

All India Institute of Medical Sciences Bhopal

General Rules and Regulations for Residential Hostels

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1. Hostels in AIIMS Bhopal

All India Institute of Medical Sciences Bhopal (AIIMSB) is an apex medical teaching institute of the country and presently offers MBBS and B.Sc. Nursing courses. Currently, a total of 200 undergraduate students (125 MBBS and 75 B.Sc. Nursing) are being given admission each year. It also runs PG, Super specialty, PhD and fellowship programs. The institute provides residential facility to the students. General rules and regulations regarding hostel administration and code of conduct are briefly outlined in this manual. There are four hostels at AIIMS Bhopal. The total accommodation to be available in these hostels is as follows:

SN	Hostel	Number of rooms
1	Undergraduate Girls Hostel	188 single rooms with common toilets
2	Undergraduate Boys Hostel	422 single rooms with common toilets
3	Postgraduate Hostel (Boys & Girls)	365 single rooms with attached toilet. 20 married accommodation
4	Nursing Hostel (UG & PG)	A wing 206 single rooms with attached toilet.
		B wing 156 single rooms with common toilet
		C wing 154 double occupancy rooms with common toilets
	Total	1511

2. Hostel Management

Overall management of the hostel is by a “Hostel committee” which comprises of the following members:

i. Executive Director AIIMS Bhopal	Chairperson
ii. Chief Hostel Superintendent	Member
iii. Hostel Superintendent (s)	Member(s)
iv. Deputy Hostel Superintendents	Member(s)
v. President ABSA	Member
vi. General Secretary ABSA	Member
vii. Dean (Student Welfare)	Member
viii. Associate Dean (Student Welfare)	Member Secretary

Hostel committee is responsible for framing of overall management of the hostel, and its functions include:

- Overall management of the hostel, including framing rules for the hostels, hostel mess, recreational facilities, and security personal.
- Allocation of hostels or its parts to student groups, and to frame rules regarding allocation of rooms.
- Overall supervision of hostel mess, award of contract to the agency running these services, mechanisms to ensure quality, hygiene and appropriateness of services offered.
- Overall management of security services and arrangements for the hostels.
- Human resource allocation in the hostels, including that of residential wardens, Junior wardens, and workers.

All the decisions taken by the Hostel committee will be executed by the Hostel administration. Hostel committee will meet at least four times in a year. An additional meeting may be convened by the Member Secretary as and when necessary.

3. Hostel Administration

1. The hostel administration comprises of the following officers/staff in the order of hierarchy:
2. Chief hostel Superintendent
3. Hostel Superintendent (s)
4. Deputy Hostel Superintendents (s)
5. Residential Warden(s)
6. Junior Wardens(s)

General duties and responsibilities of the various post holders in the hostel administration are defined here. If required, the duties and responsibilities are subject to change at any time with the approval from the Hostel committee.

1. Chief Superintendent

- a. The Chief Hostel Superintendent (CHS) is responsible for overall administration of the hostel and is the authority in charge for all hostel related issues. CHS is responsible for implementation of decisions taken by the hostel committee, through Hostel Superintendents, residential wardens (RW), and junior wardens (JW).
- b. CHS will constitute sub-committees for smooth functioning of hostel services. These committees will have one Junior /Residential Warden as a member secretary, and CHS as a chairperson. CHS will hold monthly review meetings of these committees. There will be four student representatives in each committee. These committees include:
 - i. Hostel mess sub-committee
 - ii. Hostel maintenance sub-committee
 - iii. Common Room sub-committee
 - iv. Cleanliness sub-committee
- c. CHS is responsible to enquire into any acts of indiscipline, misconduct or inappropriate behavior brought to the notice of Wardens, and takes an appropriate action in consultation with Dean (Student Welfare). Dean (Student Welfare) may consider discussing the matter with the hostel committee on a case-to-case basis. All such cases will be referred to the Executive Director by Dean Student Welfare for approval of appropriate action.
- d. Chief Hostel Superintendent shall have the administrative control over the staff assigned to the hostel to work for welfare of the students and ensure better facilities, and ambience of the hostel premises.

2. Hostel Superintendent (HS)

- a. To assist the Chief Hostel Superintendent in maintaining the discipline of the hostel and all other works.
- b. To give permission to the Guests for residing in the common room on the request of the Students
- c. Regular visit to the hostel to solve the problems of the students.
- d. Ensure better interaction between the students ,residential warden and hostel staff
- e. To supervise the work of residential warden
- f. To take decision on the requests forwarded by the residential warden.

- g. Make duty roster of the wardens and support staff and take regular feedback from the students regarding the same.
- h. Report any act of indiscipline/non-performance of the hostel staff to the Chief Hostel Superintendent for necessary action
 - i. To supervise various ledgers and registers of the hostel office
 - j. Communicate with the parents/guardians of the inmates.
 - k. To work closely with all hostel sub-committees.

2. Deputy Hostel Superintendent

To assist hostel superintendent in the above mentioned work.

4. Residential –Warden (RW)

- a. Room allocation to the students, and to issue furniture/electrical items to each student for placement/installation in the room. The residential warden shall seek approval from the HS/HAS for the same.
Forward all the applications on hostel matters from students to the HS.
- b. To ensure proper maintenance of the hostel rooms, common room, toilets, mess and premises i.e. coordination with Electrical maintenance section, building section and sanitary department.
- c. Maintain the proper record and recovery of hostel dues.
- d. To ensure proper water supply and drinking water arrangement in the hostel.
- e. Maintain the Hostel stock register
- f. To report to the Superintendent the names of the students who are violating the mess rules and defaulters in clearing the mess dues.
- g. To maintain the leave record of the students (To keep a watch on the In and Outregister)
- h. Supervise the work of hostel support staff and security guards
- i. To take a daily roll call and to maintain attendance registers.
- j. Regular visit to students rooms to solve the day to day problems of the students
- k. To advise and guide in the smooth running of the mess
- l. Take action on the complaints noted in the complaint register
- m. To maintain leave register for workers and forward their leave application to the warden
- n. To arrange for medical help (doctor/ambulance) to the students in case of any medical emergency.
- o. Daily report to the Superintendent about the maintenance of the civil and electrical works, discipline of the students, guest/visitor record and any other noticeable information. A consolidated report regarding the same should be mailed to the Chief Hostel Superintendent / Superintendent daily.
- p. RW will ensure that the security guards and mess service provider perform the following tasks

Security Guards

- a. To maintain the entry and exit register of all hostel inmates (students and residential wardens)
- b. To maintain a visitor register of all hostel inmates.
- c. To keep a watch so that no unwanted student/person resides in the hostel without the permission of the Superintendents
- d. To report any untoward incident to the Superintendents through the wardens

Mess services provider

- e. To maintain the quality of food
- f. Maintain the mess premises in clean and hygienic condition
- g. To make available the sick diet to students on request.

5. Junior Warden

- a. To assist the residential Warden in the above mentioned work
- b. To directly supervise the workers in maintaining the cleanliness of the rooms, corridors, toilets and mess.
- c. To act as a back-up for the residential warden when the residential warden is onleave.

4. Allotment of Room

- a. Hostel allotment will be done after confirmation of students admission in the Institute. The students will report to the chief hostel superintendent after completion of all formality of admission. The chief hostel superintendent will allot the hostel rooms to the students. At the time of admission of a student into the hostel and at the beginning of every year, each resident is required to submit a duly completed Personal Data Form. Local Guardian's address and phone number is optional. Email of the student and parent should also be provided. Any change of address / telephone number of the parent / local guardian, at any point of time, has to be intimated to the hostel office in writing.
- b. The Hostel administration will generally provide for each occupant one cot without mattress, table, chair and almirah. On arrival a student will report to the junior warden and will take possession of the room after signing the inventory of the furniture, electrical and other items in the room.
- c. Residential warden will submit joining report of students to Chief Hostel superintendent through superintendent.
- d. Room once allotted to a student for an academic year will not be changed, except on special situations with the permission of Warden.
- e. The Hostel administration, in case of shortage of rooms, can allot more than the capacity of the room.
- f. If the status of any student changes during the period of stay in the hostel, he/she is required to inform the a warden/ Superintendent immediately and should vacate the hostel. If the Hostel administration finds that any hostel resident is not eligible for hostel accommodation and is residing in the hostel without due permission from the Warden, disciplinary action will be taken against such illegal occupants.
- g. Before vacating the rooms, all the installations should be handed over intact, in addition to the furniture to the warden. The student should fill up the Room Vacating Slip in duplicate and take no dues slip from the DHS/HS.

5. Code of conduct (for UG & PG students)

- a. Ragging is strictly prohibited as per the relevant directives of the Hon'ble Supreme Court. Any Student found involved in ragging shall be suitably punished including FIR with the Police and expulsion from the Hostel and Institute.
- b. Every student shall maintain a high standard of discipline, have respect for the Institute and conduct himself in a dignified manner.
- c. Student shall not do any such thing which may cause disturbance in studies or may be deemed vulgar in any way.
- d. All residents are required to always carry their valid Identity Cards issued to

them by the Institute.

- e. The rooms, common areas and surroundings of the hostel should be kept clean and hygienic. Notices shall not be pasted on walls and walls shall not be scribbled on.
- f. Rooms are allotted to each student on his/her personal responsibility. He/she should see to the upkeep of his/her room, hostel and its environment.
- g. Students should bring to the notice of the warden any pending maintenance work (Civil, Carpentry, Electrical, and Sanitation) to be carried out in rooms, corridors, toilets or other areas in hostel premises.
- h. Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel administration requires the rooms for this Purpose. On such occasions, the management will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the maintenance work.
- i. The students should not see/project unauthorized/illegal movies in their rooms. Any violation will be dealt as per the legal provisions of the country.
- j. Students are not permitted to keep any fire arm (even licensed).
- k. Students are not allowed to leave station without prior permission of DHS/HS.
- l. Students are required to vacate their rooms as and when required.
- m. HS/DHS is authorized to open any locked room in case of an emergency.
- n. The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room and will be required to replace/repair at their own cost the damage, if any.
- o. In case of damage to or loss of hostel property the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the wing/hostel, as decided by the appropriate authority.
- p. The resident shall not move any furniture from its proper allotted place and also not damage them in anyway. If there are any additional items other than the above belonging to the hostel in a room, the occupant of the room shall hand over them to the Assistant warden, failing which he/she will be charged a penal rent as decided by the appropriate authority.
- q. The resident shall not remove any fittings from any other room or common area and get them fitted in his/her room.
- r. In the hostel premises following are strictly prohibited –
 - a. Smoking
 - b. Consumption of alcoholic drinks/drugs.
 - c. Gambling
 - d. Intimidation or violence
 - e. Willful damage to property
 - f. Entering the hostel premises in intoxicated state.
 - g. Shouting and using abusive language in their own hostel or in other hostel premises and campus.
 - h. Employing unauthorized persons for personal work such as washing clothes etc. inside the hostel.
 - i. Cooking in room. (may be allowed in married accommodations only)
Substance abuse will be dealt with as per prevailing law of the land.
- s. Room services are strictly prohibited. However, sick diet may be served in room after taking permission from Warden.
- t. Residents should not participate in any anti-national, antisocial or undesirable activity in or outside the campus.

- u. The uses of electrical appliances such as Air conditioners, fridge, immersion heaters, electric stove /heaters are not allowed in the rooms. Such appliances, if found a fine will be imposed. The uses of audio systems which may cause inconvenience to other occupants are not allowed. The students should not view objectionable videos.
- v. When the students go out of their room they should switch off all the electrical / electronic appliances, and keep it locked. Violation will attract suitable penalty and punishment as decided by authorities.
- w. In case any student has to stay out of hostel for a day or more for any reason, he/she has to inform the warden and take his permission.
- x. All residents of hostels must be back in the hostel by given time (10.00 PM UG and 12:00 am PG). If late he/she has to give written explanation. Residential warden will maintain the records of such events and report such events to the superintendent for further action. If a student needs to stay out of the hostel after 10.00 pm due to any reason, she/he has to Apply for and take prior written permission from the Warden. Violation of this rule may lead to disciplinary action including expulsion from the hostel.
- y. Water should be conserved any leakage should be reported to hostel authorities.
- z. In case of a medical emergency, the residential warden needs to be informed urgently.

6. Additional Rules for Girls Hostel

The Following rules in addition to the rules given above will be in force in girls' hostels:

- a. If any girl student has to go to the town for any work, she must write the purpose, place, time of leaving and time of return in the register with the security guard on duty. She must return to the hostel latest by 10:00 pm UG & 12:00 am PG In case a further delay is anticipated, She must seek prior permission from the Hostel Superintendent.
- b. A girl student must enter all the columns in the register regarding participation in curricular activities and extracurricular beyond the working hours of the Institute.
- c. A girl Student must submit the names and addresses of the local guardians with their signature, if any, duly authorized by the parents (or authorized guardian as per declaration in the admission form) in the prescribed form available with the warden.
- d. For late night stay at local guardians' residence or night halt, prior written permission of the Superintendent must be obtained. In addition, the local guardian must submit a letter stating that the student had stayed with them.
- e. Prior permission of the warden must be taken by the girl student for leaving to their homes. If she has to board a train/flight at odd hours, she needs to coordinate with the residential warden to facilitate for the same.
- f. No male person will be allowed inside the Girl's Hostel. Close family relatives (family, brother) can meet their ward in the visitor's room up to 7:30 pm
- g. Other visitors may meet the Girl student outside the gate of the girls hostel up to 7:30 PM. with the permission of the Hostel Warden
- h. Permission must be taken from the DHS/HS regarding stay of a female relative in the Girls' Hostel.
- i. Modification or addition of rules may be made and communicated as and when necessary.

7. Code of conduct for Residential Wardens

- a. The residential wardens are expected to observe highest standards of moral and ethical values as deemed appropriate by the society.
- b. They shall refrain from indulging into such activities like partying, playing loud music etc which may disturb the inmates of the hostel.
- c. Residential Wardens are expected to be on duty 24X7.
- d. Residential Warden shall be available in their office from 9:00 A.M to 5:00 P.M.
- e. Smoking, gambling, consumption of alcoholic drinks/drugs are strictly prohibited in the rooms of residential wardens.
- f. The residential wardens shall seek prior permission from the Chief Hostel Superintendents before proceeding on leave; they shall make suitable arrangement for their duties (via back-up wardens) in lieu of same.
- g. Under no circumstances, the residential warden can leave the hostel premises at night (9:00 p.m-6:00 am) without seeking prior written permission from the Hostel Superintendent.
- h. Immediate family members (parents, siblings and their spouses) can visit the residential warden in her room, however prior written approval from the hostel Superintendent is required in case an immediate family member/female friend wants to stay in her room.
- i. Other male visitors are not allowed in the room of residential Warden in girls hostels. They can meet her in the visitor's room after making entry in the visitor's register till 7:30p.m.

8. Guests and Visitors

- a. Subject to availability of proper accommodation facility, the guest of a resident may be permitted, with the prior written approval by the Superintendent to stay in hostel for not more than two days on payment of the necessary charges, as fixed by the Hostel administration from time to time.
- b. No overnight guests are allowed in a student's room without permission of the Warden.
- c. In boys' hostels, the parents of students and other male guests may visit the student in his room after due permission from senior warden/warden and after making proper entry at the hostel gate.
- d. Male students/visitors are not allowed inside the girls' hostel, immediate male family members can meet the female students in the visitor's room after seeking warden's permission and making proper entry at the hostel gate.
- e. Female visitors are not allowed in boys' hostels, however, lady family members may be allowed to visit a student in the visitors' room in the hostel between 9.00 a.m. to 7.00 p.m. with prior permission from the Warden.
- f. Violation of any of the above rules regarding stay in the hostels will lead to disciplinary action including expulsion from the hostel.

9. Disciplinary Measures

9.1 Disciplinary Proceedings

1. All hostel residents/guests and visitors must follow the law of the land and the rules and regulation of the institution. Failure to comply may invite proceedings or actions as deemed necessary.
2. All actions against the norms of expected behavior even if not explicit in these rule and regulations are liable for disciplinary action.

3. All acts of indiscipline shall be investigated based on the complaint received.
4. 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.
5. Complaints received by Executive Director, Dean or any other competent authorities may be forwarded to the hostel superintendant for necessary action.
6. The superintendent of hostels may take contigence of any act of indiscipline brought to his/her notice or observed by him/her and treat this as a complaint even if a written complaint or report is not available. All complaints or reports shall be investigated by the superintendent of hostel or a committee constituted by him/ her of competent authorities for this purpose.
7. For purpose of free and fair investigation, the hostel superintendant may seek the help of any individual/ individuals whose expertise is considered necessary.
8. The hostel superintendent and or the committee constituted thereof may summon any individual or witnesses for examination or recording versions while investigating case of indiscipline.
9. All deliberations should be confidential
10. The report may be forwarded to the competent authorities if necessary.
11. Any one accused of indiscipline shall have full right and liberty to defend himself / herself without bias or prejudice.
12. Disciplinary actions shall be complied with on recommendation of the hostel superintendant, Dean or Director or any other competent authority of the institute after appropriate procedure and approvals.

8.2 Acts of indiscipline and disciplinary actions:-

These rules will be applicable to the hostlers, residents, guest and visitors. Only a tentative list not in any order of severity is provided. The list is neither complete nor exhaustive and additional actions may be recommended time to time. One or more action can be taken concurrently after or on filling of criminal or civil complaints by the institution with law enforcement agencies.

The list is as follows-

S. no.	Acts of Indiscipline	Disciplinary action
1	All acts contrary to the prevailing laws of the land including criminal and antinational acts	<ol style="list-style-type: none"> 1. As per rule of land 2. Expulsion or rustication from the institution permanently or for varying period
2	Ragging in any form	As per Supreme Court guidelines.
3	Use of hostel premise for acts considered immoral	<ol style="list-style-type: none"> 1. Cancellation of allotment 2. Expulsion or rustication from the

		<p>institution permanently or for varying period</p> <p>3. Adverse entries in to academic files</p>
4	Sub letting, sub- tenancy or allowing unauthorized to stay in the hostel without prior permission from competent authority	<p>1. Cancellation of allotment</p> <p>2. Expulsion or rustication from the institution permanently or for varying period</p>
5	Contravening allotment rules including exchange of room, shifting of furniture fixtures and furnishing without permission	<p>1. Cancellation of allotment</p> <p>2. Expulsion or rustication from the institution permanently or for varying period</p>
6.	Damage/ Lost to hostel property movable / immovable	<p>1. Fine/ recovery in consultation with engineering section/ store</p> <p>2. Imposition of fine that may be variable or commensurate with damage wherever applicable. (e.g. three time the cost of damaged property)</p> <p>3. Directive to submit letter of apology</p> <p>4. Letter to parents/ guardian as and when necessary</p>
7	Vandalism, graffiti, pasting of posters that may damage hostel wall and display	<p>1. Fine up to Rs- 5000/-</p> <p>2. Imposition of fine that may be variable or commensurate with damage wherever applicable.(e.g. three time the cost of damaged property)</p> <p>3. Personal apology and regret over incidents to aggrieved hosteller/ resident</p> <p>4. Letter to parents/ guardian as and when necessary</p>
8	Physical harm or abuse to anyone in the hostel premises	<p>1. Suspension from attending classes.</p> <p>2. Indication of in- disciplined behavior in reference letters from the institution</p> <p>3. Letter to parents/ guardian as and when necessary</p>
9	Abuse and misbehavior with anyone in the hostel premises on	<p>1. Expulsion or rustication from the institution permanently or for varying</p>

	the basis of gender, religion, caste, social group or any other reason	<p>period</p> <ol style="list-style-type: none"> 2. Suspension from attending classes 3. Adverse entries in academic files 4. Indication of in- disciplined behavior in reference letters from the institution 5. 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. Directives to submit apology letter 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 institution permanently or for varying period 2. Restriction from entry into the hostel or mess fro varying period. 3. Suspension from attending classes. 4. Adverse entries in to academic files
12	Consumption or use or peddling of illicit substances	<ol style="list-style-type: none"> 1. Cancellation of allotment 2. Expulsion or rustication from the institution permanently or for varying period 3. Adverse entries in to academic files
13	Drinking alcohol and causing nuisance in the hostel	<ol style="list-style-type: none"> 1. Fine up to Rs. 5000/- 2. Expulsion or rustication from the institution permanently or for varying period 3. Imposition of fine that may be variable or commensurate with damage wherever applicable.(e.g. three time the cost of damaged property) 4. Directives to submit apology letter 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 dangerous manner within campus, causing health hazards by stagnating water without informing hostel officials etc.	<ol style="list-style-type: none"> 1. Fine up to Rs. 1000/- first time 2. Fine up to Rs. 5000/- 3. Expulsion or rustication from the institution permanently or for varying period 4. Adverse entries in academic files 5. Directive to submit letter of apology
15	Unauthorized use of hostel facilities including use of appliance that are not permitted.	<ol style="list-style-type: none"> 1. Fine up to Rs. 5000/- 2. Imposition of fine that may be variable or commensurate with damage wherever applicable.(e.g. three time the cost of damaged property) 3. Directives to submit letter of apology
16	Not clearing payment 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 fine that may be variable or commensurate with damage wherever applicable.(e.g. three time the cost of damaged property) 3. Eviction from hostel
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 institution permanently or for varying period 3. Adverse entries in academic files 6. 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/ Executive Director 2. Directives to submit letter of apology 3. Any other action 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 institution permanently or for varying period

20	Keeping pets, feeding stray animals	1. Cancellation of hostel allotment 2. Expulsion or rustication from the institution permanently or for varying period
21	Unauthorized absence from hostel for long period	Cancellation of hostel allotment without option for re- allotment
22	Any other act of behavior considered to be a form of indiscipline	As appropriate

- Any act which is punishable under IPC will be taken care by Law enforcement agencies.
- It must be noted that in those instances wherein the act of indiscipline cannot be attributed to a single individuals. Collective responsibility shall be fixed and fixed and disciplinary action may be recommended against several individuals or hostellers/ residents of one or more wings or even the entire hostel.

Any breach of the conduct rules or any act of indiscipline will invite an enquiry that will be conducted by the Hostel Administration. If the student is found guilty, then the Hostel Administration will take disciplinary action that it deems fit. Depending on the case, the administration reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel/rustication from the institute.

10. Mess Rules

For Institutional Mess

- Students should sign the Mess Joining Register kept in the messes at the time of their joining the mess.
- Students should sign the Mess Leaving Register kept in the mess whenever they leave the mess. Otherwise they will be deemed to be present and charged accordingly.
- Students are not permitted to dine in the mess without signing the Joining Register or after signing the Leaving Register.
- Lunch/Dinner will be served on buffet basis.
- The quantity of food will be unlimited except in the case of special items.
- Non-vegetarian items will be served as extra on specified days of the week.
- Mess rebate is admissible to the residents of Hostels on the following grounds:
 - Approved Study Holidays and Semester Vacation declared by the Institute.
 - Periods duly recommended by the Head of the Department and availed by the students for purposes such as participation in sports, competitions, seminars, educational tours, etc.
 - Period of absence due to serious illness requiring hospitalization, subject to the production of medical certificate, in genuine cases.
 - Any other valid reason with prior permission of Hostel Superintendent
- Application for mess rebate should be made in the prescribed form and it should be submitted three days in advance. The application should be forwarded by the

- Warden. An acknowledgement may be obtained from the Mess Supervisor for having applied for mess rebate.
- i. In addition, students applying for mess rebate should also sign the Mess Leaving Register kept in the messes at the time of their leaving the mess.
 - j. Minimum fixed charges will be applicable to the students applying for mess rebate. Such permission should be obtained from the senior warden and the Mess Supervisor be intimated well in advance of the absence.
 - k. Students proceeding on medical Leave from the campus should produce the Medical Certificate issued by the concerned specialist at the time of their leaving.
 - l. In case of sudden illness, information on leaving the mess should be made available to the Hostel Office immediately and the application for mess rebate should be submitted within the next 3 days.
 - m. No student can claim mess rebate unless he/ she had intimated his / her absence in advance by applying for mess rebate in the prescribed form and signed the Mess Leaving Register at the time of his/ her leaving the mess.
 - n. At the time of joining the mess after availing mess rebate, the students should sign the Joining Register kept in the mess.
 - o. Students other than the Mess Committee Members are not permitted to enter the kitchen or store room of the mess on any account.
 - p. Students are not permitted to cook any food on their own accord in the mess or in their rooms.
 - q. Students on no account whatsoever will be permitted to take food outside the mess unless arranged by appropriate authority. Nor can they take mess utensils such as plate, spoon, tumblers, etc, to their rooms.
 - r. No food will be served in the rooms of the hostel for any student unless a permission from the assistant warden to the effect that the students' condition requires the food to be served in their rooms.
 - s. No diner shall waste food. Paying mess bill does not entitle a diner to waste food.
 - t. Assist in maintaining the mess and surroundings neat and clean. No notices shall be pasted on walls. Notices put up on the notice boards should not be removed by the diners. A separate bill board would be available for the residents to stick their bills.
 - u. All diners shall interact with the mess staff in the dining hall in a courteous manner.
 - v. After eating food, diners shall leave the cup, plate, waste food etc. in the designated bins.
 - w. If any diner is medically ill and requires a special diet (eg. Oil-less food) he / she can request the assistant warden/mess supervisor to arrange for the same at the mess.
 - x. The guest rates for the hostel mess will be decided by the Mess sub- committee and are subject to revision from time to time.
 - y. Mess Timings
 - z. The mess timings are as follows and the students should adhere to these
 - timings:
 - Breakfast : 7:00 AM to 8:00 AM
 - Lunch : 12:30 PM to 2:00 PM
 - Tea time : 5:00 PM to 6:00 PM
 - Dinner : 8:00 PM to 9:30 PM

For cooperative mess-

- a. The mess will be managed by mess committee of students only.
- b. Students should inform the hostel superintendant about their committee and standard operative procedure.
- c. The information about the service provider and terms and condition of the tender should be informed to hostel Superintendents.
- d. Information and document related to Identity of workers in the mess should be given to Hostel Superintendents.
- e. Hostel committee should submit the monthly statement of expenditure and expenses along with number of members to the Hostel Superintendant
- f. The hygiene and quality of the food should be maintained and the same may be verified by hostel superintendents time to time.
- g. The equipment provided from the Institute should be maintained by the service provider and he has to handover them in working condition at his contract termination.
- h. The service provider has to pay the charge for electricity, water and space to if applicable.

Hostel superintendent
UG Boys

Deputy Hostel superintendent
UG Boys

Hostel superintendent
UG Girls

Deputy Hostel superintendent
UG Girls

Hostel superintendent
PG Boys

Deputy Hostel superintendent
PG Boys

Hostel superintendent
PG Girls

Deputy Hostel superintendent
PG Girls

Hostel superintendent
UG Nursing

Deputy Hostel superintendent
UG Nursing

Hostel superintendent
PG Nursing

Deputy Hostel superintendent
PG Nursing

Associate Dean
Student Welfare

Dean
Student Welfare