



ALL INDIA INSTITUTE OF MEDICAL SCIENCES
NEW DELHI
Hostel Rules And Regulations

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1. INTRODUCTION

The All India Institute of Medical Sciences, (AIIMS, New Delhi) is a premier medical institute established in 1956 under the act of the Parliament of India. AIIMS is engaged in medical teaching, patient care and research. AIIMS is committed to provide an environment where students are able to interact socially with other students, staff and faculty in a well-knit campus. AIIMS Hostels provide students a home away from home. Nearly 2000 medical, paramedical, nursing students and PhD scholars reside in different hostels. These hostels are spread over different campuses. Students from diverse cultural and linguistic backgrounds are selected from all over the country and overseas.

Hostel Section functions as the administrative wing of the AIIMS that ensures a proper upkeep and functioning of all hostels and associated student welfare activities, such as mess and shops in accordance with the rules and guidelines laid by the AIIMS. The Hostel Section ensures comfortable living of all hostellers in a secure, hygienic and enjoyable environment.

Hostel Section liaises with different departments and various sections to fulfill the above functions.

This book aims at providing broad rules and regulations governing hostels at AIIMS.. This book is a living document as modifications may be essential from time to time for better governance. Hostellers are therefore advised to check with the Hostel section in case of any doubt and updates as applicable.

We welcome your suggestions to improve the hostel life at AIIMS.

You are requested to read this booklet and follow the rules and regulations of the hostel. These are laid to ensure comfort and discipline for all. As one of the most educated citizens of this country and being members of a noble profession, our conduct should in no manner belittle the good name of the institute and the profession. The society looks up to us as law-abiding and disciplined citizens. We should not let them down. An overall development is as essential as academic competence and life in the hostel provides a unique opportunity to fulfill this.

Please remember that we should fulfill our duties before asking for our rights.

2. HOSTEL ADMINISTRATION

2.1. Director

The Hostels of the All India Institute of Medical Sciences are under the overall supervision of the Director, All India Institute of Medical Sciences who appoints a Hostel Advisory Committee to supervise the administration of the Hostels on his / her behalf.

2.2 Hostel Advisory Committee [HAC]

The Hostel Advisory Committee is headed by the Superintendent of Hostels and is assisted by several other faculty colleagues, as Deputy Superintendents of hostels.

2.3 Composition

The Hostel Advisory Committee consists of the following members:

- (i) Superintendent of Hostels , Chairperson
- (ii) Deputy Superintendents of Hostels, members
- (iii) Administrative Officer [Hostels], member
- (iv) Senior Financial Advisor or nominee, member
- (v) Superintendent Engineer or nominee, member
- (vi) Senior Warden, member secretary

The following are special invitees as and when required.

- (vii) President, Resident Doctors Association [RDA]
- (viii) Chairman, Society of Young Scientists [SYS]
- (ix) President, Students Union [SU]
- (x) Vice President, Student Nurses Association [SNA]
- (xi) Any other persons as considered necessary by the Chairperson

The number of Deputy Superintendents is not fixed but should be adequate to ensure administrative cover of Undergraduate Hostels, Postgraduate Hostels, Ladies Hostels, Married Accommodation, Dr. Rajendra Prasad Centre Hostels, Nurses Hostel, Jai Prakash Narain Apex Trauma Centre Hostels, Comprehensive Rural Health Centre Hostels, Ballabgarh and any other hostels as considered necessary.

The composition of the committee takes into account adequate representation of gender and different sections of the society.

For the Ladiesø Hostels, the Deputy Superintendent shall be a lady faculty member; and similarly for the Nursesø Hostels, the Deputy Superintendent shall be a lady faculty member from the College of Nursing. Depending on the exigencies, the Deputy Superintendents may be required to look after one or more Hostels.

Administrative and other staff are appointed by the Director according to the needs and requirements. These include Administrative Officer, Accounts Officer, Store Officer and any other officer of the institute.

2.4 Terms of Reference

The Hostel Advisory Committee sets guidelines for the day-to-day functioning and long-term planning of matters related to hostels including supervision of all hostel staff.

The Hostel Advisory Committee meets from time to time and advises on the following:

- a. All policy matters related to Hostel Rules and Regulations
- b. Policy changes necessitated due to changed circumstances
- c. Financial matters that have a bearing on overall functioning
- d. Matters related to Engineering Services
- e. Matters related to sanitation , hygiene and cleanliness
- f. Matters related to security
- g. Policies related to purchase and stores
- h. Policy matters as requested by various associations viz; Resident Doctorsø Association, Society of Young Scientists, Studentsø Union and Students Nursesø Association.
- i. Matters related to student welfare and facilities/conveniences within the hostel premises.
- j. Any other matter as considered necessary by the Chairperson.

2.5 Meetings

The Hostel Advisory Committee shall meet at least once a year under the chairmanship of the Hostel Superintendent. The Hostel Superintendent can constitute subcommittees for specific purposes, to be headed by one of the Deputy Superintendents of Hostels. The agenda for the meeting shall be circulated to all members in advance and a quorum of 50% is necessary. The minutes of the meetings

are signed by the chairperson and circulated to all members with a copy circulated to the Deputy Director (Administration) [DDA], Dean (Academic), Dean (Research) and Director for information.

2.6 Tenure

The tenure of Superintendent of Hostels and Deputy Superintendent of Hostels is generally for a period of three years that may be extended at the discretion of the Director.

2.7 Superintendent of Hostels

The Hostel Section functions under the overall supervision of the Superintendent of Hostels.

2.8 Hostel committee.

The Superintendent of Hostels constitutes a hostel committee for routine functioning of Hostel Section. The Superintendent of Hostels can constitute sub-committees for specific purposes such as:

1. formulation of various guidelines
2. grievance redressal
3. maintenance of discipline
4. Store purchase
5. Accounts
6. Hygiene and Sanitation
7. Mess and shops
8. Any other matter as deemed appropriate.

The Sub-committees shall report to the Superintendent of Hostels who may forward the observations and or /recommendations wherever necessary to the higher authorities.

2.9 Hostel Section (Office)

The Hostel Section (Office) is located at the First floor, Hostel No. 7 (Ashwini Hostel), at Gents' Hostel Complex, AIIMS campus, Ansari Nagar (East).

2.10 Hostel Staff

The Director, AIIMS may appoint /post staff for the hostel activities with the purpose of working in the Hostel Section . This includes Sr. Warden, Wardens, Deputy Wardens, Assistant Wardens, Junior Wardens, ministerial staff, attendants and other maintenance staff.

All hostels are managed by Wardens / Deputy Wardens / Asstt. Wardens / Jr. Wardens who look after the day to day affairs of the Hostellers under the Supervision of Sr.Warden.

2.11 Other Appointees

The Superintendent of Hostels on due approval by the Director may appoint Resident Wardens, Hostel Wardens, Wing Wardens or Faculty Guardians for students for the purpose of improving the comfort and welfare of the hostellers . Such appointments are usually ad-hoc, for a short duration depending on the requirements and exigencies.

2.12 Hostels layout

Any dwelling that houses the undergraduate students , postgraduate students, resident doctors , PhD scholars, elective students and trainees of the All India Institute of Medical Sciences or guests in its constituent campuses or buildings owned or rented by the institute especially for the purpose of housing students or residents is considered a Hostel of the institution.

Any dwelling or room rented privately by an undergraduate or postgraduate student or research scholar of the All India Institute of Medical Sciences is not considered as a Hostel and hence shall not be under the purview of the hostel rules and regulations.

2.13 Resident of a Hostel

Any undergraduate or postgraduate student or research scholar of the All India Institute of Medical Sciences or an elective student or trainee who is duly allotted accommodation by the Superintendent of Hostels shall be considered as a resident of a hostel.

The term 'hosteller' may be used interchangeably with 'resident' of the hostel

2.14 Guest and visitor

Any person who is not a bonafide undergraduate or postgraduate student or academic resident or PhD scholar or elective students or trainees of the All India Institute of Medical Sciences and is provided accommodation by the Superintendent of Hostels for a short period [less than ten days under normal circumstances] in the hostels is considered as a guest.

The guests are usually accommodated in the Guest Rooms available in different hostels.

Any person who is not a resident / hosteller but is visiting a hosteller / resident and does not stay overnight in the hostels is considered as visitor.

3. HOSTELS

3.1 List of Hostels

[i] Undergraduate Gents Hostels: These are located at Hostel Complex AIIMS Campus

(AnsariNagar East)

Hostel No. 1 (Charak Hostel)

Hostel No. 2 (Jivak Hostel)

Hostel No. 3 (Sushruta Hostel)

Hostel No. 4 (Madhava Hostel)

Hostel No. 5 (Nagarjuna Hostel)

Hostel No. 6 (Vagbhatta Hostel)

[ii] Postgraduate Gents Hostels

Hostel No. 7 [Ashwini Hostel]

Hostel No. 8 [Bharadwaj Hostel]

[iii] Undergraduate Ladies Hostels

Hostel No. 10 [Saraswati Hostel]

[iv] Postgraduate Ladies Hostels at AIIMS Campus (Ansari Nagar East)

Hostel No. 9 [Parvati Hostel]

Hostel No. 11 [Akshara Hostel]

[v] Postgraduate Hostels of RP Centre for Ophthalmic Sciences at AIIMS Campus (Ansari Nagar East)

Hostel No.12. RPC I [Dhanwantri Hostel]

Hostel No. 13. RPC II [Laxmi Hoste]

(vi) Postgraduate and Nursing Hostels at AIIMS Residential Campus, Masjid Moth.

Hostel No. 14. [Atreya Hostel] Masjid Moth Resident Doctors Hostel

[Postgraduate Gents and Married]

Hostel No.15. [Medha Hostel] Masjid Moth New Nurses Hostel

[Undergraduate and Postgraduate]

Hostel No.16. [Agnivesa Hostel] Masjid Moth Resident Hostel

[Postgraduate Girls and Married]

Hostel No.17.[Ambuja Hostel] Masjid Moth Resident Hostel

[Post Graduate Ladies]

Hostel No.18. [Kashyap Hostel] Masjid Moth Resident Hostel

[New Hostel coming up]

Hostel No.19. [Patanjali Hostel] Masjid Moth Resident Hostel

[New Hostel coming up]

(vii) Postgraduate Married Accommodation at AIIMS Residential Campus [Ansari Nagar West]

F-Type Quarters on sharing basis [Postgraduate Married]

[viii] Postgraduate Married Accommodation at AIIMS Residential Campus, Ayurvigyan Nagar Type III Quarters

[ix] Postgraduate Gents and Married Hostels at Jai Prakash Narain Apex Trauma Centre, Raj Nagar , JPNATC Hostel

[x] Undergraduate and Postgraduate Hostels at the Comprehensive Rural Health Centre, Ballabgarh.

3.2. Types of Accommodation.

The following types of accommodation are generally approved and available in different Hostels.

In the event of exigency, the Superintendent of Hostels may alter the type of accommodation to ensure maximum utilization of available accommodation.

- i. All MBBS students are provided single room if available. Other undergraduate students are provided double bedded rooms subject to availability. Common washrooms are located at the end of the each respective wing. Efforts are made to accommodate students from outside Delhi as a priority. Students from Delhi/NCR are provided the individual hostel rooms on seniority basis only if rooms are available. Undergraduate students are not entitled for married accommodation.
- ii. Postgraduate married & unmarried accommodations spread over a number of hostels as already listed in Section 3.1.

Married accommodation is available only for the allottee, spouse, children and dependants if any.

3.3 Furnishings

The followings facilities are provided in the hostel rooms:

1. Cot [may be double bedded in married accommodation]
2. Steel / wooden inbuilt cupboard
3. A study table with a study chair
4. Door lock with key
5. Any other furniture, furnishings, structure or fixture as provided or erected by the institute

Note: Mattresses, pillows, bed sheets curtains are not provided to allottees.

3.4 External areas within the Hostel Campus.

Hostel campus includes roads, horticulture of any form, playgrounds, street lights, benches, security barriers or similar structures, signage and other structures, Internet and computer facilities including wireless routers installed within the hostel premises or any other structure or fixture as provided or erected or constructed by the institute.

3.5 Internal areas within the Hostel campus.

- a) Washrooms, Lifts and Stair Case Common rooms in shared accommodation in any form.
- b) Any furniture, furnishings, structures or fixture as provided or erected or constructed by the institute Corridors.

3.6 Guest Rooms

- a) Guest Rooms are specified rooms for guests of Hostellers allotted for a short period, not exceeding ten days on payment basis.
- b) The resident should contact Hostel Section to book guest room. The guest room booking can be made up to sixty days in advance, subject to availability.
- c) Guest Rooms are modestly furnished.
- d) Guest Rooms may or may not have attached washroom

3.7 Hostels' Facilities.

1. Mess and Cafeteria -There are different messes and cafeteria present in the hostel campus for hostellers.

2. Recreation Rooms including Television Rooms-Most of the Hostels have been provided with recreation rooms/T.V. rooms for hostellers.

3. Shops and Establishments- There are different shops, catering to daily needs of hostellers like Barber, Tailor, Photostat, Laundry, Tea Coffee kiosk etc.

4. Wi-Fi Internet facility: Wi-Fi facility is available in the hostels and adjoining areas for which necessary procedures as formulated by the computer facility from time to time must be followed by the hostellers.

3.8 Recreational facilities

The Hostels has a playground, a floodlit volleyball, basketball court,. tennis court. An Olympic size eight lane swimming pool, a Gymnasium, indoor badminton, table tennis court are available in the premises of the Students Gymkhana adjacent to the Gents Hostels. The students Gymkhana (near the Swimming Pool) may be contacted for membership details. .

3.9 Library.

The well-stocked BB Dikshit Library is open for 24 hours and there is a 24 hours free Internet service provided by the Computer Facility.

3.10 Bank

There is branch of State Bank of India with ATM facility in the AIIMS campus as well as in other Hostel complexes such as JPNATC, Masjid Moth and Ayurvigyan Nagar.

3.11 Other Establishments

1. There are several other establishments like Railway Booking Counter, Mother Dairy and Safal vegetable kiosk in the AIIMS campus.
2. In addition there are several other establishments and shops are available in and around Ansari Nagar and Ayurvigyan Nagar. Yusuf Sarai, INA Market, South Extension, Hauz Khas, Green Park and Sarojini Nagar are shopper's delight and located near the different campuses.

3.12 Public Transport

1. The AIIMS is located near the AIIMS metro station and 10 minutes walk from the hostel premises. The metro connects New Delhi and Old Delhi Railway station directly and Airport line for New Delhi Railway Station.
2. DTC Bus Stop on Aurobindo Marg and Ring Road.
3. Auto rickshaw and Taxi Stands are located near AIIMS gates.

3.13 Students Wellness Centre.

There is a facility of Students **Wellness Centre** located at Gents Hostel premises (Room No.11, opposite to Hostel No.7) for the welfare of the students. This centre can be contacted personally or through email aiimshostelgrievance@gmail.com by the hostellers.

FACILITIES IN HOSTELS AND ANSARI NAGAR MAIN CAMPUS									
S.NO	ESTABLISHMENT	Gents Hostel	RPC Gents Hostel	Ladies Hostel	MMRDH	Nursing Students Hostel	Ansari Nagar	AV NAGAR	JPNATC Hostel
1.	Contractor run Mess/Café	Yes [Except in Hostel No. I, 2, & 4	Yes	Yes [Except in Hostel No.10]	Yes	Yes	No	No	Yes
2.	Students Run Mess	Yes (In Hostel No.1, 2, 4 G.F. & F.F).	No	Yes (In Hostel No.10)	No	No	No	No	No
3.	Coffee Parlour	Yes	No	No	No	No	No	No	No
4.	Tea Kiosk	Yes	No	No	No	No	No	No	No
5.	Juice Shop	Yes	No	No	No	No	No	No	No
6.	General Store	Yes	No	Yes	Yes	Yes	No	No	No
7.	Tailor Shop	Yes	No	Yes	Yes	Yes	No	No	No
8.	Barber Shop	Yes	No	No	Yes	No	No	No	No
9.	Beauty Parlour	No	No	Yes	No	No	No	No	No
10.	Dhobi Shop	Yes	No	Yes	Yes	No	No	No	No
11.	STD/ISD/PCO Booth	Yes	No	Yes	Yes	No	No	No	No
12.	Photostat Shop	Yes	No	Yes	Yes	No	No	No	Yes
13.	Computer Typing Shop	Yes	No	No	Yes	No	No	No	No
14.	Book Shop	Yes	No	No	No	No	No	No	No
15.	Mother Diary Booth	No	No	No	No	No	Yes	No	No
16.	Mother Diary Ice Cream	No	No	No	No	No	Yes	No	No
17.	Safal Vegetable Kiosk	No	No	No	No	No	Yes	No	No
18.	Delhi Milk Scheme	No	No	No	No	No	Yes	No	No
19.	State Bank of India	No	No	No	No	No	Yes	No	No
20.	Post Office	No	No	No	No	No	Yes	No	No
21.	Railway Reservation Center	No	No	No	No	No	Yes	No	No
22.	A.T.M.	Yes	No	No	Yes	No	Yes	No	No

4. ALLOTMENT

4.1 Allotment of Hostel accommodation is done according to the rules and regulations framed by the Hostel Advisory Committee and endorsed by the Director, AIIMS, New Delhi.

4.2 Allotting Authority

The Superintendent of Hostels is the allotting authority in accordance with the rules and regulations approved by the competent authorities.

The Superintendent of Hostels, in order to expedite routine functioning, may depute any official of the Hostel Committee or Hostel Section to make the allotment on his / her behalf in accordance with the established rules and regulations.

The Superintendent of Hostels in consultation with the Hostel Advisory Committee may modify the Hostel Allotment Rules and Regulations in the best interests of the institution. .

4.3 Eligibility for hostel accommodation

Any individual selected for an academic course (residency programme/doctoral programme) is eligible to apply for hostel accommodation.

4.4 Application for Hostel Accommodation.

Allotment of Hostel Accommodation is only on the basis of application made on prescribed form available in AIIMS website. All the Hostel forms (No dues form, vehicle pass form, residence proof form, Application for hostel accommodation forms single /married, Change of room form, Wi fi form, HRA form) are available in AIIMS Hostel Website .

4.5 Compulsory Hostel Accommodation

Hostel accommodation is compulsory for all undergraduate female students of B.Sc. Hons. Nursing and for all the MBBS students .

4.6 Principles of allotment Procedure.

- a) Allotment is made according to the date of application.
- b) All the rooms are earmarked categorically and rooms will be allotted as per the waiting list.
- c) It is mandatory for all application forms to be submitted through proper channel.
- d) Registrar is the forwarding authority for under graduate students and M.Sc. students.
- e) H.O.D of the department is the forwarding authority for Junior Residents, Senior Residents and PhD scholars.
- f) The application for married accommodation should be submitted with a valid proof of certificate of marriage/Passport with name of spouse/E.H.S. Token card with the family details.
- g) The applications to be submitted online in the Hostel Section website to add his/her name in the waiting list.

h) As stated above the allotment of Hostel Residents shall be given by the Rules prevalent at the time of application. The rules however may be modified from time to time with the approval of competent authority.

4.7 Criteria of location of home

M.Sc. students and B.Sc (Post Basic)/B.Sc. Para Medical students shall be considered for hostel allotment subject to availability of their earmarked rooms. . The students from NCR are not entitled to hostel allotment.

4.8 Allotment of under graduate hostels.

Individual rooms may be allotted to under graduate students through draw of lots.

4.9 Wait-List

(i)The Hostel Section shall display a wait-list periodically.

(ii)Waiting list is updated every month.

(iii) The Hostel Section shall endeavor to make the waitlist available online.

(iv) The applications to be submitted online in the Hostel Section website to add his/her name in the waiting list.

4.10 Allotment Letter

(i) All allotment letters shall be forwarded through the head of department in the case of postgraduates.

(ii) All allottees shall accept the allotted accommodation within the time stipulated in the letter, otherwise the allotment will be cancelled.

4.11 Period of Allotment

(i)The period of allotment shall not exceed 10 days beyond the date of completion of the course or tenure of residency or in the case of PhD scholars up to the thesis submission.

(ii) Failure to vacate hostel accommodation on time with or without permission shall invite levying of rent as applicable and / or eviction proceedings.

(iii) No student shall receive his / her certificate from the Academic Section prior to vacation of hostels on time.

(iv) The unsuccessful residents/students will be given extension of hostel accommodation for a maximum period of two terms (one year) on normal rent. Fail to appear in an exam would be counted as an attempt.

(v) The MBBS students who join as JR, JR who join as SR, B.Sc. who join as M.sc. and M.Sc. who join as PhD within one year of their completion date of tenure will be considered on AIIMSONIAN quota for Hostel Accommodation on submission of AIIMSONIAN Card.

(vi) JR who is already in Hostel will be allowed to retain the hostel if they are selected as SR.

The procedure will be:

(a) The JRs who complete the tenure on 31st December will be allowed to retain the hostel for full month of January on normal rent. Thereafter the JR get selected will have to join maximum by February 27th. They will have to pay Penalty rent from 1st February till their joining. The residents who will join after February would have to vacate the Hostel.

(b) The same as of the residents who complete the tenure on 30th June will be allowed to retain the hostel for full month of July on normal rent. Thereafter those gets selected will have to join maximum by August 30th. They will have to pay Penalty rent from 1st August till their joining. The residents who will join after August would have to vacate the Hostel.

(c) Those residents who vacated the hostel due to their late joining as SR will be considered for hostel accommodation immediately without waiting.

(d) Transfer of married accommodation from husband to wife and from wife to husband is permitted even if it comes more than once as per their tenure.

(e) The Residents who comes first on waiting list for hostel allotment can be given allotment of the room in which their friend stay and about to vacate the room on their completion of tenure. These rooms can be given without physical vacation and without white wash by taking an undertaking from the fresh allottee.

4.12 Provision of Hostel accommodation for PhD.

(i) If a candidate submit his/her thesis within 5 years duration he/she can be granted further extension in hostel for 6 months or till viva-voce whichever is earlier, if extension letter is provided to Hostel Section from the Registrar (Academic).

(ii) In case of students enrolled for PhD, the hostel accommodation shall be provided for a maximum period of six years or submission of thesis whichever is earlier.

4.13 Change of allotted accommodation.

Change of room is allowed only once during the entire time of tenure. Additionally change of room is allowed to hostellers on emergency situations like fire / seepage/ fallen ceiling etc. with the approval of the Superintendent of Hostels.

The room allotted may not necessarily be on the choice of the applicant.

4.14 Mutual Exchange of accommodation

- (a) Mutual exchange of rooms is allowed only once and only in the same hostels.
- (b) Mutual exchanges shall not be permitted if either of the allottees has less than three months or any predetermined period before the expected completion of their tenure.
- (c) In case one or more hostellers have mutually exchanged rooms this will be considered as a gross violation of the allotment and strict action shall be taken as deemed appropriate.

4.15 Refusal of accommodation

- (a) If any applicant does not accept the accommodation allotted by any of the above methods within the period as indicated in the allotment letter or any other similar document or instrument, he / she shall be deemed to refuse the said allotment.
- (b) Lack of any written communication to the Superintendent of Hostels regarding the allotment within the stipulated period shall be treated as refusal.
- (c) Any applicant who refuses to accept the allotted accommodation or is implied to refuse the accommodation shall be debarred for 2 months for reconsideration of allotment for a predetermined period.
- (d) In the event of refusal, the next person in the wait-list shall be allotted the said accommodation.
- (e) The Hostel Committee may deliberate on written reasons for refusal such as non-receipt of allotment letter and reissue such allotment without the debarment if such reasons are considered valid or reasonable.

4.16 Occupancy

Only the allottee shall occupy the accommodation. In the case of married accommodation, family members may reside. Unless otherwise permitted by the Superintendent of Hostels, if any other occupant resides in the said accommodation, irrespective of the duration, it would be viewed as contravention of the rule

4.17 Display of Allotment Procedure

The current Allotment Procedure is displayed in the Hostel Section and also at the website.

5. ALLOTMENT OF GUEST ROOMS

5.1 Guest Rooms in the hostel premises may be booked usually for 7 days; maximum 10 days as short-term allotment.

5.2 Allotment of Guest Rooms is done on application in the prescribed form by a bonafide hosteller.

5.3 Guest Rooms may be allotted directly by the Hostel Section without prior booking in case of emergency, especially for members of families of students attending bereavement, illness etc .

The Senior Warden or the Superintendent of Hostels may take the decision on humanitarian grounds.

5.4 Guest rooms may be allotted to students who have not received any allotted room due to shortage of available rooms.

5.5 All charges have to be paid at the time of booking the guest room.

5.6 The security deposit will be refunded on returning the key and after deductions if any towards damage to property.

5.7 The responsibility of paying all charges and of maintaining the guest room during the stay of the guest and also discipline of the guest shall be the responsibility of the hosteller who has booked the room.

5.8. Elective Students / visiting trainees etc. shall comply with the above article

5.9. The keys should be received from the Hostel Section and returned in time.

Failure to return the keys in time would invite fines that may be deducted from the Security Deposit.

5.10 The maximum duration of a single allotment of the guest the Hostel committee will decide from time to time. This generally does not exceed ten days.

5.11 Extensions for stay may be requested and this would be granted depending on availability.

Male guests, even if part of a family, shall not be allotted guest rooms in Ladies Hostel and Nurses Hostel.

5.12 Staying of Guests in Students Rooms.

Lady Guests of female hostellers may be permitted to stay in their allotted rooms on certain special cases like illness on prior approval by the Hostel Authorities.

6. PAYMENTS AND RECIEPTS

6.1 Payments of deposits / fees / charges / dues / fines etc of any kind shall be in accordance with the institutional requirements including those of the Hostel Section.

6.2 All hostellers who make payments shall be informed of the counter where such payments are to be made and the method of payment [cash / cheque / pay orders / drafts / etc.]

6.3 The Superintendent of Hostels or any other competent authority may authorize deferred payments. For all payments , due receipt shall be provided to the hosteller / resident who has made the payment.

6.4 All hostellers / residents should obtain "No Dues" Certificate from the Hostel Section on vacating of the hostel room.

7. CONDUCT AND DISCIPLINE

7.1 All hostellers/ residents / guests and visitors to the hostels should conduct themselves in a manner that is in keeping with the prestige, honour and dignity of the All India Institute of Medical Sciences.

7.2. BEHAVIOUR

Hostellers / residents are expected to maintain discipline and decorum not only in the hostel but also in the institutional campus.

1. Hostellers/ residents must respect privacy and dignity and belongings of fellow-hostellers / residents, visitors and guests irrespective of age, gender, social standing, seniority, discipline of study, position etc.
2. The hostel is meant for both undergraduate and postgraduate students who have been selected for learning and training. At no time should the hostellers / residents behave in a manner that disturbs the learning of fellow-hostellers / residents. Maintaining the best possible conditions for studying and rest is the responsibility of every hosteller / resident.
3. Hostellers should refrain from making noise, shouting or create disturbance in any form.
4. Radios, music systems and other such appliances must be played at an appropriate volume or earphones may be used so as not to cause any disturbance to others.
5. Partying / celebrations of any form are not permitted in the hostels without prior permission of the Hostel Superintendent who may earmark specific areas for this purpose.
6. Hostellers must take care of hostel and institutional property.
7. Hostellers / residents should not deface, alter or destroy any hostel or institutional property. Vandalism is a serious offence.
8. Ragging in any form within and outside the hostels is banned in the country as directed by the Honble Supreme Court of India.

9. At no time shall hostellers / residents argue unnecessarily, abuse, threaten or misbehave with any institute employee. (including security staff who may interact with them during the course of their duty).
10. All India Institute of Medical Sciences is declared a "No Smoking zone". Hence smoking in premises is completely banned.
11. Use of tobacco and its products are not permitted in the hostels.
12. In view of the known health hazards hostellers / residents are advised to refrain themselves from smoking and use of tobacco.
13. Consumption of Alcohol, Intoxicating Substance and Illicit drugs is banned in the hostel.
14. Alcohol should not be served in parties / celebrations within the hostel campus even when permission for such parties / celebrations has been obtained from the Superintendent of Hostels.
15. It is illegal to possess recreational or prohibited drugs.
16. Possession, use, peddling etc of any recreational or prohibited drugs is a criminal offence.
17. Hostellers must not indulge in violence or in actions leading to physical or mental harm to anyone.
18. Hostellers / residents should not possess any weapons or replicas of weapons or any other article that may cause physical harm.
19. Hostellers / residents should not at any time bring in unauthorized or unknown individuals into the hostel premises.
20. Hostellers / residents shall not sub-let or have proxy or dummy room-mate in the hostels. Otherwise they may face-strict disciplinary action against such activity.
21. Hostellers / residents must refrain from any risky behavior and exercise utmost caution to ensure safety to self and others.
22. Valuables including laptops, books, jewellery, mobile phones must be kept in a secure place. Hostel Section will not be responsible for any loss.
23. Any item that potentiating fire hazard must be promptly removed.
24. Any substance or appliance that may pose threat to safety of self or others must be removed.
25. Vehicles must be driven safely observing the specified speed limit within the hostel premises and parked only at designated areas.
26. Hosteller must abide by any restriction of entry and exit times as advised by the competent authority.

27. Hostellers/ residents must uphold the good name of the institution at all times. They must not only conduct themselves appropriately but also refrain from making unsolicited remarks or convey unconfirmed reports or construe personal opinion as facts which might prejudice opinion against the institution unnecessarily.

7.3 The hostellers must report immediately to the Hostel Section / Security in following circumstance :-

- (i) Issues related to security or threat in the hostel premises.
- (ii) Act of vandalism.
- (iii) Act of misconduct including ragging.
- (iv) Illness of self or any hosteller / resident.
- (v) Unusual behavior of any hosteller / resident including behavior that may in his / her opinion amount to depression, detachment, no response from a room locked from inside, missing neighbour etc.
- (vi) Mishaps including fires, accidents to self or fellow-hostellers / residents within and outside the hostels.
- (vii) Criminal or anti-national activity in the hostel premises.

7.4 The institution practices secularism and respects all religious faiths and beliefs. However the hostel premises should not be used for any religious activities and congregations. All hostellers / residents and their parents and guardians have right to report and seek redressal of grievances within the institution. Hostellers / residents and their parents and guardians are requested not to influence the working of the hostel or its committees in any manner so as not to bias or prejudice decisions. Hostellers / residents and their parents and guardians are encouraged to suggest improvements in the functioning of the hostels. Constructive criticisms / suggestions may be written to the Superintendent of Hostels. Suggestions that are likely to influence policy decisions on a long term are usually discussed in the meetings of the Hostel Advisory Committee. Hostellers / residents may therefore discuss such matters in their own associations before hand and forward them to the Superintendent of Hostels for placing their views in the meetings. However this does not prevent individuals from putting forth their suggestions directly to the Superintendent of Hostels.

7.5 Maintenance

All hostellers / residents/ guests / visitors shall take utmost care of hostel premises, hostel and institutional property

7.6 All hostellers /residents, guests and visitors shall ensure all furniture, fixtures, furnishings are handled with care and maintained properly.

- 1) Vandalism and graffiti is a serious offence.
- 2) No furniture, fixture or furnishing shall be moved from one room to another.

- 3) In the event of wear and tear or damage or defect of any of the furniture, fixtures or furnishings either in the room or in the common areas, the Hostel Section / Maintenance Enquiry should be informed for necessary action.
 - 4) **The institution may decide on the use of electrical appliances from time to time.**
 - 5) Air-conditioners and all other electrical appliances are currently not permitted in any of the hostels.
 - 6) Electric stoves, ovens are permitted only in married accommodation. All safety precautions must be observed to prevent any fire .
 - 7) **All hostellers / residents shall switch-off all lights, fans and plug points before leaving the room or when not in use and ensure their maintenance.**
 - 8) Drawing of electricity by making additional conduits or opening of existing fixtures for such purpose is prohibited.
 - 9) Electrical appliances in the wash room such as water heaters / solar heated geysers etc must be handled with care.
 - 10) No hosteller / resident / guest/ visitor shall touch or attempt to repair electrical fixture /connection/ circuit breaker / junction box etc.
 - 11) All damaged or non-functional electric points should be immediately reported to the Hostel Section / Maintenance/ Enquiry.
 - 12) Water is a scarce commodity and wastage is discouraged and should be avoided at all times. All water leakages should be reported immediately to the Hostel Section / Maintenance/Enquiry.
 - 13) All hostellers / residents/ guests /visitors shall keep the hostel accommodation and the hostel premises as well as surroundings, neat and clean.
 - 14) All garbage, rubbish and refuse including disposable wares should be disposed of in the garbage bins provided or in the designated areas.
 - 15) All hostellers / residents shall inform the Hostel Section if at any time they find lack of cleanliness and hygiene in any of the eateries / mess/ drinking water dispensers etc in the hostel premises.
 - 16) Should no action be taken within a reasonable period [even immediate if so warranted] the Hostel Committee should be intimated.
- 7.7 Any collection of water in the hostel premises including water coolers, unused containers, disposable glasses, flower pots etc. especially during the rainy season should be viewed as a serious lapse of cleanliness and sanitation and reported immediately to the Hostel Section/ Sanitation Department /cleaners posted there.

8. SAFETY AND SECURITY

8.1 All hostellers / residents / guests / visitors shall take all precautions and cooperate with the authorities to maintain safety and security of the hostel premises.

8.2 While reporting matters related to safety and security if the situation so warrants, the name of the hosteller / resident shall be kept in confidence.

8.3 All hostellers / residents shall report immediately to the security staff if they are witness to or are aware of:-

- (i) Any suspicious individual / individuals in the hostel premises.
- (ii) Any vehicle or suspicious articles lying unattended in the hostels.
- (iii) Any unauthorized or illegal activity within the hostel premises.
- (iv) An act of ragging.
- (v) An act of abuse in any form.

8.4 All accommodation is provided with facilities for locking and it is expected that doors should be locked at all times for reasons of security.

(i) Hostellers / residents who are likely to remain outside the hostels [e.g. while going home on a vacation] are required to inform the Hostel Section with contact details and also inform their neighbours.

8.5 All valuables should be placed in secure place

- (i) Keeping of large amount of cash in hostel rooms is discouraged.
- (ii) Laptops and other valuables should be insured against theft and pilferage.

8.6 No unauthorized person is permitted in the hostels

- 1) It is mandatory for all hostellers / residents to carry their institutional Identity Card at all times. They should produce them whenever requested by appropriate authorities and appreciate that entry to hostels may be barred without proper identification.
- 2) All guests / visitors should be able to prove their identity or should be accompanied by a bonafide hosteller / resident with an identity card.
- 3) Any un-authorized person in the hostel premises should be reported to the Security immediately.
- 4) All delivery personnel should be contacted and met at the hostel entrance and should not be allowed to enter hostel premises in the interest of security of self and others.
- 5) Courier and posts can be received in the Hostel Section during office hours and collected subsequently provided the section is informed.
- 6) All visitors including parents and guardians should be met at the gate or visitors room.
- 7) No guests including Parents & Relatives are allowed to go into the rooms of the hostellers without prior permission of the Superintendent of Hostels.
- 8) The female visitors are not allowed to go into the rooms of Gents Hostel.

- 9) The male visitors are not allowed to go into the rooms of the ladies Hostel/ Students Nurses Hostel.
- 10) Hostellers / residents are not permitted to employ maids / servants, but those in the married accommodations are permitted to do so.
- 11) Vehicle Identity Stickers / Passes as provided by the institution / Hostel Section from time to time must be displayed.
- 12) Vehicles without such identification or with invalid identification will not be permitted into the designated areas of the hostel or may be towed away by the security personnel.
- 13) Vehicles lying unattended / parked for a long time without information to the Hostel Section / Security may be removed from the hostel parking areas to other designated areas by security personnel.
- 14) All hostellers / residents are required to comply with vehicle entry and parking regulations as may be appropriate from time to time including exigencies such as security threats, use of space during activities [e.g. Pulse], maintenance work etc.

8.7 All vehicles should be driven with care and within permissible speed in the hostels

- 1) Vehicles driven at high speed or without silencers and causing disturbance will be viewed seriously.

8.8 Hazardous material of any kind is restricted / banned in hostel premises

- (i) Any material that is a fire risk should be avoided or used cautiously in the hostels. This includes, candles, incense sticks, [use with caution and put off before leaving the room] firecrackers, gas cylinders, petroleum products etc. [not permitted].
- (ii) Insecticides, toxins, poisons of any kind are not to be kept in rooms. Mosquito repellents should be used provided there is no known allergy to these substances.
- (iii) Weapons of any kind are forbidden to be brought or kept in the hostel premises.
- (iv) All hostellers / residents are to report to the Hostel Section and Security the presence of any hazardous material including weapons of any kind in the hostel premises.
- (v) Cooking, boiling, microwaving, baking etc are not permitted in the hostels except in accommodation with kitchen facilities.

8.9 Health

- 1) All hostellers / residents should take adequate care to remain healthy and fit.
- 2) All hostellers / residents are required to take care of their health with the facilities available.
- 3) The All India Institute of Medical Sciences is a tertiary care centre and extends state of the art medical facilities to all hostellers / residents applicable, registration with the Employees health Scheme [EHS] is mandatory.

- 4) All hostellers / residents shall inform the Hostel Section of any form of illness of self or their fellow-hostellers so that appropriate assistance could be rendered.
- 5) All hostellers / residents on regular medication are advised to intimate the Hostel Section, in confidence regarding their medication.
- 6) The Hostel Section shall maintain absolute confidentiality of the illness. The Hostel Section shall provide all necessary assistance.
- 7) The treating physician shall be informed of any adverse situations.
- 8) The parents / guardians shall be informed of any adverse situations.
- 9) Hostellers / residents must intimate the Hostel Section regarding any injury or bodily harm to self or fellow hostellers / residents even if sustained outside the hostel premises.

8.10 Students Out Pass.

- (a) All undergraduate students should take prior permission from their concerned hostel warden /hostel authority on week days if they want to go out for night stay from hostel on some emergency. This is otherwise not permitted.
- (b) All under graduate students are permitted to go out on weekend and holidays by writing their details of destination in a register kept. If they write the incorrect details in the register, they will be responsible for it.
- (c) Under graduate students those who go out without entry or permitted letter, they themselves will be responsible for any incident that happens.

9. DISCIPLINARY PROCEEDINGS

- 1) All hostel residents / guests and visitors must follow the law of the land and the rules and regulations of the Institution. Failure to comply may invite proceedings or actions as deemed necessary.
- 2) All hostellers / residents / guests /visitors should be aware that the hostel premises are within the jurisdiction of the law of the land and the law enforcement agencies have full authority to investigate and act on any law-breaker. The hostels cannot be used as a sanctuary or haven for those who do not abide by the law of the land. The Hostel Section and the institute have no authority over the action of law enforcement authorities on those who break the law.
- 3) All actions that are contrary to the rules and regulations of the Hostel or against the norms of expected behavior even if not explicit in these rules and regulations are liable for disciplinary proceedings.
- 4) All acts of indiscipline shall be investigated based on a complaint or report obtained either from the staff of the Hostel Section, members of the Hostel Committee, and competent

- individual of the institute as considered appropriate, aggrieved hosteller / resident or their parents / guardians or any other person considered appropriate for this purpose.
- 5) Any individual who is aggrieved as a consequence of indiscipline in the hostels can make a complaint or report in writing to the Hostel Superintendent.
 - 6) Complaints / reports received by the Director, Dean or other competent authorities may be forwarded to the Superintendent of Hostels for necessary action.
 - 7) The Superintendent of Hostels may take cognizance of any act of indiscipline brought to his notice or observed by him /her and treat this as a complaint even if a written complaint or report is not available or made or forwarded from competent authorities.
 - 8) All complaints or reports shall be investigated by the Superintendent of Hostels or a Committee constituted by him / her or competent authorities for this purpose.
 - 9) For the purpose of free and fair investigation, the Superintendent of Hostels may seek the help of any individual / individuals whose expertise is considered necessary for him/her.
 - 10) The Superintendent of Hostels or the committee constituted thereof may summon any individuals or witnesses for examination or recording versions while investigating cases of indiscipline
 - 11) All deliberations shall be confidential.
 - 12) The report available with the Superintendent of Hostels would be confidential.
 - 13) The report may be forwarded to the competent authorities if necessary.
 - 14) Any one accused of indiscipline shall have full right and liberty to defend himself / herself without bias or prejudice and the principle of not guilty until proven shall apply with the exception of õRaggingö where the onus of proving innocence lies with the senior.

9.1 Acts of Indiscipline and Disciplinary Actions.

The list of acts that constitute indiscipline in the hostel premises is applicable to hostellers or residents, guests and visitors. Only a tentative list not in any order of severity is provided.

Disciplinary actions shall be complied with on the recommendations of the Superintendent of Hostels, Dean or Director of the institution or any other competent authority after appropriate procedures and approvals.

The following is a list of tentative or possible actions that may be recommended. The list is neither complete nor exhaustive and additional actions may be recommended from time to time. One or more actions may be taken concurrently after or on filing of criminal or civil complaints by the institution with law enforcement agencies.

Depending on the act of Indiscipline and the decision of the disciplinary action committee in concurrence with the Competent Authority, any or all of the following disciplinary action may be initiated against each of the following:-

	Acts of indiscipline	Disciplinary Action
1	All acts contrary to the prevailing laws of the land including criminal and anti-national acts	1.As per Rule of land . 2. Expulsion or rustication from the institution permanently or for varying periods.
2	Ragging in any form	As per Supreme Court Guide lines.
3	Use of hostel premises for acts considered immoral	1.As per IPC . 2. Cancellation of Allotment. 3. Expulsion or rustication from the hostel permanently or for varying periods. 4. Adverse entries into academic files.
4	Sub-letting, sub-tenancy or allowing unauthorized or non-allottees to stay in the accommodation without prior permission from the competent authority.	1. Cancellation of allotment. 2.Expulsion or rustication from the hostel permanently or for varying periods
5	Contravening allotment rules including exchanging rooms, handing over accommodation without authorization, shifting of furniture, fixtures and furnishings	1. Cancellation of allotment. 2.Expulsion or rustication from the hostel permanently or for varying periods.
6	Damage/Lost to hostel property movable/immovable	1. Fine /recovery in consultation with Engineering Section/store. 2. Imposition of fines that may be variable or commensurate with damage wherever applicable [e.g. Up to three times the cost of damaged property]. 3. Directive to submit letter of apology. 4. Letter to parents / guardian as and when necessary
7	Vandalism, graffiti, pasting of posters that may damage hostel walls and displays	1. Fine up to Rs.5000/-. 2. Imposition of fines that may be variable or commensurate with damage wherever applicable [e.g. Up to 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 in the hostel premises.	<ol style="list-style-type: none"> 1. As per IPC. 2. Suspension from attending classes. 3. Indication of in-disciplined behavior in reference letters from the institution. 4. 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. As per IPC. 2. Expulsion or rustication from the hostel permanently or for varying periods. 3. Suspension from attending classes. 4. Adverse entries into academic files. 5. Indication of in-disciplined behavior in reference letters from the institution. 6. Letter to parents / guardian as and when necessary.
10	Creating nuisance and making noise so as to disturb others.	<ol style="list-style-type: none"> 1. Fine up to Rs. 5000/- 2. Directive to submit letter of apology. 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 hostel permanently or for varying periods. 2. Restriction from entry into hostels or mess for varying periods. 3. Suspension from attending classes. 4. Adverse entries into academic files.
12	Consumption or use or peddling of Illicit Substances.	<ol style="list-style-type: none"> 1. Action as per IPC. 2. Cancellation of allotment. 3. Expulsion or rustication from the hostel permanently or for varying periods. 4. Adverse entries into academic files.
13	Drinking alcohol and causing nuisance in the hostels.	<ol style="list-style-type: none"> 1. Fine up to Rs. 5000/- 2. Expulsion or rustication from the hostel permanently or for varying periods. 3. Imposition of fines that may be variable or commensurate with damage wherever applicable [e.g. Up to three times the cost of damaged property]. 4. Directive to submit letter of apology. 5. Letter to parents / guardian as and when necessary.

14	Engaging in risky behavior including cooking and causing fire hazards, storing of hazardous material, driving vehicles in a dangerous manner within the hostel premises, causing health hazards by stagnating water without informing Hostel Section etc.	<ol style="list-style-type: none"> 1. Fine up to Rs.1000/- for the first time. 2. Fine up to Rs. 5000/- second time. 3. Expulsion or rustication from the hostel permanently or for varying periods. 4. Adverse entries into academic files. 5. Directive to submit letter of apology.
15	Unauthorized use of hostel facilities including use of appliances that are not permitted.	<ol style="list-style-type: none"> 1. Fine up to Rs.5000/- 2. Imposition of fines that may be variable or commensurate with damage wherever applicable [e.g. Up to three times the cost of damaged property]. 3. Directive 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 fines that may be variable or commensurate with damage wherever applicable [e.g. Up to three times the cost of damaged property]. 3. Eviction from the hostels.
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 hostel permanently or for varying periods. 3. Adverse entries into Academic files. 4. 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/Director. 2. Directive to submit letter of apology. 3. Any other actions 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 hostel permanently or for varying periods.
20	Any other act or behavior considered to be a form of indiscipline..	As appropriate.

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

10. RAGGING

10.1. Ragging is banned in this institution and constitutes a criminal offence. It must be reiterated that ragging in any form is strictly prohibited anywhere within the institutional campus including the hostels. Individual or collective ragging constitutes gross indiscipline and will be dealt with severely with punitive measures that include suspension / eviction from hostels / rustication from academic activities and lodging of FIR.

10.2 Ragging shall ordinarily mean any act or conduct by an individual or group of individuals by which the dominant status or power of senior students is brought to bear upon the students who are in any way considered to be junior or inferior to them. Some acts that are included in this definition are:-

- i. Physical assault or threat to use physical assault of any kind.
- ii. Violation or demeaning the status, dignity, honor of students particularly with regard to gender, language, family background etc.
- iii. Exposing students to ridicule or contempt that may threaten to reduce their self-esteem.
- iv. Entailing verbal or physical abuse, torture that may be mental or physical, aggression, corporal punishment, trauma, indecent gesture and obscene behavior, insisting on performing menial jobs by force or threatening to use force that may be implied.

10.3 Ragging is also implied under the following circumstances:

- (a) When a fresh student is taken into the room of a senior student or a fresher is found in the room of a senior student till the fresher's welcome party is over.
- (b) A dress code that would distinguish a fresher from other students or otherwise is enforced.
- (c) When any student who may have witnessed or has knowledge of ragging does not report such incidents to the authorities concerned.

10.4 The above shall imply that the student has participated in ragging unless otherwise proven.

10.5 The institution shall maintain strict confidentiality protecting the identity of the complainant with regard to all reports related to ragging and under no circumstances shall those incident / reports will be made public in any manner.

10.6 The onus of proving innocence in all incidents of ragging shall lie with the senior student.

10.7 The institution shall also view seriously any attempt to willfully or falsely, with malafide intent implicate any student to have ragged a junior student.

10.8 The Honøble Supreme Court of India has issued strict directives related to ragging in all institutions and this is indicated in the MBBS Prospectus. The directives include the following:

(a) The primary responsibility for curbing ragging rests with academic institutions themselves. All measures should be taken to ensure that no ragging takes place.

(b) The punishment to be meted out has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.

(c) Every single incident of ragging where the victim or his parent/guardian or the Head of institution is not satisfied with the institutional arrangement for action, a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities. Any failure on the part of the institutional authority or negligence or deliberate delay in lodging the FIR with the local police shall be construed to be an act of culpable negligence on the part of the institutional authority. If any victim or his parent/guardian of ragging intends to file FIR directly with the police, that will not absolve the institutional authority from the requirement of filing the FIR.

(d) Courts should make an effort to ensure that cases involving ragging are taken up on a priority basis to send the correct message that ragging is not only to be discourages but also to be dealt with sternly.

10.9 Whoever directly or indirectly commits, participates in, abets or instigates ragging within or outside any educational institution may be:

- (a) Suspended from the Institution.
- (b) Suspended from the hostels.
- (c) Expelled from the hostels.
- (d) Expelled or rusticated from the hostels.
- (e) Liable to fine which may extend to Rs.10,000/-.
- (f) Liable to cancellation of admission.
- (g) Suspended from attending the classes.
- (h) Liable for withholding/withdrawing fellowship/scholarship and other financial benefits.
- (i) Subjected to withholding or concealing the result.
- (j) Adverse entry in testimonials or certificates.
- (k) Any other action as deemed fit.

10.10 The decision on punitive measures shall be taken by the Head of the Institution and a combination of the above punitive measures may be applied.

10.11 In case individual responsibility cannot be fixed, a group may be punished.

10.12 Undergraduate students as well as their parents, at the time of admission of the students to the Institute, will be required to furnish an undertaking in the form of an affidavit that the student will not indulge in any form of ragging.

10.13. All students are informed that the institution takes several steps to curb ragging.

- 1) Formation of anti-ragging committees.
- 2) Surprise rounds and checks by faculty, hostel staff and security.
- 3) Dedicated control room in the hostel premises.
- 4) Dedicated telephone / mobile number for complaints.
- 5) Deployment of uniformed and plainclothes security staff.
- 6) Close liaison between the institution and police personnel.
- 7) Monitoring of senior students and active liaison with Students Union.
- 8) Monitoring of the movement of fresher.
- 9) Periodical review of anti-ragging measures.

10.14 Anti Ragging Control Room.

There is a facility of Anti Ragging control room in Gents Hostel complex.(Room No. 14.opposite to Hostel No. 7) for three months w. e. f. July to September.

All students are requested to take advantage of the measures and report any case of ragging without fear. The institution is obliged and committed to maintain strict confidentiality of complainants if so desired.

Suggestions for improvement of the measures are encouraged.

**PROF. K. K. DEEPAK
(H.O.D. PHYSIOLOGY)
(SUPERINTENDENT OF HOSTELS)**

