

GOVERNMENT MEDICAL COLLEGE & HOSPITAL **GADCHIROLI**

Hostel Rules and Regulations:-

The Asst. Warden will be assisted by a team of supervisory staff in the maintenance of hostels & all the facilities. The hostels provide good study atmosphere, a comfortable & secured stay. Care is taken to provide good sanitation and hygienic surroundings. All boarders have to abide by the rules & regulations of the hostel & shall have to sign an undertaking to the effect.

I. Hostel admission

1. The right of admission to the Hostel is reserved. Admission to the Hostel will not be made as a matter of right or routine & it will be at the sole discretion of the Dean/Chief warden.
2. The hostel prospectus and the hostel application form shall be available at the Dean office.
3. The Bio-Data form, Undertaking Form of rules & regulation, allotment register at the Warden office must be duly filled in and submitted. Then only the room will be allotted.
4. The allotment of rooms to the applicants will be made by the Asst. Warden. The hostellers are not permitted to exchange their rooms once allotted, without the written approval from the Asst. Warden.
5. While allotting room the student's choice for a room, roommate will not be considered.
6. Regular absentees from the classes, Internal exams, University exams may not be permitted to continue to stay in the hostel. In other words, admission and continued stay in the hostel depends upon academic performances & also on good behavior & conduct.
7. If a student is suspended /expelled from the hostel/college/University for any reason he/she should immediately vacate the hostel on the day of such suspension/expulsion from the college/university. His/her continuance in the hostel will be treated as unauthorized occupation.

II. Formalities to be completed before admission to the hostel

Before a student joins the hostel, the following documents/formalities must be completed

1. Bio-Data form: - which includes students & parents information with addresses & Contact numbers, also include information regarding health. If available, the local Guardians should be willing to take responsibility of the hostel student, and permitting the student to stay with him/her during permitted outings & any sickness.
2. Undertaking form for rules & regulation: - which mention that student will obey the rules & regulation of hostel with the signature of Students & Parents.
3. Entry in the allotment register: - which includes the details of the furniture & Electrical appliances in the room. This should be signed by the student & he/she will be made responsible for it.

III. Up-keep procedures and rules

1. The hostel rooms are subject to inspection by faculty/staff, to make sure that they are kept neat & tidy & no unauthorized /prohibited items like liquor, drugs, lethal weapons etc.
2. Students are advised not to keep a large amount of money or valuables with them in the room.
3. The students themselves are personally responsible to safeguards their belongings. The students are advised to keep their rooms, suitcases etc., securely locked with good quality locks, & should keep the key in their possession only, should not be shared with anyone or not to be kept on the doors.
4. Students are instructed to not visit any faculties/staffs quarter (Unless in emergency situation).
5. Students should not encourage day-scholars/outsideers to visit the Hostel. Guests are not permitted to stay in the Hostel.
6. Hostel Furniture shall not be removed from one room to another under any circumstances. Students are responsible for the care of furniture and

- fittings in their respective rooms. **The cost of furniture and fittings will be recovered from them in case of any damage or loss.**
7. Students are not allowed to keep electric iron, Musical players or any electrical equipment without written permission of the Asst. warden any unauthorized possession will be confiscated.
 8. Use of computers (laptops, Desktop) in the hostel is permitted after filling the undertaking form that it is used for academic purpose only and not for using forbidden sites.
 9. If a student wants to enroll in any outside training or coaching institute, shall do so only with the written permission from the Asst. warden. The resident shall clearly mention their time during which they are to remain absent for attending such courses. The authenticity of such enrollment must be produced before the Asst. warden granting permission.
 10. As the students are sharing the rooms, so if they observe any wrong with the roommate's emotional/mental status (For the purpose of their benefits & other students.) they should inform the authority, so that in time preventive step can be taken (i.e. to prevent/avoid suicidal tendency).

IV. Discipline

1. Perfect silence is to be maintained in the hostel premises including rooms, bathrooms, dining halls, corridors, common areas etc., every student of the hostel should have the civic responsibility that he or she should not be a cause of nuisance, annoyance or disturbance to others.
2. All students are not to enter into any unnecessary conversation, discussions, quarrel or altercation with the hostel staff. If anyone has any complaint against any employee of the hostel, a written complaint against the person is to be lodged with the Asst. warden. Use of abusive, vulgar, unparliamentarily language against the hostel; staff/mess staff/fellow students is strictly forbidden.
3. The students shall not waste water, electricity & food.
4. The college campus and the hostel are No-Smoke, No-Tobacco, No-Alcohol, No-Drug zones. Gambling in any form....such as playing cards (even without money a stake). Anyone found indulging in the use of such things will not only be asked to vacate but also be rusticated from the college.

5. No additional electrical fitting or usage of other electrical/electronic appliances without warden's permission is allowed in the hostel.
6. Possession of any lethal weapons or any instrument/contrivance, which is likely to cause physical harm to others, is strictly prohibited.
7. If any student is found indulging in any form of instigation/intimidation/threat to any other hostellers he/she will be asked to vacate the hostel forthwith. In this regard, the decision of the warden/Asst. Warden is final and binding on the individual/ his or her parent/guardian concerned.
8. Day scholars are not allowed to eat or stay in the hostel.
9. Politics and any policies related activity is absolutely prohibited within the college campus and hostel.
10. Collection of donation for any purpose (Religious/Political or otherwise) is strictly prohibited.
11. Conducting any religious meetings in the campus is prohibited.
12. Students are not allowed to play skating rollers and other outdoor games inside the hostel to prevent breakages and accidents.
13. When leaving the rooms for attending classes or for vacation, etc., fans, electrical gadgets, lights etc., should be switched off. Glass windows are to be closed securely.
14. Students are not allowed to stay in the hostel during the class hours unless the stay is unavoidable due to illness or any other valid reason. In such cases, they should take the explicit written permission of the Asst. warden
15. Wrong entry, improper/lack of entry in movement register, signing on behalf of another person, tampering with the entries, proxy attendance & misguidance of any nature are punishable.
16. In case of any quarrel between or among roommates it should be reported to the Asst. Warden/staff for appropriate action and the law should not be taken in to their own hands.
17. No boy student shall visit girls – Hostel or vice-versa.
18. All students should return to the hostel before 10 PM on all days.

19. Non-compliance to any of the hostel rules and regulation shall be treated as misconduct and appropriate action shall be taken against the student.
20. The hostel will be personally inspected by the Ass. Warden and other authorities regularly. The residents will be subjected to disciplinary action if they fail to follow above mentioned rules and regulations.

V. Rules for Damage & Recovery of hostel Property

The cost of damage will be recovered in the following manner:-

- a. If any individual or group is identified to have caused the damage, double the cost will be recovered from him/group.
 - b. If damage is done in anyone of the rooms and the person(s) is / are not identified then double the cost will be recovered from the room-mates (occupants of the concerned rooms) collectively.
 - c. If a damage is done outside the rooms i.e., in common places like corridors, bathrooms, recreation hall, etc., and the person(s) is / are not identified, then double the cost will be recovered, floor wise or block wise or on the whole, as the case may be.
- Repetition of damage to the hostel property results in expulsion from the hostel.

VI. Ragging

Ragging in any form (making unpleasant noise, disorderly conduct, doing any act which causes or likely to cause physical or psychological harm or raise apprehension or fear of shame or an embarrassment to any student, which include teasing abusing, playing practical jokes on or causing hurt to such students or asking the new student to do any act or to perform such things which such student will not in the ordinary course willingly do) is strictly forbidden. If anyone is found guilty of ragging he/she will be expelled from the hostel/course. And liable for prosecution under the Ragging act

VII. Role of Security:- :-

1. Main gate security: - At night time, security person should keep the record of student's movements that should be submitted to the warden office/Higher authority once every week. Preferably, students should not be allowed to go out after 10 PM.
2. Maintain the record of hostel student movement (going out & coming back) through the maintenance of movement register, that should be submitted to the warden office/Higher authority once every week.
3. IN and OUT Register:- So that we can found whether any day-scholar/outsideers unauthorized visit etc.

VIII. Mess rules

1. All the students of the hostel should take their food in the allotted mess only.
2. It is not obligatory on the part of the kitchen/dining hall staff to serve the meals outside the prescribed mess-timings.
3. Dining hall furniture & materials, like chairs, tables, etc., and utensils are not to be taken out of the dining hall. If anyone is found taking these dining hall properties out, he/she will be suitable penalized.
4. Any student, who is not well, he/she or his colleagues should report immediately, to the Asst. Warden/staff

Note: Anyone (Hosteller) found guilty of not adhering to the Rues & Regulations of GMC Hostel Gadchiroli, he/she will not only be asked to vacate the hostel but also may be rusticated from the college.



Dean
GMC Gadchiroli



Chief Warden