

छात्रावास विभाग
अखिल भारतीय आयुर्विज्ञान
संस्थान, बिलासपुर (हि. प्र.)



HOSTEL SECTION
ALL INDIA INSTITUTE
OF MEDICAL SCIENCES,
BILASPUR (H.P.)

HOSTEL RULES AND REGULATIONS

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1. HOSTEL ADMINISTRATION

1.1. Director

The Hostels of the All India Institute of Medical Sciences, Bilaspur are under the overall supervision of the Director, All India Institute of Medical Sciences who appoints a Hostel Advisory Committee to supervise the administration of the Hostels on his / her behalf.

1.2 Hostel Advisory Committee [HAC]

The Hostel Advisory Committee is headed by the Superintendent of Hostels and is assisted by several other faculty colleagues, as Deputy Superintendents of hostels.

1.3 Composition

The Hostel Advisory Committee consists of the following members:

- (i) Superintendent of Hostels, Chairperson
- (ii) Deputy Superintendents of Hostels, member
- (iii) Administrative Officer [Hostels], member
- (iv) Senior Financial Advisor or nominee, member
- (v) Superintendent Engineer or nominee, member
- (vi) Representative from mess committee, member
- (vii) Senior Warden, member secretary

The composition of the committee takes into account adequate representation of gender and different sections of the society.

For the Girls' Hostels, the Deputy Superintendent shall be a lady faculty member; and similarly for the Nurses' Hostels, the Deputy Superintendent shall be a lady faculty member from the College of Nursing. Depending on the exigencies, the Deputy Superintendents may be required to look after one or more Hostels.

1.4 Terms of Reference

The Hostel Advisory Committee sets guidelines for the day-to-day functioning and long-term planning of matters related to hostels including supervision of all hostel staff.

The Hostel Advisory Committee meets from time to time and advises on the following:

- a. All policy matters related to Hostel Rules and Regulations
- b. Policy changes necessitated due to changed circumstances
- c. Financial matters that have a bearing on overall functioning
- d. Matters related to Engineering Services
- e. Matters related to sanitation, hygiene and cleanliness
- f. Matters related to security
- g. Policies related to purchase and stores
- h. Matters related to student welfare and facilities/conveniences within the hostel premises.
- i. Any other matter as considered necessary by the Chairperson.

1.5 Meetings

The Hostel Advisory Committee shall meet at least once a year under the chairmanship of the Hostel Superintendent. The Hostel Superintendent can constitute subcommittees for specific purposes, to be headed by one of the Deputy Superintendents of Hostels. The agenda for the meeting shall be circulated to all members in advance and a quorum of 50% is necessary. The minutes of the meetings are signed by the chairperson and circulated to all members with a copy circulated to the Deputy Director (Administration) [DDA], Dean (Academic), Dean (Research) and Director for information.

1.6 Tenure

The tenure of Superintendent of Hostels and Deputy Superintendent of Hostels is generally for a period of three years that may be extended at the discretion of the Director.

1.7 Superintendent of Hostels

The Hostel Section functions under the overall supervision of the Superintendent of Hostels.

1.8 Hostel committee

The Superintendent of Hostels constitutes a hostel committee for routine functioning of Hostel Section.

The Superintendent of Hostels can constitute sub-committees for specific purposes such as:

1. Formulation of various guidelines
2. Grievance redressal
3. Maintenance of discipline
4. Store purchase
5. Accounts
6. Hygiene and Sanitation
7. Mess and shops
8. Any other matter as deemed appropriate.

The Sub-committees shall report to the Superintendent of Hostels who may forward the observations and or /recommendations wherever necessary to the higher authorities.

1.9 Hostel Section (Office)

The Hostel Section (Office) is located at the ground floor, PG boys hostel, AIIMS Bilaspur.

1.10 Hostel Staff

Administrative and other staff are appointed by the Director according to the needs and requirements. These include Administrative Officer, Accounts Officer, Store Officer and any other officer of the Institute, ministerial staff, attendants and other maintenance staff.

All hostels are managed by Wardens / Deputy Wardens / Asstt. Wardens / Jr. Wardens who look after the day to day affairs of the Hostellers under the Supervision of Sr.Warden.

1.11 Guest and visitor

Any person who is not a bonafide undergraduate student of the All India Institute of Medical Sciences and is provided accommodation by the Superintendent of Hostels for a short period [less than ten days under normal circumstances] in the hostels is considered as a guest.

The guests are usually accommodated in the Guest Rooms available in different hostels.

Any person who is not a hosteller but is visiting a hosteller and does not stay overnight in the hostels is considered as visitor.

2. ALLOTMENT OF HOSTEL ACCOMODATION

2.1 Allotment of Hostel accommodation is done according to the rules and regulations framed by the Hostel Advisory Committee and endorsed by the Director, AIIMS, Bilaspur.

2.2 Allotting Authority

The Superintendent of Hostels is the allotting authority in accordance with the rules and regulations approved by the competent authorities.

The Superintendent of Hostels, in order to expedite routine functioning, may depute any official of the Hostel Committee or Hostel Section to make the allotment on his / her behalf in accordance with the established rules and regulations.

The Superintendent of Hostels in consultation with the Hostel Advisory Committee may modify the Hostel Allotment Rules and Regulations in the best interests of the institution.

2.3 Eligibility for hostel accommodation

Any individual selected for an academic course is eligible to apply for hostel accommodation.

2.4 Application for Hostel Accommodation

Allotment of Hostel Accommodation is only on the basis of application made on prescribed form available in Hostel office. All the Hostel forms (No dues form, vehicle pass form, residence proof form, Application for hostel accommodation forms, Change of room form) are available in Hostel office.

2.5 Compulsory Hostel Accommodation

Hostel accommodation is compulsory for all for all the MBBS students.

2.6 Principles of allotment Procedure

- a) Allotment is made according to the date of joining. If date of joining is same then date of application. If both are same, then the date of deposit of security amount for hostel.
- b) All the rooms are earmarked categorically, and rooms will be allotted as per the waiting list.
- c) It is mandatory for all application forms to be submitted through proper channel.

- d) Dean Academics is the forwarding authority for under graduate students.
- e) As stated above the allotment of Hostel Residents shall be given by the Rules prevalent at the time of application. The rules however may be modified from time to time with the approval of competent authority.

2.7 Wait-List

- (i) The Hostel Section shall display a wait-list periodically.
- (ii) Waiting list is updated every month.
- (iii) The Hostel Section shall endeavor to make the waitlist available online.
- (iv) The applications to be submitted online in the Hostel Section website to add his/her name in the waiting list.

2.8 Allotment Letter

- (i) All allotment letters shall be forwarded through the forwarding authority.
- (ii) All allottees shall accept the allotted accommodation within the time stipulated in the letter, otherwise the allotment will be cancelled.

2.9 Period of Allotment

- (i) The period of allotment shall not exceed 10 days beyond the date of completion of the course.
- (ii) Failure to vacate hostel accommodation on time with or without permission shall invite levying of rent as applicable and / or eviction proceedings.
- (iii) No student shall receive his / her certificate from the Academic Section prior to vacation of hostels on time.
- (iv) The unsuccessful students will be given extension of hostel accommodation for a maximum period of two terms (one year) on normal rent. Fail to appear in an exam would be counted as an attempt.

2.10 Change of allotted accommodation

Change of room is allowed only once during the entire time of tenure. Additionally change of room is allowed to hostellers on emergency situations like fire /seepage/ fallen ceiling etc. with the

approval of the Superintendent of Hostels. The room allotted may not necessarily be on the choice of the applicant.

2.11 Occupancy

Only the allottee shall occupy the accommodation. Unless otherwise permitted by the Superintendent of Hostels, if any other occupant resides in the said accommodation, irrespective of the duration, it would be viewed as contravention of the rule.

3. CONDUCT AND DISCIPLINE

3.1 All hostellers/ residents / guests and visitors to the hostels should conduct themselves in a manner that is in keeping with the prestige, honour and dignity of the All India Institute of Medical Sciences.

3.2. BEHAVIOUR

Hostellers / residents are expected to maintain discipline and decorum not only in the hostel but also in the institutional campus.

1. Hostellers/ residents must respect privacy and dignity and belongings of fellow-hostellers / residents, visitors and guests irrespective of age, gender, social standing, seniority, discipline of study, position etc.
2. At no time should the hostellers / residents behave in a manner that disturbs the learning of fellow-hostellers / residents. Maintaining the best possible conditions for studying and rest is the responsibility of every hosteller / resident.
3. Hostellers should refrain from making noise, shouting or create disturbance in any form.
4. Radios, music systems and other such appliances must be played at an appropriate volume or earphones may be used so as not to cause any disturbance to others.
5. Partying / celebrations of any form are not permitted in the hostels without prior permission of the Hostel Superintendent who may earmark specific areas for this purpose.
6. Hostellers must take care of hostel and institutional property.

7. Hostellers / residents should not deface, alter or destroy any hostel or institutional property.
Vandalism is a serious offence.
8. Ragging in any form within and outside the hostels is banned in the country as directed by the Hon'ble Supreme Court of India.
9. At no time shall hostellers / residents argue unnecessarily, abuse, threaten or misbehave with any institute employee. (including security staff who may interact with them during the course of their duty).
10. All India Institute of Medical Sciences, Bilaspur is declared a "No Smoking zone". Hence smoking in premises is completely banned.
11. Use of tobacco and its products are not permitted in the hostels.
12. In view of the known health hazards hostellers / residents are advised to refrain themselves from smoking and use of tobacco.
13. Consumption of Alcohol, Intoxicating Substance and Illicit drugs is banned in the hostel.
14. Alcohol should not be served in parties / celebrations within the hostel campus even when permission for such parties / celebrations has been obtained from the Superintendent of Hostels.
15. It is illegal to possess recreational or prohibited drugs.
16. Possession, use, peddling etc of any recreational or prohibited drugs is a criminal offence.
17. Hostellers must not indulge in violence or in actions leading to physical or mental harm to anyone.
18. Hostellers / residents should not possess any weapons or replicas of weapons or any other article that may cause physical harm.
19. Hostellers / residents should not at any time bring in unauthorized or unknown individuals into the hostel premises.
20. Hostellers / residents shall not sub-let or have proxy or dummy room-mate in the hostels.
Otherwise they may face-strict disciplinary action against such activity.
21. Hostellers / residents must refrain from any risky behavior and exercise utmost caution to ensure

safety to self and others.

22. Valuables including laptops, books, jewellery, mobile phones must be kept in a secure place.

Hostel Section will not be responsible for any loss.

23. Any item that potentiating fire hazard must be promptly removed.

24. Any substance or appliance that may pose threat to safety of self or others must be removed.

25. Vehicles must be driven safely observing the specified speed limit within the hostel premises and parked only at designated areas.

26. Hosteller must abide by any restriction of entry and exit times as advised by the competent authority.

27. Hostellers/ residents must uphold the good name of the institution at all times. They must not only conduct themselves appropriately but also refrain from making unsolicited remarks or convey unconfirmed reports or construe personal opinion as facts which might prejudice opinion against the institution unnecessarily.

3.3 The hostellers must report immediately to the Hostel Section / Security in following circumstance:-

(i) Issues related to security or threat in the hostel premises.

(ii) Act of vandalism.

(iii) Act of misconduct including ragging.

(iv) Illness of self or any hosteller / resident.

(v) Unusual behavior of any hosteller / resident including behavior that may in his / her opinion amount to depression, detachment, no response from a room locked from inside, missing neighbour etc.

(vi) Mishaps including fires, accidents to self or fellow-hostellers / residents within and outside the hostels.

(vii) Criminal or anti-national activity in the hostel premises.

3.4 The institution practices secularism and respects all religious faiths and beliefs. However the

hostel premises should not be used for any religious activities and congregations. All hostellers /residents and their parents and guardians have right to report and seek redressal of grievances within the institution. Hostellers / residents and their parents and guardians are requested not to influence the working of the hostel or its committees in any manner so as not to bias or prejudice decisions. Hostellers / residents and their parents and guardians are encouraged to suggest improvements in the functioning of the hostels. Constructive criticisms/ suggestions may be written to the Superintendent of Hostels. Suggestions that are likely to influence policy decisions on a long term are usually discussed in the meetings of the Hostel Advisory Committee. Hostellers / residents may therefore discuss such matters in their own associations before hand and forward them to the Superintendent of Hostels for placing their views in the meetings. However this does not prevent individuals from putting forth their suggestions directly to the Superintendent of Hostels.

3.5 Maintenance

All hostellers / residents/ guests / visitors shall take utmost care of hostel premises, hostel and institutional property.

3.6 All hostellers /residents, guests and visitors shall ensure all furniture, fixtures, furnishings are handled with care and maintained properly.

- 1) Vandalism and graffiti is a serious offence.
- 2) No furniture, fixture or furnishing shall be moved from one room to another.
- 3) In the event of wear and tear or damage or defect of any of the furniture, fixtures or furnishings either in the room or in the common areas, the Hostel Section / Maintenance Enquiry should be informed for necessary action.
- 4) The institution may decide on the use of electrical appliances from time to time.
- 5) Air-conditioners and all other electrical appliances are currently not permitted in any of the hostels.
- 6) Tampering or damaging to CCTV or Surveillance instrument will be treated serious offence and strict disciplinary action will be taken.

- 7) All hostellers / residents shall switch-off all lights, fans and plug points before leaving the room or when not in use and ensure their maintenance.
 - 8) Drawing of electricity by making additional conduits or opening of existing fixtures for such purpose is prohibited.
 - 9) Electrical appliances in the wash room such as water heaters / solar heated geysers etc must be handled with care.
 - 10) No hosteller / resident / guest/ visitor shall touch or attempt to repair electrical fixture /connection/ circuit breaker / junction box etc.
 - 11) All damaged or non-functional electric points should be immediately reported to the Hostel Section / Maintenance/ Enquiry.
 - 12) Water is a scarce commodity and wastage is discouraged and should be avoided at all times. All water leakages should be reported immediately to the Hostel Section /Maintenance/Enquiry.
 - 13) All hostellers / residents/ guests /visitors shall keep the hostel accommodation and the hostel premises as well as surroundings, neat and clean.
 - 14) All garbage, rubbish and refuse including disposable wares should be disposed of in the garbage bins provided or in the designated areas.
 - 15) All hostellers / residents shall inform the Hostel Section if at any time they find lack of cleanliness and hygiene in any of the eateries / mess/ drinking water dispensers etc in the hostel premises.
 - 16) Should no action be taken within a reasonable period [even immediate if so warranted] the Hostel Committee should be intimated.
- 3.7 Any collection of water in the hostel premises including water coolers, unused containers, disposable glasses, flower pots etc. especially during the rainy season should be viewed as a serious lapse of cleanliness and sanitation and reported immediately to the Hostel Section/ Sanitation Department /cleaners posted there.

4. SAFETY AND SECURITY

4.1 All hostellers / residents / guests / visitors shall take all precautions and cooperate with the authorities to maintain safety and security of the hostel premises.

4.2 While reporting matters related to safety and security if the situation so warrants, the name of the hosteller / resident shall be kept in confidence.

4.3 All hostellers / residents shall report immediately to the security staff if they are witness to or are aware of:-

- (i) Any suspicious individual / individuals in the hostel premises.
- (ii) Any vehicle or suspicious articles lying unattended in the hostels.
- (iii) Any unauthorized or illegal activity within the hostel premises.
- (iv) An act of ragging.
- (v) An act of abuse in any form.

4.4 All accommodation is provided with facilities for locking and it is expected that doors should be locked at all times for reasons of security.

(i) Hostellers / residents who are likely to remain outside the hostels [e.g. while going home on a vacation] are required to inform the Hostel Section with contact details and also inform their neighbours.

4.5 All valuables should be placed in secure place

- (ii) Keeping of large amount of cash in hostel rooms is discouraged.
- (iii) Laptops and other valuables should be insured against theft and pilferage.

4.6 No unauthorized person is permitted in the hostels

- 1) It is mandatory for all hostellers / residents to carry their institutional Identity Card at all times. They should produce them whenever requested by appropriate authorities and appreciate that entry to hostels may be barred without proper identification.
- 2) All guests / visitors should be able to prove their identity or should be accompanied by a bonafide hosteller / resident with an identity card.

- 3) Any un-authorized person in the hostel premises should be reported to the Security immediately.
 - 4) All delivery personnel should be contacted and met at the hostel entrance and should not be allowed to enter hostel premises in the interest of security of self and others.
 - 5) Courier and posts can be received in the Hostel Section during office hours and collected subsequently provided the section is informed.
 - 6) All visitors including parents and guardians should be met at the gate or visitors room.
 - 7) No guests including Parents & Relatives are allowed to go into the rooms of the hostellers without prior permission of the Superintendent of Hostels.
 - 8) The female visitors are not allowed to go into the rooms of Gents Hostel.
 - 9) The male visitors are not allowed to go into the rooms of the ladies Hostel/ Students Nurses Hostel.
 - 10) Hostellers / residents are not permitted to employ maids / servants, but those in the married accommodations are permitted to do so.
 - 11) Vehicle Identity Stickers / Passes as provided by the institution / Hostel Section from time to time must be displayed.
 - 12) Vehicles without such identification or with invalid identification will not be permitted into the designated areas of the hostel or may be towed away by the security personnel.
 - 13) Vehicles lying unattended / parked for a long time without information to the Hostel Section /Security may be removed from the hostel parking areas to other designated areas by security personnel.
 - 14) All hostellers / residents are required to comply with vehicle entry and parking regulations as may be appropriate from time to time including exigencies such as security threats, use of space for maintenance work etc.
- 4.7 All vehicles should be driven with care and within permissible speed in the hostels
- 1) Vehicles driven at high speed or without silencers and causing disturbance will be viewed seriously.

4.8 Hazardous material of any kind is restricted / banned in hostel premises

- (i) Any material that is a fire-risk should be avoided or used cautiously in the hostels. This includes, candles, incense sticks, [use with caution and put off before leaving the room] firecrackers, gas cylinders, petroleum products etc. [not permitted].
- (ii) Insecticides, toxins, poisons of any kind are not to be kept in rooms. Mosquito repellents should be used provided there is no known allergy to these substances.
- (iii) Weapons of any kind are forbidden to be brought or kept in the hostel premises.
- (iv) All hostellers/ residents are to report to the Hostel Section and Security the presence of any hazardous material including weapons of any kind in the hostel premises.
- (v) Cooking, boiling, microwaving, baking etc are not permitted in the hostels except in accommodation with kitchen facilities.

4.9 Health

- 1) All hostellers / residents should take adequate care to remain healthy and fit.
- 2) All hostellers / residents are required to take care of their health with the facilities available.
- 3) The All India Institute of Medical Sciences is a tertiary care centre and extends state of the art medical facilities to all hostellers / residents applicable, registration with the Employees health Scheme [EHS] is mandatory.
- 4) All hostellers / residents shall inform the Hostel Section of any form of illness of self or their fellow-hostellers so that appropriate assistance could be rendered.
- 5) All hostellers / residents on regular medication are advised to intimate the Hostel Section, in confidence regarding their medication.
- 6) The Hostel Section shall maintain absolute confidentiality of the illness. The Hostel Section shall provide all necessary assistance.
- 7) The treating physician shall be informed of any adverse situations.
- 8) The parents / guardians shall be informed of any adverse situations.
- 9) Hostellers / residents must intimate the Hostel Section regarding any injury or bodily harm to

self or fellow hostellers / residents even if sustained outside the hostel premises.

4.10 Students Out Pass

- (a) All undergraduate students should take prior permission from their concerned hostel warden/hostel authority on week days if they want to go out for night stay from hostel on some emergency. This is otherwise not permitted.
- (b) All under graduate students are permitted to go out on weekend and holidays by writing their details of destination in a register kept. If they write the incorrect details in the register, they will be responsible for it.
- (c) Under graduate students those who go out without entry or permitted letter, they themselves will be responsible for any incident that happens.

5. STUDENT MOVEMENT TIMINGS, ATTENDANCE AND RULES FOR LEAVING HOSTEL

5.1 Hostel students are not permitted to leave the hostel premises after 9 pm and before 6am. However, in some circumstances, if they want to do so, they should take prior permission of Wardens with proper justification for the same.

5.2 The main gate of Hostel will be closed at 9 pm. Hence, students should report to the hostel before 9 pm.

5.3 Latecomers Residents returning late to their hostel will be fined Rs 500/- and parents of the habitual offenders will be informed.

5.4 Habitual offenders of the rules and regulations will be noted and after FIVE warnings they will be asked to appear before the disciplinary committee which will be appointed by the Director.

5.5 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.

5.6 When it is expected that the student (male or female) cannot return to the hostel premises before their corresponding reporting time, the students are advised to issue gate pass from the Hostel

Wardens and show them when they move inside the premises.

5.7 While moving in and out of the hostel premises, the student should make entry in the “Student Movement Register”.

5.8 Daily attendance will be taken in the hostel at 10 pm in the respective hostels. In case of absence of the student without prior information, strict disciplinary action will be taken.

5.9 The hostel occupants shall not leave headquarter without prior permission of the Hostel Warden. 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 (if required).

5.10 While leaving hostel (during leave or vacation), the student should apply for permission in writing in advance stating the reason for leaving. The student shall mention the address of destination, phone number and expected date of return to the hostel.

5.11 It will be responsibility of the student to inform mess in-charge while leaving headquarter.

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

6. VISITORS

6.1 No male visitor is permitted in Girls Hostel.

6.2 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.

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

6.4 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.

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

6.6 The mess facility is compulsory for all the hostel inmates. Outside food is to be avoided by the hostel inmates.

7. EMERGENCIES

7.1 In case of health issues, theft, fire, quarrel among students, bullying, etc., the students should report immediately to Warden.

7.2 Any incidence of ragging should be reported to wardens and the anti-ragging committee

7.3 In case of any problem or complaint regarding hostel, the hostel occupants should submit written complaint to the Warden. Complaint books are kept with Hostel office.

7.4 Student can approach the student grievance committee for any complaints related to wardens/faculty/ or any staff.

8. PUNISHMENT

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

8.1.1 Warning to student

8.1.2 Written memo to student

8.1.3 Verbal and/or Written communication to parents/guardians

8.1.4 Monetary fine – Rs. 100/- to Rs. 50,000/- (Individually or collectively)

8.1.5 Recovery of cost of damaged hostel property

8.1.6 Expulsion from the hostel

8.1.7 Rustication for a particular term

8.1.8 Permanent rustication from the institute

8.2 The type of punishment will depend upon severity of misconduct and indiscipline and will

be decided by disciplinary committee in consultation with competent authority.

9. STUDENT PREFECTS

9.1 Student prefects will be appointed every year by the Hostel Warden in consultation with other members of student welfare section from amongst the senior students of good standing.

Preferably, one student prefect per floor/wing will be appointed.

9.2 The student prefects will assist Hostel Warden in maintaining the discipline and administration.

9.3 Duties of Student Prefects

9.3.1 To assist Warden in taking attendance

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

9.3.3 To report Warden in case of emergencies

9.3.4 To ensure cleanliness of hostel wing/floor/premises and bring to the notice of Hostel Warden

9.3.5 To monitor activities of Common room& reading rooms

10. FEES

Hostel fees will be charged as per the prospectus of released by the AIIMS New Delhi.

Mess charges will be paid monthly by the student.

11. DOS AND DON'TS FOR ALL RESIDENTS

DOs

General

1. Follow the code of conduct for the students.
2. Read the hostel rule book and follow the rules.

Information

3. Read the notice boards (both at College and Hostel) regularly.

Rooms

4. Stay in the room allotted to you.

Payment of Hostel fees

5. Deposit your Hostel fees and associated charges by due date.

Security

6. Lock your room safely with a good branded lock.
7. Lock your room always, even when going out for short durations.
8. Keep your valuables and cash under lock.
9. Take special care of your mobiles and give your number to only to your near and dear ones.

Property

10. Keep your property and College property safe.

Health

11. Inform about your ill health to the warden at the earliest.
12. Keep your students health card/ ECHS Card safe.
13. Keep your Health Records safe and Handy.
14. Get immunised as per schedule.
15. Do follow necessary health precautions and take anti-malaria and anti-dengue precautions.
16. Do participate in sports activities.

Identity Card

17. Keep your identity card in your possession always.
18. Produce your identity card whenever demanded by the authorities.

Mess

19. Dine in the Mess only and follow all relevant rules.
20. Be dressed appropriately in the Dining Hall.
21. Clear your mess dues on time.

Local guardian (LG)

22. Stay in touch with your LG.
23. Intimate change of your LG only through the request of parent/guardian.

Wardens

24. Discuss any problems you have with your Warden. They are here to help you.
25. Keep telephone numbers of your Warden in your phone contacts.

Change of contact details

26. Intimate change of address/ contact telephone numbers upon occurrence.

Attendance

27. Mark your attendance in Hostel Office in the attendance register every night on time.
28. Report any unauthorised absence to the Warden immediately on being noticed.

Misc

29. Maintain your room's cleanliness
30. Report problems pertaining to your rooms to the Hostel Office.
31. Make your room available whenever required for repairs, maintenance, disinfection & inspection.
32. Always leave a key of the room lock with the Hostel office while proceeding for a long leave/vacation.
33. Conserve water and electricity.
34. Do follow all the rules pertaining to the Club you join, the Reading Room Rules, rules for cybercafé, gymnasium, TV Room.

DON'Ts

General

1. Do not violate the Code of Conduct for Students or Hostel Rules.

Rooms

2. Do not exchange or interchange rooms once allotted without authorization from Hostel administration.
3. Do not keep any unauthorised person(s) in your room, whether related or not.
4. Do not bring any unauthorised furniture/equipment into the Hostel.

Property

5. Don't damage property on your charge.
6. Don't damage common properties.

Ragging

7. AIIMS Bilaspur has a zero tolerance policy towards ragging. Do not rag any one.
8. Report any incident of ragging to the Institutional Anti-ragging committee. Do not be a mute spectator to ragging.

Discipline

9. Do not abuse anyone, or threaten anyone.
10. Do not breach the peace by loud shouting or boisterous behaviour.
11. Do not do any disruptive behaviour like sloganeering, agitating, striking, mass bunking of classes or clinics or events where attendance is mandatory.
12. Do not indulge in any signature campaigns.
13. Do not convene or attend any meetings without the prior permission of the Warden/Hostel Administration.

Possession of Firearms & Dangerous Weapons

14. Do not be in the possession of firearms or dangerous weapons

Absence from Hostel

15. Do not be absent from Hostel after 2100 hours without leave or out pass.
16. Do not leave the Hostel if you are not in possession of an out pass signed by the Warden.
17. Merely applying for leave/ outpass does not allow you to proceed on leave or outpass.

Drugs, Alcohol

18. Do not be in the possession of, and do not use drugs or alcohol.

Smoking/Tobacco

19. Do not smoke or use tobacco in any form.

Unsafe Activities

20. Do not indulge in dangerous activities like climbing onto roofs or ledges, climbing down from balconies or other activities that may result in injuries.
21. Do not attempt to repair any electrical defects in case of a localised power failure.
22. Do not go to the roofs of hostel blocks. They are 'Out of Bounds'.

Cooking

23. Do not cook in rooms.

Possession of Cars and Two-Wheelers

24. Do not possess cars and/ or motorized two-wheelers.

Social Functions

25. Do not organise any private parties without permission.

Noise Levels

26. Do not create noise that disturbs others, irrespective of the time.
27. Do not play loud music or shout loudly, with lots of boisterous behaviour in the Hostel corridors or Dining Hall.
28. Loud partying is not permitted.
29. Do not burst crackers inside the rooms or corridors.

Use of electrical appliances

30. Do not use unauthorised electrical appliances or interfere with electrical fittings.

Wastage of Electricity & Water

31. Do not waste electricity and water.

Protection of College Property and Vandalism

32. Do not damage hostel property.
33. Do not exchange or change the location of any furniture or fixtures.
34. Do not bring in any unauthorised furniture, such as beds and sofas into the Hostel.
35. Pasting of picture on walls, graffiti or otherwise defacing walls in rooms or corridors is forbidden.
36. Do not keep any flammable material in the Hostel rooms.

37. Do not light lamps/ candles, carry crackers or burn /burst crackers in and around the hostel premises.

38. Do not deface your room doors and walls.

Security of personal property

39. Do not lock your room with a number lock.

40. Do not keep any items of jewellery, curios and other fancy or valuable items with you.

41. Do not give away your ATM/ Debit cards or their PIN to anyone.

Visitors/Guests

42. Do not take any guest to your room.

Guest Rooms

43. Do not misuse the facility of the guest rooms.

Mess

44. Do not be dressed in shorts, banyans, nighties or short dresses in the Dining Hall.

45. Do not use the Dining Hall for private parties.

46. Do not ask to cook food in the Hostel Kitchen. Do not enter the Kitchen.

47. Do not employ Mess staff for private work.

Misc

48. Do not litter anywhere.

49. Do not keep or feed pets in your room or campus.