



ESIC MEDICAL/DENTAL/NURSING/PARAMEDICAL COLLEGE'S HOSTEL RULES & REGULATIONS

AT A GLANCE

- a. Any matter related to basic amenities can be reported to hostel office/Warden.
- b. Accommodation in the hostel is restricted to the length of the course for which it has been designated. The duration of residence in the hostels will be permitted according to the Academic Calendar.
- c. All students are required to pay the applicable hostel fees every year, to continue their stay in the hostel, irrespective their university examinations' results i.e. either pass or fail.
- d. Students found indulging in ragging or similar / any other form of indiscipline will to be expelled / rusticated from the hostel / College.
- e. Smoking/Consuming alcohol & other prohibited substances like drugs inside the hostels will attract disciplinary action.
- f. Do not keep valuables in the hostel room. The College is not responsible for damage or loss of your property.
- g. Damage to hostel furniture, electrical fixtures & other facilities will attract heavy penalties including expulsion from hostel.
- h. Taking away crockery, utensils etc. From the mess / kitchen will attract heavy penalties.
- i. Do not paste anything on the walls. For posters use only the notice boards provided.
- j. Men are not permitted to visit a resident in the rooms of ladies hostels and vice-versa. Legal proceeding will be initiated against those violating this rule.
- k. Entertaining unauthorized guests shall be considered as an offence and could attract legal proceeding against both the boarder and the guest.
- l. Do not use any electrical gadgets (like Electrical Induction Stove, Electrical Water Heater, Electrical Room Heaters, Refrigerator, Air Coolers, Air Conditioners, Washing Machines, Iron Box and of any other electrical equipment) other than mobiles, & laptops in the hostel rooms).**
- m. The College is not responsible for any damages caused to personal property as a consequence of using them. Gadgets other than mobiles & laptops will be confiscated.
- n. Do not park vehicles in the doorway. It will be treated as violation of basic rights of differently-abled persons. The matter will be viewed seriously and heavy penalty shall be levied including confiscation of vehicle.
- o. Pay your mess bills on time. Students must clear their mess bills within the deadline.
- p. Boarders are encouraged to participate in the clean and green programme of hostels as part of Swach Bharat/Swachata Abhiyan.

- q. Warden/Asst. Warden/Anti ragging Quad/Dean/Any Authority constituted by the College will make surprise checks to all the hostels at any time. During the surprise checks the boarders should produce their ID.
- r. Do not forget to sign the vacation register before vacating the hostel.
- s. It is the minimum responsibility of the boarder, to properly utilize the hostel furniture, and electrical/civic amenities, ensuring that they are returned in good condition.
- t. During the hostel admission withdrawal, an inspection of the hostel room will be conducted by the Hostel Office or by an appointed authority. In the event that any damage to the furniture or the room is noticed, the associated costs for the repairs will be charged to the responsible boarder.
- u. All students are directed to follow the HOSTEL TIMINGS.
- v. All the Hostel boarders are strictly instructed to obtain prior written permission from their respective hostel wardens, if they intend to leave hostel premises between 09:30PM to 06:00AM.
- w. Students are strongly advised, not to contact or message The Hostel Wardens at odd hours for requesting permissions, such as late night departures from the hostel or for late entry upon returning from their home town. For such planned travel, students are strictly instructed to obtain permission, from their respective hostel wardens, along with valid proof of travel.
- x. The Wardens should be contacted at odd hours, only in case of emergencies, such as medical situations or other unavoidable circumstances.

IMPORTANT INSTRUCTIONS (Read carefully)

- Accommodation in the hostel is subject to the availability of seats and on the basis of first come, first serves. The Hostel Admission Application form maybe submitted accordingly.
- The candidates must be prepared to arrange for their own accommodation until the hostel admission process is completed.
- If any of the documents or information submitted for hostel admission are found to be incomplete/ forged/ fake at any point in time, the hostel accommodation shall be cancelled forthwith, and disciplinary/legal actions shall be initiated by the college.
- Documents not in the prescribed format shall not be accepted, and applications for hostel admission shall be rejected.
- The candidates are advised to come prepared to make payment for Hostel Fees & Hostel Deposit. Modes of payment are either ESIC ERP Challan or Demand Draft of any scheduled bank.
- The candidates whose hostel admission is complete, a Hostel Admission order will be issued and candidate must sign **in the Hostel Joining Registers**, and move into the hostel.
- Further, candidates who have been allotted hostel are required to submit their ink-signed Undertaking Forms to hostel office.
- The candidates, who fail to occupy their hostel rooms within **48 hours** of receiving the Hostel Allotment order, shall forfeit their right to claim hostel accommodation, and their hostel admission

shall be cancelled automatically. Such candidates shall be required to apply again. However, accommodation shall be provided subject to the availability.

- The candidates whose applications are rejected have the provision to apply again within **72 hours** by submitting Hostel Admission Application with relevant documents/information. However, accommodation shall be provided subject to availability.
- Claims for refund of Hostel Deposit, shall be settled only after the completion of course.
- The candidate needs to submit Hostel Admission Withdrawal/Cancellation Form and submit the same to the Hostel Office in person.
- **FEE STRUCTURE FOR HOSTEL ADMISSION**

Fee heads	Amount (in Rs./-)
Hostel Fees (<i>Per year</i>)	Rs. 10000.00/-
Hostel Deposit (One time)	Rs. 10000.00/-
Total	Rs. 20000.00/-

Dean
ESIC Medical College
Kalaburagi



ESIC Medical College/Dental College/Nursing College/Paramedical College, Kalaburagi
Sedam Raod, Kalaburagi, Karnataka-585106

Hostel Undertaking by the Applicant & Parent/Guardian

Date:

Name		Gender	☐ Female	☐ Male	☐ Transgender
Reg. No.		Course			

I, Ms./Mr. _____, S/D/o: Mr./Mrs. _____ do hereby undertake that:

1. I have read the Rules & Regulations of ESIC College Hostels, Kalaburagi and will abide by such rules, regulations, and norms as laid down in the same.
2. I will not deface the allotted room and hostel in any manner.
3. I will not cause any damage to the furniture, electrical, or any other fixture in the hostel.
4. I will not indulge in ragging or similar forms of activities amounting to indiscipline or any illegal activities.
5. I will not bring, keep, or consume any prohibited/banned substance/items.
6. I will lock my hostel room when I leave the same.
7. I will not take the mess food outside the dining hall and doing so will attract disciplinary action.
8. I will not take away any crockery, utensils, or any item from the mess, kitchen, or office space.
9. I will not keep money and other valuable articles (e.g. jewelry, etc.) in the hostel room, and the College shall not be responsible for any loss of such property.
10. I understand that men are not permitted to visit a resident in the rooms of ladies' hostels, and women are not permitted to visit a resident in the rooms of Mens' hostels.
11. I will not allowed any unauthorized persons (parents, siblings, friends, guests, or former students not on the college's roll, etc.) in my hostel room in any circumstances.
12. I will not park my vehicle blocking the entrance of the hostel or in the corridors and will facilitate barrier-free access to differently-abled persons.
13. I will not harbor or feed any animals (dog, cat, etc.) inside the hostel buildings.
14. I will not cause inconvenience to my roommate in any manner whatsoever.
15. I will not use any equipment, gadgets, or appliances that are prohibited by the College authorities.
16. I shall remit my Hostel Fee (as applicable annually) for the duration of my stay in the hostel, regardless of any promotion to a higher class or the continuation in the same class (in the event of not passing university examinations).
17. I will pay my mess bills every month regularly within the prescribed deadline, and non-payment of mess dues before the deadline will attract penalties.
18. I will be responsible for the cleanliness of the allotted room and hostel.
19. I will vacate and officially hand over the allotted hostel room keys during the vacation unless authorized to stay back.
20. I will surrender my room keys and officially vacate the room by signing the vacation register immediately after the completion of the approved period of accommodation in the hostel.
21. I will vacate the hostel, if I fail to register the hostel accommodation for the following year, by the specified deadline.
22. I will always carry my identity card issued by the College and produce the same on demand/request from any officials of the College.
23. I will not change my allotted room without permission from the hostel authority.

I do hereby understand and undertake that I will abide by all the rules and regulations laid down in the ESIC College Hostel Rules & Regulations without fail. I also understand that violation/s of any of the extant rules and regulations and orders/notifications subsequently issued by the Offices of the Warden or Asst. Warden shall attract disciplinary action, including legal action and expulsion from the hostel and the college. All the signatures in this and other documents submitted by me are in original only. If any of the documents or information submitted for hostel admission is found to be incomplete/forged/fake at any point in time, the hostel accommodation shall be canceled forthwith, and disciplinary/legal actions shall be initiated by the college.	Applicant's signature with date
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Undertaking by Parent/Guardian

I, Mr./Mrs. _____, Parent(s) / Guardian of Mr./Ms. _____, do hereby undertake that my ward and I are responsible for any untoward incidents and ensure that my ward will follow the rules, regulations, and norms laid down in the Hostel Rules & Regulations and time-to-time orders/notifications issued by the Offices of the Warden/Asst. Warden scrupulously, failing which he/she shall be liable for disciplinary and/or legal action including expulsion from the hostel and the College.

I also undertake that I will cooperate with the hostel authorities, monitor my ward's health and academic progress, and provide all the medical information of my ward to the hostel authorities. **In addition to these, I undertake that I will be available on call as per the details below and will visit and take care of my ward immediately, as and when required.** All the signatures in this and other documents submitted, are in original only.

Full Name of the Parent/Guardian		
Complete Residence Address		
Emergency Contact Number	Mobile No.	Landline No.
Valid Email ID		
Signature of the Parent/Guardian with date		

Read all the points carefully. Ink-sign the undertaking and submit the original in the Office of the Warden at the time of joining the allotted hostel.



APPLICATION FORM FOR HOSTEL ADMISSION

To,
The Warden,
Girls' / Boys' Hostel,
ESIC Medical/Dental/Nursing/Paramedical College,
Kalaburagi-585106.

Affix your latest
Passport Size
Photograph

Sir/Madam

I, Mr./Ms. son/daughter of Mr./Ms..... requesting you to kindly give admission to Girls'/Boys' hostel, ESIC Medical/Dental/Nursing/Paramedical College, Kalaburagi. I am aware of the rules of hostel admission and I shall abide by the rules and regulations of Girls' and Boys' hostel.

1	Name of the candidate (block letter)	
2	Student Mobile No. & Email Id	
3	College Reg. No. /NEET Roll No. / CET No.	
4	Name of the course, Date of admission to the college	
5	Date of Birth (DD/MM/YYYY)	
6	Gender	
7	Category (UR/OBC/EWS/SC/ST)	
8	Address (Permanent address attach copy of address proof)	
10	Parent Mobile No. & Email ID	
11	Parent/Guardian Name	
12	Candidate with PwD (Yes/No)	

Name and signature of the parent/guardian

Name and signature of candidate

Place:

Date:

Note: Enclose copies of Aadhar card (Student & Parents) and 02 Passport Size Photographs

FOR OFFICIAL USE ONLY

Mr./Ms. S/D/of Mr./Ms./Mrs.....
 is paid Hostel fee for Course & Year.....amount of
 Rs.....vide ESIC ERP Challan No. /DD No.....
 Date..... Bank Name:.....

Signature of D.A.
 Academic Branch

Signature of Office Superintendent
 Academic Branch

FOR HOSTEL OFFICIAL USE ONLY

Mr./Ms..... son/ daughter of Mr./Ms..... is
 allotted Room No..... in.....hostel, Hostel admission register
 entry/file number....., Mess attached to the Hostel Block, Medical
 College Hostels, ESIC Medical College, Kalaburagi-585106.

Details of Furniture allotted

Hostel Name & Room No.	Furniture Type	Issued Quantity	Signature of Student

Place :-
 Date :-

Signature & Seal of Warden(Girls'/Boys')



Office Copy

Hostel Allotment Order

This is to certify that Mr./Ms. S/D/o Mr./Ms. College Reg. No. /NEET Roll No. / CET No is allotted Room No in.....Hostel, Hostel admission register entry/file number....., Mess attached to the Hostel Block, College Hostel, ESIC Medical/Dental/Nursing/Paramedical College, Kalaburagi-585106.

Note: Student must return this Original Hostel Allotment order during Cancellation/withdrawal of Hostel Room

Date of Hostel Admission:

Signature & Seal of Warden (Girls'/Boys')



Student Copy

Hostel Allotment Order

Date of Hostel Admission:

This is to certify that Mr./Ms. S/D/o Mr./Ms., College Reg. No. /NEET Roll No. / CET No is allotted Room No in.....Hostel, Hostel admission register entry/file number....., Mess attached to the Hostel Block, College Hostel, ESIC Medical/Dental/Nursing/Paramedical College, Kalaburagi-585106.

Note: Student must return this Original Hostel Allotment order during Cancellation/withdrawal of Hostel Room

Date of Hostel Admission:

Signature & Seal of Warden (Girls'/Boys')



APPLICATION FOR HOSTEL ADMISSION WITHDRAWAL

Name of the Candidate		
Registration Number/ NEET Roll No./ CET No.		
Course & Year		
Date of Hostel Admission		
Name of the Hostel Allotted		
Room Number		
Tentative Date for Hostel Room Vacating		
Hostel Allotment Order in Original	Enclosed:	Not Enclosed:
Hostel Room Key handed over to Hostel Office (Yes/No)		
Signature of the Candidate with date		

For Office use only

Hostel Room Inspection Date	
Details of any damage to the room or furniture, along with the amount recovered from the student, if any.	
Verification of damages / recovery amount from the student if any by General Branch / PMD Branch	
Verified by (Name & Signature of Hostel Staff)	
Hostel Room Vacated Date	

Signature & Seal of Warden (Girls'/Boys')