



Hostel

RULES AND REGULATIONS

GENERAL

The Kanyakumari Government Medical College Hostel provides boarding and lodging facilities for bonafide students of our Medical College only. The hostel shall be under the control of the Dean and in the immediate charge of the Warden. The Dean is vested with the powers to enforce rules and regulations and his decision shall be final in the interpretation of the rules and in all matters connected with the hostel. Separate hostels are available for men and women students.

ADMISSION

The College and Hostel administration reserves the right to admit students to the hostels. Admission to the College does not confer automatic right of admission to the hostel attached to the College. The admission can be denied without assigning any reason. The students will be admitted in the hostel after admission in the College, on applying in the prescribed application form which can be had on payment of the prescribed fees. The student will be required to produce proof of admission in the College before admission in the hostel. Every student, before admission into the hostel must give an undertaking declaration in writing that he/she will abide by the rules and regulations of the hostel and that he/ she will submit to any disciplinary action imposed on him/ her by the authorities. The parents will also given an undertaking declaration at the time of admission regarding the behaviour on his/her admission in the hostel and will not be considered if the declaration is not signed both the student and the parent/guardian. Membership in the hostel shall be terminated at the end of each academic year and the members who are desirous of continuing with the hostel must make formal application for readmission every year.

Membership :

Residence in the hostel for any period does not confer any right to membership for the following academic year. The students studying in a class for more than a year after the prescribed period may not be admitted in the hostel. No student will ordinarily be allowed to continue in the hostel beyond a continuous period of six years from the date of joining the College in the First Year. If a student comes on transfer from other college, the period will be counted from the date of joining MBBS Course in other College as well. Each case will be decided on merit by the Warden.

Vacating from Hostel :

After admission, no student shall vacate the hostel without prior permission from the warden. Before vacating the hostel, the student shall inform the warden in writing, stating the reason for the vacation. Only after the request is considered and approved by the warden, the student shall vacate the hostel. If any student wants to leave the hostel, he/she should also produce a letter or request to that effect from the parent. He/ she should clear the dues and fulfil other formalities as prescribed. If any student applies for vacating the hostel within six months of admission without any valid reason, he/she forego the entire caution deposit.

LODGING

- 1. Allotment of rooms will be made by the Warden.
- 2. The student will continue to stay in the room allotted and shall not change rooms without the warden's permission.
- 3. The room allotment will be made by warden once a year according to seniority basis.
- 4. No room shall be allotted to a student without complete clearance of the hostel dues.
- 5. Members are liable to be shifted from one room to another.
- 6. No member will sublet the room to any one else.
- 7. No member will allow any guest or others to stay in the room.
- 8. Hostel furniture should not be removed from one room to another.
- 9. Members are responsible for care of the furniture and fittings in the respective rooms.
- 10. The cost of repair or replacements of fitting, furniture and others will be collected from them, in case of damage or loss. If the responsibility cannot be fixed, the cost will be recovered from all the members collectively in addition to the cost of damages, an equal amount of fine also will be levied.
- 11. Members are not permitted to use any extra electrical gadgets in their rooms without prior permission of the wardens
- 12. The members are advised not to keep money, jewels or valuables in their rooms. The hostel administration does not accept any responsibility for the valuable things in the rooms.

GUESTS

- 1. No one shall entertain any guest in the room.
- 2. Lady guests are not permitted entry into the men's hostel and vice-versa.
- 3. A member having unauthorized guests is liable for expulsion and fine.
- 4. All visitors shall be entertained only in the visitors room during the visiting hours between 4.00 p.m. to 6.00 p.m. on week days and 9.00 a.m. to 6.00 p.m. on Sunday.
- 5. No visitors are allowed to stay inside the hostel.
- 6. Members should go over to the visitors room to see their visitors, maintain visitor book kept in the visitors room.

DISCIPLINE

- 1. Identity cards will be issued to all the members. Any student found without the identity card will not be allowed to stay in the hostel.
- 2. The gents hostel gate will be closed at 9.30 p.m. in weekdays and 10.00 p.m. in weekends. Ladies hostel main door will be closed at 8.00 p.m. in weekdays and 8.30 in weekends. Late comers shall enter their name in the late comers register kept with the watchman.
- 3. No student will be allowed to stay outside the hostel without prior permission of the warden.
- 4. The members must observe strict silence during 7.00 p.m. to 7.00 a.m. (Study hours).
- 5. Members who wish to spend the night out with their relatives or friends, must produce in advance a letter of authorization from their parents/guardians permitting them to do so. On no account should they leave the hostel before they are permitted to do so.
- 6. The members should switch off the lights and fans before leaving their rooms and close water taps after use.
- 7. Students should be conservative in the use of water and electricity.
- 8. Any complaint regarding the amenities and others in the hostel should be addressed to the warden through proper channel.
- 9. Any theft shall be reported to the warden to take further action. The hostel authority will not be responsible for any negligence on the part of the members.
- 10. Any change of address or phone number of the parents or guardian shall be intimated promptly to the hostel office.
- 11. Those who go on vacation or leave should inform in advance in writing to the warden, the time and date of departure and the destination in the prescribed form.
- 12. The hostel authorities will inspect the rooms any time and the members shall co-operate with them.
- 13. If any member falls ill, the warden should be informed immediately and the member will be admitted in the hospital. No sick student is allowed to stay in the hostel for more than 24 hours.
- 14. The hostel authorities will not be held responsible for any negligence on the part of the members.
- 15. Ragging in any form causing physical or emotional hardship to anyone is strictly prohibited. Any student found indulging in ragging will be expelled from the hostel and criminal proceedings will be initiated.
- 16. No student should possess narcotic drugs or liquor or using dangerous weapons in the hostel or in the campus. If any one is found violating this rule, he/she will be expelled from the hostel.
- 17. Smoking and alcohol are strictly prohibited in the Hostel rooms and within the campus.
- 18. No student shall punish or scold the hostel servant for any reason. In case of any complaint, the matter should be brought to the notice of the warden for necessary action.
- 19. No one should convene or arrange or participate in any unauthorized meeting in the hostel.
- 20. No member is permitted to collect money from other members on any account for any purpose without the prior permission of the warden.
- 21. Gambling in the hostel premises is strictly prohibited.
- 22. Exhibition of posters and pamphlets and distribution of notice in the hostel are not permitted.
- 23. No member shall put any notice on the notice board without the warden's permission.
- 24. Disfigurement of hostel property and walls and damaging the hostel property in any manner are prohibited and strict disciplinary action will be taken on those guilty.
- 25. Making groupism will be viewed seriously for taking necessary action.
- 26. Shouting inside the hostel and college premises will be viewed seriously.
- 27. Any type of business activity is prohibited inside the hostel.
- 28. Students are prohibited to use TV/ Music system / DVD inside the common rooms.
- 29. Student found guilty of any criminal act shall be expelled from hostel.
- 30. Students are forbidden to take part in political agitation or any strike.
- 31. The students shall not tamper with the Electrical fitting or damage any furniture or other Government property.
- 32. Keeping vehicle in the hostel is prohibited.
- 33. Any misconduct or misbehavior with other students or others in the campus will be viewed seriously and those found guilty will be liable for expulsion from the hostel.
- 34. A committee headed by the Dean will examine the cases of indiscipline on the part of the members and the Dean's decision will be final and binding in all respects.
- 35. Ignorance of rules and regulations of the hostel will not be treated as an excuse.
- 36. Only students are allowed to stay in the hostel. Visitors (parents, relatives, friends) are strictly not allowed to stay in the hostel.
- 37. There will be security persons posted in the hostel during morning and night shifts.

RAGGING:

Ragging is defined as an act that violates or is perceived to violate an individual students's dignity.

<https://www.antiragging.in/>

Step taken to control Ragging:

- 1. Ragging is strictly prohibited inside the campus and severe action will be taken if found guilty.
- 2. The institution shall predominantly display posters detailing laws & punishments against Ragging.
- 3. A printed leaflet is given to every fresher detailing anti ragging measures, telephone numbers of anti-ragging helpline, Wardens, Head of Institution, all members of Anti-ragging squads & committes.
- 4. Identity of informants of ragging will be fully protected.
- 5. Faculty members will be assigned to make surprise visits.

BOARDING

- 1. The Boarding section of the hostel is under the immediate charges of the Warden.
- 2. All members of the hostel shall dine in the hostel mess only.
- 3. Hours of service in the mess will be

Mess Timing :		
Break-fast	07.00 a.m.	to 9.30 a.m.
Lunch	12.00 noon	to 02.30 p.m
Tea	04.00 p.m.	to 05.30 p.m
Dinner	07.00 p.m.	to 10.00 p.m

- Utensils from the mess shall not be taken away to the room or throw it away.
- Meals will not be served in the rooms and the students should not take meals outside the mess-dining hall.
- Cooking is strictly prohibited inside the room of hostel.
- Menu prepared by mess secretary on every year in the month of July and implemented for one year. Daily Menu is tasted by mess secretary before serving to other students. Any mistake found, master of the mess will correct the mistake.
- Sick diet will be supplied for members, who are ill on the advice of the warden.
- For smooth running of the mess, members should not enter the kitchen and discuss problems with the kitchen staff.
- Complaints of unsatisfactory service on the part of the kitchen staff should be immediately brought to the notice of warden. Any complaint regarding the food is made in the prescribed form. If it is legitimate, necessary action will be taken. If any false complaint entertained, necessary disciplinary action will be taken. If any discrepancies, warden decision is final.
- No member will employ any servant either in the room or in the mess/kitchen on any account.
- No personal servant will be allowed in the campus.
- The members shall clear the dues of the previous month and only after that, they will be permitted to dine in the mess.
- Those who run arrears and those who do not clear the mess dues, will not be allowed to dine if found dining in the mess, will be expelled from the hostel.
- It is the duty of the member to watch the mess-bill and the cost of extras. If there is any doubt or revision, it should be brought to the notice of the warden in writing within 10 days of publication of the mess bill. Belated representation will not be entertained and the member will have to pay the amount put up on the notice board.
- Any member is found guilty of damaging mess vessels / furniture or any other item in the mess, double the cost will be recovered from them and they are liable for expulsion from the hostel.

COMMON ROOMS (in Boys Hostel)

TV Hall	04.00 p.m. to 10.30 p.m.
Study Hall	06.00 p.m. to 08.30 a.m.
01.00 p.m. to 11.00 p.m	
Gym Hall	06.00 a.m. to 08.30 a.m.
04.00 p.m. to 10.30 p.m.	

DUES CLEARANCE

Every month the mess charges will be calculated and the hostel due-card will be sent to their parents / guardians on 5th of next month. The dues include rent, electricity charges, establishment charges etc.

List of dues from each member will be put up on the notice board by the first week of every month. The relevant ledgers for this will be available for perusal by the members and the DUES SHOULD BE PAID ON OR BEFORE 15TH OF THE MONTH at the bank in the college premises. If not paid on time fine will be collected as per council's decision.

Payment can be made in cash or crossed - cheque or bank draft drawn in favour of the warden of the hostel or through online. If the dues are not cleared for three months continuously, the member is liable for expulsion from the hostel.

Scholarship holders have to pay the mess dues irrespective of the scholarship amount sanctioned to them. Every student will be required to produce a No Due Certificate from the hostel office at the time of submitting the application for the University Examination.

If the student has failed to pay his/her dues, he/she shall not be given the no due certificate from the hostel office.

If necessity arises, action will be taken to recover the dues in arrears through the Revenue Department.

GENERAL DISCIPLINE

- 1. No vendors are allowed inside the hostel.
- 2. It is the prime-responsibility of all members to keep the surroundings clean. Usage of plastic disposable items is strictly prohibited.
- 3. The warden shall put up the rules governing the use of Co-operative store, television, library, reading room, recreation room and laundry. All the members of the hostel are expected to abide these rules.

OFFICE

The hostel office will be kept open on all working days during the working hours. The members can go and transact their business. Any problems or complaints are expected to be brought to the notice of warden in writing for necessary action.

SELECTION OF STUDENTS COUNCIL POST

The following posts are available

- 1. General Secretary Gents hostel
- 2. General Secretary Ladies hostel
- 3. Mess Secretary Gents hostel
- 4. Mess Secretary Ladies hostel

Method of Selection:

Selected by Voting System on every year in the month of April. Information regarding the eligibility of the post will be available in the hostel office.

Rules and Regulation:

- 1. Should clear the dues, at the time of nomination.
- 2. One should have one post only.
- 3. Those who are nominated should not have any written complaint or any disciplinary action pending in the hostel or college.
- 4. The proposed date for selection is on 15th April.
- 5. Students are instructed to give their names in written form with the post for which interested to hostel Office Assistant on or bore 5th April.
- 6. In case if nobody is willing to take any post the individual will be selected from all the student by lot system.
- 7. If more than one batch of students, the following rules are to be followed for selection.
 - 1. Each batch select two members in both ladies & gents hostel. These selected members become a part of Student Hostel Advisory Committee.
 - 1. This member selects Student Council post among the selected advisory committee.
 - 1. The rest of the Hostel Advisory Committee member selected once again from the particular batch of students.