

All India Institute of Medical Sciences Bhopal

General Rules and Regulations for Residential Hostels

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All India Institute of Medical Sciences Bhopal (AIIMSB) is an apex medical teaching institute of the country and presently offers MBBS and BSc Nursing courses. Currently, a total of 160 undergraduate students (100 MBBS and 60 BSc Nursing) are being given admission each year. The institute provides residential facility 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 AIIMSB. The total accommodation to be available in these hostels is as follows:

SN	Hostel	Number of rooms
1	Undergraduate Girls	132
2	Undergraduate Boys	260
3	Postgraduate	404
4	Nursing students	202
5	Staff Nurses	310
	Total	1308

1. Hostel Management

Overall management of the hostel is by a "Hostel committee" which comprises of the following members:

- | | |
|--|------------------|
| a) Director AIIMSB | Chairperson |
| b) Honorary Chief Superintendent(s) | Member(s) |
| c) Honorary Associate Superintendent (s) | Member(s) |
| d) President ABSA | Member |
| e) General Secretary ABSA | Member |
| f) Dean (Student Welfare) | Member |
| g) Vice-Dean (Student Welfare) | Member Secretary |

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

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

All the decisions taken by the Hostel committee will be executed by the Hostel administration. 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.

2. Hostel Administration

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

- 2.1.1 Honorary Chief Superintendent (s)

- 2.1.2 Honorary Associate Superintendent (s)
- 2.1.3 Residential Warden(s)
- 2.1.4 Junior Wardens(s)

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 changes at any time with the approval from the Hostel committee.

2.1.1 Honorary Chief Superintendent (HCS)

- a. The Honorary Chief Superintendent (HCS) is responsible for overall administration of the hostel and is the authority in charge for all hostel related issues. HCS is responsible for implementation of decisions taken by the hostel committee, through Honorary associate Superintendent (HAS), residential wardens (RW), and Junior wardens (JW).
- b. HCS will constitute sub-committees for smooth functioning of hostel services. These committees will have one Junior /Residential Warden (JW) as a member secretary, and HCS as a chairperson. HCS will hold monthly review meetings of these committees. There will be four student representatives in 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. HCS is responsible to enquire into any acts of indiscipline, misconduct or inappropriate behaviour brought to the notice of Wardens, and take an appropriate action in consultation with Dean (Student Welfare). Dean (Student Welfare) may consider discussing the matter with the hostel committee on a case-to-case basis.
- d. Honorary chief Superintendent shall have the administrative control over the staff assigned to the hostel to work for welfare of the students and ensure better facilities, and ambience of the hostel premises.

2.1.2 Honorary Associate Superintendent (HAS)

- a. To assist the Honorary Chief Superintendent in maintaining the discipline of the hostel and all other works.
- b. To give permission to the Guests for residing in the common room on the request of the Students
- c. Regular visit to the hostel to solve the problems of the students.
- d. Ensure better interaction between the students ,residential warden and hostel staff
- e. To supervise the work of residential warden
- f. To take decision on the requests forwarded by the residential warden.
- g. Make duty roster of the wardens and support staff and take regular feedback from the students regarding the same.
- h. Report any act of indiscipline/non-performance of the hostel staff to the Honorary Chief Superintendent for necessary action
- i. To supervise various ledgers and registers of the hostel office
- j. Communicate with the parents/guardians of the inmates.
- k. To work closely with all hostel sub-committees.

2.1.3 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.
- b. Forward all the applications on hostel matters from students to the HAS.
- c. 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.
- d. Maintain the proper record and recovery of hostel dues.
- e. To ensure proper water supply and drinking water arrangement in the hostel.
- f. Maintain the Hostel stock register
- g. To report to the Superintendent the names of the students who are violating the mess rules and defaulters in clearing the mess dues.
- h. To maintain the leave record of the students (To keep a watch on the In and Out register)
- i. Supervise the work of hostel support staff and security guards
- j. To take a daily roll call and to maintain attendance registers.
- k. Arrange for visit of students to the library during night (Hostel No1)
- l. Regular visit to students rooms to solve the day to day problems of the students
- m. To advise and guide in the smooth running of the mess i.e display of the menu of the week and maintaining the quality of the food
- n. Take action on the complaints noted in the complaint register
- o. To maintain leave register for workers and forward their leave application to the honorary warden
- p. To arrange for medical help (doctor/ambulance) to the students in case of any medical emergency.
- q. To arrange for transport of students (Hostel No1) to airport/railway station during odd hours of night
- r. Daily report to the Honorary Superintendent about the maintenance of the civil and electrical works, discipline of the students, guest/visitor record and any other noticeable information. A consolidated report regarding the same should be mailed to the Honorary Chief Superintendent /Associate Superintendent daily.
- s. RW will ensure that the security guards and mess supervisors perform the following tasks
 - a. Security Guards
 1. To maintain the entry and exit register of all hostel inmates (students and residential wardens)
 2. To maintain a visitor register of all hostel inmates.
 3. To keep a watch so that no unwanted student/person resides in the hostel without the permission of the Honorary Superintendents
 4. To report any untoward incident to the Honorary Superintendents
 - b. Mess supervisor
 1. Preparation of the menu for the week in consultation with the student mess committee. Days for special meals or non vegetarian meals should be fixed and notified to the students.
 2. To avoid inconvenience to vegetarians, care should be taken in using separate utensils and refrigerators for veg and non-veg items. Mess workers should be instructed to handle these separately.
 3. Supervise and coordinate the mess workers
 4. To maintain the quality of food
 5. Maintain the mess premises in clean and hygienic condition
 6. To make available the sick diet to students on request.

2.1.4 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 back-up for the residential warden when the residential warden is on leave.

3. Allotment of Room

- a. At the time of admission of a student into the hostel and at the beginning of every year, each resident is required to submit a duly completed **Personal Data Form**. Local Guardian's address and phone number is optional. Email of the student and parent should also be provided. Any change of address / telephone number of the parent / local guardian, at any point of time, has to be intimated to the hostel office in writing.
- b. The Hostel administration will generally provide for each occupant one cot with mattress, table, chair and almirah. On arrival a student will report to the assistant warden and will take possession of the room after signing the inventory of the furniture, electrical and other items in the room.
- c. Room once allotted to a student for an academic year will not be changed, except on special situations with the permission of Warden.
- d. The Hostel administration, in case of shortage of rooms, can allot more than the capacity of the room.
- e. If the status of any student changes during the period of stay in the hostel, he/she is required to inform the assistant 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.
- f. Before vacating the rooms, all the installations should be handed over intact, in addition to the furniture to the assistant warden. The student should fill up the Room Vacating Slip in duplicate and take no dues slip from assistant warden.

4. Code of conduct (for 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 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 personal 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 assistant warden any pending maintenance work (Civil, Carpentry, Electrical, Sanitation) to be carried out in rooms, corridors, toilets or other areas in hostel premises.
- h. Students should co-operate 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 carry 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 fire arm (even licensed).
- k. Students are not allowed to leave station without prior permission of warden.
- l. Students are required to vacate their rooms while proceeding for summer vacation and also as and when required.
- m. Warden 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 own hostel or in other hostel premises and campus.
 - h. Employing unauthorized persons for personal work such as washing clothes, etc.
 - i. Cooking in room.
- s. Room services are strictly prohibited. However, sick diet may be served in room after taking permission from Warden.
- t. Residents should not participate in any anti-national, antisocial or undesirable activity in or outside the campus.
- u. The use of electrical appliances such as immersion heaters, electric stove /heaters are not allowed in the rooms. Such appliances, if found a fine will be imposed. The use 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 it locked. Violation will attract suitable penalty 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. All residents of hostels must be back in the hostel by 9.00 PM. if late he/she has to give written explanation. Residential warden will maintain the records of such events and report such events to the honorary superintendent for further action. If a student needs to stay out of the hostel after 9.00 pm due to any reason, s/he has to

apply for and take prior written permission from the Warden. Violation of this rule may lead to disciplinary action including expulsion from the hostel.

- y. Water should be conserved, any leakage should be reported to hostel authorities.
- z. In case of a medical emergency, the residential warden needs to be informed urgently.

5. 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 latest by 9:00 p.m. In case a further delay is anticipated, She must seek prior permission from the Honorary 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 upto 7:30 p.m
- 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 warden regarding stay of a female relative in the Girls' Hostel.
- i. For visiting library after 9:00 p.m, the students shall move in a group (not less than four students) and co-ordinate with the residential warden regarding a security guard to facilitate their movement.
- j. Modification or addition of rules may be made and communicated as and when necessary.

6. 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 Honorary Chief 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 (hostel no 1) can leave the hostel premises at night (9:00 p.m-6:00 am) without seeking prior written permission from the honorary chief Superintendent.
- h. Immediate family members (parents, siblings and their spouses) can visit the residential warden(hostel no 1) in her room, however prior written approval from the chief 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. They can meet her in the visitor's room after making entry in the visitor's register till 7:30 p.m.

7. Guests and Vistors

- 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 hostel for not more than two days on payment of the necessary charges, as fixed by the Hostel administration from time to time.
- b. No overnight guests are allowed in a student's room without permission of the Warden.
- c. In boys' hostels, the parents of students and other male guests may visit the student in his room after due permission from senior warden/warden and after making proper entry at the hostel gate.
- d. 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.
- e. Female visitors are not allowed in boys' hostels, however, lady family members may be 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.
- f. Violation of any of the above rules regarding stay in the hostels will lead to disciplinary action including expulsion from the hostel.

8. Disciplinary Measures

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.

9. Mess Rules

- 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 dine in the mess without signing the Joining Register or after signing the Leaving Register.
- d. Lunch/Dinner will be served on 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 medical certificate, in genuine cases.
 - d. Any other valid reason with prior permission of Honorary Supdtt
- 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 acknowledgement 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 a permission from the assistant warden to the effect that the students' condition requires the food to be served in their rooms.
- s. No diner shall waste food. Paying mess bill does not entitle a diner to waste food.
- t. 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.
- u. All diners shall interact with the mess staff in the dining hall in a courteous manner.
 - a. After eating food, diners shall leave the cup, plate, waste food etc. in the designated bins.
 - b. 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.
 - c. The guest rates for the hostel mess will be decided by the Mess sub-committee and are subject to revision from time to time.
 - d. Mess Timings
 - i. 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

Subject to variations, if timing of classes change due to any reason.