MAHATMA VIDUR AUTONOMOUS STATE MEDICAL COLLEGE, BIJNOR

General rules and guidelines for MBBS Boy's Hostel

All resident and staff should be aware of the following rules and guidelines for the smooth functioning of the MBBS Boy's hostel. This will aid to ensure in creation of a safe, secure and healthy environment for academic and personal development of the students. Rules and guidelines may be amended time to time by the authority, as deemed appropriate.

1. Room Allocation and Residence

- Hostel facility is optional
- The rooms will be of triple occupancy type subject to availability.
- Those students who wish to avail hostel facility have to apply for the same at the time of admission and pay the hostel fees.
- Rooms are allocated upon producing the receipt of payment of hostel fees on first come first serve basis sequentially when the students reports to the warden's office after completion of admission process.
- Student must submit one proof of their home address, details of their parent/ guardian, and 2 passport size recent photographs and preferably contact details of one local guardian.
- Mutual exchange of rooms is permitted after one month of admission closure to a maximum of two (2) such exchanges in an academic year.
- Shuffling of rooms and roommates will be exercised only by the Hostel authorities at the beginning of each professional year or as and when required.

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- Students are responsible for their valuables and are advised to refrain from expensive jewelry, large amount of cash, etc during their stay in hostel.
- Students should keep themselves update with notices, circulars, office orders, etc put-up on the hostel notice board.
- Students should clear their respective dues within stipulated time period.
- A student once accommodated in the hostel will continue to be a Hostel resident throughout the course unless otherwise debarred from the hostel on disciplinary or other grounds.
- Students voluntarily vacating hostel or being expelled from hostel for any reason may not be allowed re-entry into hostel for their remaining tenure at Mahatma Vidur Autonomous State Medical College, Bijnor. Re-entry maybe permitted in instances only after such application has been approved by the college council.
- Student, who has passed all the relevant examinations of the specified course, shall not be given accommodation in the hostels.
- Before vacating the rooms, the students must get 'No dues' signed from hostel warden.

2. Hostel Timing

- Students should return back to campus by 5pm.
- Students must return back to their respective rooms by 9.30pm.
- Hostel doors are closed between 9.30pm to 6am.

3. Attendance

- Students must mandatorily sign their morning and evening attendance in the register maintained at Warden Office/ security desk in-front of designated person.

4. Leave

- It is mandatory for students to seek prior permission from the Warden if they are leaving the hostel.
- Student must apply for leave, minimum five (5) days in advance with supportive document in prescribed format in their own handwriting to the warden office.
- For emergency leave (sickness, death in immediate family, etc) student should contact security desk/ warden office.
- Following the approval for the leave, the student will be issued an out gate-pass which should be deposited at main gate of the campus.
- The warden reserves the right to deny leave application as deemed appropriate.
- The student must return from his leave on the stipulated time approved by the competent authority.
- While proceeding on leave, student must ensure their rooms are under lock and key.
- No extension beyond the sanctioned leave will be granted except in emergency cases. If the student on a sanctioned leave wants to extend his leave, he must apply for the extension of the leave to the warden via SMS from their registered number quoting the valid reason well in advance. Parents may be contacted in this regards if required.
- Leaving a hostel without prior permission from the designated authority shall be deemed as 'missing'; and their parents and/or the police authorities may be informed.
- The student must not leave the hostel premises on holidays or any other days for the purpose of excursion or picnic or any other, without prior permission of the Hostel Authorities. However, the Institute or the Hostel Authorities shall not be held responsible for any unfortunate event (accident/injury/fatality/ etc.) during such outings.

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- Any student/s violating the above mentioned leave rules shall be solely responsible for his safety outside the hostel premises and the deficit attendance caused due to it.

5. Furniture

- Each student is provided with bed, mattress, table, chair and wardrobe.
- The student shall neither shift any furniture from its original allotted place nor damage them in anyway.
- Students are responsible for the maintenance of the allotted furniture and the same has to be returned back upon completion of their course.
- Student may be permitted to bring personal additional furniture by obtaining prior written permission from the warden's office. No objection certificates of the room-mates are required with written application.
- The resident shall not remove any fittings from any other room or common area and get them fitted in his room.

6. Electrical Appliances

- The use of heavy appliances like heater, induction plate, press, air conditioner etc is prohibited.
- Coolers of up-to 50 litres tank capacity maybe permitted with prior written permission of the warden.
- Students are to ensure all lights, fans and electrical equipments are switched off while leaving their respective rooms. Violation may attract suitable penalty and punishment as decided by authorities.

7. Visitors

- Visitors have to enter their details, enter their entry and exit time, sign the register and are eligible to utilize the visiting area in the hostel ground floor.
- Male visitor may be allowed hostel entry between 7am to 7pm.
- No female visitor is allowed beyond security desk.

- Non residents are not permitted night stay in the hostel.
- The hostel is no-parking zone. All visitor vehicles must be parked in designated visitor parking.

8. Cleanliness and Hygiene

- Littering of any kind is strictly prohibited.
- Campus area and rooms must be kept neat and clean.
- Random room inspection will be done.
- No cooking is allowed in the rooms.
- Bringing food and utensils from dining hall is prohibited.

9. Safety and Security

- The hostel is under 24x7 CCTV surveillance.
- A team of security personnel are available round the clock.
- Entry/access of students to rooftop is prohibited.
- Entry and exit in hostel beyond permitted time is restricted to emergencies only.
- Emergency contact information (Warden, Security, etc) is displayed and students are advised to make a note of the same.
- Student should not leave hostel without informing the warden office/ security desk.
- Students are advised to not roam alone in campus beyond daylight to avoid injury from reptiles, poisonous insects and other animals.
- All students shall report immediately to the security staff/Warden if they are witness to or are aware of:

➢ Any suspicious individual / individuals in the hostel premises.
➢ Any vehicle or suspicious articles lying unattended in the hostels.
➢ Any unauthorized or illegal activity within the hostel premises.
➢ An act of ragging.

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- An act of abuse in any form.
- In case of any emergency, student should contact/ inform the warden immediately.
- While reporting matters related to safety and security if the situation so warrants, the name of the student shall be kept confidential.

10. Damages and Maintenance

- Any damage to property should be immediately reported to the warden office.
- Students will be liable to repair costs of any damages to the college properties.
- Students are to note that electrical/ carpentry/ plumbing or any other complaint pertaining to repair and maintenance should be given in writing to Warden or written in the complaint register available in the warden office, provided, such damage is natural or purely accidental and unintentional. Student may note that maintenance work following complaint may not happen immediately but will take some time as all due process are completed.
- Stealing or pilfering of hostel/ institute property or other student's property will attract strict disciplinary action.

11. Discipline and Conduct

- Students are expected to maintain the decorum and standard befitting a medical graduate and treat fellow hostellers and staff with dignity and respect.
- Ragging, bullying or any form of harassment is prohibited and will result in disciplinary action.
- Students should refrain from any activity which can cause nuisance.
- All types of tobacco, alcohol, and narcotics are strictly prohibited.
- Any types of weapons or firearms are strictly prohibited.
- Students are not allowed to stay in hostel during the class hours unless the stay is unavoidable due to illness or any other valid reason.
- No notice will be displayed by hostel inmates in the Hostel notice board without the approval of the competent authority.

- Students should be appropriately dressed in and outside the hostel premises.
- Formation of association of students on the basis of region, religion, caste, creed, language, etc. is not permitted. Any segregation or discrimination between hostel inmates on these lines is prohibited.
- Use of abusive, vulgar and un-parliamentary language against fellow inmates or hostel staff is strictly forbidden. Any complaint received from staff/faculty towards students in this regard will be taken seriously and appropriate action will be taken by Administration.
- No student is allowed to engage private servant or keep pet animal.
- Students are not allowed to keep any motor vehicle (2/3/4 wheeler) in the hostel.
- Students who are staying outside the hostel have to park their vehicles in the parking earmarked for them and are not allowed to bring their vehicles to the hostel.
- Storage or use of fire-crackers is strictly prohibited inside hostel premises.
- Students are not allowed to use the Hostel space for any kind of gathering and disturbing peace with loud noise.
- Hostel resident is bound to use the water resources in justifiable manner. Violating such conduct shall attract disciplinary actions.
- Violation of any rules and regulation will lead to disciplinary action that may include fine, suspension from hostel/college for defined time period, permanent expulsion from hostel/college, and may include formal police complaint.
- *Acts of indiscipline and disciplinary actions*:
- These rules will be applicable to the hostellers, residents, guest and visitors. Only a tentative list not in any order of severity is provided. The list is neither complete nor exhaustive and additional actions may be recommended time to time. One or more action can be taken concurrently after or on filing of criminal or civil complaints by the institution with law enforcement agencies.
- **The followings are considered as acts of indiscipline**:

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- Ragging in any form
- All acts contrary to the prevailing laws of the land including criminal and anti-national acts
- Use of hostel premise for acts considered immoral
- Subletting, sub-tenancy or allowing unauthorized to stay in the hostel without prior permission from competent authority
- Contravening allotment rules including exchange of room, shifting of furniture fixtures and furnishing without permission
- Damage/ Lost to hostel property movable / immovable
- Vandalism, graffiti, pasting of posters that may damage hostel wall and display
- Physical harm or abuse to anyone in the hostel premises or misbehaviour with anyone in the hostel premises on the basis of gender, religion, caste, social group or any other reason
- Creating nuisance and making noise so as to disturb others
- Partying or similar activities or other congregations without necessary permission
- Consumption or use or peddling of illicit substances
- Drinking alcohol and causing nuisance in the hostel or entering into the hostel in an intoxicated state
- Engaging in risky behaviour including cooking and causing fire hazards, storing of hazardous material, driving vehicles in dangerous manner within campus, causing health hazards by stagnating water without informing hostel officials etc.
- Unauthorized use of hostel facilities including use of appliance that are not permitted.
- Not clearing payment and dues in time
- Concealing, misleading or providing incorrect information while applying for hostels.
- Disrespect to authority and functioning of institutional offices and officials in the course of their duty.

- Violation of hostel rules and regulations as indicated in the previous sections both overt and implied.
- Keeping pets, feeding stray animals
- Unauthorized absence from hostel for long period
- Mass bunk of class or academic session
- Any other act of behaviour considered to be a form of indiscipline

- **Any one or more amongst the following measures shall be initiated as disciplinary actions against above indiscipline act/(s) as decided by the competent authority**:

- Anti-ragging measures as per the Supreme Court Guidelines.
- Actions as per rule of land against criminal or antinational act.
- Verbal warning
- Issuing Warning notice to student & intimation to the parents
- Intimation to Dean (Academics) & Principal with disciplinary action as decide by the competent authority
- Directive to submit letter of apology
- Letter to parents/ guardian as and when necessary
- Adverse entries into academic files
- Suspension from attending classes.
- Debarred from the hostel for specific period
- Expulsion or rustication from the institution permanently or for varying period
- Cancellation of allotment.
- Imposition of fine that may be variable or commensurate with damage wherever applicable in consultation with appropriate authority.
- Indication of in-disciplined behaviour in reference letters from the institution
- Any other action/(s) recommended or decided by the competent authority

12. Recreation and Other Facilities

- Each floor has bathrooms & toilets, with facility of hot and cold water.

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- Water cooler with RO water purifier system is provided in the hostel building for drinking water supply.
- The hostel provides recreation room with LED screen, indoor games.
- Gym and Yoga room is also available.
- Sick room is available in the hostel for first aid and minor ailments.
- Mess service is in the ground floor of the hostel. Food is prepared in hygienic kitchen in mess area, kept warm and served in stainless steel units for students. Menu is decided by the mess committee and quality of food is checked regularly by faculty themselves.
- Paid services are also available on regular basis like Barber service. Information to avail the services are available at warden office

13. Grievance Redressal

- Any suggestions or issue regarding hostel facilities, complaint against fellow hostellers or problem with staff can be submitted in writing to the Warden office or to Student Welfare Committee.

14. Ragging free campus

- As per direction of the Hon'ble Supreme Court of India, ragging is completely prohibited in any form inside and outside of the campus and the Institute authorities are determined not to allow any form of the ragging. Individual or collective ragging constitutes gross indiscipline and will be dealt severely with punitive measures that include suspension / eviction from hostels / rustication from academic activities and lodging of FIR.
- Ragging is a punishable offence.
- All students have pledged in writing during their admission time that they will not involve in any ragging activities at campus.
- There is a separate Anti-ragging committee and Anti-ragging squad to monitor and ensure that the campus of MVASMC, Bijnor as 'Ragging-free campus'.

- Ragging shall ordinarily mean any act or conduct by an individual or group of individuals by which the dominant status or power of senior students is brought to bear upon the students who are in any way considered to be junior or inferior to them. Some acts that are included in this definition are:
  - Physical assault or threat to use physical assault of any kind.
  - Violation or demeaning the status, dignity, honour of students particularly with regard to gender, language, family background etc.
  - Exposing students to ridicule or contempt that may threaten to reduce their self-esteem.
  - Entailing verbal or physical abuse, torture that may be mental or physical, aggression, corporal punishment, trauma, indecent gesture and obscene behaviour, insisting on performing menial jobs by force or threatening to use force that may be implied.
- Ragging is also implied under the following circumstances:
  - When a fresh student is taken into the room of a senior student or a fresher is found in the room of a senior student till the fresher's welcome party is over.
  - A dress code that would distinguish a fresher from other students or otherwise is enforced.
  - When any student who may have witnessed or has knowledge of ragging does not report such incidents to the authorities concerned.
- The above shall imply that the student has participated in ragging unless otherwise proven.
- The institution shall maintain strict confidentiality protecting the identity of the complainant with regard to all reports related to ragging and under no circumstances shall those incident / reports will be made public in any manner.
- The onus of proving innocence in all incidents of ragging shall lie with the student on which the charged of ragging has been placed.
- The institution shall also view seriously any attempt to willfully or falsely, with malafide intent implicate any student to have ragged a junior student.

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- The Hon'ble Supreme Court of India has issued strict directives related to ragging in all institutions. The directives include the following:
- The primary responsibility for curbing ragging rests with academic institutions themselves. All measures should be taken to ensure that no ragging takes place.
- The punishment to be meted out has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.
- Every single incident of ragging where the victim or his parent/guardian or the Head of institution is not satisfied with the institutional arrangement for action, a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
- Courts should make an effort to ensure that cases involving ragging are taken up on a priority basis to send the correct message that ragging is not only to be discourages but also to be dealt with sternly.
- Whoever directly or indirectly commits, participates in, abets or instigates ragging within or outside any educational institution may be:
  - Suspended from the Institution.
  - Suspended from the hostels.
  - Expelled from the hostels.
  - Expelled or rusticated from the hostels.
  - Liable to fine which may extend to Rs. 10,000/-.
  - Liable to cancellation of admission.
  - Suspended from attending the classes.
  - Liable for withholding/withdrawing fellowship/scholarship and other financial benefits.
  - Subjected to withholding or concealing the result.
  - Adverse entry in testimonials or certificates.
  - Any other action as deemed fit.
- The decision on punitive measures shall be taken by the Head of the Institution and a combination of the above punitive measures may be applied.

- In case individual responsibility cannot be fixed, a group may be punished.
- Undergraduate students as well as their parents, at the time of admission of the students to the Institute, will be required to furnish an undertaking in the form of an affidavit that the student will not indulge in any form of ragging.
- All students are informed that the institution takes several steps to curb ragging.
  - Formation of anti-ragging committee.
  - Surprise rounds and checks by faculty, hostel staff and security.
  - Deployment of uniformed and plainclothes security staff.
  - Close liaison between the institution and police personnel.
  - Monitoring of the movement of fresher.
  - Periodical review of anti-ragging measures.
- All students are requested to take advantage of the measures and report any case of ragging without fear. The institution is obliged and committed to maintain strict confidentiality of complainants if so desired.

The matter was discussed & approved in College council meeting.

14/10/25.

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MAHATMA VIDUR AUTONOMOUS STATE MEDICAL COLLEGE, BIJNOR (UP)

Standard Operating Procedure (SOP) for MBBS Girls Hostel

This SOP provides guidelines for the smooth functioning of the MBBS 1st-year girls' hostel.

The aim is to ensure safety, security, discipline, and a conducive environment for academics and personal development.

1. **Room Allocation and Residence**

- Rooms are allocated upon producing the receipt of payment of hostel fees on first come first serve basis sequentially when the students report to the warden's office after completion of admission process.
- Student must submit one proof of their home address, details of their parent/guardian and 2 passport size photographs and contact details of local guardian.
- Mutual exchange of room is permitted after one month of admission closure two a maximum of two such exchanges in an academic year.
- Students are responsible for their valuables and are advised to refrain from expensive jewellery, large amount of cash, etc. during their stay in hostel.
- Students should keep themselves update with notice, circulars, office orders, etc put up on the hostel notice board.
- Students should clear their respective dues within stipulated time period.
- Students voluntarily vacating hostel or being expelled from hostel for any reason will not be allowed re-entry into hostel for their remaining tenure at Mahatma Vidur Autonomous State medical College, Bijnor. Re-entry may be permitted in instances only after such application has been approved by the college council.

2. **Hostel Timings**

- Check-in Time: Students must return to the hostel by 5:00 PM.
- Check-out Time: Students are allowed to leave the hostel from 6:00 AM.
- Hostel doors are closed from 8:00 PM to 6:00 PM.
- Lights Out: All students must turn off lights and maintain silence after 11:00 PM to promote a peaceful environment.

3. **Furniture**

- Each student is provided with bed, mattress, table, chair and almirah.

- Students are responsible for the maintenance of the allotted furniture and same has to be returned back upon completion of their course.
- Students may be permitted to bring personal additional furniture by obtaining prior written permission from the warden's office. No objection certificate of room-mates is required with written application.

4. Attendance

- Students must mark their morning and evening attendance in the register kept at Warden office / security desk in front of designated staff.

5. Leave

- Student must apply for leave, minimum five days in advance with supportive document in prescribed format in their own handwriting to the warden office.
- For emergency leave (sickness, death in immediate family, etc) student should contact security desk/ warden office.
- The warden reserves the right to deny leave application as deemed appropriate.

6. Visitor's Policy

- Visitors are allowed only during visiting hours, typically between 4:00 – 6:00 PM.
- No male visitors are allowed in hostel rooms; designated visitor areas are provided.
- Visitors must sign in and out at the main gate and adhere to hostel policies.
- Non-residents are not permitted for night stay in the hostel under any circumstances.

7. Safety and Security

- Hostel is under 24x7 CCTV surveillance.
- Entry/access of students to rooftop is prohibited.
- Hostel gates will be locked after 8:00 PM. Entry or exit after this time is only allowed in emergencies.
- Emergency contact numbers (warden, security, hospital) must be clearly displayed at prominent locations.
- No one should leave the hostel premises without informing the warden/security desk.
- In case of any emergency, students must immediately inform the warden.

8. Discipline and Conduct

- Students are expected to maintain decorum and respect their fellow students and hostel staff.
- Ragging, bullying, or any form of harassment is strictly prohibited and will result in strict disciplinary action.
- Students must refrain from or activities that disturb others.

- No smoking, alcohol, or drugs are permitted inside the hostel premises.
- Dress appropriately in common areas and while attending to visitors.
- Violation of any rules and regulations will lead to disciplinary action that may include fine, suspension from hostel/college for defined time period, permanent expulsion from hostel/college, and may include formal complaint.

9. Cleanliness and Hygiene

- Campus area and rooms must be kept clean and organized.
- Regular room inspections will be done.
- Cooking is not allowed in the rooms.
- No cooking is allowed in the rooms.

10. Electrical Appliance

- The use of high-power electrical appliances (heaters, induction plate, press, air conditioner etc.) is prohibited.
- Coolers of up to 50 litres tank capacity may be permitted with prior written permission of the warden.
- Ensure that all lights, fans, and electrical equipment are switched off when leaving the room.

11. Leave of Absence

- Students must apply for leave through the warden, with a valid reason and permission from parents or guardians.
- The warden reserves the right to deny leave if necessary

12. Recreation and Other Facilities

- A dedicated yoga room is provided.
- Recreation room includes an LED screen and indoor games.
- Sick room is available in the hostel for first aid and minor ailments.
- Geyser facilities are available in the bathrooms.

13. Grievance Redressal

- Concerns about hostel facilities, complaint against fellow hostellers or staff issues should be reported in writing to the warden office or Student Welfare Committee.

14. Damages and Maintenance

- Report any damage to hostel property immediately to the warden office.
- Students are responsible for repair costs of damage caused to college properties.

15. General Rules:

- Do not tamper with or damage security systems like CCTV cameras.
- Maintain low noise levels for a peaceful study and rest environment.
- Cooperate fully during fire drills and emergency evacuations.
- Always lock your room securely.
- Clear all hostel and mess dues on time.
- Leave a spare key with the hostel office when taking long leave or vacation.

These rules aim to create a safe, secure, and academically supportive environment for all hostel residents. Breaking these rules can lead to disciplinary action and repeated violations may result in expulsion. The hostel authorities may update the rules as needed for the well-being of students.

Warden:

Dr. Rekha Choudhary
Associate Professor, Biochemistry
MVASMC, Bijnor

Assistant Warden:

Dr. Sneha Mittal
Assistant Professor, PSM
MVASMC, Bijnor