KANACHUR INSTITUTE OF MEDICAL SCIENCES
MBBS Boys and Girls Hostel Rules & Regulations

Hostels for students are run with the primary objective of providing them a "Home away from home" where they can feel at ease and put in their best. The hostel atmosphere certainly provides self-confidence, instills discipline in the minds of students, and provides scope for developing ideals of a harmonious communal living to enable them to share the joys of camaraderie, fellowship and professional fraternity. Self-help and a spirit of accommodation for the common good are some of the virtues expected from the inmates. The guiding principle towards the formulation of the rules and regulations for hostellers is to ensure a safe, secure, comfortable and pleasant stay and to create an environment, which is conducive to learning. To this end, all the activities are geared towards the students' development and progress.

The hostel shall be treated as an extension of the Kanachur Institute of Medical Sciences and observance of rules and regulations of the Hostel shall be compulsory for all boarders.

THE HOSTEL FACILITY

The KIMS Hostel Facility comprises of separate blocks meant for female students and for male students. Each of the blocks has a senior resident warden, junior resident wardens/Care takers, under the supervision of the Council of Wardens. Hostel residents shall follow the instructions of the Wardens without fail. The hostel facility has been designed and constructed to provide conducive ambiance for learning. Hostel accommodation is provided on sharing basis and no student is allowed to stay alone in a room.

Admission: Application for admission to the Hostel:

All rights of admission to the college hostels are reserved with the Chief Wardens of the Boys hostel and the Girls hostel. Only a bonafide student will be permitted to avail hostel facility, on condition that the student agrees to abide by all the rules and regulations of the hostel. Hostel accommodation is provided on sharing basis and no student is allowed to stay alone in a single room. No student can claim admission as a right. Joint application for hostel accommodation has to be personally submitted by the student and the parent (in case of divorcees, the legal parent as declared by the Court of Law) to the administration, along with the required hostel fee; mess fee; notarized anti-ragging affidavit; notarized affidavit to abide by the rules and regulations of the hostel etc., after studying the rules and regulations of the hostel, as well as, that of the KIMS and on-site visit to the hostel. A guardian also should sign the affidavits. Email of the student and parent & local guardian shall also be provided. Any change of

address/telephone /mobile number/email of the student ; parent and guardian shall be intimated to the academic cell/student cell in writing without fail. No booking / reservation of hostel accommodation will be entertained on telephone/ E-mail. Admission to a Hostel is based on first come and first serve basis and will be confirmed only after approval from the concerned authority and is also subject to satisfactory fitness certificate from MCI registered doctor. Admission given is provisional.

Registration as day scholar:

A student, whose parents are residents of Mangalore are required to fill day scholar form and submit the same to the college office at the time of admission.

Local Guardian

The student will register details of local guardian, if any, duly authenticated by parents. The application for allotment of accommodation in the hostel shall also be signed by the local guardian. Student not having local guardian will be required to declare so in the application. Only one person can be a local guardian for one student.

A student may be refused admission, if his/her conduct during his/her earlier stay in any of the hostels was not satisfactory or he/she was a defaulter.

Room Allotment/Shifting

The allotment of rooms will be made based on the policy of the administration. All the rooms are three seated rooms. All the students seeking admission in the hostel will be given sharing accommodation only, in the interest of the safety; security of the applicant. Those who refuse sharing accommodation at the time of admission or later during their stay, shall be expelled from the hostel immediately. No refund of fee will be made. Room allotment is done by the hostel warden in consultation with the Council of Wardens, after the payment of hostel fee and the interest free security deposit, submission of necessary documents. Three students are accommodated in each room. Students shall not interchange their room with another student or shift into vacant room/ bed without prior written permission from the warden. Defaulters shall be fined. Living in a hostel pre-supposes a high degree of integrity and consciousness as a member of a community. It entails a moral responsibility upon a resident to:

(i) see that no damage is done to the hostel property .

(ii) make every effort for peaceful co-existence maintaining the decorum, and

(iii) observe all hostel rules meticulously in letter and spirit.

Hostel Fee

Hostel Fees, mess fee, security deposit etc., :
The student shall pay hostel fee, along with the mess fee(as announced from time to time or as amended) for one year, at the college cash counter, along with interest free one time refundable security deposit in advance at the time of admission to first year. The term for the hostel fee is one academic year as per the academic calendar of the apex bodies. The fee shall be paid by Demand Draft or any other modes, details of which can be had from the Accounts Manager. Hostel fee, mess fee etc., shall be paid each year, till the completion of the course, by the student before the commencement of the each academic year, as notified.

Payment of fees is not like that of other courses (PUC/BA/BSc etc.). Parents and students should note that the payment of Academic fees; Hostel fee; Mess fee etc., is based on the academic year (consisting of two terms) and not based on whether the student appears for the examination or not.

Parents of the students from outstation are informed to book accommodation in advance, as one of the criteria for the allotment of rooms is on first come first serve basis.

Inventory Acknowledgement:
On allotment of the room, at the time of admission, every student shall occupy the room immediately and acknowledge the receipt of the items meant for him/her in the inventory register maintained by the resident warden.

No Creation of Tenancy:
No right in nature of tenancy or any other like right is created by occupation or use of hostel premises and property. A student is merely permitted to temporarily stay in the hostel, under the rules and regulations framed by the KIMS administration, from time to time.

Change of Rooms:
A change of room will be allowed normally at the beginning each academic year.

Vacant seat in a room: No student is permitted to occupy a vacant seat in a room, without the official allotment.

KIMS property
Comprises of fixtures, furnishings and any other materials /equipment /instruments /installations inside and outside the various buildings present in the KIMS campus.

Hostel rules (boys & girls) and regulations:

Every student and parent must be acquainted with all the rules and regulations of the Hostel. He / She must observe them strictly. Ignorance of the rules will not be considered as an excuse. Parents should ensure that their child abides by the hostel rules and regulation.

Every student shall maintain a high standard of discipline, have respect for the Institute and conduct himself in a dignified manner.

All residents of hostels are liable to fine or penalty or other disciplinary action for any violation of hostel rules, as decided by the Student Disciplinary Committee. Any violation of rules and directions will be subject to strict disciplinary action, which in extreme case/s may lead to expulsions, debarment, rustication etc., .

1. The rooms allotted to the students at the time of admission are for a limited period of up to one year or less. Allotment of a room made to any student is subject to cancellation, if he/ she fails to occupy it in the stipulated time or is found absent from the room without prior information or without any valid reason. Residents will also forfeit their allotment if they fail to clear all their dues to the hostel by the scheduled date.
2. The bags and other belongings of students/visitors, every time they enter, both at the boys and the girls hostels, shall be checked, manually and/or by metal detectors, in order to secure a weapon-free and violence-free, drugs free campus. Students are instructed to co-operate with the security guards.
3. KIMS treats all its students equally. Your roommate is entitled to equal rights of occupancy and access to any material of common use. We expect you to have a courteous attitude towards your roommate and not indulge in any activity that is not in accordance with common code of social conduct. Discrimination, verbal or behavioral, psychological, based on the caste, religion, colour, nationality, region, gender, sexual harassment and socioeconomic status of your room mate / hostel mate is strictly prohibited.
4. **Identity Card:** The student will compulsorily always wear their Identity cards provided to them by the Kanachur Institute of Medical Sciences administration, while in the campus or when moving out of the Campus, so that in case of an emergency/accident the KIMS administration can be contacted and informed. Security personnel have been asked to check ID cards of students entering the campus. Student should co-operate with security personnel for verification and checking of Identity Card. The name of the student's not carrying, Identity card with him/her will be reported to the warden for disciplinary action.

5. **Dress Code:** The students should be decently dressed when they are out of rooms. Residents should be properly dressed while going to common room, dining hall or hostel / office/ functions, failing which it will be considered an offence and disciplinary action may be imposed as decided by the administration. For girls, tight body hugging clothes, short tops, revealing clothes etc., are forbidden outside the room. The decision, as to what constitutes a decent dress remains vested with the KIMS administration.
6. **Furniture & Fixture:** Students are not permitted to bring any extra fixtures or furniture's into the room allotted to them at any time during their stay. All furniture and fixture in the rooms allotted to students must be cared properly. Students will be required to pay double the original cost of any item is found missing from their rooms. Students will also be required to pay twice the charges of the repair to item that is found to have been willfully damaged or have been damaged on account of misuse or unfair wear and tear.
7. **Interchange of Furniture/Fixture:** Students are prohibited from interchanging any furniture/fixture from one point/location in the hostel to another. Besides a penalty, students involved in such activities may be expelled from the hostel.
8. **Maintenance of Rooms:** The rooms have been distempered and painted as per schedule and will be maintained regularly by the management as per the maintenance schedule. All maintenance complaints/requirements will be attended to by maintenance department. Complaint(s) must be entered in the register(s) available with wardens of their hostels. The complaints will be attended to expeditiously and are monitored by the Wardens. Residents are not permitted to re-paint or do any alteration of any nature. Students should co-operate in carrying out maintenance work and shall vacate their rooms completely, when that administration requires the rooms for this purpose.
9. Residents are not permitted to allow their rooms to be used by others. Proxy or dummy room-mates are forbidden. Strict action will be taken, if accommodation is held as proxy. They are liable to be removed from the hostel. All residents are advised to extend their fullest co-operation to see that no unauthorized persons enter or stay in the hostel premises. If they happen to find any such person, the matter should be immediately brought to the notice of the Warden for further action. The Warden or his representative may enter any room at any time of the day or night for physical verification of inmates.
10. All hostel inmates must report any disciplinary matter or problems concerning them or their room-mate/ neighbor roommates, coming to their notice to the Chief Warden through the Senior Resident Warden. In case their room-mate is absent from the room or is sick / admitted in the hospital or is in any kind of physical/mental trouble or is indulging in any bad practices the same must be

immediately brought to the notice of the Chief Warden through Senior Resident Warden.

11. **Change of rooms:** The Dean on recommendation of the Student Disciplinary Committee may refuse hostel facilities without assigning any reason or remove a resident from the hostel at any time on disciplinary grounds. Students may be required on disciplinary grounds, to vacate their rooms at short notice. The administration has the right to shift any student from his/her room to another room in the hostel at any point of time as per its discretion, at short notice due to administrative reasons; directions from apex bodies; on disciplinary grounds and students are required to co-operate. They must occupy rooms specifically allotted to them. The Hostel Management reserves the right to break open any room which is not vacated, pack up the contents and store it. No complaints of breakage or loss by the students in this regard will be entertained.
12. The management reserves the right to break open the rooms in case of violation of hostel rules, suspected unlawful activities and security risk cases or where the student is absent from his room for a long period without prior information or without any valid reason. This will be carried out by the security guard in the presence of the hostel Warden. The items in the room will be listed by these officials and kept in the store room. A verbal report, followed by a written report shall be sent by the Chief Warden & the Senior Resident Warden to the higher authorities.
13. **Safety & Personal Belongings:** The hostel warden shall provide keys of the allotted room to the respective student. Students will not change lock and key without permission. The students are advised not to keep large amount of cash or jewellery or other valuables etc., in their rooms or on their person. The risks and responsibility for the safety of their belongings including ATM/Debit cards; Mobile Sets/Laptop etc., shall be entirely that of the residents. The Student should not leave mobile, ornaments and other valuables unguarded. THE HOSTEL AUTHORITIES/MANAGEMENT WILL NOT BE RESPONSIBLE FOR ANY THEFT , DAMAGE AND LOSS OF A MOBILE SET/DESKTOP/LAPTOP/COMPUTER/ etc., Residents are advised to take an insurance policy against theft and fire.
14. **Cleanliness:** The student shall keep their rooms, common areas and surrounding areas neat, tidy and clean at all times and shall not throw anything including trash, in such places or any premises in the hostel, except in the dustbin or the place specifically provided for the said purpose. Residents are responsible for the cleanliness of their rooms. They should see that the rooms are properly cleaned and swept every day. No wet clothes should be dried on the furniture or in corridors/ balconies. The warden may confiscate

any such clothes hung for drying in the balconies. No student shall store any cooked food in the room.

15. **Electricity Restrictions:** A Resident is not allowed to use more than one electric bulb (upto 100 W) or one fluorescent tube. Electric appliances such as electric heaters, air conditioners, induction cook tops, electric rods, table fans, television, sound system, electric immersion coil etc., are not permitted in the room, defiance of which shall enable the warden to confiscate such appliances forthwith and such students are liable for disciplinary action. Every effort must be made to economize the use of electricity. The lights, fans, including mosquito repelling machines, should be used only as and when necessary and shall be switched off while leaving the room without fail. In case of default on this account, a fine per default occasion will be imposed by the KIMS administration. Table lamps shall be used for study purpose after lights out time or if there is objection from the other roommate.
16. The electric points provided in each room are to be used solely for either connecting table lamps or for charging their mobiles or for charging mosquito repellent machines. Residents must bring to the notice of the warden any failures/breakdown in the electric supply. They should not themselves attempt to repair the defects in the mains or in the distribution system. The service of an electrician is available round the clock for attending to any defect in the electric system or fittings. Students have to watch TV in the common TV room provided in the hostels.
17. **Water Timings:** Water is an essential but scarce commodity. All residents are requested to use water judiciously and preserve it. Leakage etc. in the bathrooms should be immediately reported to the warden. Hot water timings have been laid down and the same are always displayed on hostel notice board. The student should not leave taps open when the taps are dry, as it will result in subsequent loss of water and further aggravate the water problem. Disciplinary action shall be initiated on those residents who waste or leave the taps open repeatedly.
18. **Fire Hazards and Safety:** Candles and incense sticks are a fire hazard and are not permitted in the hostels. Burning anything in the premises, including in the rooms, is banned. Combustible materials such as gasoline, paint thinner and oil lamps are not permitted in the hostels. BURNING/BURSTING OF CRACKERS, CARRYING OF CRACKERS TO THE ROOMS AND LIGHTING OF LAMPS/CANDLES/ANYTHING ARE BANNED STRICTLY IN AND AROUND THE HOSTEL PREMISES THROUGHOUT THE YEAR. This is necessary to avoid an inadvertent fire.
19. **In case of Fire:** Residents must raise an alarm and call the hostel warden/security immediately. Students shall exit through the nearest fire

escape route. Students shall participate in the mock drills for fire etc., as and when conducted.

20. **Leaving the hostel for lecture classes:** As the lecture classes commence at 8.00AM every morning, students should have their breakfast and leave the hostel by 7.45 AM. Students staying at the hostel beyond 7.45 AM without valid reason or for silly stupid reasons will be fined. Those not keeping good health should mandatorily visit the Casualty of KHRC along with the warden, failing which disciplinary action shall be initiated.
21. **Teacher counselors (mentors):** Students should remain in touch with their mentor allotted to them though out the year, which cater to their emotional and intellectual needs. Teacher counselors can coordinate with wardens of hostels and exchange personal details of students, academic record and behavior patterns for prompt pre-emptive or corrective action.
22. **Mess and Dining Facility:** Food is prepared in a state of the art mechanized kitchen. Dining facilities are provided separately for girls and boys.
    a. **Mess fee:** The student shall pay mess fee for one year in advance at the time of admission to the hostel and before the commencement of each academic year, every year till the completion of the course.
    b. **Entry into Mess:** Only hostel residents are permitted to have food in the mess. Outside food is strictly forbidden in the Mess.
    c. **Wastage of Food:** Members are expected to inform their absence to the Mess Supervisor well in advance, to avoid wastage of food. Students are advised not to waste food. Paying mess bill does not entitle them to waste food.
    d. Guests: Guests/Visitors/Parents/relatives are not allowed in mess.
    e. Mess Timings:
        i. Breakfast - 7.00 am to 7.50 am
        ii. Lunch - 12.30 pm to 1.50 pm
        iii. Evening tea - 4.00pm to 5.00 pm
        iv. Dinner - 7.30 pm to 8.50 pm
    f. These timings shall be strictly adhered to by all hostellers.
    g. No student can force mess staff or the warden for food before or after the allotted timings.
    h. No student shall take mess utensils such as plate, spoon, tumblers etc., either outside the mess or to their rooms.
    i. No meals will be served in the rooms except in cases of illness or any other justified reason and that too with the permission of the Warden. Residents, as well as, mess manner/warden, will be fined for violating this rule each time. Meals should be taken only in Dining Hall. Residents will not enter the cooking area.

23. **Outing in the evening and Sunday's:** Hostel students shall not leave the hostel premises on holidays and Sundays without prior permission of their parents and the warden. However, for any eventuality that may occur during outing, the responsibility does not lie with the Institution authorities. The first term MBBS students are not permitted to leave the campus in the evenings. They are permitted to go outing on Sundays between 9.00 AM to 01.00 PM, subject to parent's consent. From 2nd term onwards, subject to parent's consent, students are permitted to go out on week days between 04.00 PM and 06.00 PM and on Sunday's for a period of six hours between 10.00AM to 06.00 PM. Outing is not permitted on general holidays.
24. Students who intend to go out should make necessary entries in the out / gate register kept in the warden's office. Failure to do so will attract disciplinary action. The student shall return to the hostel before 6:00pm. On return from outing, the residents have to make necessary entries in the gate register. Making false entries will attract disciplinary action. Information on late comers will be informed to the Chief Warden, parents and local guardian by the warden and appropriate disciplinary action shall be initiated.
25. Hostel students who leave hostel without the permission from the warden/parent OR for not returning back to the hostel in time, shall deemed to be missing and the Parent /Guardian / Police authorities may be intimated. Outing by the students is subject to the consent given by the parent's.
26. Getting into the water at beach or at any lakes etc., during outing is strictly banned.
27. **Attendance:** Attendance is taken by the wardens of the respective hostels, at 6:15 pm & Hostellers are to sign the attendance register /register in the biometric attendance, every day between 10.30PM to 11.30 PM. After such prescribed time, the student is not allowed to go out of the hostel. Going out of the hostel will lead to a disciplinary action which may include fine and / or suspension from the campus. Those who are absent during the attendance, shall deemed to be missing and the Parent/Guardian/Police authorities may be intimated.
28. **Night Out:** Night out shall be permitted by the warden only with the parents, who have arrived to visit their son/daughter, shall seek permission for their son/daughter to stay with them. The permission should be sought in person, in writing, personally by the parent, mentioning the date and time of his/her intended departure and return as well as the destination and enter all these details in the in-out register maintained in every hostel. Students are not permitted to go for night out on their own or with any of the other relatives / guardian or friends.
29. **Medical Emergency:** If a resident falls sick, he/ she or room-mate/friend must immediately inform the warden on duty, who will make arrangements to

shift/ evacuate the student to the Kanachur Hospital & Research Centre. It will also be obligatory for the local guardian/parents of the residents to attend him/her at the time of sickness/emergency. Emergency Medical Help Line numbers are displayed in all the Hostels / Mess. Please inform the doctor about any previous medical history / history of drug allergy and your blood group. This would be required when emergency aid has to be administered by hospital. The hostellers with chronic medical problems / infectious diseases will be asked to vacate the room immediately as personal medical care by the parent / guardian will be necessary. Any previous significant/disease medical history or chronic disease must be disclosed by the student and the parent voluntarily, at the time of application/admission to hostel. Suppression of the facts about illness may cost life of the student.

30. **Silence:** Anything which interferes with students studies must be avoided at all times. Strict silence / Silence hours shall be observed in hostel from 10.00 PM to 7.00 AM on all days. No noise of any sort will be permitted during the Silence Hours. Care shall be taken at all times to ensure that music/loud talking is NOT audible to the other roommate. Any manner of festivities and noise making/celebrations, which may cause disturbance to other inmates in the rooms or in the hostel premises, will not be allowed. Recreational facilities will be turned off at 10.00 PM. Disciplinary action will be taken on the breach of this rule. Residents must not go to others' rooms and disturb the inmates after 10.00 PM. Complaints from other residents will be investigated and action taken. Students are requested to avoid singing aloud, shouting or making all types of noises which are likely to distract the attention of those who may be studying in their rooms or hostel reading room. Residents shall use earphones while listening to music. Playing any kind of outdoor games inside the hostels/corridors is not permitted. If a resident wants to make or receive a call, they shall move out of the room to the lift area.
31. **Celebration of Festivals and Birthdays:** The students are not permitted to celebrate any festivals; birthdays or partying in the rooms, in the corridors or at any location in the campus. Birthday celebration may be done at a common room for one to two hours between 4.00 PM to 06.00 PM, after obtaining a written permission from the Warden. There should not be any kind of discomfort to other students. No outside guest or interference of any kind will be allowed during the birthday or festival celebration. Decoration or sound systems are not permitted during celebrations.
32. **Outside Competitions:** The student is permitted to participate in various competitions at other medical colleges located in Mangalore, only after submitting proof and application along with parent's consent to the Dean. Only after getting permission from the Dean, the student will intimate the

Warden and make an entry in the Register kept with the Warden. The students should return back to the hostel the same day.

33. **Visitors/Parents:** Visitors/parents are allowed to visit a student only in the visitor's lobby, between 7.00 AM to 8.00 AM and between 4.00 PM to 6.00 PM on working days and between 11.00 AM to 5.00 PM on Sundays and public holidays. No student shall keep talking with visitors in compound, either in or outside the gate/lane. Male visitors shall see residents of the Girls' hostel, if needed to be, only in the Visitors' Room during specified hours. Female visitors shall not visit men residents in their rooms; they can visit them, if needed to be, in the Visitors Room during the specified hours. Visitors shall make required entries in the register maintained at the reception of each hostel to regulate outsiders' entry. As a rule, guests are not permitted to stay overnight in any hostel. No student shall take any visitor including her/his parents to the room. The entry of all males students is strictly forbidden inside ladies' hostel. Likewise, female students are not permitted to enter the gents' hostels. Visitors are not permitted entry into the Mess.
34. **Availability of parents:** The parents should give an undertaking to cooperate with the hostel authority and should be available on call by the warden or institution authorities without fail. It is their duty to attend to their son/daughter when the he /she is sick.
35. **Out of Bound Areas:** The hostel timings shall be strictly adhered to. All residents will return to the hostel immediately after the closure of library, as the hostel gates will be closed. Students who wish to go to Bus station; Railway station etc. for the night trains must take prior permission at least one day in advance from the Warden. Any student found loitering in the hostel corridor or in the campus after the hostel gates are closed, are liable for disciplinary action.
36. **Library timings to the hostellers':** THE FIRST YEAR first term UNDERGRADUATE STUDENTS WILL RETURN TO THEIR HOSTEL ROOM BY 06.00 P.M and are not permitted to go to the central library after 6.00 PM. ALL OTHER STUDENTS WILL RETURN TO HOSTELS as soon as the library is closed. Latecomers returning to their Hostels will be fined appropriately and their parents are informed.
37. **Booking of travel tickets:** Students are advised not to book their tickets unless, their leave is sanctioned or the vacation is declared officially. The students shall have to cancel their tickets in case their leave/vacation is not permitted.
38. **Vacation:** In view of the busy academic schedule, students are permitted to go home only during vacation declared by the college. The parents have to fax or email a request to send their son / daughter home in the prescribed format available in the academic cell of the college, mentioning the time of departure

and arrival at the hostel, destination, well in advance. However, in case of emergency, students are permitted to go home subject to the request from the parents. Parents are discouraged to call their son/daughter home, as and when they feel like or quoting fake reasons, as it disturbs the academic progress and the attendance.

39. **Storage of Baggage during Vacation:** During the vacation, belongings should be kept in the common storage facility for limited quantity (2 cartons), at the risk of the student. Management/staff are not responsible for any loss of the belongings. When the student has completed the course and student shall vacate the hostel & take along all of her/his belongings with him/her, duly producing the no due certificate.
40. **Transportation to go home:** Students are to make their own transport to reach the bus stand; railway station or the airport, when they leave for home. TRANSPORT IS NOT PROVIDED BY THE INSTITUTION. For safety and security, the students are advised to leave the hostel after 6.00 AM in the morning and before 7.00PM in the evening, so as to reach the bus stand; railway station or the airport early. Parents should inform the administration the departure and arrival time at the hostel in writing, while seeking permission for their son/daughter to leave the hostel. Students are advised not to reach their destination, late in the evenings or very early in the mornings, for their security and safety. Booking of cabs / autos shall be done at the risk of the students.
41. **Re-allotment of Hostel Accommodation:** Provision of hostel accommodation at the time of admission, does not automatically ensure its continuation in the subsequent years. The student has to apply every year for re- allotment in the specified format prior to the commencement of the academic year (not based on the examination) along with the prescribed fee and antiragging affidavit. Students who do not pay the college fee; hostel fee and any other fee and students(and parents) who do not submit the antiragging affidavit will not be allotted accommodation. Accommodation to candidates who apply for re-allotment will be provided subject to availability. Re- allotment can be denied to students who are defaulters, with low academic performance and those indulging in acts of indiscipline. Parents of the students from outstation are informed to book accommodation in advance.
42. **Complaints and Representations**: Complaints shall be by an individual and not group based. All complaints regarding repairs/maintenance in the Hostels must be entered personally by the students in 'Complaint Registers' maintained in the KIMS Hostels. For other complaints if any, including ragging; assault; etc., complaints shall be made in writing addressed through the Warden to the respective Chief Wardens. Complaints, if any, against the conduct of the staff, including the warden may be made by the residents to the

Director in writing. No complaint shall be entertained, if the complainant himself/herself is a defaulter. These complaints are attended to expeditiously and monitored. For investigation of any of the complaints, the respective Chief Warden may call the concerned resident or the warden.

43. Students must not take law into their own hands, but must report all disputes to the hostel warden. All kinds of shouting, fighting, gambling, stealing, violent knocking, maltreatment, abuse are strictly prohibited. In such cases, offender will be handed over to the Police immediately.
44. **Hostel Staff:** The support staff provided at hostels is to facilitate your stay and make it as comfortable as possible. The student shall treat the staff and housekeeping staff of the Hostel with due courtesy at all times. If a resident has any problems with them, they shall submit the complaint directly to the Director, rather than handling themselves. Service of the housekeeping staff shall NOT be utilized for private or personal work. No tips in cash or kind should be given to any of the staff of the Hostel.
45. **Suggestion Box:** Suggestions should be either deposited in the Suggestion Box kept in the hostel premises or submitted directly to the warden.
46. **Notice Boards:** All instructions/ notices displayed on notice boards placed at different locations, in the campus including hostel, shall be deemed to have been read by all residents and excuses for non-compliance of such instructions, announcements and notices will not be accepted. Residents are advised to look at the notice board everyday to acquaint themselves with latest information/orders without fail. **ORDERS/DECISIONS NOTIFIED FROM TIME TO TIME, BY DEAN /ADMINISTRATION/ CHIEF WARDEN / ANY OTHER AUTHORIZED PERSON, WILL BE BINDING ON THE RESIDENTS.**
47. The students enrolled in hostel and college shall mandatorily go through the rules and regulations of the hostel and college, displayed on institutional websites for compliance and abide with the same during their stay.
48. **Laundry facility** is provided near the hostel which can be used by the students on direct payment basis to the Accounts section.
49. **Prayer halls** are located in the hostel.
50. CCTV cameras are installed at each floor of the hostel and at other locations.
51. **Strictly Prohibited Activities:**
    a. **Ragging:** As per the orders of the Hon'ble Supreme Court of India; the Medical Council of India; Rajiv Gandhi University of Health Sciences, ragging in any form whatsoever is a criminal offence and is strictly BANNED inside and outside the campus. It is a cognizable offence and violation will invite action including as per law of the land, in addition to expulsion from the KIMS. Being a silent spectator and not reporting/stopping others indulging in ragging is also an offence and will

invite similar disciplinary action. Accepting/undergoing ragging and not reporting ragging, is also an offence. Students should report any such incident immediately to any member of the Anti-Ragging Committee /Staff/ Warden / Security Personnel, directly at any time of the day / night.

b. Discrimination, intimidation, violence, verbal or behavioral, psychological, based on the caste, religion, colour, nationality, region, gender, sexual harassment and socioeconomic status of room mate / hostel mate; anything that may be deemed as vulgar is strictly prohibited.

c. Students are not permitted to leave the campus without prior permission of the authorities.

d. Possession of Vehicles: Students are not permitted to possess any type of automotive vehicle two wheeler or four wheeler. Students are prohibited from riding as a pillion on a two wheeler.

e. Cooking and bringing outside food: Cooking of food or use of any kind of cooking appliances, including use of any kind of stove is prohibited. Food from outside is not permitted in to the hostel.

f. Substance of abuse: Alcohol / Drugs / Smoking etc.,: The student shall not bring, store, possess, consume and/or drink any alcohol/ intoxicating drink, chewing of tobacco and its related products, drug or banned substance of any kind what so ever and/or smoke in the room and/or in any part of premises, including mess and canteen areas or entering the hostel after consuming them elsewhere. The same shall apply to visitors also. An occurrence of such behavior shall invite strict disciplinary action leading to expulsion from Hostel, rustication from the Institute and action as per law of land. Inform Warden if you suspect any of the resident is indulging in substance of abuse.

g. Gambling: No gambling of any kind whatsoever shall be allowed on the premises of the hostel. Any violation of this Rule will invite disciplinary action including expulsion from the institution.

h. Video recording using mobile or any other equipment: Keeping obscene literature/ video films in their possession; Video recording using mobile or any other equipment, in the rooms, including the activities of the roommates; of any locations of the hostel/hospital/college is banned. Any complaint from any of the roommates/ hostel mates / wardens / staff shall be forwarded to cybercrime police for further action.

i. Invitation to outsiders: Resident students are not permitted to invite any outside person to address any meeting in the hostel or institution, without the written permission of the Dean.

j. Misuse of Internet and Online Social Media: Any act of uploading derogatory remarks or image ridiculing a person in eyes of others, against

the room mate; Institute or any other person or organization will invite disciplinary action. Student should strictly refrain from indulging in any act of violating the code of internet use. Any complaint from any of the roommates/ hostel mates / wardens / staff shall be forwarded to cybercrime police for further action.

k. **Political or Communal Activity:** The students shall not indulge in any political or communal activity which is detrimental to the law and order and/or against the Government. Students shall not carry on any propaganda or publicity of any nature whatsoever in respect of any political or communal matters.

l. **Information to Media:** The student is not permitted to share any information or give interview or make speech regarding Hostel or the Institution or on any individual to any member of the Press, Print Media, Radio, Television or any other media.

m. **Firearms / weapon:** Any type of storage or possession of firearm, ammunition, explosives, lethal weapons and inflammable goods on the premises of the hostel is strictly prohibited. Violation of the rule will lead to expulsion from hostel and institute. Any resident found in possession of any of the above shall be liable for disciplinary action including expulsion and the matter shall be reported to the Police.

n. **Pets & servants:** The student shall not bring and/or keep any pets in the premises including cats, dogs etc., Student should desist from pampering stray dogs by offering food, petting them etc. No student is allowed to engage a private servant.

o. **Theft/Assault / abuse of a person in the campus:** Trespassing into other's rooms; assaulting a hostel resident or staff or any individual in the campus; stealing; sexual abuse; at any time is prohibited. Any complaint from any of the roommates/ hostel mates / wardens / staff shall be forwarded to the local police for further action.

p. **Excursion or picnic:** The hostel students are not permitted to proceed on any excursion or picnic.

q. Students shall not drive any pegs or nails into walls or stick posters/photos on walls, windows and doors.

r. Students shall not paste any notices on the walls and the walls shall not be scribbled.

52. **Damage of Hostel Property:** All students shall act as custodians of the Institution and the hostel property; therefore, its usage should be done with care. Residents shall be liable to pay for any loss or damage caused to it. In case of loss, depending on the location and type of property, the roommates or the residents of the entire floor/building will be fined. This is done with a view to encourage reporting of undisciplined students by the student themselves.

a. In case of damage to any part of the hostel buildings, furniture, apparatus, equipments, installations, instruments or any property of the Institute caused by the inmates of the hostel cost shall be recovered from the persons identified as responsible for such damage.
b. However, if the persons causing damage cannot be identified, the cost of repairing or making good of the property, as may be assessed, shall be recovered equally amongst all the inmates of the hostel or the group of inmates of the hostel in a particular floor/wing, found responsible for the damage.
c. Cost of damages will be recovered in the following manner:
    i. If any individual or group is identified to have caused the damage, double the cost will be recovered from the individual/ group.
    ii. If damage is done inside anyone of the rooms and the person/s is/are identified than double the cost will be recovered from the identified person or the room-mates collectively.
    iii. If a damage is done outside the rooms i.e., in common places like corridors; bathrooms; recreation halls; mess; gym; etc., and the person/s is/are are not identified, then double the cost will be recovered, floor wise or block wise or on the whole from all the residents, as the case may be. Repetition of damage to the hostel property will result in the expulsion from the hostel.

53. **Disciplinary action:** Disciplinary action shall be taken against student violating the Hostel Rules and Regulations. In addition to penalties, punishment, fine including expulsion will be levied as disciplinary action depending on the severity of the offence/violation of rules/act of indiscipline.
54. **No Objection Certificate:** Admission tickets (Hall tickets) for any University examination will not be issued to the resident student unless he/she produces a "No Objection Certificate" from the warden of his/her respective Hostel.
55. **Vacating the hostel after the University Examination:** The residents will vacate the hostel rooms within 3 days of completion of their university examination unless they are allowed to keep term. In case the room is still not vacated, it will be locked by the hostel authorities till the possession of the room is handed over/taken over and a minimum fine of Rs.1000/- per day shall be imposed in addition to payment of daily charges for stay without permission from the Warden.
56. **Non-payment of fines:** students who do not pay the fines within the last date are liable to be expelled from the hostel/institution, as applicable.

57. The rules and regulations are framed to ensure that the hostel property is protected and student staying in the hostel is comfortable in a conducive

environment for healthy living and discipline is maintained amongst the inmates. The rules and regulations framed by the Management can be changed, altered, modified, varied wholly or partly and can be replaced by Management at their discretion and without assigning any reason whatsoever, for improvement.

The Rules, Regulations, terms and conditions given above, subject the parents/student/guardians to the following.

a. The above rules and regulations are binding on the parent/guardian and the student.

b. The parent/guardian and the student understand that these rules/regulations will be up-dated and will be applicable on the student and parent/guardian and shall be deemed to have been issued from the date of admission.