

UNIVERSITY COLLEGE OF MEDICAL SCIENCES
DILSHAD GARDEN, DELHI-110095
HOSTEL RULES

Hostel accommodation is provided with the understanding that the student will strictly abide by the hostel rules. Hostel accommodation cannot be claimed as a matter of right. The University College of Medical Sciences administration may refuse hostel accommodation to any student who is known to have grossly violated the hostel rules or whose presence is likely to disturb the peace and tranquility of hostel. Students must remember that hostel is their home on the campus and therefore, he shall not commit any act which brings discredit to him and to the Institution. Every student must be acquainted with all the rules and regulations of the hostel and which must be strictly observed. Ignorance of rules will not be considered as an excuse. The following rules shall apply to all students residing in the hostels. Violation of any rule will make the student liable to disciplinary action including expulsion from the hostels and also from institution.

1. Every student should stay in the room allotted to him/her. Mutual exchange of rooms after final allotment is not allowed. However, the Warden may allow as a special case on valid and reasonable ground. Violation of this rule will be considered an act of gross misconduct and entail appropriate disciplinary action including expulsion from Hostel and imposition of heavy fine.
2. The Warden or any authorized member of the Institute staff can inspect the room of any student in the hostel at any time.
3. The College authorities reserve the right to alter or revise any of the hostel rules at any time.

Hostel Room Allotment

Hostel accommodation for UG student cannot be claimed as a matter of right but will be made available on the availability of room. It will be decided as per points mentioned below: -

Category 1: Students who are residents of outside Delhi & NCR.

Category 2: Students who are physically challenged.

Category 3: Students having their permanent address in adjoining areas of Delhi & NCR while allotting the rooms to students residing in Delhi, their distance of residence from college (as per Google Earth) will be considered.

Category 4: Others in exceptional cases on medical grounds.

After allotment to the above categories if rooms are available, the same shall be offered to residents of Delhi in order of seniority.

- a) Seniority order is as follows: 9th, 8th, 7th, 6th, 5th, 4th, 3rd, 2nd and 1st semesters.
- b) Priority according to distance: The distance will be determined by Google Earth.

Permission

1. No boarder is allowed to engage a private servant or pet animals.
2. Students shall not remain absent from their hostels during night without the prior permission of the Warden/Provost.
3. Prior permission of the Warden In-charge/Warden has to be obtained for going for any picnic or excursion. However for any eventuality that may occur during picnic/excursion, the responsibility does not lie with the Institute authorities.
4. Every resident must inform in writing to the Warden about his/her absence from the hostel if he/she stays out for more than 24 hours. One should also leave the address at which he/she could be contacted if necessary. This rule should also be followed when residents leave the hostel during vacation. For providing information about leaving the hostel, a register shall be available with the Security Staff and accordingly entries should be made.
5. All residents are expected to be back in the Hostel latest by 11:00 p.m. any student coming or going out must enter in the Register kept at reception.
6. Students should not arrange any functions or meetings within the hostel or outside or within the campus without specific permission of concerned authorities. However, if any such activity is required, prior permission may be obtained from the Warden/Provost/Principal, in writing.
7. No commercial or any other activity shall be permitted in the hostels in the covered or open areas of the premises.

Hostel Mess

1. Every student residing in the hostel should join the mess attached to that hostel. Students should note that individual cooking is not permitted. Every inmate of the hostel shall pay the mess bill and other charges as per the notified schedule failing which fine will be imposed as decided by the hostel authority. The approved rules regarding mess deficit will be applicable to all mess members.
2. Utensils and food from mess are not allowed to taken to individual rooms except in case of illness when only sick diet will be provided.
3. The Hostel Mess is run by the residents of the Hostel on 'no profit, no loss' basis according the rules laid down for the purpose and under the supervision of the Warden.
4. Smoking in the Dining Hall is prohibited.
5. Food will not be served outside the dining hall to resident or their guests. In case of illness, the residents may be served food in their rooms with peior permission of the Warden.
6. The following timings are observed for the dining hall facilities:

Breakfast	:	7.30 to 09.00 a.m.
Lunch	:	1.00 to 2.00 p.m.
Evening Tea	:	5.15 to 5.45 p.m.
Dinner	:	8.00 to 9.00 p.m.

7. A resident who is away from the hostel during vacation or due to any specific reason for a minimum period of 7 days and does not take food in the hostel mess is entitled to claim rebate at the rate of Rs. 15.00 per day. To claim the rebate, a resident is supposed to inform in writing in the 'Rebate Form' about the dates of his/her leaving and the tentative date of return. All claims for the mess rebate should be given to hostel office on or before the 5th day of the following month in order to finalize the mess accounts for the previous month in time.

Guests

1. Guests are not permitted to stay overnight in the room of the students. The student must get permission for keeping his/her guest in the guest room of the hostel from the concerned Warden. Female guests are not permitted to stay in Boys Hostel. Likewise male guests are not allowed to stay in the girls' hostel. A boarder keeping a guest without permission is liable to be fined.
2. The guest charges of Rs. 100/- per day per person would be deposited in advance. The billing will be done from 12:00 noon to 12:00 of the following day (and the fraction of a day will be treated as one full day). A guest is allowed to stay for a maximum period of three days. The Principal/Provost/Warden reserves the right to withdraw the permission at the any time without assigning any reason.
3. The Resident shall be held responsible for the conduct of his/her guest.
4. The visiting hours are from 5.00 p.m. to 8.00 p.m. However, in case of emergency/urgency, the resident may request for visiting room facility. Anyone found misusing the visitor room facility makes him/her liable for disciplinary action.

Hostel Common Room Facility:

1. The Common Room facilities are available from 05.00 p.m. to 11.00 p.m. every day except on Sunday and other holidays when common room remains open from 09.00 a.m. to 11.00 p.m. However, subject to the teaching curriculum, the residents can make request to open the common room on such occasions like special TV programs at any time during the day depending on the transmission of such programs.
2. On Holidays and week-ends, residents may avail the DVD/VCR facility in the common room for viewing films with the prior permission of the Warden, all such requests should be routed to Warden through the cine-club Secretary of the hostel with the title on the film and time of viewing so that necessary facilities may be provided.
3. Private viewing of any film in the room and places other than the common room is strictly prohibited.

Use of Hostel infrastructure/Furniture/Electrical fittings

1. Room furniture and electric fittings are required to be maintained by the inmates in good condition.
2. Protection of the hostel property is also the responsibility of the inmates. The students are responsible to safeguard the materials of gymnasium, newspapers and periodicals, sports goods, water purifiers, coolers, telephones, computer equipment, T.V. or any other property of the hostel. In case of damage to any part of the hostel buildings, furniture, apparatus or other property of the institute, caused by inmates of the hostel, the loss shall be recovered from the persons identified as responsible for such damage. However, if the persons causing damage cannot be identified, the cost of repairing the same as may be assessed will be distributed equally amongst all the inmates of the hostel or group of inmates of the hostel found responsible for the damage.
3. Light must be switched off when not in use. The uses of electrical appliances such as air-conditioner, immersion heaters, electric stove/ heaters/ electric irons are forbidden in any of the rooms. Private cooking in the hostels/ students rooms is strictly forbidden. Such appliances, if found will be confiscated and a fine will be imposed.
4. Lifts: Maximum of 8 persons are permitted to use each lift at a time. Lifts are only for carrying personnel with small luggage. Carrying weights more than the permissible limit is not permitted; damaging the switches and other accessories pertaining to lifts are prohibited.
5. The use of audio systems which may cause inconvenience to other occupants are not allowed. The use of personal TV, VCR and VCD/DVD is prohibited. The students should not hire objectionable CDs/video films from outside.

Illness

1. Students are advised to take treatment at the nearest clinic/hospital and inform about it to the Hostel warden immediately in case of emergency occurring inside/outside the Institute campus. In case of need for hospitalization, student should inform his/her parents/ guardian. Parents/guardian are required to communicate to the concerned Warden/Provost in this regard.
2. Student suffering from infectious disease has to leave for medical treatment to proper clinic/hospital or isolated place.

Disciplinary code of conduct

1. Students are responsible for their conduct to the Principal and are prohibited from doing anything either inside or outside the College which may amount to breach of discipline or interference with the discipline and normal working of the College.

2. At the time of admission, every student shall be under disciplinary jurisdiction of the Vice-Chancellor and other authorities of the University who may be vested with the authority to implement discipline under the Act.
3. Formation of association of students on the basis of religion, regions, caste or creed is not permitted, during their stay in the hostels.
4. Ragging in any form is a cognizable offence and severely punishable as per the Supreme Court directives leading to expulsion from the Hostel and the disciplinary action may culminate in his/her expulsion from the Institute as well. The Institute administration may report incidents of ragging to the police for taking appropriate action under the law.
5. Students are prohibited from giving shelter to any other student/outsider in the rooms. In case of any unauthorized shelter, the student will be liable to disciplinary action.
6. The students are responsible for the safe keeping of their personal belongings. Students, in their own interest, are advised not to keep excess cash or any valuables in their hostel rooms. They are cautioned to be very careful about safety of their belongings. They should close their rooms securely when they leave the room even for short periods or when they are sleeping. Institute shall not be responsible for the loss of such items due to theft or otherwise. However, in the case of theft, the matter should be immediately reported to the Warden/Security Officer of the Institute.
7. Hostel residents are duty bound to report to the concerned Wardens, in case they notice any unwanted incidents or undesirable activity going on in the hostel or on the campus. Residents should not participate in any anti-national, antisocial or undesirable activity in or outside the campus.
8. Male students are strictly forbidden from entering the Girls' hostel and female students from entering Boys' hostel.
9. Smoking, consumption of alcoholic beverages or intoxicated drugs, playing cards or any kind of gambling, keeping of any dangerous drugs or weapons, performing experiments in the hostels, shouting or causing any kind of disturbances inside or outside the hostel premises are strictly prohibited. Similarly no pets or servants are allowed to be kept in the hostel premises. The security is authorized to check the bags of any student at any time for prohibited materials, in case of a doubt. Any student found consuming such thing or in a drunken state in the hostel will render himself liable for strict disciplinary action, including expulsion/rustication from Hostel/Institute.
10. It is prohibited to throw garbage, trash or any other things outside the hostel through the windows/balconies. All such waste materials shall be dropped in the dustbins kept at the corners of all the wings of the hostels. The housekeeping staff engaged by the hostel collects garbage every day and disposes the same.
11. No resident is allowed to collect any kind of fund from hostellers without prior written permission from Warden/Principal.
12. If any inmate accommodates or tries to accommodate any such inmate who is awarded by any punishment, he shall be liable to the punishment.
13. Students must not take law into their own hands, but must report all disputes to the hostel Warden/Provost.
14. All correspondence shall be made with the parent/guardian of the inmates simultaneously.

15. The resident shall be under the disciplinary jurisdiction of the Principal of the college and such other authorities who may be vested with the authority to exercise discipline under the Act, the Statutes, the Ordinances and the Rules framed by the University.
16. A resident who violated any of these rules (existing in the hostel or the university) or creates disturbance in the hostel, is liable to disciplinary action by the Warden/Provost/Principal.
17. Penalty for violation of hostel rules will be decided by the hostel committee considering the severity of the offense/ violation of rules/ act of indiscipline. Fine/ penalty amount may be deducted from the hostel deposit.

Additional Rules for 1st year Undergraduate students

1. Closing time: 10:00 PM in summer (March to October) and 9.30 PM in winter (November to February).
2. The students must make entry in the "In/Out Register" kept at the hostel entrance.

Hostel fees and Annual Charges

1. After submitting the fees and annual charges, if a student decides not to avail the hostel facility in the same month in which the fees and other charges are paid, one is entitled to get a refund of Caution money only. Annual charges and mess fee are not refundable. However, one may claim rebate on mess fee for the period in which the mess facility is not availed as laid down in preceding paras.
2. All Hostel dues are payable in the end of every month without fine. Late fine will be charged as mentioned below. If dues are not paid by 60 days the resident may be required to vacate the room. He may be considered for readmission depending upon the circumstances of the default.
3. As the financial year of the hostel closes on March 31, all the Hostel charges including that for March must be cleared by March 10.

Late Fine Charges

Late fine would be charged as under:-

First 15 days @ Rs. 20/- per day
16-30 days @ Rs. 25/- per day
31-60 days @ Rs. 30/- per day
Above 60 days @ Rs. 50/- per day

Hostel clearance certificate

1. Residents should submit their room, pay all their dues and submit the Hostel Leaving Form in the Hostel Office before getting a Clearance Certificate at the time of leaving the Hostel.
2. Hostel will have to be vacated 12 months after start of internship irrespective of completion of internship. Fine for delay in vacating the room would be charged as under:

First 7 days @ Rs. 100/- per day

8-30 days @ Rs. 200/- per day

31-60 days @ Rs. 300/- per day

Above 60 days @ Rs. 500/- per day