



SHAHEED HASAN KHAN MEWATI GOVT. MEDICAL COLLEGE NALHAR

HOSTEL DISCIPLINARY RULES

These rules are applicable on all bonafide MBBS students and interns of SHKM Government Medical College and any person allotted room in the student hostel premises. The rules shall also apply to students/ interns accessing sports club/ gymnasium facilities, cafeteria, nurses hostel and other residential places not specified under disciplinary rules of college/ hospital.

DEFINITIONS

Admission Year means the calendar year beginning from the date of admission to the undergraduate programme.

“Allotment year” means the calendar year beginning from the date of allotment to the undergraduate Hostel.

“Mess Committee” means a Committee duly selected by the residents of the hostel.

“Chief Warden/ Warden” means any officer employed in any of the hostels and appointed to act as Warden in respect of the hostel by an order of the Director, SHKM Govt. Medical College, Nalhar (Nuh).

RULE-I: PROCESS OF ROOM ALLOTMENT

1. Students who wish to join the hostel are required to duly fill up the hostel application form and to submit along with the undertaking/ affidavit as prescribed by the authority from time to time in the warden's office. They will have to produce the hostel fee receipt at the time of submission of application form.
2. The allotment will be done in the beginning of each academic session. Allotment for first year shall be on first come first serve basis. Subsequent allotment may be on merit basis. Merit will be decided on the basis of marks obtained in the last professional exams appeared. Only in an exceptional case, the allotment shall be extended for a specified period by Chief Warden. In that case, they will have to apply again.
3. Students once allotted a room must stay in the hostel on regular basis. However, in exceptional cases if any student wants to stay elsewhere, he or she should get the prior

permission from the Chief Warden. In that case he/she will have to surrender the allotted room and hostel fee shall not be refunded.

4. Students are not allowed to change the room once allotted to them without the permission of the chief warden.
5. The students, who are overstaying the period for which the room was allotted, shall pay penal rent at the rate of Rs.200/- per day after 7 days of maximum allowable period.
6. Guardian: Parents should identify the local Guardian if any, by affixing the photo of Guardian on application form.
7. All the students will have to carry their identity cards duly stamped from authorities and students are bound to reproduce the same as and when demanded by the authorities.

RULE-II- REGARDING VISITORS AND TIMINGS

1. Visitors shall be allowed to visit their wards between 6:00 AM to 7:30 PM only in the Hostel's visitor room after making the due entries in the register.
2. No guests or day scholars are permitted to stay in the hostel room. However guests may apply for temporary accommodation for maximum 2 days in Guest room of the hostel to the Chief warden/warden.
3. **Female Hostel:**
 - Female MBBS hostellers are not allowed to leave or enter the hostel after 09.30 PM and before 6:00 AM.
 - Entries must be made in movement register every time on entering or leaving the hostel after 4.00 PM.
 - Male visitors are strictly not allowed to go beyond the visitor's area in the hostel.
 - Attendance of M.B.B.S. students will be taken by hostel supervisor at 9.30 p.m. sharp after which the main gate will be closed. Residents of female hostel, other than MBBS students are permitted to leave the hostel after 9.30 p.m. for night duty after making due entries in the movement register.
4. **Boys Hostel:**
 - Students shall make entry in the movement register if they enter or leave the hostel after 10.00 PM.
 - Female visitors are strictly not allowed to enter in the boy's hostel.

5. Students and interns are not allowed to leave the medical campus after 10.00 PM. and before 6.00 AM.
6. Any student who wants to go out of the medical campus after 10.00 PM should obtain prior permission in writing from the Chief Warden/ warden.
7. Students, who want to stay overnight to visit their parents or guardians, need to take prior permission in writing from the Chief Warden. Records of such permissions will be maintained by hostel supervisor. Prescribed format for the same will be available at the hostel office.
8. Parents are requested not to ask for permission for their wards to stay outside repeatedly during working days of the college except in emergencies.
9. Visitor's register and movement register will be maintained in each hostel by hostel supervisor and will be checked by the wardens from time to time.

RULE-III-REGARDING USE OF VEHICLES

Students are not allowed to keep any motor vehicle (two or four wheelers). If any student is found violating this rule, he/ she will be liable for strict disciplinary actions as deemed fit. Person with special needs may be allowed to use modified two wheeler after obtaining permission from appropriate authority.

RULE-IV- CONDITIONS GOVERNING HOSTEL PROPERTY AND BASIC FACILITIES

1. No damage to property of the hostel should be caused by any student. If any damage is found, cost of it will be recovered from the students as determined by the Estate office. In addition, fine and/ or any other disciplinary action will be decided by the disciplinary committee. This amount shall not be adjusted against the caution deposit.
2. Students are responsible for proper and careful use of furniture and fixtures provided in the rooms and hostel premises.
3. Students are not allowed to move the furniture of hostel reading room and common rooms elsewhere.
4. Tampering with fixture and electrical connections are strictly forbidden.

5. Students are not allowed to use air conditioners, refrigerators, irons, heaters, electric stove, blowers, electric water heating coils and LPG stove in hostel. However desert cooler may be used in the room with the prior permission from warden concerned and estate office for which they are required to make payment as decided by the authorities from time to time. Strict action will be taken against defaulters.
6. Cooking of any kind shall not be permissible in the hostel.
7. No posters or pictures should be stuck either in the corridor/rooms or anywhere around the premises of the hostel or college.
8. Wastes are to be disposed off only in the dustbins provided. All rooms, corridors, toilets etc. must be kept clean.
9. Students shall switch off fans and lights before leaving their rooms.
10. The students are advised to close the taps after use in order to avoid the wastage of water.
11. All complaints regarding toilets, water and power supply should be made to hostel supervisor through the book of complaints.
12. Mess service: There will be no room service. Mess charges as fixed by the Mess committee shall be payable by the due date.
13. No student is allowed to keep a personal attendant/ assistant or servant unless allowed by chief warden for health reasons.
14. Only Dhobi authorized by the Warden shall work in the hostel premises.

RULE-V- REGARDING UNLAWFUL/MISCHIEVOUS ACTIVITIES

1. Students are not allowed to play loud audio, audio-visual devices which may cause disturbance to others. Students shall keep their area noise free.
2. No article such as crackers, fire arms or any other lethal weapons shall be allowed to be kept in the hostel by any student.
3. No student shall use or keep in his possession any intoxicating drug, tobacco products, liquor or illicit substances of any kind. Consumption of alcoholic beverages, drugs and smoking inside the hostel premises is strictly prohibited.
4. No meeting or gathering of the residents for political purposes shall be allowed to be held inside the hostel.

5. Student in their own interest are advised not to keep jewelry or any other valuable commodity in their rooms. The institute is not liable for damage/ theft of any personal belonging.
6. In the event of mischief/foul play or any incident etc. chief warden is authorized to break open the lock or room for investigation/further proceeding.

RULE-VI- REGARDING MEDICAL ILLNESS

1. Parents should disclose about chronic or psychological illness/ hypersensitivities / allergies if any suffered by their ward to the warden concerned
2. Whenever any student falls sick, the same should be reported to the warden, who will provide all necessary assistance to get appropriate treatment or medicines.
3. If any female student needs immediate medical attention after 9:30 PM and is to be moved to the hospital for the same, then she will have to take permission from warden. Permission will be granted by the warden and information will be g given to the parents/ guardians over the phone.

RULE-VII-REGARDING HOSTEL COUNCIL

1. A Hostel council consisting of chief prefect, hostel perfects, common room secretaries and floor in-charges will be selected among the hostellers. The council will work for the welfare of the students.
2. The election of this council will be based on voting by the students or by the decision of the wardens and will be on the rotation basis.
3. Hostel council will function under the guidance of Warden/ hostel supervisor.

RULE VIII - PENAL PROVISION

1. Any breach of aforementioned rules can be brought to the notice of disciplinary committee in writing by fellow student, interns, and fellow occupants of hostels, hostel staff and faculty of SHKM GMC. If the disciplinary committee is satisfied that indeed there has been violation of rules, the committee can recommend the disciplinary action in the form of:
 - a) Warning

- b) Written apology
 - c) Bond of good behavior duly countersigned by parents
 - d) Monetary fines as approved by disciplinary committee
 - e) Debarring entry into cafeteria/ gymnasium/ sports club
 - f) Temporary/permanent debarring entry into hostel/ campus.
 - g) Suspension for a specified period of time
 - h) Withholding results
 - i) Debarring from exams
 - j) Debarring from contesting elections and holding posts
 - k) Expulsion from hostel/college
 - l) Any other relevant action as deemed fit by the disciplinary committee
- 2) In case of failure to vacate the room, Chief Warden will issue the eviction order and will get it vacated in the presence of Security Officer, SHKM GMC, Nalhar.


RULE IX-INTERPRETATION OF RULES

If any question arises as to interpretation of these rules, the Chief warden may make a reference to the Disciplinary committee and decision of the Disciplinary committee shall be final.

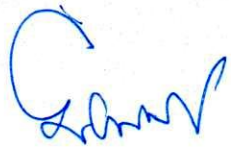
RULE-X- RELAXATION OF RULES

The Director in consultation with disciplinary committee shall have powers to relax any of the above mentioned rules in exigency/ exceptional circumstances.

The rules are subjected to amendment from time to time without any prior notice.


Dr. Shivani Kalhan
Chairperson, Disciplinary Committee

Remarks of Director, SHKM Govt. Medical College


Director
SHKM GMC, Nalhar, Mewat