

Hostel Section

**All India Institute of Medical Sciences, Kalyani
NH-34 Connector, Basantapur, Saguna, Kalyani,
District Nadia, West Bengal, PIN-741245**

Rules & Regulations

The following rules & regulations are to be abided by all the undergraduate medical students admitted to the Hostels of All India Institute of Medical Sciences, Kalyani, West Bengal.

A. Hostel Allotment & Stay:

- A.1. The hostel accommodation is mandatory.
- A.2. The rooms will be of double/single occupancy type subject to the year of admission and availability. The allotment of rooms will be done by the Hostel Authorities*.
- A.3. A student once accommodated in the hostel will continue to be a Hostel resident** throughout the course unless otherwise debarred from the hostel on disciplinary grounds.
- A.4. Hostel resident(s) shall occupy the room only after official allotment. The change of room may be permitted only in exceptional cases, provided it is justified by the Hostel resident and deemed necessary by the Hostel Authorities. Unauthorized occupation of any room or exchange of rooms shall be treated as a serious violation of the Hostel rules.
- A.5. No other individual, other than the Hostel resident(s), is permitted to stay in the hostel.
- A.6. Visitors are not permitted inside the hostel after 09:00 PM. However, under special circumstances, entry inside the hostel beyond these hours may be allowed subject to prior permission from the Hostel Authorities or Warden.
- A.7. Visitors can meet the students only in the Guest Room of the hostels. All visitors including parents, are strictly prohibited to enter the rooms of the Hostel resident(s).
- A.8. Hostel resident(s) who have passed all the relevant examinations of the specified course, shall not be given accommodation in the hostels.
- A.9. Clearing of the hostel dues is mandatory requirement to appear in the Professional Examinations.

B. Hostel (In-&-Out) Timings:

- B.1. Hostel resident(s) shall not remain absent from the respective hostels between 10:00 PM to 7:00 AM without prior permission of the Hostel Authorities.
- B.2. Hostel resident(s) must enter their movements in the 'In-&-Out register' while going out and reporting-in outside the class timings. Leaving hostel without signing the 'In-&-Out register' and/or without prior permission from the designated authority shall be deemed as 'missing'; and their parents and/or the police authorities may be informed.
- B.3. Hostel resident(s) shall not leave the hostel at night time without prior permission from the Hostel Authorities. They must submit the application for going out to the warden mentioning their travel plan, destination and probable day of return to the hostel.
- B.4. The Hostel resident(s) must not leave the hostel premises on holidays for the purpose of excursion or picnic without prior permission of the Hostel Authorities and/or Warden. However, the Institute or Hostel Authorities shall not be held responsible for any unfortunate event (accident/injury/fatality/etc.) during such outings.

C. Maintenance of hostel & individual property:

- C.1. Maintenance of furniture, electrical equipment, and other items provided by AIIMS Kalyani in good condition is the responsibility of the Hostel resident(s). If any damage is found to be done to the hostel property, appropriate fine/penalty will be levied to the concerned Hostel resident(s).
- C.2. Hostel resident(s) will be personally and collectively responsible for any loss/damage to the properties and equipment and other fittings in the common places like halls, corridors, toilets, etc. In case of damage to any buildings, furniture, instruments, equipment or other property of the Institute, the loss shall be recovered directly from identified Hostel resident(s). If Hostel resident(s) who cause the damage are unknown, the penalty/cost of repairing, will be levied on the Hostel resident(s) as per assessment and decision of the Hostel authorities and/or Warden.
- C.3. Hostel resident(s) shall be completely responsible for all his/her possessions including his/her Laptop, electronic gadgets, valuables items, etc. The Institute / Hostel will not be responsible for any loss incurred. Hostel resident(s) are advised not to keep cash and valuables in the hostel rooms.
- C.4. Hostel resident(s) are to note that electrical/ carpentry/ plumbing or any other complaint pertaining to repair and maintenance should be given in writing to Warden or written in the complaint register available in the office of the Hostel Section.

D. Groups & meetings:

- D.1. Formation of any association of students/Hostel resident(s) on the basis of region, caste, political ideology or creed is strictly prohibited.
- D.2. No unauthorized activities or meetings are permitted in the hostel premises. Prior written permission should be obtained from the Warden/Hostel Authorities for holding any meeting/ celebration in the hostel premises.
- D.3. Hostel resident(s) shall refrain from any act, covert or overt, that may destroy or disturb the peace and harmony among the residents of the campus.
- D.4. No Hostel resident(s) shall take the law into his/her own hands. If any of the Hostel resident feel that other students/Hostel resident(s) are indulging in any undesirable activity or causing inconvenience or physical injury to him/her or to the other Hostel residents, he/she should lodge a complaint in writing with the warden/Hostel Authorities without any delay.

E. Prohibited items/acts:

- E.1. Ragging of any kind is an offence and the students/Hostel resident(s) found guilty shall be punished as per rules.
- E.2. Keeping of weapons/fire arms by Hostel resident(s) is strictly prohibited.
- E.3. The hostel cannot be considered as the hiding place for miscreants. The police authorities may enter the campus and detain anyone, with permission from Competent Authority, depending upon the severity of the offence.
- E.4. The consumption/storage/supply of liquor, cigarettes, illicit drugs and/or any sort of intoxicant is strictly prohibited, and if found guilty, the offenders will be dealt with severely, including prosecution.
- E.5. Any kind of gambling is prohibited.
- E.6. Hostel resident(s) shall not get involved in arguments or otherwise interfere with the duties of the employees/staff of the hostel. If there is any complaint or suggestion to be made, it shall be made to the warden / Hostel Authorities in the register maintained for such complaints.
- E.7. Use of all un-authorized electrical appliances such as heaters, induction ovens, coolers, air conditioners, etc. is strictly prohibited and these will be confiscated, and the concerned Hostel resident will be penalized. However, usage of computer, laptop and printer in the hostel room will be allowed with prior permission from the Warden/ Hostel Authorities.
- E.8. All Hostel resident(s) must dine in the hostel mess only. Individual / group cooking in rooms is not allowed.

- E.9. Playing loud music and videos etc., inside the rooms is strictly prohibited as it may cause disturbance to the fellow residents. Any such complaint against the Hostel resident(s) may lead to seizure of the gadgets and imposition of fine.
- E.10. Pets are not allowed in the hostel premises.
- E.11. Hostel resident(s) should not use firecrackers on any occasion inside the hostel or in the premises of the hostel without prior permission from the Hostel Authority.
- E.12. Hostel resident(s) are prohibited from writing slogans or any writings or drawings on the hostel walls, doors and rooms or pasting any poster. Penalty, as decided by the Hostel Authorities, shall be imposed on Hostel resident(s) indulging in such activities.
- E.13. Hostel resident(s) should not break open or try to break open any occupied/vacant room(s) of the hostels.
- E.14. Hostel resident(s) should show enough restraint while posting any photographs or video of the hostel and amenities on social media. There can be serious consequences for posting an image or video to social media without the right permissions. The concerned hostel resident(s) shall be solely responsible for the act.

F. General code of conduct:

- F.1. Fans and lights must be switched off when the students leave their rooms. In case, it is noticed that fans/ lights are running in a locked room, penalty will be imposed for wasting the precious energy resources on the concerned Hostel resident(s).
- F.2. Maintaining cleanliness in the rooms and corridors is the responsibility of the Hostel resident(s).
- F.3. The room of any Hostel resident(s) can be inspected at any time by the hostel authority or any person nominated by them. Residents are advised to keep their Identity Cards with them and show them on demand.
- F.4. The Hostel resident(s) are required to carry their Identity Cards with them inside the campus.
- F.5. Female visitors and girl students are not permitted to visit the Boys' Hostel and vice versa any time and in special circumstances, prior permission is required from the Hostel Authority. Male visitors, including parents and guardians, are not permitted at any time into the Girl's Hostels.
- F.6. Hostel resident(s) should not use the belongings of others without their consent.
- F.7. Bringing/carrying mess utensils or other items and eatables to the hostel rooms are not allowed.
- F.8. The behaviour of students/ Hostel resident(s) should be of such manner so as not to bring discredit to him/her and to the institution.

G. Miscellaneous:

- G.1. Floor volunteers/Mess volunteers will be selected on merit or as per decision of the Hostel Authorities in consultation with Hostel residents. He/she is to assist the Warden in the supervision of hostel floor/ mess and in enforcing discipline. Every Hostel resident shall co-operate with him/her in discharging his/her duties.
- G.2. In case a student/Hostel resident(s) falls sick, he/she should contact the Warden immediately. Students/Hostel resident(s) are advised not to take any medicine themselves without prescription from a qualified doctor.
- G.3. There is CCTV surveillance at the entrance of hostel and in common areas.
- G.4. Accommodation in the hostel cannot be claimed as a matter of right.
- G.5. The Institute or Hostel Authorities shall not be held responsible for any unfortunate event (accident/injury/fatality/etc.) which a student may suffer anywhere inside the campus or outside. The students are advised to conduct themselves properly to have an enjoyable stay in the campus.

H. Fees/Charges/Penalty/Fine:

- H.1. Every resident of the hostel shall pay the mess bill and other charges before the stipulated date failing which fines will be imposed. Failing to deposit mess dues before or on stipulated date may lead to disciplinary action which may include debarring the concerned student from appearing in the professional examination.
- H.2. Hostel resident(s) found guilty of misconduct or guilty of infringement of any of the rules prescribed above shall be liable to fine, suspension, rustication or dismissal either from the hostels and/or from the Academic sessions as decided by the appropriate authority depending on the seriousness of offense.

*Hostel Authorities implies Superintendent (Hostels), Deputy Superintendent (Hostels, Female) and Deputy Superintendent (Hostels, Male).

** Hostel resident(s) implies undergraduate student(s) of AIIMS Kalyani who is/are officially provided hostel accommodation.

By order
Hostel Superintendent