the student should exchange rooms without the permission from the hostel authorities. It is punishable offence.
12. Students shall respect the equal rights of their roommates/partner.
13. In exigencies, the hostel administration, without assigning any reason, may shift student from one room to another.
14. Before vacating the rooms, the students must get 'No dues' signed from hostel warden. The furniture, electrical installations including the fan(s) and any other fixture that were provided in the room, all must be handed over in proper condition to the Hostel administration at the time of vacating the room. If any damage in any item is found to have occurred, compensation as assessed by the hostel administration shall be recovered from the concerned student. And he/she also entitled for fine decided by authorities.
15. The hostel will not issue any locks to the students. They should procure their own locks and preferably keep their rooms locked when they are away. No hostel student can break open a lock without consulting the hostel Management in case if he/she has lost the key.

C. Code of Conduct

16. All are expected to maintain strict discipline within the premises of the hostel. Any misbehavior, misconduct, indiscipline, or breach of hostel rules and regulations will invite severe punishment on the student and may even result in his/her expulsion from the hostel with or without any notice.
17. The students shall always maintain a high level of social and moral etiquette, and shall not create any kind of nuisance to the others in whatsoever manner.
18. Ragging in any form is banned. Severe punishment and a strong disciplinary action shall be imposed on any student if he/she is found to have indulged in ragging.

19. In the hostel premises, the following activities are strictly prohibited:

- ❖ Smoking.
- ❖ Consumption of alcoholic drinks or any banned substance.
- ❖ Gambling.
- ❖ Intimidation or violence.
- ❖ Using abusive languages.
- ❖ Disruption of property.
- ❖ Any act that prevents, disrupts, or disturbs regular academic activity.
- ❖ Unlawful assembly and rioting.
- ❖ Public nuisance.
- ❖ Violation of moral code of conduct.
- ❖ Extortion.
- ❖ Trespassing.
- ❖ Any act of abuse both physical or/and mental.
- ❖ Attempts to commit any or all the above-mentioned offenses.
- ❖ Threat to commit any or all the above-mentioned offenses.
- ❖ Any kind of illegal activity.

20. Punishment if found guilty for PG Students:

No	Disciplinary breach inside the hostel	Amount of the fine for 1 st time	Amount of the fine for 2 nd time	Amount of the fine for 3 rd time
1	To cause damage to the hostel room door.	11000/-	25000/-	Rusticate from hostel
2	For littering, spitting or writing any kind of inscription in hostel.	11000/-	25000/-	Rusticate from hostel
3	For the loss of the hostel student's ID card.	500/-	500/-	500/-
4	For the damage to the furniture mentioned in the (receipt acknowledgment) in the hostel room.	11000/-	25000/-	Rusticate from hostel
5	For staying in the hostel without authorizations and for changing rooms Without permission from the authorities.	1,00,000/-	Rusticate from hostel	--
6	For keeping the light and fan on inside the room and showing negligence, In the use of electricity (for more than 24 hrs)	5000/-	15000/-	Rusticate from hostel
7	For using unauthorized electrical items (such as AC, Washing machine, etc.)	25000/- confiscation of the appliance/s.	50000/- Confiscation of the appliance/s.	Rusticate from hostel
8	For water wastage/keeping a tap open.	11000/-	25000/-	Rusticate from hostel
9	Moving the hostel property (bed, chair, and table) from room to another room or hostel. Not able to return furniture item when the	10000/- (Per item)	20000/- (Per item)	Rusticate from hostel

	room is to be returned back to hostel authorities.			
10	Illegal substance abuse (alcohol, all drugs etc.)	50000/-	Rusticate from hostel	--

Punishment if found guilty for UG Students:

No	Disciplinary breach inside the hostel	Amount of the fine for 1 st time	Amount of the fine for 2 nd time	Amount of the fine for 3 rd time
1	To cause damage to the hostel room door.	3500/-	8500/-	Rusticate from hostel
2	For littering, spitting or writing any kind of inscription in hostel.	3500/-	8500/-	Rusticate from hostel
3	For the loss of the hostel student's ID card.	500/-	500/-	500/-
4	For the damage to the furniture mentioned in the (receipt Acknowledgment) in the hostel room.	3500/-	8500/-	Rusticate from hostel
5	For staying in the hostel without authorization and for changing rooms Without informing the authorities	30000/-	Rusticate from hostel	--
6	For keeping the light and fan on inside the room and showing negligence In the use of electricity (for more than 24 hrs)	1500/-	5000/-	Rusticate from hostel
7	For using unauthorized electrical items (such as AC, Washing machine, etc.)	8000/- confiscation of the appliance/s.	15000/- confiscation of the appliance/s.	Rusticate from hostel
8	For water wastage/keeping a tap open.	3500/-	8500/-	Rusticate from hostel
9	Moving the hostel property (bed, chair, and table) from room to another room or hostel. Not able to return furniture item when the room is to be returned back to hostel authorities.	3000/- (Per item)	6000/- (Per item)	Rusticate from hostel
10	Illegal substance abuse (alcohol, all drugs etc.).	15000/-	Rusticate from hostel	--
11	For any other form of disciplinary violation, such as breaking the hostels time limits or misbehavior with other staff members.	2000/-	4000/-	Rusticate from hostel

1. It is suggested to all inmates to maintain cultural harmony. No discretion based on caste/culture is acceptable.
2. Loud conversations/Music disturbs the others and hence should always be in low and audible tones.
3. Playing cricket or any other outdoor games inside the hostel lobby are strictly prohibited.
4. The hostel premises should not be used for any business purpose or promotion.
5. Students shall not fix posters / notices / pictures or anything that might damage the surface of the walls/doors or any place in the hostel.
6. Keeping electrical appliances such as Air condition (AC), washing machine etc. is not allowed in the

hostel room. Any student found using unauthorized electric appliances will entitle for fine decided by authorities.

7. Students are responsible for their possessions of all valuables. Students shall not leave mobile, ornaments and other valuables unguarded.
8. Theft / damages to hostel assets in common areas / corridors shall be recovered from all student of the hostel involved.
9. Any damage to common items/infrastructure shall be recovered in the form of fine. And also authority will inform to parents/guardian.
10. Vehicle stickers/pass which is provided by institute must be pasted on personal two/four wheelers.
11. Switch off the lights, fans while leaving the room. The light in the bathroom must be switched off, when bathroom is not in use. Close all water taps after use to avoid water wastage.
12. Students should not climb on terrace without permission from the hostel management.
13. Students must keep their own rooms clean and maintain hygiene.
14. Student should not throw papers, plastics, etc. outside their rooms and common places. They must use the garbage-bins only. They should not keep any belongings outside their rooms.
15. Celebration of various festivals/functions inside the hostel premises may be organized only after the prior permission of hostel authorities.
16. Smoking, consumption of pan /tobacco /alcohol /drugs /cigarette /intoxicating substance, in hostel and also mess premises is strictly prohibited.
17. Students are advice not to stay in hostel during the class hours unless the stay is unavoidable due to illness or any other valid reason.
18. Students must adhere to the hostel timing decided as per the administration of the chief warden.
19. No hostellers should see the Director or the Chief Warden for ordinary matters without approaching the authorities in hierarchy. Warden In-charge of the concerned hostel is the appropriate authority for any matter.
20. Any guest, family members, friends etc are not allowed to enter inside the hostel without prior permission.
21. Always keep your cupboards and rooms locked even when you go out of the room. The institute will not be responsible for any loss, damage, or theft of personal belongings.
22. In case of raid/search by local authorities/police whole responsibility will rest with the student, if found having any type of weapon/ knives/ rods or any other gadget which can be used as weapons,/drugs / liquor / intoxicants etc. or its kind.
23. Moving the hostel property (bed, chair etc.) from the room is strictly not allowed. Still if done without permission from the authorities, the students who fails to return back all the furniture's/ fixtures in good working condition at the time of returning back the allotted room shall be liable for various disciplinary

action/s, including but not limited to financial punishment.

24. Any type of markings/writing on hostel inventory / walls etc. will be treated as an act of indiscipline.
25. Student(s) having any chronic/communicable disease(s) are required to bring in the knowledge of hostel authority before taking the hostel.
26. Students shall not bring and/or keep any pets in the premises including fish, cats, dogs, and so on. Students should desist from pampering stray dog by offering food, petting them etc.
27. Students shall always treat the staff and housekeeping staff of the Hostel with due courtesy. Service of the housekeeping staff shall not be utilized for private or personal work. No tips in cash or kind will be given to the staff of the Hostel.
28. For any problem regarding hostels, contact your Assistant Warden/Chief Warden as the case may be.
29. The fine must be paid within 15 days. Those who do not pay the fine will be Rusticate from the hostel, In addition, authority will be inform for further action, which includes withholding of university examination form (action to be taken by students section), recording in character certificate etc.
30. Rules may be amended time to time by the authority, as per requirement.
31. Students are permitted to utilize allotted room for themselves only. External persons, relatives etc. will be punishable as per rule.

Note: Apart from the above, administrative and legal authority will remain with the Dean.

NOTE: Those students are been punished by fine(cash) need to submit amount at hostel office clerk and the clerk will submit amount weekly to MCDS at A-branch to get the individual receipt, Asst. warden will inform the fact to the student branch to convey the punishment to parents.

PREPARED BY

1. DR.VIJAY SATA
2. DR.NANDINI BAHARI
3. DR. K D MEHTA
4. DR.VISHALDEEP GOHEL
5. DR.DHAVAL TALSANIYA

REVIEWD BY

1. DR.H.P.TRIVEDI
- 2.DR.DHAVAL TALSANIYA
- 3.DR VIRAL SHAH
- 4.DR.VISHALDEEP GOHEL
- 5.DR. KRUNAL SOLANKI
6. DR.ANUPAMA SUKHLECHA
7. DR.BALKRISHNA THUMMER
8. DR.MEHUL UPADHYAY
9. DR.HEMANGINI KHARADI

RELEASED BY

- 
- 1.DR.NANDINI DESAI (DEAN)
 - 2.DR.S.S.CHATTERJEE (ADD. DEAN)

HOSTEL ADMISSION FORM

NAME :-

ADDRESS :-

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FATHER'S NAME :-

MOBILE NO. :-

OCCUPATION :-

TEL. NO. :-

MOTHER'S NAME :-

MOBILE NO. :-

OCCUPATION :-

TEL. NO. :-

LOCAL GUARDIAN

NAME :-

ADDRESS :-

.....

MOBILE NO. :-

: OFFICE WORK :

DATE:-

ALLOT. HOSTEL :-

ROOM NO. :-

U.G. :-

- (1) HSC MARKS :-
- (2) NEET MARKS :-

INTERN :-

- (1) FINAL MARKS :-

P.G. :-

- (1) ☐ STATE QUOTA / ☐ ALL INDIA QUOTA
- (2) MARIT NO. :-
- (3) NAME OF SUBJECT :-
- (4) ☐ DEGREE / ☐ DIPLOMA

SIGNATURE OF THE APPLICANT

:: DOCUMENTS TO BE ATTACHED ::

→ U.G. ←

HSC MARK SHEET PHOTO COPY

JOINING ORDER PHOTO COPY

PHOTO COPY OF ANY PHOTO ID PROOF

NEET MARK SHEET PHOTO COPY

PHOTO COPY OF FEES

PASSPORT SIZE PHOTO

→ INTERN ←

FINAL MARK SHEET PHOTO COPY

PHOTO COPY OF ANY PHOTO ID PROOF

INTERN ORDER PHOTO COPY

PASSPORT SIZE PHOTO

→ P.G. ←

ADMISSION ORDER PHOTO COPY

PHOTO COPY OF ANY PHOTO ID PROOF

PHOTO COPY OF FEES

PASSPORT SIZE PHOTO

: સારી વર્તણુક અંગેનું બાંહેધરી ખત :

આથી હું શ્રી / કુ. લેખિત
બાંહેધરી આપું છું કે, શ્રી એમ. પી. શાહ મેડીકલ કોલેજ, જામનગરમાં અભ્યાસ
કરું છું અને હું આગળ અભ્યાસ ચાલુ રાખવા માંગું છું.

હું તબીબી અભ્યાસકાળ દરમ્યાન હોસ્ટેલનાં સાથી મિત્રો તથા બિન શૈક્ષણિક સ્ટાફ
સાથે સહકારની ભાવનાથી વર્તીશ. હોસ્ટેલની કોઈપણ મિલકતને તથ ફર્નિચરને નુકસાન પહોંચાડીશ
નહીં, જે નુકસાન પહોંચશે તો જે દંડ નક્કી કરેલ હશે તેની હું ભરપાઈ કરી આપીશ. આ ઉપરાંત
મારા વોર્ડનશ્રીઓ સાથે આદર પૂર્વક વર્તન કરીશ.

અભ્યાસકાળ દરમ્યાન જે મારી વર્તણુકમાં કોઈપણ પ્રકારનો ભંગ થશે તો જે પ્રમાણે
નિયમોનુસાર જે પગલા લેવાય તે મને માન્ય રહેશે, તેની ખાત્રી આપું છું.

તારીખ _____

વિદ્યાર્થીની સહી