

Hostel Rules and Regulations R I M S Ranchi

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Dr. RAJIV RANJAN
RIMS Student Welfare

15/6/2020
Superintendent
Boys' Hostel No. 1.
RIMS; Ranchi - 9

15/6/2020
अधीक्षक भाग उत्तराधिकार संस्थान रॉडी
राजेन्द्र आयूर्विज्ञान संस्थान रॉडी

URGENT
15.6.2020
Superintendent
Boy's Hostel No. 7
Rajendra Institute of Medical Sciences
Ranchi

Hostel Rules and Regulations **R I M S Ranchi**

1.0 General Code of Conduct

1.1 **R I M S Ranchi** campus is ragging free with Zero tolerance towards Ragging. Ragging in any form is punishable as per the guidelines of MCI, INDIA & Hon'ble Supreme Court of India.

1.2 All hostel occupants should conduct themselves in a disciplined manner befitting the honour, and respectability of the institution and the profession.

1.3 No secret activities or meeting are permitted in the hostel premises.

1.4 For holding any meeting in the hostel room or anywhere in the hostel premises, prior written permission should be obtained from Hostel Superintendents / Dean Student Welfare /College authorities.

1.5 Consumption or storage or supply of liquor or any kind of intoxicant or drugs of abuse, is strictly prohibited

1.6 The hostel occupants should not make noise and/or create disturbance, including use of audio devices, TV or other media devices in such a manner to disturb the other.

1.7 The hostel students shall not interfere with the duties of Hostel authorities and shall not misbehave with Hostel authorities, security personnel, and the staff employed at hostel for maintenance. If found guilty on this part, the strict disciplinary action will be taken.

1.8 The student should avail food from the same mess located in their respective hostels. Outside Tiffin is strictly prohibited. Mess charges should be deposited in advance per month.

1.9 Trespassing from Boys hostel to Girls hostel and vice versa is strictly prohibited. Disciplinary action shall be taken against the defaulters.

1.10 Decent dress code is to be maintained in the hostel premises including the mess especially in girl's hostel.

1.11 Hostel Residents are expected to display acceptable form of behavior and maintain discipline and decorum everywhere in general in and around the hostel complex in particular at all times.

1.12 The hostel occupants shall not keep firearms, other lethal weapons, poison or dangerous chemicals in their rooms.

2.0 Student movement timings, attendance and rules for leaving headquarter

2.1 Female students are not permitted to leave the hostel premises after 8 pm and before 7 am. However, in some circumstances, if they want to do so, they should take prior permission of Hostel Superintendent with proper justification for the same.

2.2 The main gate of Girls Hostel will be closed at 8 pm. Hence, female students should report to the hostel before 8 pm. Only interns and post-graduates students who are on emergency duties shall be allowed after 8 PM.

2.3 Male students are not permitted to leave the hostel premises after 10 pm and before 6 am. However, in some circumstances, if they want to do so, they should take prior permission of Hostel authorities with proper justification for the same.

2.4 The students are advised to carry their identity cards with them while moving out of the hostel premises and should show on demand while entering the campus.

2.5 While moving in and out of the hostel premises, the student should make entry in the "Student Movement Register".

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2.8 Daily attendance will be taken in the hostel at 10 pm in the Girls Hostel and at 10 pm in the Boys Hostel. In case of absence of the student without prior information, strict disciplinary action will be taken.

2.9 The hostel occupants shall not leave headquarter without prior permission of the Hostel authorities. Hostel occupant who leave hostel without application and prior permission from the concerned authorities shall be deemed to be missing and their parents/guardian or even the police authorities may be intimated.

2.10 The hostel occupants shall not leave the hostel premises for the purpose of excursion or picnic without permission of the competent college authorities and without prior intimation to Hostel Superintendent. For any accident, fatality or untoward event that may occur during picnic/excursion, the responsibility does not lie with the institute or Hostel authorities.

2.11 Any hostelite who find his/her room-mate missing for more than 24 hours, must report to the Assistant Superintendent/ caretaker immediately. This is to enable the hostel authorities to take immediate action if any untoward incident.

3.0 Visitors

3.1 No male visitor is permitted in Girls Hostel and *vice versa*.

3.2 Female visitor (only close relatives) will be permitted to visit female student's room on verification from the concerned students. However, in any circumstances, they will not be allowed to stay in the hostel.

3.3 The male visitors (close relatives/guardians only) can meet the female student in the visitor's room only.

3.4 Male students are not permitted to enter inside the Girls Hostel premises under any circumstances. If found, it will be treated as serious offense.

3.5 Female students and female visitors are not permitted to enter inside the Boys Hostel premises in any circumstances. If found, it will be treated as serious offense.

3.6 Outsiders including parents or guardian of a student are not permitted to stay in the hostel (Boys /Girls Hostel).

3.7 Visitors including parents/guardian are not permitted in the hostel after 8.00 pm. However, in special circumstances, the prior permission of Hostel authorities or competent college authorities must be obtained to stay beyond these hours.

4.0 Electricity, water, furniture, and other hostel property

4.1 Electricity should be consumed as needed and should be not wasted.

4.2 While moving out of the hostel room, electrical and other appliances in the rooms should be switched off.

4.3 Tampering of electrical installations will be treated as serious offense.

4.4 Water should be consumed as needed and should not be wasted.

4.5 Water coolers and water filters installed in the hostels are required to be maintained in good conditions. Tampering with these equipments will be treated as serious offense.

4.6 The hostel occupants should take good care of furniture/equipment of the rooms as well as other hostel areas.

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- 4.7 The hostel occupants should take good care of television sets installed in the hostel. Any damage or tampering will be considered as serious offense.
- 4.8 Any kind of damage to hostel property by hostel occupants will be treated as serious offense.
- 4.9 Stealing or pilfering of hostel/institute property or other students property will be considered as serious and strict disciplinary action will be taken.
- 4.10 The hostel students are not permitted to install/use heater, air conditioner or refrigerator in their rooms.

5.0 Cleanliness

- 5.1 The hostel occupants should keep their rooms neat and tidy.
- 5.2 It is the responsibility of room inmates to discard the wastages of their rooms in the common dustbins.
- 5.3 The hostel occupants should maintain the hostel premises neat and clean.
- 5.4 The hostel occupants are prohibited from writing any slogans or any writings, obscene drawings, on the hostel walls and rooms.
- 5.5 The room of any student can be inspected at any time by the Hostel authorities or any authorized member from the institute staff.

6.0 Hostel allotment, vacating the hostel, withdrawal/removal from the hostel

6.1 Hostel allotment will be done by Hostel Allotment Committee only after duly filling the undertakings, hostel allotment form and paying the 3 years hostel fee ;Rs 6000/Annum (Total Rs 18000) for Postgraduates and Rs 3500/Annum(Total Rs10500) for Undergraduates. (through SBI collect in RIMS Student Welfare account number 38869043569)

- 6.2 Interns should pay the hostel fee at the beginning of their session.
- 6.3 Students shall submit Hostel Allotment Form to DSW office/office of respective hostel superintendents. Only those students who have submitted duly filled Hostel Accommodation Form will be considered for hostel allotment.
- 6.4 Once the hostel room is allotted, no change of room will be permitted.
- 6.5 Change of room will be permitted only in special circumstances, provided it is deemed necessary/justified by Hostel Committee and depending upon availability of rooms.
- 6.6 No student should change or exchange room themselves.
- 6.7 Unauthorized occupation of any room or exchange of room shall be treated as serious violation of disciplinary rules of the hostels.
- 6.8 The hostel occupant should not break open or try to break open the occupied/vacant rooms of the hostel. Any damage due to such act will be borne by the residents of the hostel.
- 6.9 An occupant of hostel, who desires to withdraw from the hostel, shall submit an application in the prescribed format to the Hostel Assistant/Warden after having cleared hostel and mess dues.
- 6.10 While vacating the hostel room, the students should submit the key to Hostel superintendents /authorized Assistant.

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6.11 Where a student has left the hostel, for whatever reason without clearing his dues to the hostel, the College Administration/ Hostel authority can withhold the issue of Character certificate, provisional degree certificate, internship certificate till the balance of the outstanding dues are paid by the student.

6.12 Rooms allotment can be changed by the Hostel Committee /competent authority. Students will have to shift/vacate the rooms occupied by them on issue of such notice.

7.0 Vehicle

7.1 First year students (MBBS/BDS) are not allowed to keep a vehicle in the hostel campus.

7.2 If any student (Second year onwards) intends to keep a vehicle, may do so after submitting an undertaking duly signed by himself and his/ her parents/guardian on prescribed format indicating clearly that hostel/ college authorities shall not be responsible for any mishap or unlawful activity occurring due to the vehicle.

7.3 Vehicles should not be parked inside the hostel building, mess area or common room. It must be kept in the parking area.

7.4 If a student possesses a vehicle without prior permission and without filing aforesaid undertaking, this will be considered as violation of hostel rule and strict disciplinary action will be taken.

8.0 Safety of personal belongings

8.1 It will be the responsibility of the hostel occupants to take care of their personal belongings.

8.2 A hostel student will be completely responsible for all his possessions including his/her mobile/computer/electronic gadgets etc.

8.3 The institute or hostel committee will not be responsible for any loss.

8.4 The hostel occupant should lock their respective room while moving out of the room and hostel.

8.5 All matters relating to differences among students and complaints against theft shall be brought to the notice of the hostel management. No police complaint shall be lodged by the student before taking prior permission from the hostel management/Authorities.

9.0 Emergencies

9.1 In case of health issues, theft, fire, quarrel among students, bullying, etc, the students should report immediately to their Hostel Superintendent.

9.2 In case of any problem or complaint regarding hostel, the hostel occupants should submit written complaint to Hostel Superintendent. Complaint books are kept with Hostel Assistant.

10.0 Punishment

10.1 If case of infringement of hostel rules, the student may face any of the following punishment

10.1.1 Warning to student

10.1.2 Written memo to student

10.1.3 Verbal and/or Written communication to Parents/Guardians

10.1.4 Monetary fine – Rs. 50/- to Rs. 50,000/- (Individually or collectively)

10.1.5 Recovery of cost of damaged hostel property

10.1.6 Expulsion from the hostel

10.1.7 Rustication for a particular term

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10.1.8 Permanent rustication from the Institute

10.2 The type of punishment will depend upon severity of misconduct and indiscipline and will be decided by Disciplinary Committee in consultation with competent Authority.

11.0 Student Prefects

11.1 Student Prefects will be appointed every year by the Hostel Authorities in consultation with other members of Hostel Committee from amongst the senior students of good standing.

11.2 The student Prefects will assist Hostel Assistant/ Hostel Superintendent in maintaining the discipline and administration.

11.3 Duties of Student Prefects

11.3.1 To assist Hostel Assistant in taking night attendance

11.3.2 To ensure hostel rules are observed by the inmates and bring to the notice of Hostel Superintendent, in case of violation of any rule

11.3.3 To report Hostel Assistant/ Hostel Superintendent in case of emergencies

11.3.4 To ensure cleanliness of hostel premises and bring to the notice of Hostel Assistant.

12.0 Appellate authority

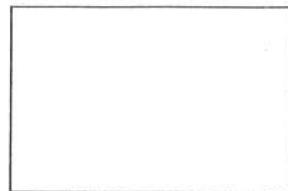
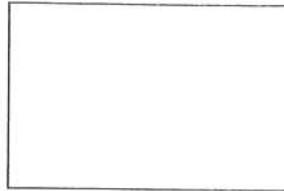
12.1 Hostel Assistant.

12.2 Hostel Superintendent

12.3 Hostel Disciplinary Committee

12.4 Administration (Dean Student Welfare/ Director)

TO,
The Superintendent of Hostel,



AFFIX YOUR PHOTO HERE

AFFIX YOUR GUARDIAN'S PHOTO HERE

SUB: APPLICATION FOR ALLOTMENT OF HOSTEL ACCOMMODATION

Dear Sir/Madam,

I have joined as M.B.B.S. Student/JR./S.R./H.Surgeon/M.D/M.S./M.Ch. in the Department of _____
It is requested that I may be allotted hostel accommodation in

the RIMS Hostel. My brief particulars are below:-

1. Name of the Resident (in block letters) _____

2.a.Aadhar No. _____ b. Aadhar No.(Guardian) _____

3. Designation _____ Mobile No. _____

4. Date of Joining _____

5. Completion of Tenure Dated _____

6. Email address _____

7. Father's/Mother's/Husband's Name _____

Email Id : _____

8. Permanent Home Address & Mobile.No

9. Local Guardian's Name & Address & Mobile.No.

10. Married/Unmarried _____

11. Hostel fee deposit in Rupees _____

12. Receipt No. _____ Dated _____

In case of JR./S.R./H.Surgeon/M.D/M.S./M.Ch The application should be forwarded by the Head of the Deptt. Of the Resident and the joining report) should be attached.

DECLARATION:

I agree to abide by the hostel rules and regulation, in force, regarding the allotment of Hostel Accommodation and the use of the hostel room. I, further state that I will abide by all such orders as may be issued from time to time by the Superintendent of Hostels and on his behalf by an appropriate authority.

Signature of Applicant

Date : ____/____/_____

Assure that the above undertaking will be binding on my ward/spouse.

Signature of Guardian

Date : ____/____/____

Enclosures:

1. Photocopy of Aadhar card of applicant
2. Photocopy of Aadhar card of Parent/Husband
3. Joining report duly forwarded
4. Notorised copy of undertaking to abide the rules and regulations of hostel accommodations ,
RIMS, Ranchi
5. Receipt generated by SBI collect after payment of hostel fee.

Office of the Hostel Superintendent

(Student's name)S/D/W/o_____

has bee allotted room no _____ in hostel no. _____ for _____ session.

Superintendent

Boys/Girls Hostel

RIMS, Ranchi

DECLARATION BY THE STUDENT

(On Account of No Dues)

I _____ S/D/o _____ holding Reg. No. _____
hereby declare that I took admission in _____ Course in _____ (Batch)
at RIMS: which is a _____ (Years) course.

I further declare that, I passed the above said course in _____ (attempt/s) and the
attempt certificate is enclosed along with this declaration.

I further declare that, there is No Dues Outstanding on account of my hostel occupancy.

Signature of the student:

Reg. No:

Date:

FOR OFFICE USE ONLY

Office of Superintendent

There is no such O/s dues on account of _____ S/D/o _____
Reg. No. _____ Who had occupied the Room No. _____ of Hostel No. _____.

Signature:

Date:



SOP FOR HOSTEL ALLOTMENT

1. Hostel rooms will be allotted only after submitting the duly filled and signed hostel allotment form with all the list of enclosures as mentioned in the form.
2. Due to COVID-19 pandemic the new PGs will have to present themselves before the COVID screening committee and get a covid 19 report.
3. RIMS Hostel authority will not be responsible for their stay before covid-19 report.
4. The present room allotment will be a temporary arrangement. The final rooms will be allotted within 2 months.