



Government of Karnataka
HAVERI INSTITUTE OF MEDICAL SCIENCES
(Autonomous Institution of Government of Karnataka)
DEVAGIRI-YELLAPURA
HAVERI-581110

PROFORMA FOR ADMISSION
TO UNDER GRADUATE (MBBS) COURSE
FOR THE
ACADEMIC YEAR 2025-26

**GENERAL INSTRUCTIONS FOR THE STUDENTS WHO ARE TAKING ADMISSION
FOR 1st MBBS COURSE AT HAVERI INSTITUTE OF MEDICAL SCIENCES, HAVERI (HIMS)**

1. Students must report in Principal's/Dean's office at HIMS for MBBS admission on or before date indicated on their selection letter issued by KEA/ NEET AIQ by 10-00 am. If any student fails to report before the last date indicated in the office letter, his/her admission will stand cancelled and the same will be intimated to concerned authorities.
2. One of the parent / guardian must accompany students at the time of admission or surrendering seats as certain documents are to be signed by them.
3. The admission process is likely to take more than one day. Outstation candidates are requested to not make hurry in admission or surrendering seats.
4. The admission offered to a candidate will be only provisional. DME/RGUHS/MCC-DGHS are final authorities.
5. As the original documents will be sent to Rajiv Gandhi University of Health Sciences, Bangalore for admission approval, students are instructed to keep at least **3 Xerox copies of original documents** with themselves for future use.
6. **Admission Cell working hours: 10.00 AM to 1.00 PM and 2.00 PM to 5.00 PM.**
7. Each candidate must submit the following original certificates shown below along with three sets of attested copies. The originals and Xerox must be produced in the prescribed sequence. **CANDIDATES MUST PROVIDE ONE FILE/FOLDER FOR THEIR ORIGINAL DOCUMENTS.**
8. In case of AIQ/NEET seats- seat surrender procedure will be duly followed. Kindly generate online seat surrender receipt and contact the NODAL officer of HIMS, Haveri Dr. Kavana G. Venkatappa on phone 08375-200015 / 9591018000. Kindly report on working days and take a note of Karnataka holiday schedules. **SUNDAY WILL BE HOLIDAY & on any other national holidays, the college office will remain closed.**
9. Kindly Note:

- **Students admitting through KEA shall pay fees as prescribed by the KEA and other fee applicable for reporting college as prescribed by Rajiv Gandhi University of Health Sciences to Institution – HIMS, HAVERI**

- **VENUE FOR ADMISSION TO FIRST YEAR MBBS COURSE WILL BE HELD IN
HAVERI INSTITUTE OF MEDICAL SCIENCES
DEVAGIRI-YALLAPURA
HAVERI-581110, KARNATAKA**



<https://maps.app.goo.gl/h11nDVyeaz9vmpCh6>

**REQUISITION LETTER
(FOR AIQ/KEA-NEET 2025-26 STUDENTS)**

To
The Dean and Director,
Haveri Institute of Medical Sciences
Haveri-581110

Date:

Sir,

Subject: Application for admission to I Year MBBS course at HIMS, Haveri allotted through AIQ / KEA-NEET 2025– reg.

I, Ms. / Mr. S/o., D/o. have been allotted MBBS seat at HIMS, Haveri by AIQ/KEA through NEET-2025 Counseling. My details are as follows.

FOR AIQ/KEA-NEET-2025 STUDENTS

Admission Order No :
Date of issue :
NEET No :
Roll No :
Rank :
Claimed Category :
Allotted Category :
Fee paid at KEA :
Date of Reporting :

I am herewith enclosing the challan for Rs..... (In words: rupees only) bearing No..... (Transaction ID details) dated.....of..... (Name of the Bank & Branch) towards admission fees along with necessary original documents

Hence, I request you to admit me at HIMS Haveri for I MBBS course. Admission taken by me is at my own risk & request. I am aware that my admission is subject to the approval of the concerned competent authorities for which HIMS Haveri will not be held responsible for any consequences/objections arise in future.

Further I hereby affirm that the information provided by me at HIMS Haveri during I year MBBS admission is true and correct to the best of my knowledge. If at any stage, the information / documents submitted by me is found to be false/ invalid; my admission will be liable to be cancelled/withdrawn.

Yours faithfully,

(Signature of the candidate)

Address for correspondence

(Signature of the parent/
Guardian of the student)

HAVERI INSTITUTE OF MEDICAL SCIENCES, HAVERI

*Instructions for students seeking Admission to First MBBS
(Academic Year 2025-26)*

Original documents along with Three Sets of Attested Photocopies and a Soft Copy [soft copy to be in PDF format & each copy of the document should be separately kept below 150 KB only] **of all the documents individually scanned, numbered & labeled alongwith Photograph (JPG format below 50 KB) on a PEN DRIVE to be submitted in the following order.**

1. NEET UG Score card.
2. NEET UG Admit card.
3. NEET UG Rank Card.
4. NEET /KEA Allotment Order.
5. SSLC Marks Card / Birth Certificate.
6. II PUC/12th Standard Marks card.
7. Study Certificate 1st Std to 12th Std
8. Transfer Certificate.
9. Domicile Certificate.
10. Caste Certificate. (For candidates claiming Reservation)
11. Income Certificate of Parent. (For candidates claiming Reservation)
12. Migration Certificate. (For CBSE/ICSE/AIQ Students)
13. Eligibility Certificate issued by RGUHS. (For CBSE/ICSE/AIQ Students other than PU Board Karnataka only)
14. Physical Fitness Certificate. (Issued by authorized Government Medical Officer)
15. Rural Service Bond. (Rs.100/- Bond paper-Duly Notarised) (Format provided to be downloaded)
16. Anti-Ragging Bond. (Rs.100/- & 100/- bond paper -Duly Notarised) (Format provided to be downloaded)
17. RGUHS Bond. (Rs.100/- bond paper -Duly Notarised) (Format provided to be downloaded)
18. Acknowledgement for return of original documents (Rs.100/- Bond paper-Duly Notarised) (Format provided to be downloaded)
19. Penalty for discontinuation of MBBS course (Rs.100/- Bond paper-Duly Notarised) (Format provided to be downloaded)
20. Photograph. (3 Pass Port Size and Soft copy in JPG less than 50KB)
21. Aadhar card. (Photo copy)
22. Physical Disability Certificate. [For Persons with Disability (PwD) as per norms]
23. Xerox Copy of Fee Receipt.
24. Online Fees payment Details are in last page of the Proforma.
25. General Affidavit Bond (Rs.100/- bond paper -Duly Notarized) (Format provided to be downloaded)

THE FOLLOWING DOCUMENTS TO BE FILLED UP IN CAPITAL LETTERS
ONLY (FORMAT PROVIDED TO BE DOWNLOADED)

- OFFICE NOTE
- PARTICULARS OF UNDER GRADUATE STUDENT
- DECLARATION
- FORMAT FOR OBTAINING TRANSFER CERTIFICATE

Date: _____

OFFICE NOTE**Sub: - Admission to MBBS Phase-I for the Academic Year 2025-26 – reg.**

TO BE FILLED BY CANDIDATE IN CAPITAL LETTERS ONLY

DEGREE	MBBS 2025-26	AIQ	SEQ	Counseling session(Round)	I	II	III	MOP UP
Mr./Miss								
Mother's Name								
Father's Name								
UG NEET Roll No.								
All India Rank No.								
State Rank No.								
UG NEET Score	/720							
UG NEET Percentage	%							
UG NEET Percentile								

Has submitted the following original certificates

Sl. No	Particulars	Submitted	Not Submitted									
1	NEET UG Admit card											
2	NEET UG Score card											
3	NEET UG Rank Card											
4	NEET /KEA Allotment Order											
5	SSLC Marks Card / Birth Certificate											
6	II PUC/12 th Standard Marks card											
7	Study Certificate											
8	Transfer Certificate											
9	Domicile Certificate											
10	Caste Certificate (For candidates claiming Reservation)											
11	Income Certificate of Parent (For candidates claiming Reservation)											
12	Migration Certificate (For CBSE/ICSE/AIQ Students)											
13	Eligibility Certificate issued by RGUHS (For CBSE/ICSE/AIQ Students)											
14	Physical Fitness Certificate (Issued by authorized Government Medical Officer)											
15	Rural Service Bond (Rs.100/- Bond paper-Duly Notarised)											
16	Anti-Ragging Bond (Rs.100/- bond paper -Duly Notarised)											
17	Photograph (3 Pass Port Size and Soft copy in JPG less than 45KB)											
18	Aadhar Card (Photo copy)	No:										
19	Physical Disability Certificate (for persons with disability -PwD)	No: Issued by:										
20	<table border="1"> <tr> <td>Fee Details</td> <td>Bank</td> <td>Branch</td> </tr> <tr> <td></td> <td>Receipt No. / Transaction ID details</td> <td>Amount Rs.</td> </tr> <tr> <td></td> <td></td> <td>Date</td> </tr> </table>	Fee Details	Bank	Branch		Receipt No. / Transaction ID details	Amount Rs.			Date		
Fee Details	Bank	Branch										
	Receipt No. / Transaction ID details	Amount Rs.										
		Date										

Signature of Candidate

Signature of Parent/Guardian

PROVISIONAL ADMISSION APPROVAL

Remarks: OFFICE USE ONLY

Scrutiny Officer	Office Superintendent	Assistant Administration Officer	Nodal Officer	Principal

PARTICULARS OF UNDER GRADUATE STUDENT (MBBS) ACADEMIC YEAR 2025-26

MBBS 2025-26		AIQ		SEQ		Counseling session (Round)	I	II	III	MOP UP
Sl. No.	Particulars	TO BE FILLED IN CAPITAL LETTERS ONLY								
1	Name of the Candidate									
2	Gender									
3	Native Place									
4	Date of Birth with Age									
5	Aadhaar number									
6	PAN card details									
7	Mother's Name									
8	Father's Name									
9	Father's Occupation									
10	Mother's Occupation									
11	Parents Income per Annum									
12	Religion									
13	Category									
14	Caste & Sub-caste									
15	Caste certificate with RD number									
16	Income certificate with RD number									
17	Permanent Address									
18	Correspondence Address									
19	Landline Phone No(With STD Code)									
20	Mobile No									
21	Email ID- Students'									
22	Email ID-Parents'									
23	Aadhar No									
24	Blood Group & Rh typing									

21	Institution last studied		
22	Highest examination passed	II PUC/12 th Standard	
23	Registration No. (II PUC/12 th Std.)		
24	Total Marks Scored (II PUC/12 th Std.)	/	%
	English	/100	%
25	Physics (P)	/100	%
	Chemistry (C)	/100	%
	Biology (B)	/100	%
	Total in PCB	/300	%
26	UG NEET Roll No.		
27	UG NEET Score		
28	UG NEET Percentage	%	
29	UG NEET Percentile		
30	All India UG NEET Rank		
31	KEA/State UG NEET Rank		
32	AIQ/KEA Admission Order No.& Date		
33	Reservation Quota Claimed		
34	Reservation Quota Allotted		
35	Hyderabad Karnataka Quota	Yes / No	
36	Physical Handicap Quota (PwD)	Yes / No	
	If Yes, Mention the Type & % (percentage) of Disability		
37	Date of joining the UG course		

Place: Haveri

Date:

Signature of Candidate

Signature of Parent/Guardian



HAVERI INSTITUTE OF MEDICAL SCIENCES HAVERI

(Autonomous Institution, Government of Karnataka)

Devagiri-Yellapura, Haveri - 581110,

Telephone: 08375-200015 website: <https://himshaveri.karnataka.gov.in> E-Mail himshvr@gmail.com



No: HIMS/Admissions/UG/2025-26

Date:

PHASE I MBBS FEE STRUCTURE 2025-26

Sl. No.	PARTICULARS	GENERAL STATE & AIQ	TOTAL
1	TUITION FEES	55000 *	55,000/-
2	UNIVERSITY FEES		
a)	Admission	500	9,350/-
b)	Registration	3000	
c)	Helinet	4500	
d)	SWF University (4 1/2 years)	900	
e)	Sports (4 1/2 years)	450	
3	COLLEGE FEES		
a)	ID card	250	21,650/-
b)	Student Association	500	
c)	Sports fee	1400	
d)	Library	1500	
e)	Magazine fee	1500	
f)	Laboratory fee	2500	
g)	Medical Examination fee	300	
h)	Caution Deposit (Refundable)	1000	
i)	Alumni association fee (lifetime)	1000	
j)	Kannada Sangha	1000	
k)	Cultural activities & literary activities	2500	
l)	SWF (college)	300	
m)	NSS activities	500	
n)	Skill lab fee	5000	
o)	Transportation fee	2000	
p)	Others	400	
TOTAL (INR)			86,000/-

(Total Fee in words: Eighty Six Thousand Rupees only)

*Tentative subject to fees fixation by Govt. of Karnataka

UG Hostel Fees Structure 2025-26 Batch

Sl. No.	Particulars	1 st year (At the time of admission)
1	Room Rent/Year (Non-refundable)	14400 (1200x12months)
2	Mess Deposit (3 months advance) (Refundable)	12000
3	Furniture Deposit	6000
4	Water Bill	9000
5	Electricity Bill	
6	Admission Fee (Non –refundable)	500
7	Hostel Development Fund (Non-refundable)	10000 (One-time payment)
	Total in INR	51,900/-

Subsequently, from second year onwards every year the following hostel fees structure

Sl. No.	Particulars	2 nd year
1	Room Rent/Year (Non-refundable)	14400 (1200x12months)
2	Mess Deposit (3 months advance) (Refundable)	Nil
3	Furniture Deposit	Nil
4	Water Bill	9000*
5	Electricity Bill	
6	Admission Fee (Non –refundable)	500
7	Hostel Development Fund (Non-refundable)	Nil
	Total in INR	23,900/-

*Tentative

TO BE FILLED IN CAPITAL LETTERS ONLY

DECLARATION

To
The Dean & Director,
Haveri Institute of Medical
Sciences, Haveri-581110

Respected Sir,

I _____ S/o./D/o. _____

UG NEET Roll No _____ AIQ Rank No. _____ KEA Rank No. _____

AIQ/KEA admission order No. _____ Dated _____

Category Claimed _____ Category Allotted _____ have joined I MBBS Course at
Haveri Institute of Medical Sciences, Haveri at my own risk.

I agree that I will submit

- 1.
- 2.
- 3.
- 4.

the above Certificates within one week from the date of my admission.

Place: Haveri

Date:

Signature of Candidate

Signature of Parent/Guardian

Scrutiny Officer :

Nodal Officer :

Dean & Director :

FORMAT FOR OBTAINING TRANSFER CERTIFICATE

SL.NO.	PARTICULARS	TO BE FILLED IN CAPITAL LETTERS ONLY
1	Name of the Candidate	
2	Gender	
3	Date of Birth with Age	
4	Father's Name	
5	Nationality	
6	Religion	
7	Caste	
8	Sub-caste	
9	Category	
10	Institution last studied	
11	Highest examination passed	II PUC/12th Standard
12	Registration No.(II PUC/12 th Standard)	
13	Month & Year Of Passing	
14	Date of joining to Haveri Institute of Medical Sciences, Haveri, Karnataka	

Place: Haveri

Date:

Signature of Candidate

Signature of Parent/Guardian

OFFICE NOTE **(For office use only)**

The above candidate has been admitted to I MBBS Course at Haveri Institute of Medical Sciences, Haveri on _____. The Transfer certificate of the candidate to be sent to the Dean & Director, Haveri Institute of Medical Sciences, Haveri-581110, Karnataka.

To,

ANNEXURE - I

EXECUTION OF BOND BY CANDIDATE WHO SELECTS MBBS SEAT IN MEDICAL COLLEGES OF KARNATAKA (To be deposited after allotment of seats along with other originals)

(On Rs.100/- e-Stamp Paper)

I, Mr / Ms S/o/ D/o.....
a candidate with UGNEET 2025, admission Ticket No.....
residing at.....
..... have on my own volition allotted a MBBS seat on..... in
HIMS, Haveri vide admission order number dated....., and do
hereby undertake as follows.

In accordance with the Amendment to Rule 11 of the Karnataka Selection of Candidates for Admission to MBBS seats in Professional Educational Institution Rules 2006, vide Government Notification -1 No. HFW 79 RGU 2011 dated 17-07-2017 and Amendment act 2017 dated 6-07-2017 I am prepared on completion of the course **to serve in any Primary Health Center or Primary Health unit situated in Rural Areas in the state of Karnataka for a minimum period of ONE year** and I will abide to rules and regulation of Government of Karnataka.

What is stated above is true and correct and I and my parent / Guardian hereby undertake to act accordingly.

Signature of the Candidate

Signature of the Parent

Date:

(Father / Mother)

Place: Haveri

Witness:

- 1.
- 2.

Rs. 100/- - E-Stamp Papers to be purchased in the name of;

First party: Student's Name

Second party: Director of Medical Education, Bengaluru

ANNEXURE - II
GENERAL AFFIDAVIT

[To be submitted on Rs 100/- Bond paper (To be deposited after allotment of seats along with other originals)]

I, ... son/daughter of residing at.....have appeared for UG NEET 2025 conducted by CBSE, New Delhi with Roll Number and Register Number and have secured Score in the said test.

I hereby solemnly declare that during 2025, I have not taken MBBS / BDS admission in any college allotted by any other examination conducting any other bodies. I have not surrendered any seat in past UG exams/other UG entrance exams conducted by central / state Government and various other authorities.

I shall immediately notify the Karnataka Examinations Authority, Bangalore if I am getting admission in any college through other exam conducting bodies.

I shall also not surrender any seat after the admission at the institute level through any seat allotting bodies. If at all, if I need to surrender, I shall do so at the Karnataka Examinations Authority, Bangalore.

I shall produce all required original documents for verification and submit the same after allotment of seat to concerned college.

I shall not produce/submit fake/concocted documents for verification or admission.

I will forfeit the seat allotted to me and also I am liable for criminal proceedings if any one of the above information/documents produced by me is found to be false / incorrect at a later date.

Date:

Place: Haveri

Deponent

Signature of the Candidate

Sworn Before Me

Rs. 100/- - E-Stamp Papers to be purchased in the name of:

First party: Student's Name

Second party: Director of Medical Education, Bengaluru.

ANNEXURE III
FORMAT OF UNDERTAKING BY THE STUDENT

1. I, _____
(Full Name in Block Letters)

admitted to the course of _____ with admission No. _____
(Name of Course)

at _____
(Name of College / Institution)

affiliated to _____
(Name of University)

have received a copy of the REGULATIONS FOR PREVENTION AND PROHIBITION OF RAGGING IN MEDICAL COLLEGES / INSTITUTIONS, 2021 of the National Medical Commission(NMC).

2. I have carefully read and fully understood the provisions in these regulations.
3. I have particularly perused CHAPTER-II SECTION-3 and have fully understood what constitutes “Ragging”.
4. I have also in particular perused Chapter IV and read and understood the Administrative and Penal actions that may be taken against me in case I am found guilty of ragging or abetting ragging actively or passively, or being part of a conspiracy to promote ragging.
5. I hereby under take that –
 - (i) I will not indulge in any behavior or act that may come under the definition of ragging as may be constituted under Section 3 of these regulations.
 - (ii) I will not participate in or abet or propagate ragging in any form included but not limited to those that may be constituted under Section 3 of these regulations.
 - (iii) I will not hurt anyone physically or psychologically or cause any other harm.
6. I hereby agree that if I found guilty of any aspect of ragging, I may be punished as per the provisions of the NMC Regulations mentioned above and/or as per the law in force.
7. I also declare that I have never been found to be guilty of ragging or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging and have never been punished in any manner for these offences and further affirm that if this declaration is incorrect or false, my admission is liable to be cancelled / withdrawn.

Signed this _____ day of _____ month of _____ year

Student's Signature Name: Address :	Signature of Witness 1 Name: Address :	Signature of Witness 2 Name: Address :
Tel/Mobile No:	Tel/Mobile No.	Tel/Mobile No :

Rs. 100/- - E-Stamp Papers to be purchased in the name of:

First Party: Student's Name

Second Party: Dean & Director, HIMS, Haveri.

ANNEXURE IV
FORMAT OF UNDERTAKING BY PARENT/GURADIAN OF THE STUDENT
TO BE FILLED IN CAPITAL LETTERS ONLY

1. I, _____
 (Full Name in Block Letters)
 father / mother / guardian of Mr./ Ms. _____
 admitted to the course of _____ with admission No. _____
 (Name of Course)
 at _____
 (Name of College / Institution)

affiliated to _____
 (Name of University)

hereby declare that I have received a copy of the REGULATIONS FOR PREVENTION AND PROHIBITION OF RAGGING IN MEDICAL COLLEGES / INSTITUTIONS, 2021 of the National Medical Commission (NMC).

2. I have carefully read and fully understood the provisions in these regulations.
3. I have particularly perused CHAPTER-II SECTION-3 and have fully understood what constitutes "Ragging".
4. I have also in particular pursued Chapter IV and read and understood the Administrative and Penal actions that may be taken against my son / daughter / ward in case he / she is found guilty of ragging or abetting ragging actively or passively, or being part of a conspiracy to promote ragging.
5. I hereby undertake that my son / daughter / ward –
 - i) Will not indulge in any behavior or act that may come under the definition of ragging as may be constituted under Section 3 of these regulations.
 - ii) Will not participate in or abet or propagate ragging in any form included but not limited to those that may be constituted under Section 3 of these regulations.
 - iii) Will not hurt anyone physically or psychologically or cause any other harm.
6. I hereby agree that if my son / daughter / ward is found guilty of any aspect of ragging, he / she may be punished as per the provisions of the NMC Regulations mentioned above and/or as per the law in force.
7. I also declare that if my son/ daughter / ward have never been found to be guilty of ragging or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging and have never been punished in any manner for these offences and further affirm that if this declarations is incorrect or false, his/ her admission can be cancelled / withdrawn.

Signed this _____ day of _____ month of _____ year

Parent/Guardian of the Candidate / Student's Signature:	Signature of Witness 1	Signature of Witness 2
Name : Address :	Name : Address :	Name : Address :
Tel/Mobile No:	Tel/Mobile No.	Tel/Mobile No :

Rs. 100/- E-Stamp Papers to be purchased in the name of:

First Party: Father / Mother / Guardian's Name
 Second Party: Dean & Director, HIMS Haveri.

ANNEXURE V
NOTARISED BOND TO BE EXECUTED ON A STAMP PAPER OF RS.100/-

I _____ S/o. /D/o. _____ (herein after called the Natural Guardian of the Student) UG NEET Roll No _____ AIQ Rank No. _____ KEA Rank No. _____ AIQ/ KEA admission order No. _____, dated _____ Category Claimed _____ Category Allotted _____ Resident of _____

hereby give an undertaking that on admission to I MBBS at Haveri Institute of Medical Sciences, Haveri during the Academic year 2025-26, have understood the Rule No.11 of the Ordinance Governing M.B.B.S Degree Course of Rajiv Gandhi University of Health Sciences, Karnataka, Bengaluru vide Notification No. ACA/BOS-27/97-98 Dated: 24-03-1998 and I shall abide by the ordinance.

That no student shall be permitted to join Phase-II (Para Clinical & Clinical) Group of subjects until he/she passes in the Phase-I (Pre-Clinical) Subject for which he/she will be permitted not more than four chances (Actual Examination) provided four chances are completed within three years from the date enrolment.

I shall abide by the Rules of Conduct and Discipline of the institution and abstain from practicing ragging in any form.

Place: Haveri

Date:

Signature of Candidate

Signature of Parent/Guardian/Witness

(Signature with Address)

1)

2)

Rs. 100/- - E-Stamp Papers to be purchased in the name of:

First party: Student Name

Second party: Dean & Director, HIMS, Haveri

ANNEXURE-VI

Execution of bond by candidates who select MBBS seats in Government Medical Colleges of Karnataka: ACKNOWLEDGEMENT FOR RECEIVING ORIGINAL DOCUMENTS (On Rs. 100/- E Stamp Paper)

I, ... son/daughter of residing
at.....have appeared for UG NEET 2025 conducted by CBSE, New Delhi with
Roll Number and AIQ Rank claimed under category and
was allotted under category on (Date) in Haveri Institute of Medical Sciences,
Haveri, Karnataka vide Admission Order No:HIMS:UGS:

I hereby give an undertaking in reference to take back my original documents
submitted on (Documents submission date) at the time of reporting to Haveri
institute of Medical Sciences, Haveri and inform that we have received the original documents on
..... (Received Date). These documents are requested for attending UG NEET 2025-26
medical counseling (Purpose) and were received by (Candidate Name).

What is stated above is true and correct. I and my parent/guardian hereby undertake
to act accordingly. The copy of list of original documents received is enclosed with this affidavit
(Annexure 1)

Signature of the Candidate:

Signature of the Parent/Guardian:

Date:

Place: Haveri

Witness:

Rs. 100/- : E-Stamp Papers to be purchased in the name of:

First party: Student's Name

Second party: Dean & Director, HIMS, Haveri

ANNEXURE 1: LIST OF ORIGINAL DOCUMENTS RECEIVED

1. NEET UG Score card.
2. NEET UG Admit card.
3. NEET UG Rank Card.
4. NEET /KEA Allotment Order.
5. SSLC Marks Card / Birth Certificate.
6. II PUC/12th Standard Marks card.
7. Study Certificate 1st Std to 12th Std
8. Transfer Certificate.
9. Domicile Certificate.
10. Caste Certificate. (For candidates claiming Reservation)
11. Income Certificate of Parent. (For candidates claiming Reservation)
12. Migration Certificate. (For CBSE/ICSE/AIQ Students)
13. Eligibility Certificate issued by RGUHS. (For CBSE/ICSE/AIQ Students other than PU Board Karnataka only)
14. Physical Fitness Certificate. (Issued by authorized Government Medical Officer)
15. Rural Service Bond. (Rs.100/- Bond paper-Duly Notarised)
16. Anti-Ragging Bond. (Rs.100/- & 100/- bond paper -Duly Notarised)
17. RGUHS Bond. (Rs.100/- bond paper -Duly Notarised)
18. Photograph. (3 Pass Port Size)
19. Physical Disability Certificate. [For Persons with Disability (PwD) as per norms]
20. General Affidavit Bond (Rs.100/- bond paper -Duly Notarized)

Signature of the Candidate

Signature of the Parent/Guardian

Date:

Place: Haveri

ANNEXURE-VII

UNDERTAKING BY A CANDIDATE FOR FEE PENALTY ON EXITING MBBS COURSE (On Rs. 100/- E Stamp Paper)

I, ... son/daughter of residing at.....have appeared for UG NEET 2025-26 conducted by CBSE, New Delhi with Roll Number and AIQ Rank claimed under category and was allotted under category on (Date) in Haveri Institute of Medical Sciences, Haveri, Karnataka vide Admission Order No:HIMS:UGS:

I hereby undertake that I am aware of the rules and regulations regarding withdrawal from the Medical Degree after admission. I understand that if I choose to exit the course at any point of time before the completion of the course, I will be liable to pay a fee penalty as per the rules notified by time to time by State Government, Karnataka State.

I agree to pay the said fee penalty of sum of Rs. 5,00,000/- (Rupees five lakh only) in the event of leaving the course before its completion after the last date of admission as notified by Medical Council of India. I also understand that this penalty is in addition to any other charges or dues that I may have to pay as per the rules.

I further declare that I am taking admission to the MBBS course at my own risk and responsibility, and I will not claim any refund of fees or compensation in case of my withdrawal from the course.

Signature of the Candidate

Signature of the Parent/Guardian

Date:

Place: Haveri

Witness:

Rs. 100/- : E-Stamp Papers to be purchased in the name of:

First party: Student's Name

Second party: Dean & Director, HIMS, Haveri

OFFICIAL MEMORANDUM

Sub: MBBS Phase-I admission through NEET AIQ-2025 reg.
Ref: All India Quota NEET-2025 Medical Counseling, New Delhi
Online generated provisional seat allotment letter Dt. / /2025

Mr. /Miss _____ Category _____

Seat Allotted Category _____ Merit/Rank No. _____ Roll No. _____

who has been allotted MBBS seat during First/Second/Third/Mop up round NEET 2025 counseling under AIQ (15%) counseling to Haveri Institute of Medical Sciences, Haveri has been reported and provisionally admitted to MBBS Phase-I on _____, subject to the approval of concerned authorities. He /She has submitted all relevant originals certificates and testimonials to this college.

Dean & Director
Haveri Institute of Medical Sciences,
Haveri- 581110.

To, The above candidate

OFFICIAL MEMORANDUM

Sub: MBBS Phase-I admission through NEET AIQ-2025 reg.
Ref: All India Quota NEET-2025 Medical Counseling, New Delhi
Online generated provisional seat allotment letter Dt. / /2025

Mr. /Miss _____ Category _____

Seat, Allotted Category _____ Merit/Rank No. _____ Roll No. _____

who has been allotted MBBS seat during First/Second/Third/Mop up round NEET 2025 counseling under AIQ (15%) counseling to Haveri Institute of Medical Sciences, Haveri has been reported and provisionally admitted to MBBS Phase-I on _____, subject to the approval of concerned authorities. He /She has submitted all relevant originals certificates and testimonials to this college.

Dean & Director
Haveri Institute of Medical Sciences,
Haveri- 581110

To, The above candidate

[1] **SUBMITTED.**

Mr./Miss _____ Merit No. _____

Roll No. _____ has been selected for the MBBS course under NEET AIQ (15%)

Under graduate Medical Counselling-2025 [NEET AIQ Quota] through First/Second round

Counseling for the academic year 2025-26 has requested this office to admit him / her for the MBBS course.

He/ She has submitted online generated selection order- through AIQ Quota Under graduate Medical Counselling-2025 [NEET AIQ Quota] New Delhi and Original and Xerox copies of all marks card and other documents etc.

He/ She has given a letter/undertaking that his / her admission to this college is provisional and at his / her own risk. (subject to issue of final eligibility from RGUHS Bangalore). Hence, provisionally approve his / her admission.

Therefore for kind orders and guidance

1. Scrutiny Officer :
2. C/W :
3. Office Superintendent :
4. Nodal Officer :
5. Dean & Director :

No: HIMS: UGS: :2025-26

Office of the Director
Haveri Institute of Medical Sciences
Date: / /2025

OFFICIAL MEMORANDUM

Sub: MBBS Phase-I admission through State Quota-2025 reg.
Ref: Online generated provisional seat allotment letter Dt. / /2025

Mr./ Miss _____Category _____

Seat Allotted Category _____Merit/Rank No. _____CET No. _____

who has been allotted MBBS seat during First/Second/Mop up round NEET 2025 counseling under State Quota (85%) to Haveri Institute of Medical Sciences, Haveri has been reported and provisionally admitted to MBBS Phase-I on _____, subject to the approval of concerned authorities. He/ She has submitted all relevant originals certificates and testimonials to this college.

Dean & Director
Haveri Institute of Medical Sciences
Haveri

To, The above candidate

No: HIMS: UGS: :2025-26

Office of the Director,
Haveri Institute of Medical Sciences, Haveri
Date: / /2025

OFFICIAL MEMORANDUM

Sub : MBBS Phase-I admission through State Quota-2025 reg.
Ref : Online generated provisional seat allotment letter Dt. / /2025

Mr./Miss _____Category _____

Seat Allotted Category _____Merit/Rank No. _____CET No. _____

who has been allotted MBBS seat during First/Second/Mop up round NEET 2025 counseling under State Quota (85%) to Haveri Institute of Medical Sciences, Haveri has been reported and provisionally admitted to MBBS Phase-I on _____, subject to the approval of concerned authorities. He/She has submitted all relevant originals certificates and testimonials to this college.

Dean & Director
Haveri Institute of Medical Sciences
Haveri

To, The above candidate

[1] **SUBMITTED**

Mr./Miss _____ Merit/Rank No. _____

CET No. _____ Category _____ Seat Allotted Category _____ Allotment

Dated _____ has been selected for the MBBS course under NEET State Quota 85% Under graduate Medical Counselling-2025 through First/Second round counseling for the academic year 2025 has requested this office to admit him / her for the MBBS Course.

He/ She has submitted online generated selection order- through State Quota Under graduate Medical Counselling-2025 and Original and Xerox copies of all marks card and other documents etc.

His/ Her admission to this college is provisional and at his / her own risk. (subject to issue of final eligibility from RGUHS Bangalore).

Hence, provisionally approve his / her admission.

Therefore for kind orders and guidance

1) Scrutiny Officer :

2) C/W :

3) Office Superintendent :

4) Nodal officer :

5) Dean & Director :



HAVERI INSTITUTE OF MEDICAL SCIENCES



HOSTEL APPLICATION FORM

BOYS		GIRLS	
-------------	--	--------------	--

Affix Your
Passport Size
Photograph
Here

Application No:

Academic Year: 2025-26

Name of the Candidate:	
Date Of birth: DD/MM/YYYY:	
Age and Sex:	
Date Of Admission:	
Contact No. of Candidate	
e-Mail ID	
Name of The father with contact number	
Name of The mother with contact number	
Parent/Guardian permanent address and contact number	
Parent/Guardian correspondence address and contact details	
Whether The Candidate Had stayed in any hostel before	
Whether The Candidate Has Any Medical History Of ailments (If Yes, Please State briefly and attach medical certificate)	
COVID Vaccination: Yes/No	

Signature of the parent/guardian

Signature of the student

DECLARATION BY THE STUDENT

I have read the rules and regulations for my admission into accommodation facilities of HIMS Haveri. I agree not to indulge in groupism of any type and would live in harmony with others in the hostel.

I understand that smoking and consumption of alcohol and other objectionable material in the hostels is strictly prohibited and I will abstain from such acts.

I declare that indulgence in any anti-social activity in the hostel is highly punishable and I will be liable for severe penalties and punishments for indulging in such acts.

I declare that I am physically and medically fit to live in the hostel. I also declare that every information about my being medically/psychologically unfit any degree or manner has been bought to the information of the college authorities at the time of applying for hostel accommodation. I will not hold the management, college authorities, or the hostel authorities responsible for any consequence which will be a result of my non-disclosure.

I undertake to conduct myself as a diligent-student within the hostel and in the vicinity and not misbehave in any manner including using inappropriate language physical fit and fights with the other /employees / and other in the hostel's neighbourhood.

I agree not to cook, not to use electric and electronic gadgets for washing & ironing fresh clothes in the hostel rooms.

I will not cause any damage whatsoever, including defacing to the property of the hostels and understand that I will be liable for penalties and punishments for doing so.

I accept to stay within the hostel premises by the stipulated time and will not stay out without proper prior permission from concerned authorities.

I undertake to abide by all the rules that govern my stay in the hostel and also all the changes to the rules that may be made from time to time.

I will not damage any furniture or appearance of room and will agree to pay/fine in done so.

Finally, I agree to abide by all the rules and regulations of the institution with regard to hostel stay, which may be farmed from time to time and accept the decision of the management in all respects as final and binding on me for compliance.

PLACE:.....

DATE:.....

SIGNATURE OF THE STUDENT

DECLARATION BY THE PARENT/GUARDIAN

I have read the rules and regulations for the admission of my ward into the hostel facilities of HIMS Haveri. I assure that my ward will abide by the rules and regulations of the Hostel. I have no objection if my ward is expelled from the hostel for violating the rules.

PLACE:.....

DATE:.....

Signature of the Parent/Guardian

FOR OFFICE USE ONLY

Name of the course..... Room No.....

Roommate's Name..... Class:

Room handed over with following furniture

.....

Admitted to hostel on:

Amount Paid : Receipt No.:.....

PLACE:.....

DATE:.....

Signature of the Parent/Guardian

9

ಕರ್ನಾಟಕ ಸರ್ಕಾರ

ಸಂಖ್ಯೆ:ಎಂಇಡಿ 253 ಎಂಪಿಎಸ್ 2025

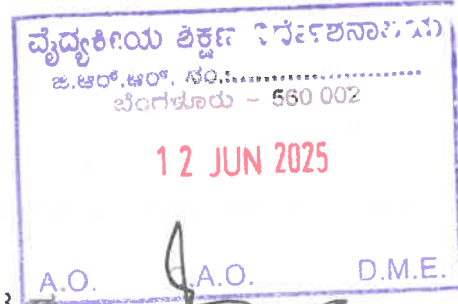
ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಸಚಿವಾಲಯ,
ಬಹುಮಹಡಿಗಳ ಕಟ್ಟಡ
ಬೆಂಗಳೂರು, ದಿನಾಂಕ:06-06-2025.

ಇಂದ:

ಸರ್ಕಾರದ ಪ್ರಧಾನ ಯೌದರ್ಶಿ,
ವೈದ್ಯಕೀಯ ಶಿಕ್ಷಣ ಇಲಾಖೆ,
ಬಹುಮಹಡಿಗಳ ಕಟ್ಟಡ,
ಬೆಂಗಳೂರು.

ಇವರಿಗೆ:**ನಿರ್ದೇಶಕರು**

ವೈದ್ಯಕೀಯ ಶಿಕ್ಷಣ ನಿರ್ದೇಶನಾಲಯ,
ಬಿ.ಎಂ.ಸಿ & ಆರ್.ಐ. ಹಳೆಯ ಕಟ್ಟಡ,
ಕೆ.ಆರ್.ರಸ್ತೆ, ಬೆಂಗಳೂರು.

**ಮಾನ್ಯರೇ,**

ವಿಷಯ: ವೈದ್ಯಕೀಯ ಶಿಕ್ಷಣ ಇಲಾಖೆಯ ಅಧೀನದಲ್ಲಿ ಬರುವ ಸ್ವಾಯತ್ತ ವೈದ್ಯಕೀಯ ಸಂಸ್ಥೆಗಳಿಗೆ ಕರಡು ಹಾಸ್ಟೆಲ್ ಮಾರ್ಗಸೂಚಿಗಳನ್ನು ಹೊರಡಿಸುವ ಕುರಿತು.

ಉಲ್ಲೇಖ: ನಿರ್ದೇಶಕರು, ಹಾವೇರಿ ವೈದ್ಯಕೀಯ ವಿಜ್ಞಾನಗಳ ಸಂಸ್ಥೆ, ಹಾವೇರಿ ಇವರ ಏಕಕಡತ ಸಂಖ್ಯೆ:HIMS-ADM0GEN/12/2024.

ಮೇಲ್ಕಂಡ ವಿಷಯಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ, ವೈದ್ಯಕೀಯ ಶಿಕ್ಷಣ ಇಲಾಖೆಯ ಅಧೀನದಲ್ಲಿ ಬರುವ ಸ್ವಾಯತ್ತ ವೈದ್ಯಕೀಯ ಸಂಸ್ಥೆಗಳಿಗೆ ಕರಡು ಹಾಸ್ಟೆಲ್ ಮಾರ್ಗಸೂಚಿಗಳನ್ನು ಹೊರಡಿಸುವಂತೆ ತಮಗೆ ತಿಳಿಸಲು ನಿರ್ದೇಶಿತನಾಗಿದ್ದೇನೆ.

ತಮ್ಮ ವಿಶ್ವಾಸಿ,

Jyothi Kumar - 06/06/2025
(ಜ್ಯೋತಿಶ್ರೀ.ಟಿ)

ಸರ್ಕಾರದ ಅಧೀನ ಕಾರ್ಯದರ್ಶಿ-3,(ಪ್ರ)
ವೈದ್ಯಕೀಯ ಶಿಕ್ಷಣ ಇಲಾಖೆ



Phone :+91-80-22870060
Fax: +91-80-22875798
dmekarnataka@yahoo.com

ಕರ್ನಾಟಕ ಸರ್ಕಾರ
ವೈದ್ಯಕೀಯ ಶಿಕ್ಷಣ ನಿರ್ದೇಶನಾಲಯ

DIRECTORATE OF MEDICAL EDUCATION
BMC&RI (Old Building), 1st Floor, Fort, K.R. Road, Bengaluru-560002.

ಪತ್ರ ಸಂಖ್ಯೆ: DME/ADN2/139/2025-26

ದಿನಾಂಕ: 06/07/2025

ಸುತ್ತೋಲೆ

ವಿಷಯ: ವೈದ್ಯಕೀಯ ಶಿಕ್ಷಣ ಇಲಾಖೆಯ ಅಧೀನದಲ್ಲಿ ಬರುವ ಎಲ್ಲಾ ಸ್ವಾಯತ್ತ ಸಂಸ್ಥೆಗಳಿಗೆ
ಕರಡು ಹಾಸ್ಟೆಲ್ ಮಾರ್ಗಸೂಚಿಗಳನ್ನು ಹೊರಡಿಸುವ ಕುರಿತು
ಉಲ್ಲೇಖ: ಸರ್ಕಾರದ ಪತ್ರ ಸಂಖ್ಯೆ: ಎಂಇಡಿ 253 ಎಂಪಿಎಸ್ 2025, ದಿನಾಂಕ: 06.06.2025.

ಉಲ್ಲೇಖಿತ ಸರ್ಕಾರದ ಪತ್ರದಲ್ಲಿ, ಅನುಮೋದನೆಗೊಂಡ ಕರಡು ಹಾಸ್ಟೆಲ್ ಮಾರ್ಗಸೂಚಿಯನ್ನು ಈ ಪತ್ರದೊಂದಿಗೆ ಲಗತ್ತಿಸಿದ್ದು, ಸದರಿ ಮಾರ್ಗಸೂಚಿಯಲ್ಲಿ ತಿಳಿಸಿರುವ ಅಂಶಗಳನ್ನು ರಾಜ್ಯದ ಎಲ್ಲಾ ಸರ್ಕಾರಿ ಸ್ವಾಯತ್ತ ವೈದ್ಯಕೀಯ ಕಾಲೇಜು ಹಾಗೂ ಸೂಪರ್ ಸ್ಪೆಷಾಲಿಟಿ ಆಸ್ಪತ್ರೆಗಳಲ್ಲಿ ಕೂಡಲೇ ಕಾರ್ಯಗತಗೊಳಿಸಲು ಅಗತ್ಯ ಕ್ರಮವಹಿಸುವಂತೆ ಸೂಚಿಸಿದೆ.

ನಿರ್ದೇಶಕರು
ವೈದ್ಯಕೀಯ ಶಿಕ್ಷಣ ನಿರ್ದೇಶನಾಲಯ
ಬೆಂಗಳೂರು

ಇವರಿಗೆ,

1. ನಿರ್ದೇಶಕರು, ರಾಜ್ಯದ ಎಲ್ಲಾ ಸರ್ಕಾರಿ ಸ್ವಾಯತ್ತ ವೈದ್ಯಕೀಯ ವಿಜ್ಞಾನಗಳ ಸಂಸ್ಥೆಗಳು, ಸೂಪರ್ ಸ್ಪೆಷಾಲಿಟಿ ಆಸ್ಪತ್ರೆಗಳು, ಕರ್ನಾಟಕ.

ಪ್ರತಿಯನ್ನು:

1. ಸರ್ಕಾರದ ಪ್ರಧಾನ ಕಾರ್ಯದರ್ಶಿಯವರ ಆಪ್ತ ಕಾರ್ಯದರ್ಶಿಗಳು, ವೈದ್ಯಕೀಯ ಶಿಕ್ಷಣ ಇಲಾಖೆ, ಬಹುಮಹಡಿಗಳ ಕಟ್ಟಡ, ಬೆಂಗಳೂರು.

Guidelines for Managing Hostels in Medical Colleges

Vision:

To create a secure, nurturing, and inclusive hostel environment that supports the academic and personal growth of medical students, fostering a sense of community, discipline, and well-being, ultimately contributing to the development of compassionate and skilled healthcare professionals.

Mission:

To provide safe, well-maintained, and resourceful hostel facilities that promote academic excellence, holistic development, and a balanced lifestyle for all residents. We are committed to upholding the highest standards of discipline, hygiene, and safety, while ensuring that students have access to essential services and a supportive community, empowering them to thrive both academically and personally during their medical education.

Purpose:

To ensure the smooth and efficient management of hostels in all medical colleges, providing a safe, hygienic, and conducive environment for students.

1. Hostel Admission and Allocation

1.1 Eligibility:

- Only full-time students enrolled in the medical college are eligible for hostel accommodation.
- Hostel allocation will be based on availability and need, with priority given to outstation students.

1.2 Application Process:

- Students must apply for hostel accommodation at the beginning of each academic year.
- The application should be submitted to the Hostel Warden or the designated authority within the stipulated deadline.

1.3 Room Allocation:

- Room allocation will be done by a Hostel Warden or the Allocation Committee based on availability, merit, and seniority.
- Students joining the hostel must avail the mess facilities mandatorily.

- At the time of student's admission to the hostel, his/her parent/guardian may appoint, in writing, a local guardian who will be authorized to act on their behalf. Such list shall be maintained in the hostel and concerned section of the institute.
- Changes in room allocation will be allowed only with prior permission from the Hostel Warden.

2. Code of Conduct

2.1 Discipline:

- Students must maintain discipline and decorum within the hostel premises.
- Ragging, bullying, or any form of harassment is strictly prohibited and will attract severe disciplinary action, including rustication and legal procedures.
- In case of activities like ragging or harassment is reported, the procedures shall follow according to *Chapter IV (clauses 20- 28), part iii Section 4 of The Gazette of India: Extraordinary CG-DL-E-22112021-231281 dated 20 Nov. 2021 – NMC notification dt 18 Nov 2021.*
- All students must return to the hostel by the designated time as per the college's rules.
- If the student is not staying in hostel overnight/ longer, he/ she shall inform the Supervisor in writing about the destination and expected duration of absence.
- Fixing posters or pictures or writing on the common walls/ pillars and disfiguring the hostel property are strictly prohibited. Any deviation from this will be viewed seriously and shall attract penalty as deemed appropriate by the Warden. However, students can utilise the designated paces like Notice board or alike provide the contents are non-objectionable.
- The hostel residents shall not rear or feed pet/ stray animals on hostel premises.

2.2 Visitors:

- Visitors are allowed only during specified hours and must register at the hostel office.
- Visitors shall not stay in the hostel premises overnight.
- No male visitors are allowed in female hostel rooms and vice versa.
- No unauthorised meetings/ gatherings shall be held in the hostel premises.
- The students shall wear proper clothing when they visit the common areas like Hostel office, visitors waiting area, dining halls, etc.

2.3 Prohibited Items:

- Alcohol, drugs(Narcotic, Psychotropic substances), tobacco, and any other illegal substances are strictly prohibited within the hostel premises.
- Firearms, sharp objects, and any hazardous materials are also not allowed.

3. Infrastructure and Maintenance

3.1 Room and Facilities Maintenance:

- Rooms and common areas must be kept clean and tidy by the occupants.
- Regular inspection of rooms will be conducted by the Hostel Warden or designated staff to ensure cleanliness and proper maintenance.
- Residents will be personally responsible for the safe upkeep of the furniture and other items supplied to them in the rooms.
- Any damage or loss by design or negligence to hostel property will be charged to the student responsible.
- No student shall keep any extra furniture in their room without written permission of the warden.
- Residents shall be responsible for the safe usage and maintenance of the furniture including light, table, chairs etc, in the rooms allotted to them and any damage or loss of the allotted items will have to be repaired/ replaced by the concerned resident.

3.2 Water and Electricity:

- Students are expected to use water and electricity judiciously.
- The hostel will have fixed hours for the availability of hot water and electricity to ensure optimal use of resources.
- Any issues with utilities should be reported immediately to the hostel office.
- The students must utilise the hostel amenities like bathroom closets, faucets, mirrors, doors, etc with utmost care.
- The students shall not in possession of extra electric appliances like Refrigerator, AC, Heaters, etc in their rooms.

3.3 Safety Measures:

- Hostels should be equipped with fire extinguishers, first aid kits, and emergency plans.
- Regular drills should be conducted to prepare students for emergencies.
- Security personnel shall be stationed at the hostel entrance 24/7, and entry/exit logs shall be maintained.
- Regular in-house attendance shall be maintained by the hostel supervisor daily between 9- 9.30 pm.
- CCTV facility must be available covering hallways, common areas, dining halls without blindspots; with proper storage at all times.
- Provision for continuous monitoring of the CCTV footages must be available 24/7 and any discrepancies or suspicious activities must be notified immediately to warden and other officials.
- Physically competent gender relevant security personnel or Home guards shall be posted at key positions at hostels on rotation basis round the clock.

4. Mess and Dining Facilities

4.1 Mess Timings:

- The hostel mess will operate at fixed hours for breakfast, lunch, evening snacks and dinner.
- Late meals will be provided only under exceptional circumstances with prior intimation.
- The students should strictly adhere to the mess timings. The dining must be in the mess area only and students will not carry/ store food in their rooms or corridors.

4.2 Hygiene:

- Strict hygiene standards must be maintained in the kitchen and dining areas.
- Periodic inspections will be conducted to ensure the quality and hygiene of food.

4.3 Menu:

- A monthly menu will be prepared by the Mess Committee in consultation with students.
- Efforts will be made to accommodate dietary preferences and restrictions.

5. Grievance Redressal**5.1 Complaint Procedure:**

- Students may lodge complaints regarding hostel facilities, food, or any other issues with the Hostel Warden.
- A complaint box should be available for anonymous submissions.

5.2 Grievance Committee:

- A Hostel Grievance Committee will be formed, including representatives from the administration and student body, to address complaints.
- The committee will meet regularly and ensure timely resolution of grievances.

6. Financial Management**6.1 Hostel Fees:**

- Hostel fees will be determined annually by the Administration and Hostel warden/ Committee and must be paid in full by the specified date.
- Fee receipts should be maintained and audited periodically.
- Expenditures must be approved by the appropriate authority and accounted for transparently.

6.2 Mess bill:

- The committee/ Supervisor will take steps to announce the monthly mess bill on a particular date of every month, eg: 26th of every month.
- The resident students must pay the mess bill within 10 days of its announcement.
- Failure of deposit the dues in time result in penalty of Rs. 100/- per day after the due date.
- The students who do not clear the dues after 30 days of the due date will result in cancellation of the hostel registration unless the Warden is satisfied with the reasons for non-payment of the dues. The notice for cancellation of registration from hostel will be sent to the Parents/ Guardians by the Dean & Director.
- Fee receipts should be maintained and audited periodically.
- No reduction in mess bill if the resident is absent / not taken food from the mess, except in cases where the resident is absent from college / hostel for a period of 1 month continuously.

7. Health and Well-being

7.1 Medical Facilities:

- Regular health check-ups can be arranged for students by the Warden on regular/on demand basis or in situations deemed necessary by the Warden.

7.2 Counselling Services:

- Counselling services should be available to support students' mental health and well-being in the required cases.
- Workshops on stress management, time management, and other relevant topics can be organized periodically.

8. General Provisions

8.1 Amendments:

- These guidelines are subject to periodic review and may be amended as necessary.

8.2 Compliance:

- All students must comply with these guidelines. Non-compliance will result in disciplinary action as deemed appropriate by the college administration.

9. Hostel committee:

A hostel committee shall be formed to regulate the daily maintenance and functioning of hostel mess with following members:

Sl. No.	Name and designation	Position in the committee
1.	Dean and Director	Chairman
2.	Chief Administrative Officer	Member
3.	Finance Advisor	Member
4.	Supervisor / Hostel Manager	Member
5.	Warden	Member Secretary
The number of members may increase in different institutions depending on number of hostels and/or if deemed by the Chairman.		

The duties of various members and SOPs shall be as follows:

9.1. Hostel Manager:

- It is the responsibility of mess manager to adhere to the food menu as per the tender.
- He is responsible for maintaining the cleanliness and hygiene of the mess premises including dining area. He should allow the student representative to visit the kitchen area on regular basis for inspection of the premises.
- He is responsible for maintaining the standards as notified in the food and safety act.
- He should change the menu as agreed upon between him and the hostel committee.

9.2. Wardens:

- Each hostel shall be managed by with the Wardens of the Hostel via Hostel Supervisors and representatives of the residents of the Hostel s.
- If any student representative or Hostel Committee member disagrees with a decision of the wardens, he/she can ask for referendum on such issues.
- Warden shall be the Head of the Section in the case of Hostel functionality, resident related matters, Institute employees posted in the Hostels and any matter relating them shall be referred to the Dean and Director and Principal if needed.
- He/ She is responsible to sanction leave to the hostel inmates/ supervisor.
- He/ She has to visit hostel upon any complaints by the hostel inmates/ supervisor.
- He/ She has to coordinate with the parents of the hostel inmates as and when required and when notified by the Dean.
- He/ She has to ensure that periodic water sample from the hostel is sent for water quality analysis.

9.3. Hostel Supervisor / Hostel Manager

- He/ She should be preferably present in the hostel 24/7. Leave can be sanctioned by appropriate authority.
- He/ She should maintain the details of the hostel inmates in the register against their room numbers.
- He / She has to co-ordinate between hostel committee and concerned wardens.
- He/ She has to take attendance of hostel inmates in the attendance register.
- He/ She should maintain movement register of the hostel inmates and take the signature of the warden every week and report it to the dean by the end of every month.

- f. Any issues created by the hostel inmates has to be brought to the notice of the concerned assistant wardens immediately.
- g. He/ She has to collect the leave letters and maintain leave register in the hostel warden office.
- h. He / She maintain register of mess bill payment been done by the hostel inmates.
- i. He/ She should frequently inspect the rooms of the hostel inmates for strict compliance of hostel rules as notifies in the undertaking signed by the parents of hostel inmates.
- j. Hostel Supervisor will be responsible to check payments from the students and others in respect of mess dues and other misc. receipts of the hostel and to issue 'No Dues certificate' before claim. He/ She shall maintain a receipt register for all receipts. He/ She should also ensure that the money deposited into the bank by the residents is realized by confirming with the Office.
- k. He/ She will maintain the ledger submit to the warden for checking and signature in 15 days.
- l. He/ She will maintain all paid vouchers and receipts in respect of each payment.
- m. He/ She will maintain registers stock registers of consumable and non-consumable items received from the Institute and for items purchased from other sources separately.
- n. He/ She will maintain the correspondence and receipt of residents leaving the hostel for any reason.
- o. He/ She will check and verify bill of suppliers and putting it up to the warden for payment order. He/ She will also check the entries made in the mess stock register to ensure that no duplicate payment is made.
- p. He/ She will prepare cheque and make payment to the suppliers/any other persons.
- q. He/ She will maintain the suppliers register and enter into it all the bills receipt from them. The payments made to the suppliers should also be noted into the Register and balance periodically.
- r. He/ She will maintain the register for temporary advances from the office if any towards functions/ events.
- s. Health status report of the mess workers and students has to be communicated to the respective Hostel wardens. Any health concerns shall be notified immediately to the wardens.
- t. Any other job assigned by the Warden.

9.4. Student Representative of the Hostel committee

9.4.1. Menu Compliance:

a. Daily Checks and monitoring:

- i. Verify that the daily meals provided match the approved hostel menu.
- ii. Report any deviations or inconsistencies to the hostel warden or designated authority.

b. Feedback Collection:

- i. Regularly collect monthly feedback from hostel residents regarding the quality and variety of food.
- ii. Submit feedback reports to the Institute administration for continuous improvement.

9.4.2. Food Preparation and Storage:

a. **Preparation Supervision:**

- i. Sign in the daily checklist maintained in register in respective hostels
- ii. Conduct regular inspections of the kitchen to ensure hygienic food preparation practices.
- iii. Confirm that cooks and kitchen staff wear appropriate attire, including gloves and hairnets.

b. **Storage Standards:**

- i. Check that all the prepared food for the day is stored in refrigerator in small packets with proper plastic coverings for three days for any investigation as future requirement as part of evidence preservation.
- ii. Ensure that food items are labeled with dates of preparation and expiry.
- iii. Verify that the storage temperature of refrigerators is maintained as per food safety guidelines.

9.4.3. Hygiene and Cleanliness:

a. **Kitchen Cleanliness:**

- i. Ensure the kitchen area is clean and sanitized regularly.
- ii. Confirm that all utensils and cooking equipment are washed and stored properly.

b. **Waste Management:**

- i. Oversee the proper disposal of food waste.
- ii. Ensure waste bins are covered and emptied regularly to prevent pest infestation.

9.4.4. Reporting and Documentation:

a. **Incident Reporting:**

- i. Immediately report any food safety violations or health hazards to the hostel warden.
- ii. Document incidents in a logbook and follow up on corrective measures.

b. **Monthly Reports:**

- i. Prepare and submit a monthly report detailing menu compliance, food safety inspections, and any issues addressed.
- ii. Include recommendations for improving food quality and safety.

9.4.5. Meetings and Coordination:

- a. Attend regular Hostel Committee meetings every **03 months** once or as and when required to discuss issues, review reports, and plan actions.
- b. Coordinate with other committee members to ensure smooth functioning of hostel activities.
- c. Communicate any significant decisions or changes related to hostel administration to the students.

9.4.6. Compliance:

- a. Student representatives shall create a WhatsApp group labelled “Hostel Committee” and the photos of compliance of the kitchen, menu are put up daily

- b. Adherence to this SOP is mandatory for all Hostel Committee student representatives.
- c. Non-compliance may result in disciplinary action as per the college regulations.

9.4.7. Disciplinary Action:

- a. As per the decision in college council meeting depending on the issue.

