

Rules & Regulations of the Hostel Boarders of College of Medicine & Sagore Dutta Hospital

All existing and newly admitted students should read **ALL** the points carefully before applying/check-in to the Hostel accommodation at the beginning of every academic year. These rules are also available in the College website www.comsdh.org.in

Violation of any of the rules, stating ignorance, will not be accepted and will attract strict disciplinary action.

All pages of this document are to be signed by the Student and his/her parent(s) and submitted before room allotment. For boarders already residing in Hostels, the duly signed documents must be submitted to the Dean of Students' Affairs through the Hostel Superintendents within fifteen days of issue of this circular.

1) BEHAVIOUR AND DISCIPLINE:

- a) It is expected that all hostellers would conduct themselves in a disciplined manner befitting the honor, tradition, and respectability of the institution and the profession.
- b) Ragging in any form is strictly prohibited and considered as punishable offence as per law (F.No.-37-3/Legal/AICTE/2009 regulations)
- c) Use, possession or storage of narcotic substances, alcoholic beverage, illegal videos/photos and combustible materials such as firecrackers, ammunitions and explosives are **strictly prohibited** in the hostels and College Campus.
- d) Trespassing of female person in Boys hostel and vice-versa is strictly prohibited.
- e) Scribbling/Scratching on the walls, breaking, touching the CCTV cameras and damaging property of the Hostel/Institute will be viewed seriously and shall invite disciplinary action against the violators/defaulters.
- f) The hostels shall maintain silence hours from 11PM to 7AM. Utmost caution should be taken to ensure music/loud talks, which can disturb other boarders at any time of the day or night.
- g) All matters relating to differences among students and/or any complaints against theft shall be brought to the notice of the hostel superintendent/Dean of Students' Affairs. Any Police complaint shall be lodged by the student through the hostel management/Authorities. No FIR against any student/ doctor/ any category of staff is permissible without consent of the College/Hospital authority.

Signature of the applicant

Name-

Date

Signature of legal guardian/ parents

Name-

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- h) Student's acts such as using abusive and threatening language, physical fights, use of force to get unfair act accomplished, etc. to any other will be considered as punishable offenses. Further, the students are liable to be expelled from the hostel/Institute either temporarily/ permanently.
- i) Use of high electricity consuming personal electrical appliances (e.g. room heater, water geyser, air-conditioner/ air cooler etc.) are prohibited in the hostel.
- j) Hostel accommodation (room) can be changed by the management, if they found the same is necessary at any point of time.

2) ADHERENCE TO HOSTEL TIMINGS:

- a) Movement of hostellers in and out of the Undergraduate Hostels is prohibited after 11 pm without prior permission of Hostel Superintendent and on production of valid ID Card. In case of any unforeseen emergency, permission will be granted post facto.
- b) No resident is allowed to change the room allotted to them without prior permission of the hostel authorities. Anyone found changing rooms or residing in other rooms is liable to be expelled from the hostel.
- c) Social gatherings in the hostel complex are permitted only with the written consent of Hostel Superintendents. Any unacceptable behavior by any room-mate, the other room-mate must report it to the Hostel Superintendents at the earliest.
- d) Misbehaving with the security personnel or hostel resident caretakers will be considered equivalent to vandalism.

3) UPKEEP OF THE HOSTEL:

- a) The hostel management reserves the right to carry out spot-checks of the hostels and the rooms anytime without giving prior notice to the Hostel Residents.
- b) Common hostel furniture provided to the Residents of the college must not be moved without the permission of the Hostel Superintendents.
- c) No guests are allowed inside without the permission of the Hostel Superintendents, d. Garbage and wastage shall be put in garbage box available nearby hostel premises.

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4) PERSONAL BELONGINGS:

- a) Hostel Residents are solely responsible for all their personal and valuable belongings. The College will not be responsible any loss and no claim will be entertained in this regard.
- b) At the end of their curriculum (as Intern, Housestaff, PGT etc), the Residents are supposed to vacate their rooms within 7 days strictly, failing which Notices will be released in this regard. While vacating, all personal belongings to be taken back. All dues must be cleared before getting the hostel clearance.

5) SECURITY

- a) Hostelites are required to carry their ID card at all times in the compound of the hostel complex and produce it on demand by the hostel authorities.
- b) Hostelites are strongly advised to keep custody of their valuables e.g. mobile phones, laptop, watches, money, jewelery, certificates etc. at all times.
- c) Any hostelite who find his/her room-mate missing for more than 24 hours, must report to the Hostel Superintendents /caretaker immediately. This is to enable the hostel authorities to take immediate action if any untoward incident. Your cooperation is very much appreciated. `

6) EMERGENCY

- a) In case of any emergency, please contact the on-Duty Assistant Superintendent and/or Hostel Superintendents and/or Security/ Caretakers staying in the hostel premises or College campus.

7) REVISION OF RULES AND REGULATIONS

- a) The hostel management reserves the right to revise the rules and regulations from time to time and will keep the hostellers informed of any changes in the form of notices on the hostel notice boards.
- b) Ignorance of rules will not be accepted as an excuse.

We have gone through the above rules & regulations before signing it and hereby agree to follow it, otherwise disciplinary action may be taken against the student, which may also include expulsion from the Hostel/ Campus.

Signature of the applicant

Name-

Date

Signature of legal guardian/ parents

Name-