

Sree Gokulam Medical College & Research Foundation  
Venjaramoodu, Thiruvananthapuram

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Signed by:

  
Director

  
Dean Emeritus

  
Principal



# **Hostel Rules and Regulations for the Undergraduate Students and the Interns**

## **Statement of Purpose**

The institution provides boarding facilities for the students to enable the students to pursue their studies conveniently. However institution expects its students to abide by the rules and regulations of the hostel for the convenience of all the occupants and the hostel management.

## **Policy**

All the undergraduate students shall take admission to the hostel upon admission to this institution. During their stay, they shall abide by the rules and the regulations of the hostel to help maintain harmonious environment in the hostel with their fellow occupants and the hostel management.

## **Admission and Allocation of Rooms**

- A. Application for the admission to the hostels shall be made by all the medical students taking admission to this institution at the time of their admission or orientation program in the prescribed form available in the Medical College Office.
- B. The filled in application form shall be handed over to the office of the Principal.
- C. The Hostel Wardens (of Men's Hostel and Ladies Hostel) shall allot the rooms to the fresh medical students once they receive clearance from the office of Principal.
- D. Each student pays a caution deposit of Rupees five thousand (Rs. 5000/- only) on admission. The money shall be returned at the time of his/her leaving the hostel after completion of the course or withdrawal, after adjusting any liabilities to the hostel.
- E. Allotment of rooms is valid for one year and shall be renewed every year.
- F. Once allotted, request for change of rooms shall not be entertained, except for valid reasons as ascertained by the Principal. The student requiring change of rooms shall give an application to the Warden, stating clearly, the reasons for requesting the change.
- G. When the period of allotment ends or when the hosteller vacates the room for any reason, he/she must contact the warden and hand over the possession of the room and all its furniture, fittings and fixtures, in good condition, failing which, appropriate action shall be taken by the warden after consultation with the Principal.

- H. Hostel fees are to be paid in full in advance and no one with dues shall be permitted to continue to reside in the hostel.
- I. Students admitted to the hostel are expected to stay for the whole academic year. In case a student vacates his/her room during the term due to any reason, the caution deposit and the hostel fees for the term are not refundable in such cases.
- J. The hostel fees, caution deposit and the mess fees are subject to revision from time to time by the administration.

## **Security**

- A. Hostel residents are responsible for the safekeeping of their own belongings. They are advised to keep all the belongings, specially valuables and money under lock and key. The authorities are not responsible for any loss incurred by them. However, losses shall be reported to the hostel manager and the hostel warden, who will render possible assistances for the recovery of the same.
- B. The main doors of the hostels shall be locked between 10.00 pm to 6.00 am. The doors shall be opened by the warden or manager, only in cases of emergency.
- C. All the hostel residents shall be present inside the hostel by the stipulated time laid down by the individual hostels and shall be inside their respective rooms by 10.00 pm.
- D. When the students leave the hostel premises, the room key should be returned to the key board in the hostel office.

## **Discipline**

- A. Ragging in any form is strictly prohibited. Any individual suspected of indulging in any activity that can be construed as ragging, shall face immediate expulsion from the hostel on disciplinary grounds. Ragging, whether physical or psychological, is a criminal offence before the Indian Law, as detailed in 'The Kerala Prohibition of Ragging Act 1998', the Act 10 of 1998 and Medical Council of India (Prevention and Prohibition of Ragging in Medical Colleges / Institutions) Regulations, 2009, and will be notified to the police if deemed necessary, after consultation with the authorities.
- B. All inmates of the hostel are expected to maintain good rapport with the warden and abide by his/her decisions in all matters of dispute.
- C. A hostel resident, whose conduct in the opinion of the Warden / Principal, is harmful to the moral values of the institution or is incompatible with its discipline, is liable to be asked to leave the hostel.

- D. Parents staying abroad should give the contact details of responsible local guardian who can take the entire responsibility of the ward, in the absence of the parent.
- E. Gambling, smoking, consumption of alcoholic drinks, reading / browsing of pornographic material and keeping or using dangerous drugs is prohibited.
- F. Cleanliness of the room is the responsibility of the occupants. They should sweep / mop the room at least twice a week.
- G. TV room will be opened only from 4.00 pm to 10.00 pm on working days.
- H. On Saturdays and other holidays, the TV room will be opened from 12.00 noon to 10.00 pm, with the permission of warden / hostel manager. However, this should not interfere with the studies of the inmates. The timings shall be restricted during the examinations of any batch of students.
- I. The warden / assistant warden will inspect the rooms at any time to ensure compliance with these rules.
- J. Borrowing and lending of money among students is prohibited.
- K. All hostel residents must observe silence in the hostel during study time. They are permitted to play audio equipment only between 4.00 pm to 8.00 pm without causing any disturbances to other inmates. Use of audio equipment during any other time, other than the permitted interval, will result in confiscation of the same.

### **Dos in the Hostel**

- A. Avail the mess services as per the timings.
- B. Students are expected to be in the college between 8.00 am to lunch time (as applicable to each batch) and from post lunch hour up to 4.00 pm. Anyone found in the hostel premises during these hours may be questioned by the authority and are expected to furnish a satisfactory reason.
- C. After 9.30 pm is considered as study time and perfect silence has to be observed between 9.30 pm and 6.00 am as a courtesy to your fellow hostel mates, enabling others to study or rest. Any disruption of silence during this period shall be considered as a serious misconduct.
- D. All hostellers are to be present in their rooms at 10.00 pm.
- E. On holidays, entertainment and celebrations should not cause disturbance to other students.

## Don'ts in the Hostel

Don't:

- A. Change the rooms allotted to you.
- B. Allow any other hostler to use or occupy your room.
- C. Allow any day scholar / outsider to enter the rooms (this rule applies to relatives and friends as well).
- D. Transfer furniture from one room to another, or from the common rooms to any individual room, or to bring in furniture / electrical appliances from home.
- E. Drive nails on the walls or disfigures the hostel walls or furnitures with writings, posters, or other graffiti.
- F. Enter into disputes of any kind with the hostel / mess staff. Complaints, if any, can be written and handed over to the warden / Office of the Principal.
- G. Take any visitors / relatives, especially of the opposite sex to the rooms.
- H. Throw anything into the toilets or drainage or out through the windows, or into the courtyard.
- I. Use any audio equipment with volume output more than 40 watts.
- J. Create any noise and celebrate birthdays during midnight.
- K. Entertain phone calls after midnight.
- L. Use electrical appliances like iron box, heater, water cooler, cooker, etc. in individual rooms.

## Hostel Mess

A common mess serving both vegetarians and non-vegetarian meals is available for the hostel residents only. Day scholars have to make use of the hospital canteen or make their own arrangement.

Mess timings for working days shall be as follows:

Time	Scheduled Activity
6.30 am	Bed Coffee
6.45 - 8.45 am	Breakfast
11.50 am onwards	Lunch
4.00-5.30 pm	Tea
6.45 - 8.45 pm	Supper

- A. No meal shall be served after the stipulated time.
- B. Students are expected to be patient and dignified in their behaviour in the dining hall. If they have any complaint regarding the mess, they may inform the warden. They should not keep complaining to the mess staff or enter into arguments with them.
- C. Students are expected not to waste any food.
- D. Any food waste should be disposed in the waste basket provided for the purpose.

### **Breakage and Repairs**

- A. When any repairs are required, a written request may be handed over directly to the concerned warden.
- B. The cost of any damage of any common hostel property shall be made good by the student at fault, and if not traceable to any particular student, the cost will be charged collectively from the respective floor.
- C. For any wastage of water or electricity due to negligence, penalty shall be levied by the warden and collected at the college office.
- D. If the room key is lost, complete replacement charges of the lock shall be borne by the occupants.

### **Health Services**

- A. Hostellers can seek medical assistance from Sree Gokulam Medical College Hospital through casualty or OPD, after informing the hostel warden.
- B. Leave of absence from the college or classes, due to illness, must be reported to the warden, and also to the Principal's Office by the parents or classmates. In case of any serious illness, the parent or the guardian must take charge of the student.
- C. Leave application and treating doctor's certificate to that effect shall be submitted by the student to the office of Principal not later than the day of joining back from leave.

### **Laundry Facility**

Laundry facility may be availed by the students on payment.

## **Use of phones and Laptops**

- A. Use of mobile phones inside the class rooms is strictly prohibited.
- B. Students shall use their mobile phones judiciously in the hostel. Any misuse or overuse as reported by the hostel warden / manager shall result in forfeiting the privilege of its use.
- C. Mobile phone numbers of the students should be entered in the phone register maintained by the wardens. Students having more than one mobile phone / number shall enter all the numbers in the register. If a student discontinues the use of a phone number, the same shall be communicated to the warden.
- D. Laptops shall be used in the hostels only for academic purposes. Gathering together in the rooms to watch movies or play games on the laptop is strictly prohibited after 10.00 pm.

## **Visitors and Guests**

- A. Visitors and guests are allowed to visit the hostel residents with permission of the warden, only on Sundays and other full holidays, between 9.00 am to 7.00 pm in the visitor's room.
- B. Only parents and relatives with permission letter from the parents shall be permitted to meet the hostellers. They can meet the student only with the consent of the warden.
- C. Going out of the campus with relatives should be along with parents' / guardians only. Other relatives, cousins, family friends, etc. shall not be entertained.
- D. No male students are expected to be found in the areas around the ladies hostel and no ladies are to be found in the vicinity of men's hostel.

## **Home visits**

- A. Students are permitted to go home only on second Saturdays and officially permitted long holidays.
- B. In case of any emergency, letter requesting permission for leave will have to be submitted to the warden to be forwarded, and sanctioned by the Principal. If the request is not forwarded by the warden, it shall not be accepted in the Principal's office.
- C. Lady students who are going home should give their parents' / guardian's phone numbers to the hostel warden / manager, so that the warden / manager can make a call to the parent / guardian and inform them when they leave the hostel. The parent / guardian should inform the warden / hostel manager without fail that their ward has reached safely, as soon as she gets home. Similarly, the parent / guardian should inform the time when the student starts back home, so that, the warden/ manager can ensure that she reaches the hostel in time.

- D. Any expected / unexpected delay in the student returning to the hostel after the home visits should be intimated promptly to the warden / hostel manager.
- E. Failure to properly intimate the warden / hostel manager regarding the delay in return and prolonging return by more than one day without prior permission shall not be permitted. The student will have to bring his/her parent/guardian and provide due explanation at the office of the Principal on return.
- F. When the lady students are being taken home by the parent / guardian, they should meet the warden / manager in person, both while taking her and on bringing back to the hostel.
- G. Parents of hostellers should submit to the warden, the name, relationship, mobile phone numbers, and address of the local guardian with whom he/she is permitted to stay during the monthly home visits and vacations.

### **Vacating from the Hostel**

- A. It is imperative that the students vacate the hostel rooms immediately after their course is over, unless a specific allotment is obtained.
- B. A resident who is vacating the hostel room must give two weeks' written notice to the warden and mess contractor, and all the accounts must be cleared at least two days prior to departure.
- C. At the time of leaving the hostel, a no no-dues certificate should be obtained from the Accounts Department, failing which, the amount will be recovered from the caution deposit of the hostel. If required, the Principal will take any additional appropriate action.

### **Roll-call, Movement, Library & Home Registers**

- A. All hostellers should put their signatures in the Roll call register in the evenings. A fine of rupees twenty shall be levied to the defaulter in case of omission. This amount will go to the poor patients' fund / Thanal of the Student Union.
- B. Any hosteller seeking to go out of the campus should sign in the Movement register with time, while leaving the hostel and on coming back.
- C. Those students who leave the hostel to go to Central Library, shall enter their names in the Library register provided in the hostel separately for the purpose. This shall be regularly cross checked with the Central Library entry register. Students using the Central Library facility should reach back their respective hostels as per the stipulated time.
- D. During the monthly home visits, the student has to report to the manager / warden, and sign in the Home register kept for the purpose while leaving and also immediately on return.



## Penalties

- A. Misconduct or any serious break of any hostel rule will render the offender liable to suspension or even dismissal, according to the gravity of the offence.
- B. Any act causing violation of the above rules and regulations of the hostel could invite disciplinary action as decided by the warden in consultation with the Principal. The fine amount should be paid by the parent / authorised guardian within ten days of issue of penalty notice.
- C. Violation of discipline will be intimated to the parent / guardian of the student immediately.
- D. Repeat in discipline will result in suspension from the classes or expulsion from the hostel or both.
- E. A student who is suspended from the college for grave misbehaviour, is ipso facto suspended from the hostel.

The Warden's decision shall be final in interpretation of rules in all matters concerned with the hostels. They shall, in consultation with the Principal, have power to modify, suspend, cancel or add to any of the rules as exigencies occur.