

INTRODUCTION

Zoram Medical College has approximately 300 students residing in Hostels within the campus. This number is expected to rise to 500-600 at full recognition. General rules and regulation governing hostel administration are outlined for uniform and transparent handling of the various issues related with the hostel sector. This will serve as basic framework for administration of the hostels and inmates at Zoram Medical College Hostels.

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1. HOSTEL ADMINISTRATION

- 1.1 The following officers/staff are involved in the effective day-to-day functioning of Hostel and its administration: a) Director b) Registrar c) Dean d) Estate Officer e) Academic Officer f) Warden g) Assistant to Warden h) Caretaker
- 1.2 “Hostel Development Committee” at the Institute, comprises of the Director who is the Chairman of Hostel Development Committee, Dean, Registrar, Wardens and Assistant Warden of all Hostels, Estate Officer Assistant Registrar, Academic Officer, OSD, Clerk, and other persons nominated or appointed by the Director. Warden and Assistant Warden to be appointed by the Director in consultation with Hostel Development Committee amongst the teaching staff of the Institute for a period of 3 years.
- 1.3 Each hostel is supervised by Warden and assisted by Assistant Warden. The Caretaker will be available in the hostel at all times.
- 1.7 For day to day working Warden of the hostel will take decision. If required they may consult Chairman, Hostel Development Committee and take his approval.
- 1.8 Each mess is administered by the concerned Mess supervisor from among the Senior most Students along with the Students Mess Menu Committee, to be formed on the 1st week of April of every year under the directions from Warden of respective hostel.
- 1.9 The students can approach any of the above officers for help, guidance and grievance redressal. Representations to higher officers must be forwarded through proper channel.
- 1.10 When an authority is not satisfied by an official/staff working hierarchically below him/her, the monitoring authority can report about such official/staff in writing. Such report should invariably contain details about the cause of dissatisfaction and should be sent to the officer hierarchically above. Any such matter will be finally reported to the Director, and the Director reserves the right to initiate any action as he deems fit for the situation.

2. DUTIES AND RESPONSIBILITIES

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

2.1 Hostel Development Committee

- 2.1.1. Overall administration of all the hostels
- 2.1.2. To maintain the coordination of wardens of various hostels for smooth running of the Hostels
- 2.1.3. To take the steps and measures for overall efficient hostel administrations and welfare.
- 2.1.4. Maintaining database of students through Academic officer
- 2.1.5. Making the policy for allotment of hostels to students
- 2.1.6. To ensure discipline in the hostels
- 2.1.7. Implementation of decisions taken by the Institute authorities
- 2.1.8. Communicate with the parents/guardians of the inmates

2.2 Warden

- 2.2.1. Allotment of rooms to the students as per the guidelines issued by the office of Chairman, Hostel Development Committee
- 2.2.2. To redress the grievances related to the functioning of the hostel and nominate Warden-Representative.
- 2.2.3. Nominate the students for the mess committee, hostel maintenance committee, Cleanliness Committee and other such committees.
- 2.2.4. Regular visit to hostel for better interaction with the students
- 2.2.5. To give permission to the Guests for residing in the hostel on the request of the students.
- 2.2.6. To supervise the working of hostel staff
- 2.2.7. To solve the day to day problems of the students
- 2.2.8. To deal with the acts of indiscipline of the students.

2.2.9. Reporting the cases of serious indiscipline/ragging to the authority for further action at the Institute level.

2.2.10. To check the various registers and ledgers maintained by the caretaker and mess supervisor from time to time.

2.2.11. To maintain overall ambiance of the hostel premises

2.2.12. To ensure proper maintenance of the rooms and hostel premises

2.2.13. To do other assigned work as discussed and decided by Hostel Development Committee.

2.3 Assistant Warden

2.3.1. To assist warden in maintaining hostel discipline and all other works mentioned above.

2.3.2. To advise and guide in smooth running of the Mess and maintaining the quality of the food.

2.3.3. To check the hostel installations/floor and wings for proper functioning and ambiance

2.3.4. To check the mess regularly and countersign the entries in various registers maintained by various hostel level committee.

2.3.5. To ensure compliance of code-of-conduct and facilitate the hostel services to inmates.

2.3.6. To maintain the leave record of the students (To keep a watch on the In and Out register specially for first year hostels)

2.3.7. To supervise the caretaker in maintaining the stock of the hostel

2.3.8. Regular visit to the hostel to solve the day to day problems of the students.

2.4 Caretaker

2.4.1. Occupancy/vacation of rooms to/by the students (Get the signature of the student on the inventory of the furniture, electrical and other items in the room)

2.4.2. To ensure proper maintenance of the hostel rooms, common room, toilets, mess and premises i.e. coordination with Engineering section.

2.4.3. Maintain the proper record and recovery of hostel dues and fine fund.

- 2.4.4. To ensure proper water supply and drinking water arrangement in the hostel.
- 2.4.5. To keep a watch so that no unwanted student/person resides in the hostel without the permission of the warden.
- 2.4.6. Maintaining the record of the Guest/visitors.
- 2.4.7. Maintain the Hostel stock register (Furnitures/ Equipement/ Electrical and Civil fixtures)
- 2.4.8. Daily report to the Warden/ Assistant to Warden in the prescribed time about the maintenance of the civil and electrical works, discipline of the students, guest/visitor record and any other noticeable information.
- 2.4.10. Supervise the work of helper, gardener, sweeper and security guards.

2.5 Role of Students Mess Committee

- 2.5.1. Preparation of the menu for the week in consultation with the inmates. Days for special meals should be fixed and notified to the students.
- 2.5.2. To keep vigil to avoid inconvenience to vegetarians, care should be taken in using separate utensils for Vegetarian and Non-vegetarian items. Mess workers should be instructed to handle these separately.
- 2.5.3. To maintain the quality of raw materials used to cook food and the quality of prepared food.
- 2.5.4. Preparation of monthly mess bill to be jointly and display on mess notice board.
- 2.5.5. Maintenance of the stock of utensils, crockery, cutlery, furniture, kitchen and mess fittings, furnishings and equipments.
- 2.5.6. To maintain the proper record of the mess fine fund.
- 2.5.7. To ensure/ report the maintenance of the mess premises in clean and hygienic condition
- 2.5.8. To make available extra items like butter, boiled egg, omelet etc to students during mess timings
- 2.5.9. To make available the sick diet to students on request.
- 2.5.10. To report to the Warden the names of the students who are violating the mess.

3. ACCOMMODATION

3.1 Hostel accommodation is available to a student who is admitted to the College and has paid the Hostel Accommodation Fee. Any student who is removed from the Rolls of Institute will automatically cease to be a member of the hostel.

3.2 No UG student will have a right to occupy a room during vacation. But he/she may be permitted to stay on request, if he/she is doing any course work / project work / Institute work / Hostel work. However the decision taken by Warden and Hostel administration in this issue will be treated final and has to be abided by the inmate.

4. ALLOTMENT OF ROOMS

4.1 At the time of admission of a student into the hostel and at the beginning of every year, each resident is required to submit a duly completed **Personal Data Form** to the Academic Section. Local Guardian's address and phone number is optional. Email of the student and parent should also be provided. Any change of address / telephone number of the parent / local guardian, at any point of time, has to be intimated to the hostel office in writing.

4.2 The Hostel administration will generally provide for each occupant one cot, one study table, one chair and one almirah/cupboard (wall fixed or movable). On arrival a student will report to the Caretaker and will take possession of the room after signing the inventory of the furniture, electrical and other items in the room.

4.3 Room once allotted to a student for an academic year will not be changed, except on special situations with the permission of respective Warden.

4.4 The Hostel administration, in case of shortage of rooms, can allot more than the capacity of the room.

4.5 If the status of any student changes during the period of stay in the hostel, he/she is required to inform the Caretaker/Warden immediately and should vacate the hostel. If the Hostel administration finds that any hostel resident is not eligible for hostel accommodation and is residing in the hostel without due permission from the Warden, disciplinary action will be taken against such illegal occupants.

4.6 Before vacating the rooms, the student should fill up the no dues slip of the Medical College. The no dues slip of Institute will be signed by Warden of respective hostel on countersigning of care taker.

4.7 The inmate is not supposed to keep his belongings at Hostel Rooms after taking no dues slip from concerned Hostel. For temporary safe keeping of his belongings he/she may have to take written permission with list of his belongings from concerned Hostel Administration.

5. CODE OF CONDUCT

5.1 All residents are required to maintain standards of behavior expected of medical students of a prestigious institution. They are expected to behave courteously and fairly with every one inside and outside the ZMC campus.

5.2 All residents are required to always carry their valid Identity Cards issued to them by the Institute.

5.3 The rooms, common areas and surroundings of the hostel should be kept clean and hygienic. Notices shall not be pasted on walls and walls shall not be scribbled on. Any violation will be dealt with appropriate fine.

5.4 Rooms are allotted to each student on his/her personal responsibility. He/she should see to the upkeep of his/her room, hostel and its environment.

5.5 Students should bring to the notice of the caretaker any pending maintenance work (Civil, Carpentry, Electrical, Sanitation) to be carried out in rooms, corridors, toilets or other areas in hostel premises.

5.6 Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel administration requires the rooms for this purpose.

5.7 The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room and will be required to replace/repair at their own cost the damage, if any.

5.8 In case of damage to or loss of hostel property the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the wing/floor/hostel,

as decided by the Wardens.

5.9 The resident shall not move any furniture from its proper allotted place and also not damage them in anyway. If there are any additional items other than the above belonging to the hostel in a room, the occupant of the room shall hand over them to the caretaker, failing which he/she will be charged a penal rent as decided by the Wardens.

5.10 The resident shall not remove any fittings from any other room or common area and get them fitted in his/her room.

5.11 Ragging of students admitted to the Institute is totally banned. Any violation of this by the senior students will be dealt with very severely as per the Institute norms and guidelines issued from time to time by the competent authorities.

5.12 Freshers should report incidents of ragging immediately. Those who do not do so even when being witnesses or victims, will be considered to be part of this practice, and will also be punished accordingly.

5.13 All senior students, hostellers and day scholars, are required to sign an Anti-Ragging Undertaking form as per the NMC guidelines at the time of Admission.

5.14 Residents are advised to use bicycles instead of using **motorcycles/ scooters/ four wheelers.**

5.15 In the hostel premises following are strictly prohibited :-

- a) **Smoking**
- b) Consumption of **alcoholic drinks/drugs.**
- c) Gambling
- d) Intimidation or violence
- e) Willful damage to property
- f) Entering the hostel premises in intoxicated state.
- g) Moving in the staff / Faculty residential sector or near the Girls hostel premises after 11.00 pm.
- h) Shouting and using abusive language in their own hostel or in other hostel premises and campus.
- i) Employing unauthorized persons for personal work such as washing clothes, etc.

j) Cooking in room.

k) Keeping unauthorized electronic appliance

5.16 Room services are strictly prohibited. However, sick diet may be served in room after taking permission from Warden/Assistant to Warden/ Caretaker.

5.17 Residents should not participate in any anti-national, antisocial or undesirable activity in or outside the campus.

5.18 Unauthorized use of electrical appliances such as immersion heaters, electric stove / heaters, induction cookware, A.C and Refrigerators are not allowed in the rooms. Such appliances, if found will be confiscated and a fine will also be imposed

5.19 The uses of audio systems which may cause inconvenience to other occupants are not allowed. The students should not view objectionable videos.

5.20 When the students go out of their room they should switch off all the electrical / electronic appliances, and keep it locked. Violation will attract suitable penalty and punishment as decided by authorities.

5.21 In case any student has to stay out of hostel for a day or more for any reason, he has to inform the warden / Hostel administration and take his permission.

5.22 Students of Gents Hostel must make entry in the in-out register available with security guard, if they leave or enters the hostel after 11.00 pm or any other time decided by the authorities.

5.23 .

5.24 All residents of girls' hostels must be back in the hostel by 10.00 PM. If a girl student needs to stay out of the hostel after 10.00 pm due to any reason, she has to apply for and take prior written permission from the Warden. Violation of this rule may lead to disciplinary action including expulsion from the hostel.

5.25 The girl student of all Girls hostel need to take "Out Pass" for going outside campus of availing any visit outside the main campus premises. They can collect the passes booklet from respective Warden. When availing the out campus visit the student has to entry the time, visiting

place and purpose of the visit in Register maintained at individual hostels. When going out of the campus she should give the pass to the Security guard deputed at specific gate.

5.26 Inmates should not indulged in any type of indecent activities and unacceptable behavior falling which strict disciplinary actions will be taken.

6. GUESTS AND VISITORS

6.1 Subject to availability of proper accommodation facility, the guest of a resident may be permitted, with the prior written approval by the Warden to stay in hostel for not more than one day on payment of the necessary charges, as fixed by the Hostel administration from time to time.

6.2 No overnight guests are allowed in a student's room without permission of the Warden.

6.3 In boys' hostels, the parents of students and other male guests may visit the student in his room after due permission from warden/assistant warden and after making proper entry at the hostel gate.

6.4 Male students/visitors are not allowed inside the girls' hostel.

6.5 Female visitors are not allowed in boys' hostels, however, lady family members may be allowed to visit a student in the visitors' room in the hostel between 9.00 a.m. to 7.00 p.m. with prior permission from the Warden.

6.6 Violation of any of the above rules regarding stay in the hostels will lead to disciplinary action including expulsion from the hostel.

7. DISCIPLINARY MEASURES

7.1 Any student who is found to be indulging in undesirable activities such as ragging, physical assault, damage to property, causing inconvenience to other inmates, non-compliance of any of the conduct rules, or violation of any other rule defined in this manual will be liable to the following punishments-

- a) Expulsion from the hostel.
- b) Withholding of the student from writing Semester/Internal exams
- c) Withholding of the Student from writing University Exams
- d) A record of his / her misconduct will be made in his personal file.

- e) The cost of damage will be fully recovered from him/her together with penalty.
- f) Fines.
- g) He/she will also be fined commensurate with the offence committed.
- h) Rustication from the Institute.

7.2 Any student found hosting/harboring an offender will also be liable to the punishments mentioned in rule 7.1.

7.3 Availing room service or taking food or mess utensils to the room will attract a fine and disciplinary action by hostel administration, if repeated.

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

8. RESPONSIBILITIES OF HOSTEL RESIDENTS

8.1 General damage to the hostel property will be the collective responsibility of all the residents and they will be required to make good such damage, if the students who caused the damage could not be identified.

8.2 Residents should not indulge in practices / activities, which may endanger their own personal safety as well as that of others.

8.3 Residents will be personally responsible for the safety of their belongings.

8.4 Residents are duty bound to report to the Caretaker/ Assistant to Wardens/ Warden / Institute authorities in case they notice any unwanted incident or undesirable activity going on in the hostel or on the campus.

8.5 Students should not arrange any functions or meeting within the hostel or outside or within the Institute campus without specific permission of the Warden. Meetings for routine hostel affairs (management of mess, organizing sports, co-curricular and extra-curricular activities etc.) have to be in the notice of Warden/Assistant to Warden and with their consent.

8.6 Students should not arrange for any picnic outside the campus without specific permission of

the Warden.

8.7 The residents of the hostel are responsible for the safe keeping of their personal belongings. They are advised to keep under lock (preferably a branded one) all valuable items such as Laptop, Mobile Phone, etc. and lock the room even when they are out for a very short period.

8.8 Any case of theft should be reported promptly to the Security on duty through hostel administration.

8.9 If students create law and order problems outside the campus, they are answerable to the police or city administration on their own.

9. MESS FUNCTIONING

9.1 All the inmates of a hostel will compulsorily become a permanent member of the mess.

9.2 Each hostel mess will have a mess committee consisting of five inmates of the hostel to be nominated by the warden/ assistant to warden. Among them, there will be a Convenor and a co-Convenor. The term of this committee will be for a period of six month, unless otherwise instructed.

9.3 The mess committee will make the change in menu and will do other related work in consultation with Warden and Mess manager.

10. MESS RULES

10.1 Students should sign the Mess Joining Register kept in the messes at the time of their joining the mess.

10.2 Students should sign the Mess Leaving Register kept in the mess whenever they leave the mess. Otherwise they will be deemed to be present and charged accordingly.

10.3 Students are not permitted to dine in the mess without signing the Joining Register or after signing the Leaving Register.

10.4 Lunch/Dinner will be self served on the table.

10.5 The quantity of food will be unlimited except in the case of special items.

10.6 Non-vegetarian items will be served as extra on specified days of the week.

10.7 Mess rebate is admissible to the residents of Hostels on the following grounds:

- a) Approved Study Holidays and Semester Vacation declared by the Institute.
- b) Periods duly recommended by the Head of the Department and availed by the students for purposes such as participation in sports, competitions, seminars, educational tours, etc.

- c) Period of absence due to serious illness requiring hospitalization, subject to the production of medical certificate, in genuine cases.
 - d) Any other valid reason with prior permission of Warden.
- 10.8 Application for mess rebate should be made in the prescribed form and it should be submitted 10 days in advance. The application should be forwarded by the Warden. An acknowledgement may be obtained from the Mess Supervisor for having applied for mess rebate.
- 10.9 In addition, students applying for mess rebate should also sign the Mess Leaving Register kept in the messes at the time of their leaving the mess.
- 10.10 Students are not permitted to cook any food on their own accord in the mess or in their rooms.
- 10.11 Students on no account whatsoever will be permitted to take food outside the mess. Nor can they take mess utensils such as plate, spoon, tumblers, etc, to their rooms.
- 10.12 No diner shall waste food. Paying mess bill does not entitle a diner to waste food.
- 10.13 Assist in maintaining the mess and surroundings neat and clean. No notices shall be pasted on walls. Notices put up on the notice boards should not be removed by the diners.
- 10.14 All diners shall interact with the mess staff in the dining hall in a courteous manner.
- 10.15 After eating food, diners shall leave the cup, plate, waste food etc. in the designated bins.

10.16 **MESS TIMINGS** The mess timings are as follows and the students should adhere to these timings:

BREAKFAST: 7.00 - 8.00am

LUNCH*: 1.00 - 2.00 pm

DINNER: 7.00 - 8.00 pm

* Subject to variations, if timing of classes change due to any reason.

11. FINE FUNDS

11.1 Hostel fine fund will be utilized for hostel upkeep, as would be decided by the Hostel Development Committee and hostel administration. The fine funds are to be accounted clearly and are subject to internal audit.

11.2 The amount of fine to be imposed against the type of indiscipline will be decided by the hostel administration.

12. ADDITIONS /AMENDMENTS/ ALTERATION

Alteration. Amendments and Additions to these Rules & Regulations may be carried out by the Hostel Development Committee.