

All India Institute of Medical Sciences Bathinda

General Rules and Regulations (Residential UG Hostels)

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1. Hostels in AIIMS Bathinda

All India Institute of Medical Sciences Bathinda (AIIMS-B) is the country's apex medical teaching institute and presently offers MBBS and B.Sc. Nursing courses. Currently, 100 MBBS and 60 B.Sc. Nursing students are being given admission each year. It also runs PG, Super specialty, PhD, and fellowship programs. The institute provides residential facilities to the students. General rules and regulations regarding hostel administration and code of conduct are briefly outlined in this manual. There are four hostels at AIIMS Bathinda. The total accommodation to be available in these hostels is as follows:

SN	Hostel	Number of rooms
1	Undergraduate Girls Hostel	121 double occupancy rooms with common toilets
2	Undergraduate Boys Hostel	139 double occupancy rooms (Boys Hostel I-121 double occupancy rooms and Boys Hostel II (Night Shelter)-18 double/triple occupancy) with common toilets.
3	Postgraduate Hostel (Boys & Girls)	80 rooms with attached toilets
4	Undergraduate Nursing Hostel	96 double/triple occupancy with common toilets.

2. Hostel Management

Overall management of the hostel is by a “**Hostel Management Committee (HMC)**” which comprises the following members:

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|---------------------------------------|------------------|
| i. Dean Academics, AIIMS Bathinda | Chairperson |
| ii. Hostel Superintendent (s) | Member |
| iii. Deputy Hostel Superintendent (s) | Member |
| iv. Associate Dean (Academics) | Member Secretary |

The hostel committee is responsible for framing the overall management of the hostel, and its functions include:

- Overall management of the hostel, including framing rules for the hostels, hostel mess, recreational facilities, and security personnel.
- Allocation of hostels or their parts to student groups, and to frame rules regarding allocation of rooms.
- Overall supervision of hostel mess, award of contract to the agency running these services, mechanisms to ensure quality, hygiene, and appropriateness of services offered.
- Overall management of security services and arrangements for the hostels.
- Human resource allocation in the hostels, including residential wardens, Juniorwardens, and workers.

The hostel committee will meet at least four times in a year. An additional meeting may be convened by the Member Secretary as and when necessary.

3. Hostel Administration

The hostel administration comprises the following officers/staff in the order of hierarchy:

1. Dean (Academics)
2. Hostel Superintendent (s)
3. Deputy Hostel Superintendents (s)
4. Residential Warden(s)
5. Junior Wardens(s)

The general duties and responsibilities of the various post-holders in the hostel administration are defined here. If required, the duties and responsibilities are subject to change at any time with the approval of the Hostel Management Committee.

1. Dean (Academics)

- a. The Dean (Academics) is responsible for the overall administration of the hostel and is the authority in charge of all hostel-related issues. Dean (Academics) is responsible for the implementation of decisions taken by the hostel committee, through Hostel Superintendents, residential wardens (RW), and junior wardens (JW).
- b. Dean (Academics) will constitute sub-committees for the smooth functioning of hostel services. These committees will have the hostel superintendent as a member secretary, and Dean (Academics) as a chairperson. Dean (Academics) will hold monthly review meetings of these committees. There will be four student representatives on each committee. These committees include:
 - i. Hostel mess sub-committee
 - ii. Hostel maintenance sub-committee
 - iii. Common Room sub-committee
 - iv. Cleanliness sub-committee
- c. Dean (Academics) is responsible for enquiring into any acts of indiscipline, misconduct, or inappropriate behavior brought to the notice of Wardens and takes appropriate action in consultation with the Dean (Academics). The Dean may consider discussing the matter with the hostel committee on a case-to-case basis. All such cases will be referred to the Executive Director by the Dean for approval of appropriate action.
- d. Dean (Academics) shall have administrative control over the staff assigned to the hostel to work for the welfare of the students and ensure better facilities, and ambiance of the hostel premises.

2. Hostel Superintendent (HS)

- a. To assist the Dean (Academics) in maintaining the discipline of the hostel and all other works.
- b. Regular visits to the hostel to solve the problems of the students.
- c. Ensure better interaction between the students, residential warden, and hostel staff.
- d. To supervise the work of the residential warden.
- e. To take a decision on the requests forwarded by the residential warden.

- f. Make a duty roster of the wardens and support staff and take regular feedback from the students regarding the same.
- g. Report any act of indiscipline/non-performance of the hostel staff to the Dean (Academics) for necessary action
- h. To supervise various ledgers and registers of the hostel office.
- i. Communicate with the parents/guardians of the inmates.
- j. To work closely with all hostel sub-committees.

3. Deputy Hostel Superintendent

To assist the hostel superintendent in the above-mentioned work.

4. Residential –Warden (RW)

- a. Room allocation to the students, and to issue furniture/electrical items to each student for placement/installation in the room. The residential warden shall seek approval from the HS/HAS for the same. RW shall forward all the applications on hostel matters from students to the HS.
- b. To ensure proper maintenance of the hostel rooms, common room, toilets, mess and premises i.e. coordination with Electrical maintenance section, building section, and sanitary department.
- c. Maintain the proper record and recovery of hostel dues.
- d. To ensure proper water supply and drinking water arrangement in the hostel.
- e. Maintain the Hostel stock register
- f. To report to the Superintendent the names of the students who are violating the mess rules and defaulters in clearing the mess dues.
- g. To maintain the leave record of the students (To keep a watch on the In and Out register)
- h. Supervise the work of hostel support staff and security guards.
- i. To take a daily roll call and maintain attendance registers.
- j. Regular visit to students rooms to solve the day-to-day problems of the students
- k. To advise and guide in the smooth running of the mess.
- l. Take action on the complaints noted in the complaint register
- m. To maintain leave register for workers and forward their leave application to the warden
- n. To arrange medical help (doctor/ambulance) for the students in case of any medical emergency. The land number of emergency is displayed in concerned hostels.
- o. Daily report to the Superintendent about the maintenance of the civil and electrical works, discipline of the students, guest/visitor records, and any other noticeable information. A consolidated report regarding the same should be mailed to the Dean (Academics)/ Superintendent daily.
- p. RW will ensure that the security guards and mess service provider perform the following tasks.
- q. Sports equipment for students is available in the Boy's hostel and can be taken from the UG Boys hostel warden after getting permission from the Hostel superintendent.

5. Security Guards:

- a. To maintain the entry and exit register of all hostel inmates (students and residential wardens)
- b. To maintain a visitor register of all hostel inmates.
- c. To keep a watch so that no unwanted student/person resides in the hostel without the permission of the Superintendents
- d. To report any untoward incident to the Superintendents through the wardens.

6. Mess services provider

- a. To maintain the quality of food
- b. Maintain the mess premises in clean and hygienic condition
- c. To make available the sick diet to students on request.

7. Junior Warden

- a. To assist the residential Warden in the above-mentioned work
- b. To directly supervise the workers in maintaining the cleanliness of the rooms, corridors, toilets, and mess.
- c. To act as a backup for the residential warden when the residential warden is on leave.

4. Allotment of Room

- a. Hostel allotment will be done after confirmation of student's admission in the Institute. The students will report to the Dean (Academics) after completion of all formalities of admission. The Dean (Academics) will allot the hostel rooms to the students. At the time of admission of a student into the hostel and the beginning of every year, each resident is required to submit a duly completed Personal Data Form. Local Guardian's address and phone number. The email of the student and parent should also be provided. Any change of address/telephone number of the parent / local guardian, at any point in time, has to be intimated to the hostel office in writing.
- b. The Hostel administration will generally provide for each occupant one cot without mattress, table, chair, and almirah. On arrival, a student will report to the junior warden and will take possession of the room after signing the inventory of the furniture, electrical, and other items in the room.
- c. Residential warden will submit the joining report of students to Dean (Academics) through the hostel superintendent.
- d. Room once allotted to a student for an academic year (once in a year) will not be changed, except on special situations with the permission of Warden.
- e. The Hostel administration, in case of shortage of rooms, can allot more than the capacity of the room.
- f. If the status of any student changes during the period of stay in the hostel, he/she is required to inform the a warden/ Superintendent immediately and should vacate the hostel. If the Hostel administration finds that any hostel resident is not eligible for hostel accommodation and is residing in the hostel without due permission from the Warden, disciplinary action will be taken against such illegal occupants.
- g. Before vacating the rooms, all the installations should be handed over intact, in addition to the furniture to the warden. The student should fill up the Room Vacating Slip in duplicate and take no dues slip from the Dean (Academics)/HS.

5. Code of conduct (for UG students)

- a. Ragging is strictly prohibited as per the relevant directives of the Hon'ble Supreme Court. Any Student found involved in ragging shall be suitably punished including FIR with the Police and expulsion from the Hostel and Institute.
- b. Every student shall maintain a high standard of discipline, have respect for the Institute, and conduct himself in a dignified manner.
- c. Student shall not do any such thing which may cause the disturbance in studies or

may be deemed vulgar in any way.

- d. All residents are required to always carry their valid Identity Cards issued to them by the Institute.
- e. The rooms, common areas, and surroundings of the hostel should be kept clean and hygienic. Notices shall not be pasted on walls and walls shall not be scribbled on.
- f. Rooms are allotted to each student on his/her responsibility. He/she should see to the upkeep of his/her room, hostel, and its environment.
- g. Students should bring to the notice of the warden any pending maintenance work (Civil, Carpentry, Electrical, and Sanitation) to be carried out in rooms, corridors, toilets, or other areas in hostel premises.
- h. Students should cooperate in carrying out maintenance work and vacate their rooms completely when the Hostel administration requires the rooms for this Purpose. On such occasions, the management will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the maintenance work.
- i. The students should not see/project unauthorized/illegal movies in their rooms. Any violation will be dealt as per the legal provisions of the country.
- j. Students are not permitted to keep any firearm (even licensed).
- k. Students are not allowed to leave the station without prior permission of DHS/HS.
- l. Students are required to vacate their rooms as and when required.
- m. HS/DHS is authorized to open any locked room in case of an emergency.
- n. The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room and will be required to replace/repair at their own cost the damage, if any.
- o. In case of damage to or loss of hostel property the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the wing/hostel, as decided by the appropriate authority.
- p. The resident shall not move any furniture from its proper allotted place and also not damage them in anyway. If there are any additional items other than the above belonging to the hostel in a room, the occupant of the room shall hand over them to the Assistant warden, failing which he/she will be charged a penal rent as decided by the appropriate authority.
- q. The resident shall not remove any fittings from any other room or common area and get them fitted in his/her room.
- r. In the hostel premises following are strictly prohibited –
 - a. Smoking
 - b. Consumption of alcoholic drinks/drugs.
 - c. Gambling
 - d. Intimidation or violence
 - e. Willful damage to property
 - f. Entering the hostel premises in intoxicated state.
 - g. Shouting and using abusive language in their hostel or in other hostel premises and campus.
 - h. Employing unauthorized persons for personal work such as washing clothes etc. inside the hostel.
 - i. Cooking in room.
 - j. Substance abuse will be dealt with as per prevailing law of the land.
 - k. Electrical appliances are not allowed as per the approved list.
- s. Room services are strictly prohibited. However, a sick diet may be served in room after getting permission from Warden.
- t. Residents should not participate in any anti-national, antisocial, or undesirable activity on or outside the campus.

- u. The use of electrical appliances such as Air conditioners, fridge, immersion heaters, electric stove /heaters are not allowed in the rooms. Such appliances, if found a fine will be imposed. The uses of audio systems which may cause inconvenience to other occupants are not allowed. The students should not view objectionable videos.
- v. When the students go out of their room they should switch off all the electrical/electronic appliances, and keep them locked. Violation will attract suitable penalties and punishment as decided by authorities.
- w. In case any student has to stay out of hostel for a day or more for any reason, he/she has to inform the warden and take his permission.
- x. UG students are not permitted to leave the hostel premises in Summer session (March-September) 11 pm to 5 am; and in the Winter session (October-February) 10 pm to 6 am. However, in some circumstances, if they want to do so, they should take prior written permission of hostel wardens with proper justification for the same. Residential warden will maintain the records of such events and report such events to the superintendent for further action. Violation of this rule may lead to disciplinary action including expulsion from the hostel.
- y. Hostel Students must enter AIIMS CAMPUS before 9:00 PM. This rule is intended to ensure the safety and well-being of all residents.
- z. Mass movements/vacating the hostels is not permitted without an official order.
- aa. Implementation of gate pass policy for hostel students as per the laid down rules.
- za. Water should be conserved, if any leakage should be reported to hostel authorities.
- zb. In case of a medical emergency, the residential warden needs to be informed urgently.
- zc. If any student is found to have issues in adjustment with other students or because of any diseases or any other condition which may be harmful to others during his/her stay in the hostel may be expelled from the hostel and may be sent to their parents, and will not be allowed to stay in the hostel until he/she provides an undertaking/ certificate from the parent's for safety.

6. Additional Rules for Girls Hostel

The Following rules in addition to the rules given above will be in force in girls' hostels:

- a. If any girl student has to go to the town for any work, she must write the purpose, place, time of leaving, and time of return in the register with the security guard on duty. She must return to the hostel as per given time schedule. In case a further delay is anticipated, she must seek prior permission from the Hostel Superintendent.
- b. A girl student must enter all the columns in the register regarding participation in curricular activities and extracurricular beyond the working hours of the Institute.
- c. A girl Student must submit the names and addresses of the local guardians with their signature, if any, duly authorized by the parents (or authorized guardian as per declaration in the admission form) in the prescribed form available with the warden.
- d. For late night stay at local guardians' residence or night halt, prior written permission of the Superintendent must be obtained. In addition, the local guardian must submit a letter stating that the student had stayed with them.
- e. Prior permission of the warden must be taken by the girl student for leaving to their homes. If she has to board a train/flight at odd hours, she needs to coordinate with the residential warden to facilitate for the same.
- f. No male person will be allowed inside the Girl's Hostel. Close family relatives (family, brother) can meet their ward in the visitor's room up to 7:30 pm

- g. Other visitors may meet the Girl student outside the gate of the girls hostel up to 7:30 pm. with the permission of the Hostel Warden.
- h. Permission must be taken from the Dean/HS regarding stay of a female relative in the Girls' Hostel.
- i. Modification or addition of rules may be made and communicated as and when necessary.

7. Code of Conduct for Residential Wardens

- a. The residential wardens are expected to observe highest standards of moral and ethical values as deemed appropriate by the society.
- b. They shall refrain from indulging into such activities like partying, playing loud music etc which may disturb the inmates of the hostel.
- c. Residential Wardens are expected to be on duty 24X7.
- d. Residential Warden shall be available in their office from 9:00 A.M to 5:00 P.M.
- e. Smoking, gambling, consumption of alcoholic drinks/drugs are strictly prohibited in the rooms of residential wardens.
- f. The residential wardens shall seek prior permission from the Chief Hostel Superintendents before proceeding on leave; they shall make suitable arrangement for their duties (via back-up wardens) in lieu of same.
- g. Under no circumstances, the residential warden can leave the hostel premises at night (9:00 p.m-6:00 am) without seeking prior written permission from the Hostel Superintendent.
- h. Immediate family members (parents, siblings, and their spouses) can visit the residential warden in her room, however prior written approval from the hostel Superintendent is required in case an immediate family member/female friend wants to stay in her room.
- i. Other male visitors are not allowed in the room of residential Warden in girls hostels. They can meet her in the visitor's room after making entry in the visitor's register till 7:30 p.m.

8. Guests and Visitors

- a. Subject to availability of proper accommodation facility, the guest of a resident may be permitted, with the prior written approval by the Superintendent to stay in the guest house.
- b. No overnight guests are allowed in a student's room without permission of the Superintendent.
- c. Male students/visitors are not allowed inside the girls' hostel, immediate male family members can meet the female students in the visitor's room after seeking warden's permission and making proper entry at the hostel gate.
- d. Female visitors are not allowed in boys' hostels, however, lady family members maybe allowed to visit a student in the visitors' room in the hostel between 9.00 a.m. to 7.00 p.m. with prior permission from the Warden.
- e. Violation of any of the above rules regarding stay in the hostels will lead to disciplinary action including expulsion from the hostel.
- f. Restriction on Visitors: No visitors are allowed in the students' rooms unless there is a medical reason. This rule is intended to maintain a quiet and disturbance-free environment for all residents of the hostel.

9. Disciplinary Measures

9.1 Disciplinary Proceedings

1. All hostel residents/guests and visitors must follow the law of the land and the rules and regulation of the institution. Failure to comply may invite proceedings or actions as deemed necessary.
2. All acts of indiscipline shall be investigated based on the complaint received.
3. Any individual who is aggrieved because of indiscipline in the hostels can make a complaint or report in writing to the hostel superintendent.
4. Complaints received by the Executive Director, Dean or any other competent authorities may be forwarded to the hostel superintendent for necessary action.
5. The superintendent of hostels may take contingence of any act of indiscipline brought to his/her notice or observed by him/her and treat this as a complaint even if a written complaint or report is not available. All complaints or reports shall be investigated by the superintendent of hostel, or a committee constituted by him/ her of competent authorities for this purpose.
6. For free and fair investigation, the hostel superintendent may seek thehelp of any individual/ individuals whose expertise is considered necessary.
7. The hostel superintendent and or the committee constituted thereof may summon any individual or witnesses for examination or recording versions while investigating cases of indiscipline.
8. All deliberations should be confidential.
9. The report may be forwarded to the competent authorities if necessary.
10. Anyone accused of indiscipline shall have full right and liberty to defend himself/herself without bias or prejudice.
11. Disciplinary actions shall be complied with on recommendation of the hostel superintendant, Dean or Director of the institute after appropriate procedure and approvals.
12. Any fine/penalties implemented regarding damaging to any property in hostel premises has to be cleared by taking 'No Dues Certificate' from Dean's office and submit to the Exam section for appearing in any upcoming examination.
13. Daily Night attendance will be taken in the hostel in Summer at 11 pm and in Winter at 10 pm for UG students. Night attendance is mandatory for all students. This is to ensure their safety and accountability. In case any student is absent without prior information, strict disciplinary action will be taken.
14. Restriction on Driving Motor Vehicles: Driving of motor vehicles is not allowed for UG hostel students. If any student is caught driving, strict action will be taken against them. This rule aims to ensure the safety of students and prevent any potential accidents.

9.2 Acts of indiscipline and disciplinary actions:

These rules will apply to the hostlers, residents, guests, 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 actions can be taken concurrently after or on filing of criminal or civil complaints by the institution with law enforcement agencies.

The list is as follows-

S. No.	Acts of Indiscipline	Disciplinary action
1	All acts contrary to the prevailing laws of the land including criminal and antinational acts	<ol style="list-style-type: none"> 1. As per the rule of land 2. Expulsion or rustication from the institution permanently or for a varying period
2	Ragging in any form	As per Supreme Court guidelines.
3	Use of hostel premise for acts considered immoral	<ol style="list-style-type: none"> 1. Cancellation of allotment 2. Expulsion or rustication from the institution permanently or for a varying period 3. Adverse entries into academic files
4	Subletting, subtenancy, or allowing unauthorized to stay in the hostel without prior permission from the competent authority	<ol style="list-style-type: none"> 1. Cancellation of allotment 2. Expulsion or rustication from the institution permanently or for a varying period
5	Contravening allotment rules including exchange of room, shifting of furniture fixtures, and furnishing without permission	<ol style="list-style-type: none"> 1. Cancellation of allotment 2. Expulsion or rustication from the institution permanently or for a varying period
6.	Damage/ Lost to hostel property movable/immovable	<ol style="list-style-type: none"> 1. Fine/ recovery in consultation with the engineering section/ store 2. Imposition of fine that may be variable or commensurate with damage wherever applicable. (e.g. three times the cost of damaged property) 3. Directive to submit a letter of apology 4. Letter to parents/ guardian as and when necessary

7	Vandalism, graffiti, pasting of posters that may damage hostel wall and display	<ol style="list-style-type: none"> 1. Fine up to Rs- 5000/- 2. Imposition of fine that may be variable or commensurate with damage wherever applicable (e.g. three times the cost of damaged property) 3. Personal apology and regret over incidents to aggrieved hosteller/ resident 4. Letter to parents/ guardian as and when necessary
8	Physical harm or abuse to anyone on the hostel premises	<ol style="list-style-type: none"> 1. Suspension from attending classes. 2. Indication of in-disciplined behavior in reference letters from the institution. 3. Letter to parents/ guardian as and when necessary
9	Abuse and misbehavior with anyone in the hostel premises on the basis of gender, religion, caste, social group or any other reason	<ol style="list-style-type: none"> 1. Expulsion or rustication from the institution permanently or for a varying period 2. Suspension from attending classes 3. Adverse entries in academic files 4. Indication of indiscipline behavior in reference letters from the institution 5. Letter to parents/ guardian as and when necessary.
10	Creating nuisance and making noise to disturb others	<ol style="list-style-type: none"> 1. Fine up to Rs. 5000/- 2. Directives to submit an apology letter 3. Personal apology and regret over incidents to aggrieved hosteller/ resident

11	Partying or similar activities or other congregations without necessary permission	<ol style="list-style-type: none"> 1. Expulsion or rustication from the institution permanently or for varying period 2. Restriction from entry into the hostel or mess for varying period. 3. Suspension from attending classes. 4. Adverse entries into academic files
12	Consumption use or peddling of illicit substances	<ol style="list-style-type: none"> 1. Cancellation of allotment 2. Expulsion or rustication from the institution permanently or for a varying period 3. Adverse entries into academic files
13	Drinking alcohol and causing nuisance in the hostel	<ol style="list-style-type: none"> 1. Fine up to Rs. 5000/- 2. Expulsion or rustication from the institution permanently or for a varying period 3. Imposition of fine that may be variable or commensurate with damage wherever applicable (e.g. three times the cost of damaged property) 4. Directives to submit an apology letter 5. Letter to parents/ guardian as and when necessary.
14	Engaging in risky behavior including cooking and causing fire hazards, storing of hazardous material, dangerously driving vehicles within campus, causing health hazards by stagnating water without informing hostel officials etc.	<ol style="list-style-type: none"> 1. Fine up to Rs. 1000/- first time 2. Fine up to Rs. 5000/- 3. Expulsion or rustication from the institution permanently or for a varying period 4. Adverse entries in academic files 5. Directive to submit a letter of apology
15	Unauthorized use of hostel facilities including use of appliance that are not permitted.	<ol style="list-style-type: none"> 1. Fine up to Rs. 5000/- 2. Imposition of fine that may be variable or commensurate with damage wherever applicable (e.g. three times the cost of damaged property). 3. Directives to submit letter of apology

16	Not clearing payments and dues in time	<ol style="list-style-type: none"> 1. As per rules which may be changed from time to time 2. Imposition of fine that may be variable or commensurate with damage wherever applicable (e.g. three times the cost of damaged property) 3. Eviction from hostel
17	Concealing, misleading or providing incorrect information while applying for hostels.	<ol style="list-style-type: none"> 1. Cancellation of hostel allotment. 2. Expulsion or rustication from the institution permanently or for a varying period 3. Adverse entries in academic files 6. Indication of in-disciplined behavior in reference letters from the institution.
18	Disrespect to authority and functioning of institutional offices and officials in the course of their duty.	<ol style="list-style-type: none"> 1. Report to Dean/ Executive Director 2. Directives to submit letter of apology 3. Any other action recommended by the institution
19	Violation of hostel rules and regulations as indicated in the previous sections both overt and implied.	<ol style="list-style-type: none"> 1. Cancellation of hostel allotment 2. Expulsion or rustication from the institution permanently or for a varying period
20	Keeping pets, feeding stray animals	<ol style="list-style-type: none"> 1. Cancellation of hostel allotment 2. Expulsion or rustication from the institution permanently or for varying period
21	Unauthorized absence from the hostel for a long period	Cancellation of hostel allotment without option for re-allotment
22	Any other act of behavior considered to be a form of indiscipline	As appropriate

- Any act which is punishable under IPC will be taken care by Law enforcement agencies.
- It must be noted that in those instances wherein the act of indiscipline cannot be attributed to a single individual. Collective responsibility shall be fixed and disciplinary

action may be recommended against several individuals or hostellers/ residents of one or more wings or even the entire hostel.

Any breach of the conduct rules or any act of indiscipline will invite an enquiry that will be conducted by the Hostel Administration. If the student is found guilty, then the Hostel Administration will take disciplinary action that it deems fit. Depending on the case, the administration reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel/rustication from the institute.

10. Mess Rules

For Institutional Mess

- a. Students should sign the Mess Joining Register kept in the messes at the time of their joining the mess.
- b. Students should sign the Mess Leaving Register kept in the mess whenever they leave the mess. Otherwise, they will be deemed to be present and charged accordingly.
- c. Students are not permitted to the dining room in the mess without signing the Joining Register or after signing the Leaving Register.
- d. Lunch/Dinner will be served on a buffet basis.
- e. The quantity of food will be unlimited except in the case of special items.
- f. Non-vegetarian items will be served as extra on specified days of the week.
- g. Mess rebate is admissible to the residents of Hostels on the following grounds:
 - a. Approved Study Holidays and Semester Vacation declared by the Institute.
 - b. Periods duly recommended by the Head of the Department and availed by the students for purposes such as participation in sports, competitions, seminars, educational tours, etc.
 - c. Period of absence due to serious illness requiring hospitalization, subject to the production of the medical certificate, in genuine cases.
 - d. Any other valid reason with prior permission of the Hostel Superintendent
- h. Application for mess rebate should be made in the prescribed form and it should be submitted three days in advance. The application should be forwarded by the Warden. An acknowledgment may be obtained from the Mess Supervisor for having applied for mess rebate.
- i. In addition, students applying for mess rebate should also sign the Mess Leaving Register kept in the messes at the time of their leaving the mess.
- j. Minimum fixed charges will be applicable to the students applying for mess rebate. Such permission should be obtained from the senior warden and the Mess Supervisor be intimated well in advance of the absence.
- k. Students proceeding on medical Leave from the campus should produce the Medical Certificate issued by the concerned specialist at the time of their leaving.
- l. In case of sudden illness, information on leaving the mess should be made available to the Hostel Office immediately and the application for mess rebate should be submitted within the next 3 days.
- m. No student can claim mess rebate unless he/ she had intimated his / her absence in advance by applying for mess rebate in the prescribed form and signed the Mess Leaving Register at the time of his/ her leaving the mess.
- n. At the time of joining the mess after availing mess rebate, the students should sign the Joining Register kept in the mess.
- o. Students other than the Mess Committee Members are not permitted to enter the kitchen or store room of the mess on any account.
- p. Students are not permitted to cook any food on their own accord in the mess or in

their rooms.

- q. Students on no account whatsoever will be permitted to take food outside the mess unless arranged by appropriate authority. Nor can they take mess utensils such as plate, spoon, tumblers, etc, to their rooms.
- r. No food will be served in the rooms of the hostel for any student unless permission from the assistant warden to the effect that the students' condition requires the food to be served in their rooms.
- s. No parties or any other types of activities are not allowed in the mess without permission of Dean (Academics).
- t. No diner shall waste food. Paying mess bill does not entitle a diner to waste food.
- u. Assist in maintaining the mess and surroundings neat and clean. No notices shall be pasted on walls. Notices put up on the notice boards should not be removed by the diners. A separate bill board would be available for the residents to stick their bills.
- v. All students shall interact with the mess staff in the dining hall in a courteous manner.
- w. After eating food, diners shall leave the cup, plate, waste food etc. in the designated bins.
- x. If any diner is medically ill and requires a special diet (eg. Oil-less food) he / she can request the assistant warden/mess supervisor to arrange for the same at the mess.
- y. The guest rates for the hostel mess will be decided by the Mess sub- committee and are subject to revision from time to time.
- z. The mess timings are as follows and the students should adhere to these

Timings:

- Breakfast : 7:00 AM to 8:00 AM
- Lunch : 12:30 PM to 2:00 PM
- Tea time : 5:00 PM to 6:00 PM
- Dinner : 8:00 PM to 9:30 PM

For Co-operative mess-

- a. The mess will be managed by a mess committee of students only.
- b. Students should inform the hostel superintendent about their committee and standard operative procedure.
- c. The information about the service provider and terms and conditions of the tender should be informed to hostel Superintendents.
- d. Information and document related to Identity of workers in the mess should be given to Hostel Superintendents.
- e. Hostel committee should submit the monthly statement of expenditure and expenses along with number of members to the Hostel Superintendant
- f. The hygiene and quality of the food should be maintained and the same may be verified by hostel superintendents time to time.
- g. The equipment provided from the Institute should be maintained by the service provider and he has to hand over them in working condition at his contract termination.
- h. The service provider has to pay the charge for electricity, water and space to if applicable.

Hostel Superintendent
(UG Boys)

Deputy Hostel
Superintendent (UG Boys)

Hostel Superintendent
(UG Girls)

Deputy Hostel
Superintendent (UG Girls)

Associate Dean
(Academics)

Dean
(Academics)