

# Hostel Rules and Regulations



आरोग्यम् सुख सम्पदा

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## **1.0 General Code of Conduct**

- 1.1 AIIMS-Raipur campus is ragging free with Zero tolerance towards Ragging. Ragging in any form is punishable as per the guidelines of Hon'ble Supreme Court of India.
- 1.2 All hostel occupants should conduct themselves in a disciplined manner befitting the honour, and respectability of the institution and the profession.
- 1.3 No secret activities or meeting are permitted in the hostel premises.
- 1.4 For holding any meeting in the hostel room or anywhere in the hostel premises, prior written permission should be obtained from Hostel Assistant/Warden/College authorities.
- 1.5 Consumption or storage or supply of liquor or any kind of intoxicant or drugs of abuse, is strictly prohibited.

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- 1.6 Any kind of gambling is also prohibited.
  - 1.7 AIIMS Raipur is a smoking free campus and any kind of smoking is strictly prohibited.
  - 1.8 Any kind of pornography is strictly prohibited. If any student is found indulging in such activity, strict disciplinary action will be taken which may include rustication from the institute.
  - 1.9 Firing crackers inside the hostel premises or inside the building is strictly prohibited. However, the hostel occupants can fire crackers as a mark of celebration in open land in the campus with prior permission of Hostel Assistant/Warden and as per the law. Hostel Committee or college authorities will not be responsible for violation of such laws.
  - 1.10 The hostel occupants should not make noise and/or create disturbance, including use of

audio devices, TV or other media devices in such a manner to disturb the other.

- 1.11 The hostel occupants shall not keep fire-arms, other lethal weapons, poison or dangerous chemicals in their rooms.
- 1.12 The hostel students shall not interfere with the duties of Hostel Committee Members, wardens and security personnel.
- 1.13 The hostel students shall not misbehave with Hostel Committee members, security personnel, and the staff employed at hostel for maintenance. If found guilty on this part, the strict disciplinary action will be taken.

## **2.0 Student movement timings, attendance and rules for leaving headquarter**

- 2.1 Female students are not permitted to leave the hostel premises after 9 pm and before 7 am. However, in some circumstances, if they want to do so, they should take prior

- permission of Hostel Assistants/wardens with proper justification for the same.
- 2.2 The main gate of Girls Hostel will be closed at 9 pm. Hence, female students should report to the hostel before 9 pm.
- 2.3 Male students are not permitted to leave the hostel premises after 10 pm and before 6 am. However, in some circumstances, if they want to do so, they should take prior permission of Hostel Assistants/wardens with proper justification for the same.
- 2.4 The main gate of Boys Hostel will be closed at 10 pm. Hence, male students should report to the hostel before 10 pm.
- 2.5 The students are advised to carry their identity cards with them while moving out of the hostel premises and should show on demand while entering the campus.
- 2.6 When it is expected that the student (male or female) cannot return to the hostel premises before their corresponding



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reporting time, the students are advised to issue gate pass from the Hostel Assistants/Wardens and show them when they move inside the premises.

- 2.7 While moving in and out of the hostel premises, the student should make entry in the “Student Movement Register”.
- 2.8 Daily attendance will be taken in the hostel at 9 pm in the Girls Hostel and at 10 pm in the Boys Hostel. In case of absence of the student without prior information, strict disciplinary action will be taken.
- 2.9 The hostel occupants shall not leave headquarter without prior permission of the Hostel Assistant/Warden. Hostel occupant who leave hostel without application and prior permission from the concerned authorities shall be deemed to be missing and their parents/guardian or even the police authorities may be intimated.

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- 2.10 While leaving headquarter (during leave or vacation), the student should shall to apply for permission in writing in advance stating the reason for leaving. The student shall mention the address of destination, phone number and expected date of return to the hostel.
- 2.11 It will be responsibility of the student to inform Mess In-charge while leaving headquarter. In such situation, the rules of Mess Committee will be applicable.
- 2.12 The hostel occupants shall not leave the hostel premises for the purpose of excursion or picnic without permission of the competent college authorities and without prior intimation to Hostel Assistants/Warden. For any accident, fatality or untoward event that may occur during picnic/excursion, the responsibility does not lie with the institute or Hostel authorities.

### 3.0 Visitors

- 3.1 No male visitor is permitted in Girls Hostel.
- 3.2 Female visitor (only close relatives) will be permitted to visit female student's room on verification from the concerned students. However, in any circumstances, they will not be allowed to stay in the hostel.
- 3.3 The male visitors (close relatives/guardians only) can meet the female student in the visitor's room only.
- 3.4 Male students are not permitted to enter inside the Girls Hostel premises in any circumstances. If found, it will be treated as serious offense.
- 3.5 Female students and female visitors are not permitted to enter inside the Boys Hostel premises in any circumstances. If found, it will be treated as serious offense.
- 3.6 Outsiders including parents or guardian of a student are not permitted to stay in the hostel (Boys /Girls Hostel).

3.7 Visitors including parents/guardian are not permitted in the hostel after 8.00 pm. However, in special circumstances, the prior permission of Hostel Assistant/Warden or competent college authorities must be obtained to stay beyond these hours.

#### **4.0 Electricity, water, furniture, and other hostel property**

- 4.1 Electricity should be consumed as needed and should be not wasted.
- 4.2 While moving out of the hostel room, electrical and other appliances in the rooms should be switched off.
- 4.3 Tampering of electrical installations will be treated as serious offense.
- 4.4 Water should be consumed as needed and should not be wasted.
- 4.5 Water coolers and water filters installed in the hostels are required to be maintained in

good conditions. Tampering with these equipments will be treated as serious offense.

- 4.6 The hostel occupants should take good care of furniture/equipment of the rooms as well as other hostel areas.
- 4.7 The hostel occupants should take good care of television sets installed in the hostel. Any damage or tampering will be considered as serious offense.
- 4.8 Any kind of damage to hostel property by hostel occupants will be treated as serious offense.
- 4.9 Stealing or pilfering of hostel/institute property or other students property will be considered as serious and strict disciplinary action will be taken.
- 4.10 The hostel students can keep and install air cooler in their rooms during summer season with prior permission from the Hostel In-charge. The student himself/herself will be

responsible for its installation and maintenance. However, the students are warned to take extreme precautions while using this.

- 4.11 The hostel students are not permitted to install air conditioner or refrigerator in their rooms.
- 4.12 The hostel students shall not install personal television sets in their rooms.

## **5.0 Cleanliness**

- 5.1 The hostel occupants should keep their rooms neat and tidy.
- 5.2 It is the responsibility of room inmates to discard the wastages of their rooms in the common dustbins.
- 5.3 The hostel occupants should maintain the hostel premises neat and clean.
- 5.4 The hostel occupants are prohibited from writing any slogans or any writings,

obscene drawings, on the hostel walls and rooms.

- 5.5 The room of any student can be inspected at any time by the warden or any authorized member from the institute staff. The inmates should keep their rooms presentable.

## **6.0 Hostel allotment, vacating the hostel, withdrawal/removal from the hostel**

- 6.1 Hostel allotment will be done by Hostel Committee only after approval and under the direction of the administration.
- 6.2 Students shall submit Hostel Accommodation form to Student Section/Hostel Committee.
- 6.3 Only those students who have submitted duly filled Hostel Accommodation Form will be considered for hostel allotment.

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- 6.4 Hostel allotment procedure will be decided by Hostel Committee as per the direction and approval of administration.
  - 6.5 Once the hostel room is allotted, no change of room will be permitted.
  - 6.6 Change of room will be permitted only in special circumstances, provided it is deemed necessary/justified by Hostel Committee and depending upon availability of rooms.
  - 6.7 For change of room, the students shall apply separately in prescribed format available on website.
  - 6.8 No student should change or exchange room themselves.
  - 6.9 Unauthorized occupation of any room or exchange of room shall be treated as serious violation of disciplinary rules of the hostels.
  - 6.10 The hostel occupant should not break open or try to break open the occupied/vacant rooms of the hostel. Any damage due to



such act will be borne by the residents of the hostel.

- 6.11 An occupant of hostel, who desires to withdraw from the hostel, shall submit an application in the prescribed format to the Hostel Assistant/Warden after having cleared hostel and mess dues.
- 6.12 No student will stay in the hostel, if the hostel and/or mess dues arrears are more than one month.
- 6.13 While vacating the hostel room, the students should submit the key to Hostel Assistant/Warden.
- 6.14 Where a student has left the hostel, for whatever reason without clearing his dues to the hostel, the College Administration may affect recovery of the outstanding dues from the caution money. In case the amount exceeds the amount of the deposit, the college authority can withhold the issue of Character certificate, provisional degree

certificate, internship certificate till the balance of the outstanding dues are paid by the student.

## **7.0 Vehicle**

- 7.1 First year students (MBBS/Nursing) are not allowed to keep a vehicle in the hostel campus.
- 7.2 If any student (Second year onwards) intends to keep a vehicle, may do so after submitting an undertaking duly signed by himself and his/ her parents/guardian on prescribed format indicating clearly that hostel/ college authorities shall not be responsible for any mishap or unlawful activity occurring due to the vehicle.
- 7.3 Wearing of helmets while driving two-wheelers inside AIIMS Raipur should be strictly followed according to existing laws.

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- 7.4 Only two-wheelers are permitted for undergraduate students. The students shall not request for permission of four-wheeler.
- 7.5 If a student possesses a vehicle without prior permission and without filing aforesaid undertaking, this will be considered as violation of hostel rule and strict disciplinary action will be taken.

### **8.0 Safety of personal belongings**

- 8.1 It will be the responsibility of the hostel occupants to take care of their personal belongings.
- 8.2 A hostel student will be completely responsible for all his possessions including his/her laptop/computer/electronic gadgets etc.
- 8.3 The institute or hostel committee will not be responsible for any loss.

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- 8.4 The hostel occupant should lock their respective room while moving out of the room and hostel.

## **9.0 Emergencies**

- 9.1 In case of health issues, theft, fire, quarrel among students, bullying, etc, the students should report immediately to Hostel Assistant/Warden.
- 9.2 In case of any problem or complaint regarding hostel, the hostel occupants should submit written complaint to Hostel Assistant/Warden. Complaint books are kept with Hostel Assistant/Warden.

## **10.0 Punishment**

- 10.1 If case of infringement of hostel rules, the student may face any of the following punishment
- 10.1.1 Warning to student
  - 10.1.2 Written memo to student

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- 10.1.3 Verbal and/or Written communication to parents/guardians
- 10.1.4 Monetary fine – Rs. 50/- to Rs. 50,000/- (Individually or collectively)
- 10.1.5 Recovery of cost of damaged hostel property
- 10.1.6 Expulsion from the hostel
- 10.1.7 Rustication for a particular term
- 10.1.8 Permanent rustication from the institute
- 10.2 The type of punishment will depend upon severity of misconduct and indiscipline and will be decided by disciplinary committee in consultation with competent authority.

## **11.0 Student prefects**

- 11.1 Student prefects will be appointed every year by the Hostel Assistant/Warden in consultation with other members of Hostel

Committee from amongst the senior students of good standing. Preferably, one student prefect per floor/wing will be appointed.

11.2 The student prefects will assist Hostel Assistant/Warden in maintaining the discipline and administration.

11.3 Duties of Student Prefects

11.3.1 To assist Hostel Assistant/Warden in taking night attendance

11.3.2 To ensure hostel rules are observed by the inmates and bring to the notice of Hostel Assistant/Warden, in case of violation of any rule

11.3.3 To report Hostel Assistant/Warden in case of emergencies

11.3.4 To ensure cleanliness of hostel wing/floor/premises and bring to the notice of Hostel Assistant/Warden

11.3.5 To monitor activities of  
TV/Common room

**12.0 Appellate authority**

12.1 Hostel Assistant/Warden

12.2 Hostel In-charge

12.3 Chairman, Hostel Committee

12.4 Administration (Director/DDA/Dean)

## **Hostel Committee**

### **Administration**

- **Director, AIIMS Raipur**  
Professor Dr. Nitin M. Nagarkar  
Email: [director@aiimsraipur.edu.in](mailto:director@aiimsraipur.edu.in)
  
- **Deputy Director (Admin.), AIIMS Raipur**  
Mr. Neeresh Sharma  
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- **Dean, AIIMS Raipur**  
Dr. S. P. Dhaneria  
Email: [dean@aiimsraipur.edu.in](mailto:dean@aiimsraipur.edu.in)

### **Chairman, Hostel Committee**

- Dr. Nitin Gaikwad  
Associate Professor, Department of Pharmacology  
Email: [nitingaikwad2707@gmail.com](mailto:nitingaikwad2707@gmail.com)
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**Hostel In-charges**

- Dr. Anjali Pal  
Assistant Professor, Department of CFM  
Email: [ahuja38@yahoo.com](mailto:ahuja38@yahoo.com)
- Dr. Jayshri Ghate  
Assistant Professor, Department of Physiology  
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- Dr. Amit Bugalia  
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- Dr. Santhosh Rao  
Assistant Professor, Department of Dentistry  
Email: [raomaxfax@gmail.com](mailto:raomaxfax@gmail.com)
- Mrs. J. Jeaya Reka  
Assistant Professor, College of Nursing  
Email: [civashree@gmail.com](mailto:civashree@gmail.com)

**Hostel Assistants/Wardens**

- Mr. Anil Dubey
- Mrs. Suhasini Sharma
- Mrs. Sunita Patel

