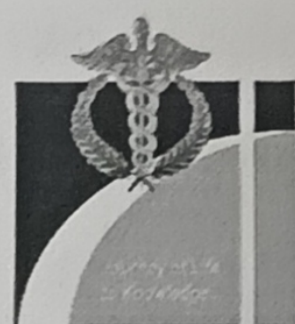


RULES AND REGULATIONS OF HOSTEL



Hi-Tech Medical College & Hospital

**HI-TECH MEDICAL COLLEGE &
HOSPITAL.
BHUBANESWAR.**

RULES AND REGULATIONS OF HOSTEL

The following prevailing Rules & Regulations are subject to alterations, modifications and additions from time to time, as the Management may consider appropriate.

GENERAL RULES :-

1. Students are to follow 3 main principles of the hostel.
 - a. Quietness
 - b. Cleanliness
 - c. Discipline
2. All students must maintain self-discipline.
3. Students must display good manners, etiquettes and devote time in self-development.
4. Safe custody of personal belongings is the sole responsibility of each student.
5. While going out, fill the required information in the Movement register kept with the Hostel Caretaker.
6. Adhere strictly to the **Hostel timings**, which is subject to changes under different circumstances.
7. In case of exigencies or social obligations the student may be permitted to go / stay out on prior information from local guardians / parents on written requisition only.
8. Do not enter into a dispute or fight with a stranger outside.
9. Do not use any vehicle with out any proper valid license.
10. Use helmet while riding two wheelers.
11. **You are not allowed to visit Red-light areas or brothel quarters.**
12. Students are restricted to bathe in the nearby river, any water stream or in the sea.

Accommodation :-

1. No students must be in possession of firearms or weapons of any kind inside the hostel premises.
2. Alcoholic drinks and drugs are strictly prohibited in the hostel and inside the Hospital campus in general.
3. Students are not allowed to cook any eatables or beverages in their rooms.
4. Do not indulge / resort to any act, that may cause disturbances to others.
5. Institutes property should be handled carefully and maintained properly.
In case of any damage or loss of such property, the concerned student should bear the cost of repair or replacement.
6. At no point of time, a student should be found under the influence of Liquor / Drugs.
7. Do not use heating elements of any kinds in the hostel/ inside the room.
8. Switch off fans and lights when not in use.
9. Do not waste water.
10. Do not litter your rooms or hostel complex.
11. Use mosquito repellent or net after sun set.
12. Students must occupy the rooms allotted to them and should not exchange rooms without the permission of Hostel Superintendent.
13. Hostel Supdt. may shift students from one room to another, on Administrative or Disciplinary grounds.
14. Gambling of any nature in any form is strictly prohibited.
15. No inmate shall indulge in Strikes, Violence, Ragging or instigate communal / regional feelings and deal with outside organization that disturb the academic environment of the Hostel. Such indulgence is liable for disciplinary action leading to dismissal from the Hostel and / or the College with immediate effect.
16. Ragging in any form is strictly prohibited and is un-warranted. As per Govt. orders, Ragging is illegal and the same leads to punishment including imprisonment.

17. Modesty in dress is a must for all hostellers. They are not to move about freely in casual dresses (Lungi, Bormuda, or Night suits etc.)

18. Securely close the windows before leaving the room. The occupants of a room / the accused student, must bear the cost of replacement of window glasses, if broken by their negligence.

19. No Resident students shall be found in his / her room during college / class timings.

20. A student absenting himself / herself from classes must be in possession of

a. Permission letter from the Principal / Faculty member

OR

b. An application entailing illness of health, which can subsequently be referred to the consultant physician.

Health & Hygiene

1. Each & every Resident of the Hostel must use the Mosquito net in the night.
(Mosquito net will not be supplied by the institution)
2. Window net frames must not be left open at any moment.
2. Smoking is prohibited in the hostel, especially with in the enclosed walls.
4. Students are advised to refrain from chewing tobacco & pan etc.
3. Do not soil & deface the building structure by scribbling or spitting. Use spittoons or open ground for the purpose.
4. Occupants of a room will be held responsible and taken to task, if their surrounding structure is found to be covered in muck.
5. Hostel Supt. must be intimated in case of illness.
6. Charges for Registration and bed during admission in the Hospital are at free of cost.
7. Charges for the Pathological tests, Diagnostic tests and procedures, and cost of medicines and Disposables shall be borne by the patient student; as per the rate prevailing at the time.
8. In case of requirement of Blood transfusion the same must be arranged or procured by the guardian / attendant.

DUTIES AND RESPONSIBILITIES OF HOSTEL SUPERINTENDENT/ DY. HOSTEL SUPERINTENDENT/CARE TAKER

The Duties & responsibilities of **Hostel Superintendent/ Dy. Hostel Superintendent / Care Taker** broadly covers the following aspects of hostel Management.

- Allotment of rooms.
- Take care of the psychological and physical health of the hostel residents. In case of health problem of resident students the Superintendent must arrange for medical assistance.
- Maintain a congenial academic atmosphere in the hostel by disciplining the residents of the hostel.
- To frame Rules & Regulations to maintain such discipline.
- Strengthen inter-personal relationship with the parents/guardians of the hostel residents for better understanding of the Mgt's attitude & care, towards the students.
- Solve the problems of resident students, within the paradigm of hostel Rules & Regulations and Management's policies.
- To ensure, presence of all resident students in their respective rooms, before closure of the gate at specified time.
- To make efforts to trace whereabouts of any students, found absenting beyond the specified time.
- To inform the College Administration, after all the efforts turn to be futile.
- To maintain safety and security of the Institution's property attached to the hostel.
- To ensure proper sanitation of in-house and its surroundings.
- Preservation of Friendly & Amiable atmosphere at all the time.
- To ensure preparation of food, under hygienic conditions.
- Preparation of food must be Menu driven and confirming to the prescribed Quality and Quantity.
- Under the supervision of the Hostel superintendent, the caretaker of the hostel will take the resident students from hostel to concerned canteen for their Breakfast/Lunch/ Dinner.

AT ANY COST THE STUDENTS SHOULD FOLLOW 3 PRINCIPLES

1. QUIETNESS

2. CLEALINESS

3. DISCIPLINE

**Administrative Officer
Hi-Tech Medical College & Hospital,
Bhubaneswar**

**Registrar
Hi-Tech Medical College & Hospital,
Bhubaneswar**