



UG HOSTEL

STANDARD OPERATING PROCEDURE

[version 1.0]

2023-2024



अखिल भारतीय आयुर्विज्ञान संस्थान, राजकोट, गुजरात

All India Institute of Medical Sciences,
Rajkot, Gujarat



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RULES AND REGULATIONS FOR THE STUDENTS IN THE HOSTEL

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 (AIIMS), Rajkot, Gujarat.

A. Allotment of Room in Hostel & Stay:

- A.1. Hostel facility is optional.
- A.2. The rooms will be of double occupancy type subject to the year of admission and availability. The allotment of rooms will be done by the Hostel Authorities on the day of admission.
- A.3. Those students who wish to avail hostel facility have to apply for the same on the prescribed application format at the time of admission. **(Annexure – I)**. He/she also need to submit a duly filled and signed personal data section in the Form. Parents must verify the details and sign the duly filled form. Preference in the allotment of hostel room will be given to outstation students if required.
- A.4. In Personal Data section, Email ID of both the student and his/her parent should be provided. Local Guardian's address and phone number should also be provided. Any change of address/telephone number of the parent/local guardian, at any point of time should be verified by the parents and intimated to the hostel office in writing.
- A.5. 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 or other grounds.
- A.6. Hostel resident(s) who have passed all the relevant examinations of the specified course, shall not be given accommodation in the hostels.
- A.7. 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.8. No other individual including parents or sibling, other than the Hostel resident(s), is permitted to stay in the hostel.
- A.9. 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.
- A.10. Visitors/Parents can meet hostellers only in the Visitor's lobby or Visitor room between 5 pm to 9 pm on working days and 8 am to 9 pm on holidays.
- A.11. Shuffling of rooms and roommates will be exercised only by the Hostel authorities at the beginning of each professional year or as and when required.
- A.12. On allotment of the Hostel room, the student shall report to the warden and will take possession of the room after signing the inventory slip of the furniture, electrical and other items in the room. **(Annexure– II)**.
- A.13. Every student should stay in the room allotted to him/her. Mutual exchange of rooms after final allotment is not allowed. However only the Provost may allow change of room as a special case on valid and reasonable ground. Violation of this rule will be considered as an act of gross misconduct and entail appropriate disciplinary action.
- A.14. Each room will be cleaned daily by housekeeping staff and the student shall cooperate in this regards.

B. Hostel timings, Movement of the Students & Leave Rules:

- B.1. Daily reporting/attendance will be taken in the hostel at 7:00 a.m. and 10:00 p.m.
- B.2. Hostel resident(s) shall not remain absent in any way from the respective hostels between 10:00 p.m. to 7:00 a.m. without prior permission of the Hostel Authorities.
- B.3. For routine movement of the students except their academic classes outside the hostel, he/she has to enter the details of his exit in In-&-Out register maintained in the warden office and should keep the on duty warden informed. With reference to the movement of girl students, a Buddy system will be adopted.
- B.4. It is mandatory for students to inform the Warden and Provosts, if they are leaving the hostel or going out of station or overnight leave; and seek their permission by filling Student Leave Form before going.



- (Annexure – III).** The duly filled form shall be submitted to the on-duty warden. The warden shall confirm with the parents in this regards. Student must forward his/her leave form to the Provost at least two days prior to the leave period. Student will leave the hostel only after the approval from the appropriate authority.
- B.5. Following the approval for the leave, the student will be issued an out gate-pass which should be deposited at the warden office. **(Annexure – IV).**
- B.6. The student must return from his/her leave on the stipulated time approved by the competent authority. He/she shall report to the warden immediately on return by depositing a return gate-pass. **(Annexure - IV).** The on-duty warden shall ensure the date and time of return. In case of ambiguity, warden shall inform the Provost.
- B.7. If the students apply for the leave for a period of more than 3 (three) days, the application of leave shall be forwarded to the Dean (Academics) office for the approval. Official vacations declared by the Institution are excluded.
- B.8. If any student applies for the leave after prefixing or post fixing any holiday or Sunday, in such cases, the entire duration of the leave (including the holidays and Sunday) shall be counted and accordingly permission from the Provost and if required from Dean (Academics) shall be mandatory.
- B.9. No extension beyond the sanctioned leave will be granted except in emergency cases. If the student on an sanctioned leave wants to extend his/her leave must apply for the extension of the leave to the Provost (via e-mail on boyshostelaiimsrajkot@gmail.com or girlshostelaiimsrajkot@gmail.com) quoting the valid reason well in advance. Parents may be contacted in this regards if required.
- B.10. In case of an emergency leave, the student shall immediately contact the Provost (through warden office). The Provost will be the decisive authority in this regards.
- B.11. Students violating outstation rules are liable for strict disciplinary action.
- B.12. 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.
- B.13. Visitors/Parents can meet hostellers only in the Visitor’s lobby or Visitor room between 5 pm to 9 pm on working days and 8 am to 9 pm on holidays.
- B.14. Leaving a 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.15. The Hostel resident(s) must not leave the hostel premises on holidays or any other days for the purpose of excursion or picnic or any other, without prior permission of the Hostel Authorities. However, the Institute or the Hostel Authorities shall not be held responsible for any unfortunate event (accident/ injury/ fatality/ etc.) during such outings.
- B.16. Depending upon the current academic attendance records of the student or other valid reason, the appropriate authority may not approve the leave of the student.
- B.17. Outing from the Hostel to the city market areas will be arranged for the students through bus transportation after their academic hours in the evening. This facility will be available on two to three days a week (or decided accordingly by the appropriate authorities).
- B.18. Student/s of the hostel are strictly instructed to refrain from partial or complete mass bunking of class.
- B.19. Any student/s violating the above mentioned leave/ movement/ out stationed rules shall be solely responsible for his/her safety outside the hostel premises and the deficit attendance caused due to it.

C. Facilities provided in the Hostel:

- C.1. All rooms are double seated and fully furnished with inbuilt lockable wooden almirah, good quality wooden bed with storage, study table with drawer, study chair, mattress, pillow, ceiling fans and electric fittings, cloth hooks and night lamp. All ceiling fans are installed with anti-hanging devices.
- C.2. In addition to the rooms for students, other important areas are warden office, common room equipped with recreational and entertainment facilities. Hostel has large lobby area, guests waiting area and dedicated newspaper, magazine reading corner on ground floor. Online as well as offline Library facility is made available to the students along with a dedicated librarian. There are two dedicated rooms on the ground floor for physically disabled students.
- C.3. Each floor has bathrooms & toilets on both sides, with facility of hot and cold water.



- C.4. Water cooler with RO water purifier system is provided in the hostel building for 24 hours drinking water supply.
- C.5. Emergency medicines and First-Aid Kits are available in hostel which are provided to the students as and when indicated.
- C.6. Hostel is provided with two buses (56 seater capacity) for transportation of students from the hostel to college and hospital; and returning back to hostel. The buses are stationed at the hostel round the clock.
- C.7. Bus transportation is available for the students to visit the city market areas in the evening two to three days a week.
- C.8. Ambulance facility is available for the hostel students (available 24×7) in case of any medical emergency arising during their stays.
- C.9. Hostel surrounding area is being regularly maintained and cleaned. Plantation drive is being arranged time-to-time in this area to make a greenfield campus.
- C.10. Hostels (surroundings, entrances and exit points, staircases, lobby areas, etc.) are under continuous CCTV surveillance. Security staff is available round-the-clock in the hostel premises.
- C.11. Wardens are available 24x7 in the hostel for all the management and supervision.
- C.12. High speed internet connectivity through high end firewall for providing continuous and uninterrupted internet connectivity to students.
- C.13. Recreational facilities like carom, Ludo, chess, table tennis, etc. are being provided in the recreational room. It has Air conditioners, Smart TV (65 inch) with Ultra HD resolution, Tata sky HD channels subscription, Refrigerator, etc. for the students.
- C.14. Moreover, facilities of open Gymnasium and Outdoor sports i.e. Cricket kits, Footballs, Volleyball court etc. have been made available in the surroundings of the hostel.
- C.15. Live mess service is provided at the doorstep. Mess area is just adjacent to the Boys Hostel. Food is being prepared in the fully hygienic kitchen in mess area, keeping warm and served in stainless steel units for students. Menu is decided and inspected by student mess representatives and mess committee and quality of food is checked regularly by faculty themselves.
- C.16. Students are served Breakfast: 6:30 am to 7:45 am, Lunch: 1 to 2 pm and Dinner: 7:30 pm to 9:00 pm in which different variety of hygienic and nutritive food is served.
- C.17. Ragging is strictly prohibited. All students have pledged in writing during their admission time that they will not involve in any ragging activities at campus. There is a separate Anti-ragging committee and Anti-ragging squad to monitor and ensure that the campus of AIIMS Rajkot as 'Ragging-free campus'. Strict measures are in place to prevent Ragging of any sort.
- C.18. The Hostels have wardens along with a team of security personnel and housekeeping staff who are on the duty round the clock as well as a librarian. They are having regular interactions with the students to solve their issues as and when those arise and report the issues to the Provost for further management.
- C.19. Colour-coded Biomedical Waste Bins are place in the hostel buildings. All the students and staff are strictly instructed to use the correct colour-coded biomedical waste bin for the appropriate category of the waste disposal.
- C.20. A complaint/ suggestion box is positioned at the hostel for students to drop any complain or suggestion about any issue/(s) faced by them in the hostel.
- C.21. Paid services are also available on daily basis which include Laundry service & Barber service. Information to avail the services are available at warden office.

D. General Code of Conduct in the Hostel:

- D.1. Students must check the Hostel Notice Board regularly.
- D.2. No notice will be displayed by hostel inmates in the Institute/Hostel notice board without the approval of hostel Provost.
- D.3. In common area and recreational area, air conditioner, light, fan, etc. must be switched off when not in use. When leaving the rooms for attending classes or for vacation etc., fans and electrical gadgets, lights, etc. should be switched off. Glass windows are to be closed properly. The Incense stick/candles should not be kept burning while leaving the room. Violation will attract suitable penalty and punishment as decided by authorities.
- D.4. Students should be appropriately dressed in and outside the hostel premises.



- D.5. Students should lock their room properly when they go out for meals, classes, etc. It will be the responsibility of the hostel occupants to take care of their personal belongings. A hostel student will be completely responsible for all his possessions including his/her laptop/computer/electronic gadgets etc.
- D.6. Decorum should be maintained in the hostel premises. Every student of the hostel should have the civic responsibility that he/she should not be a cause of inconvenience, annoyance or disturbance to others.
- D.7. The hostel authorities or any authorized member of the Institute can inspect the room of any student in the hostel at any time.
- D.8. Hostel inmates are supposed to keep Identity cards with them and must present the same to authority whenever asked for. Students must always carry their Identity Cards with them.
- D.9. The Rooms, Common areas and the surroundings of the hostel are subject to inspection by the Institute/Hostel authorities to make sure that they are kept neat and tidy. Notices shall not be pasted on walls and walls shall not be scribbled on.
- D.10. No unauthorized items like tobacco products, liquor, drugs, lethal weapons (even licensed), any other illegal means etc. are to be kept in the hostel. Possession of any lethal weapons (even licensed), or any instrument/contrivance which is likely to cause physical harm to others is strictly prohibited and is a punishable offence. Anyone found indulging in the use of such things will be expelled from the hostel and may also be rusticated from the Institute. It may attract the legal actions as well.
- D.11. Formation of Association of students on the basis of region, religion, caste, creed, etc. is not permitted.
- D.12. Use of abusive, vulgar and un-parliamentary language against the hostel/mess staff is strictly forbidden. The hostellers should not indulge into any unnecessary conversation, quarrel or altercation with the hostel staff. Any complaint received from staff/faculty towards students will be taken seriously and appropriate action will be taken by Administration. If student has any complaint against any staff of the hostel, a written complaint against the person is to be lodged with the Provost.
- D.13. If any hosteller is found indulging in any form of instigation/intimidation/threat to any other hostellers, he/she will be asked to vacate the hostel forthwith. In this regard, the decision of the authorities will be final and binding on the individual concerned.
- D.14. Hosteller coming to the Hostel after the gate closing hours i.e., 10.00 p.m., without prior permission or without a valid reason is liable for disciplinary action.
- D.15. Wrong entry, improper/lack of entry in exit register, tampering with the entries, proxy attendance and misguidance of any nature are punishable.
- D.16. No student is allowed to engage private servant or pet animal.
- D.17. The hostellers are not allowed to keep air conditioner, television set, hotplate, heater, immersion rod, electric stove/coiled heaters, refrigerator, washing machine, etc. Unauthorized possession will lead to confiscation of the goods and other disciplinary action as may be deemed appropriate.
- D.18. The use of audio systems which may cause inconvenience to other occupants are not allowed. The students should not view objectionable videos.
- D.19. Students are not allowed to keep any vehicle in the hostel, except bicycle.
- D.20. Male students are strictly forbidden from entering the Girl's Hostel and similarly female students are strictly forbidden from entering Boy's Hostel.
- D.21. Students who are staying outside the hostel have to park their vehicles in the parking earmarked for them and are not allowed to bring their vehicles to the hostel.
- D.22. Students staying outside may be given permission for staying in the hostel at night only if there is a valid reason for the same. Prior permission from the Provost is necessary for this. Guest students have to observe all the rules of the hostel while they are present in the hostel premises failing which disciplinary action will be taken against them.
- D.23. Guests are not permitted to stay in the hostel. Parents/Guardian/Visitor visiting the student should remain in the visiting area of the hostel. Entry into the student's room is not permitted. They will be permitted to meet student after verification of identity.
- D.24. The Institute/Hostel authorities will conduct surprise checks periodically and if anyone found violating the hostel rules, disciplinary action will be taken against him/her.
- D.25. All the students staying in the hostel are instructed to deposit the keys of their respective rooms to the provosts at the time of leaving the hostel for overnight or long leave.
- D.26. Maintaining cleanliness in the rooms and corridors is the responsibility of the Hostel resident(s).
- D.27. Hostel resident(s) should not use the belongings of others without their consent.
- D.28. Firing crackers inside the hostel premises or inside the building is strictly prohibited.



- D.29. No secret activities or meeting are permitted in the hostel premises. For holding any meeting in the hostel room or anywhere in the hostel premises, prior written permission should be obtained from the Provost.
- D.30. Any kind of pornography is strictly prohibited. If any student is found indulging in such activity, strict disciplinary action will be taken which may include rustication from the institute.
- D.31. Students are not allowed to use the Hostel space for any kind of celebration (i.e. birthday, cake cutting, etc.) which cause a gathering and loud noise.
- D.32. In case of health issues, theft, fire, quarrel among students, bullying, etc, the students should report immediately to Hostel warden.

E. Damages & Recovery:

- E.1. Rough handling and damage of the furniture/ bus/ property or fittings/ any object belonged to the hostel will be taken as gross indiscipline. Strict disciplinary action will be taken which may be either cost recovery from the student/s responsible for the damage or expulsion from the hostel with immediate effect or both as decided by the Institute management.
- E.2. The resident shall neither shift any furniture from its original allotted place nor 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 them over to the warden, failing which he/she will be charged a Penal Rent as decided by the appropriate authority.
- E.3. The resident shall not remove any fittings from any other room or common area and get them fitted in his/her room.
- E.4. Hostel resident is bound to use the water resources in justifiable manner. Violating such conduct shall attract disciplinary actions.
- E.5. No furniture items shall be manipulated so as to use in a manner not expected in ordinary course.
- E.6. Hostel residents 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 warden office, provided, such damage is natural or purely accidental and unintentional.
- E.7. Stealing or pilfering of hostel/ institute property or other student's property will be considered as serious and strict disciplinary action will be taken.

F. Disciplinary Measures:

- F.1. All hostel residents/guests and visitors must follow the law of the land and the rules and regulation of the institution. Failure to comply may invite proceedings or actions as deemed necessary.
- F.2. All actions against the norms of expected behaviour even if not explicit in these rule and regulations are liable for disciplinary action.
- F.3. All acts of indiscipline shall be investigated based on the complaint received.
- F.4. Any individual who is aggrieved as a consequence of indiscipline in the hostels can make a complaint or report in writing to the Provost.
- F.5. The Provost of the Hostels may take contingence of any act of indiscipline brought to his/her notice or observed by him/her and treat this as a complaint even if a written complaint or report is not available. All complaints or reports shall be investigated by the Provost.
- F.6. For purpose of free and fair investigation, the Provost may seek the help of any individual/ individuals whose expertise is considered necessary.
- F.7. The Provost may summon any individual or witnesses for examination or recording versions while investigating case of indiscipline.
- F.8. All deliberations should be confidential. The report may be forwarded to the competent authorities if necessary.
- F.9. Accused of indiscipline shall have full right and liberty to defend him/ herself without bias or prejudice.
- F.10. Disciplinary actions shall be complied with on recommendation of the Hostel Provost, Dean or Director or any other competent authority of the institute after appropriate procedure and approvals.
- F.11. Acts of indiscipline and disciplinary actions:
These rules will be applicable to the hostellers, residents, guest and visitors. Only a tentative list not in any order of severity is provided. The list is neither complete nor exhaustive and additional actions may be recommended time to time. One or more action can be taken concurrently after or on filling of criminal or civil complaints by the institution with law enforcement agencies.



The followings are considered as acts of indiscipline:

F.11.i	Ragging in any form
F.11.ii	All acts contrary to the prevailing laws of the land including criminal and anti-national acts
F.11.iii	Use of hostel premise for acts considered immoral
F.11.iv	Subletting, sub-tenancy or allowing unauthorized to stay in the hostel without prior permission from competent authority
F.11.v	Contravening allotment rules including exchange of room, shifting of furniture fixtures and furnishing without permission
F.11.vi	Damage/ Lost to hostel property movable / immovable
F.11.vii	Vandalism, graffiti, pasting of posters that may damage hostel wall and display
F.11.viii	Physical harm or abuse to anyone in the hostel premises or misbehaviour with anyone in the hostel premises on the basis of gender, religion, caste, social group or any other reason
F.11.ix	Creating nuisance and making noise so as to disturb others
F.11.x	Partying or similar activities or other congregations without necessary permission
F.11.xi	Consumption or use or peddling of illicit substances
F.11.xii	Drinking alcohol and causing nuisance in the hostel or entering into the hostel in an intoxicated state
F.11.xiii	Engaging in risky behaviour including cooking and causing fire hazards, storing of hazardous material, driving vehicles in dangerous manner within campus, causing health hazards by stagnating water without informing hostel officials etc.
F.11.xiv	Unauthorized use of hostel facilities including use of appliance that are not permitted.
F.11.xv	Not clearing payment and dues in time
F.11.xvi	Concealing, misleading or providing incorrect information while applying for hostels.
F.11.xvii	Disrespect to authority and functioning of institutional offices and officials in the course of their duty.
F.11.xviii	Violation of hostel rules and regulations as indicated in the previous sections both overt and implied.
F.11.xix	Keeping pets, feeding stray animals
F.11.xx	Unauthorized absence from hostel for long period
F.11.xxi	Mass bunk of class or academic session
F.11.xxii	Any other act of behaviour considered to be a form of indiscipline

F.12. Any one or more amongst the following measures shall be initiated as disciplinary actions against above indiscipline act/(s) as decided by the competent authority:

F.12.i	Anti-ragging measures as per the Supreme Court Guidelines.
F.12.ii	Actions as per rule of land against criminal or antinational act.
F.12.iii	Verbal warning
F.12.iv	Issuing Warning notice to student & intimation to the parents
F.12.v	Intimation to Dean (Academics) & Executive Director with disciplinary action as decide by the competent authority
F.12.vi	Directive to submit letter of apology
F.12.vii	Letter to parents/ guardian as and when necessary
F.12.viii	Adverse entries into academic files
F.12.ix	Suspension from attending classes.
F.12.x	Debarred from the hostel for specific period
F.12.xi	Expulsion or rustication from the institution permanently or for varying period
F.12.xii	Cancellation of allotment.
F.12.xiii	Imposition of fine that may be variable or commensurate with damage wherever applicable in consultation with appropriate authority. (e.g. three times the cost of damaged property)
F.12.xiv	Indication of in-disciplined behaviour in reference letters from the institution
F.12.xv	Any other action/(s) recommended or decided by the competent authority

F.13. Any act which is punishable under IPC will be taken care by Law enforcement agencies.



- F.14. It must be noted that in those instances wherein the act of indiscipline cannot be attributed to a single individual, collective responsibility shall be fixed and disciplinary action may be recommended against several individuals or hostellers/ residents of one or more floors or even the entire hostel.
- F.15. 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 competent authority reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel/rustication from the institute.

G. Safety of Students:

- G.1. All hostellers / residents / guests / visitors shall take all precautions and cooperate with the authorities to maintain safety and security of the hostel premises.
- G.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.
- G.3. All hostellers / residents shall report immediately to the security staff if they are witness to or are aware of:
- G.3.i Any suspicious individual / individuals in the hostel premises.
 - G.3.ii Any vehicle or suspicious articles lying unattended in the hostellers.
 - G.3.iii Any unauthorized or illegal activity within the hostel premises.
 - G.3.iv An act of ragging.
 - G.3.v An act of abuse in any form.
- G.4. Students are strictly prohibited from entering under-construction area present anywhere within the campus.
- G.5. Students are discouraged to travel at odd hours outside the campus. They will not be allowed to leave the Institute/ Hostel premises between 09.00 pm and 6.00 am except in emergency.
- G.6. If any student goes out of the Institute for any permitted reason like vacation, sports, entertainment, etc., the responsibility for the safety and security of the student will be his/her own.
- G.7. Ragging in any form is strictly forbidden. If anyone is found guilty of ragging, he/she will be expelled from the Institute and also shall be liable for prosecution under the Prohibition of Ragging Act as per the Hon'ble Supreme Court of India.
- G.8. Any student indulging in any act which may lead to loss/harm to self or others in the Institute will be treated in an appropriate way as per the decision of the Institute management.
- G.9. In case a hostel resident falls sick, he/she should contact the warden immediately. The warden shall inform the Provost for further management.
- G.10. There is CCTV surveillance at the entrance of the hostel and in common areas.
- G.1. No unauthorized person is permitted inside the hostel. 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.

H. Ragging-free campus:

- H.1. As per direction of the Hon'ble Supreme Court of India, ragging is completely prohibited in any form inside and outside of the campus and the Institute authorities are determined not to allow any form of the ragging. Individual or collective ragging constitutes gross indiscipline and will be dealt with severely with punitive measures that include suspension / eviction from hostellers / rustication from academic activities and lodging of FIR.
- H.2. Ragging is a punishable offence.
- H.3. All students have pledged in writing during their admission time that they will not involve in any ragging activities at campus.
- H.4. There is a separate Anti-ragging committee and Anti-ragging squad to monitor and ensure that the campus of AIIMS Rajkot as 'Ragging-free campus'.
- H.5. Strict measures are in place to prevent Ragging of any sort.
- H.6. Ragging shall ordinarily mean any act or conduct by an individual or group of individuals by which the dominant status or power of senior students is brought to bear upon the students who are in any way considered to be junior or inferior to them. Some acts that are included in this definition are:



- H.6.i Physical assault or threat to use physical assault of any kind.
- H.6.ii Violation or demeaning the status, dignity, honour of students particularly with regard to gender, language, family background etc.
- H.6.iii Exposing students to ridicule or contempt that may threaten to reduce their self-esteem.
- H.6.iv Entailing verbal or physical abuse, torture that may be mental or physical, aggression, corporal punishment, trauma, indecent gesture and obscene behaviour, insisting on performing menial jobs by force or threatening to use force that may be implied.
- H.7. Ragging is also implied under the following circumstances:
- H.7.i When a fresh student is taken into the room of a senior student or a fresher is found in the room of a senior student till the fresher's welcome party is over.
- H.7.ii A dress code that would distinguish a fresher from other students or otherwise is enforced.
- H.7.iii When any student who may have witnessed or has knowledge of ragging does not report such incidents to the authorities concerned.
- H.8. The above shall imply that the student has participated in ragging unless otherwise proven.
- H.9. The institution shall maintain strict confidentiality protecting the identity of the complainant with regard to all reports related to ragging and under no circumstances shall those incident / reports will be made public in any manner.
- H.10. The onus of proving innocence in all incidents of ragging shall lie with the student on which the charged of ragging has been placed.
- H.11. The institution shall also view seriously any attempt to wilfully or falsely, with malafide intent implicate any student to have ragged a junior student.
- H.12. The Hon'ble Supreme Court of India has issued strict directives related to ragging in all institutions and this is indicated in the MBBS Prospectus. The directives include the following:
- H.12.i The primary responsibility for curbing ragging rests with academic institutions themselves. All measures should be taken to ensure that no ragging takes place.
- H.12.ii The punishment to be meted out has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.
- H.12.iii Every single incident of ragging where the victim or his parent/guardian or the Head of institution is not satisfied with the institutional arrangement for action, a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
- H.12.iv Courts should make an effort to ensure that cases involving ragging are taken up on a priority basis to send the correct message that ragging is not only to be discourages but also to be dealt with sternly.
- H.13. Whoever directly or indirectly commits, participates in, abets or instigates ragging within or outside any educational institution may be:
- H.13.i Suspended from the Institution.
- H.13.ii Suspended from the hostels.
- H.13.iii Expelled from the hostels.
- H.13.iv Expelled or rusticated from the hostels.
- H.13.v Liable to fine which may extend to Rs. 10,000/-.
- H.13.vi Liable to cancellation of admission.
- H.13.vii Suspended from attending the classes.
- H.13.viii Liable for withholding/withdrawing fellowship/scholarship and other financial benefits.
- H.13.ix Subjected to withholding or concealing the result.
- H.13.x Adverse entry in testimonials or certificates.
- H.13.xi Any other action as deemed fit.
- H.14. The decision on punitive measures shall be taken by the Head of the Institution and a combination of the above punitive measures may be applied.
- H.15. In case individual responsibility cannot be fixed, a group may be punished.
- H.16. Undergraduate students as well as their parents, at the time of admission of the students to the Institute, will be required to furnish an undertaking in the form of an affidavit that the student will not indulge in any form of ragging.
- H.17. All students are informed that the institution takes several steps to curb ragging.
- H.17.i Formation of anti-ragging committee.



- H.17.ii Surprise rounds and checks by faculty, hostel staff and security.
 - H.17.iii Deployment of uniformed and plainclothes security staff.
 - H.17.iv Close liaison between the institution and police personnel.
 - H.17.v Monitoring of the movement of fresher.
 - H.17.vi Periodical review of anti-ragging measures.
- H.18. All students are requested to take advantage of the measures and report any case of ragging without fear. The institution is obliged and committed to maintain strict confidentiality of complainants if so desired.

I. Contact:

UG Boys Hostel Provost:

- Dr. Utsav Parekh
- boyshostelaiimsrajkot@gmail.com

UG Girls Hostel Provost:

- Dr. Pinky Meena
- girlshostelaiimsrajkot@gmail.com



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UG Hostel

Hostel Room Allotment Application Form

Annexure I

Date of application:

To,
The Provost,
UG Hostel (Boys/ Girls)
AIIMS, Rajkot

To be filled by student: (in capital letters)

Subject: application for allotment of hostel room

Respected Sir/Madam,

I have joined the institute as a **MBBS** student

I wish to accommodate in UG Hostel in the AIIMS Rajkot campus.

I kindly request you to allot me a room in UG Hostel, AIIMS Rajkot.

I have read and hereby agree to abide by the hostel rules and regulations, in force.

My brief particulars are below.

Paste your
passport size
recent photograph
and self-attest it.

PERSONAL DATA:

Student's Name (Full in capital)	
Date of joining	
Course	
Year of admission	
Mobile No (student)	
Email id (student)	
Permanent residential address	
Residence contact number	
Date of birth	
Nationality	
Blood Group	
Medical ailment if any	

I declare that the information given above is true to the best of my knowledge. I agree that if any information furnished above is found to be incorrect my allotment is liable to be cancelled.

.....
Student's Signature

To be filled by Warden on duty:

Warden on duty receiving the application	
Warden confirmed the details of parents	
Warden remarks if any	
Signature of Warden	
Date:	

Provost:

Allotted Room No.:

Provost, UG Hostel
AIIMS, Rajkot



UG Hostel

FAMILY BACKGROUND:

Affix self-attested colored recent photograph of parents (father)	Affix self-attested colored recent photograph of parents (mother)	Affix self-attested colored recent photograph of parents (local guardian)
---	---	---

Full Name of father	
Full Name of mother	
Occupation of father	
Occupation of mother	
Residential address	
Parents email id	
Mobile No. (father)	
Mobile No. (mother)	
Residential contact no if any	

NEAREST LOCAL GUARDIAN (If any)

1. Name and address of contact person who should be contacted (in case of emergency)

1. Name:
Address:
Mobile no.

2. Name:
Address:
Mobile no.

I request you to admit my ward Mr./Ms. to the UG hostel, AIIMS Rajkot. I submit an undertaking that he/she and I have read and will abide with all Rules and Regulations of the hostel.

Date:

Yours faithfully,

Signature of the Parent / Local Guardian

Verification of Parents mobile no. conducted by Warden on duty: Name:

Sign:



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DECLARATION TO BE SIGNED BY THE STUDENT & PARENTS

I have read all the rules and regulations of the hostel. I hereby agree to abide by the rules and regulations of the hostel in force from time to time. I am liable for disciplinary action in case if any breach.

Date:

Signature of Student

Signature of Parent

Signature of Warden

Signature of Provost

NOTE

True copies of the following documents should be submitted along with the hostel.

Enclosures with Application form:

1. Adhaar Card copy of student and parents (and local guardian if any)
2. Proof of residence (Parents and nearest local guardian)
3. A copy of Medical examination report should be attached
4. Three photographs in small envelope (Each photo should have your full name and course name)



UG Hostel

Annexure II

RECEIVING FORM (INVENTORY LIST) FOR FURNITURE AND OTHER ITEMS

To,
The Provost,
UG Hostel (Boys/ Girls)
AIIMS, Rajkot

Respected Sir,

I, have been allotted UG Boys/ Girls Hostel, AIIMS Rajkot, Room No. on date following my admission into MBBS Course in year

I have received furniture and other items in the room as mentioned below:

Sr. No.	Item Particulars	Quantity	Status at the time of Allotment Yes/ No
1	Bed with Box	1	
2	Mattress with pillow	1	
3	Study Table with drawer keys	1	
4	Overhead bookshelf	1	
5	Study chair	1	
6	Ceiling fan with anti-hanging device	1	
7	Tube light	1	
8	CFL bulb	1	
9	Wardrobe almirah with keys	1	
10	Dustbin	1	
11	Others:		

I hereby undertake that I have received above mentioned items and promise to maintain them properly. I further undertake to return them undamaged at the time of vacating the room after completion of my tenure/ contract or service debarred by institute.

Place:

Date:

Student's Signature

Name & Sign of Warden on duty:

Provost

U.G Hostel (Boys/ Girls)
AIIMS Rajkot.



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UG Hostel

Annexure III

Hostel Leave Application Form

Date of application:

To,
The Provost,
UG Hostel, AIIMS, Rajkot

To be filled by student:

Student's Name		
Batch		
Room No		
Father's Name		
Mobile No (student)		
Mobile No (parents)		
Address during leave period		
Leave from	Date:	Time:
Leave Till	Date:	Time:
Reason for leave		

I will be responsible for any shortage of attendance due to leave.

.....
Student's Signature

To be filled by Warden on duty:

Warden on duty while applying the leave	
Name of Parent from whom confirmation of reason for leave was obtained by warden on duty	
Warden remarks if any	
Signature of Warden	
Date	

PROVOST:

Leave Approved / Not Approved

Application forwarded to I/C Dean (Academics) for approval: Yes/ No

Provost,
UG Hostel, AIIMS, Rajkot



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Annexure IV

OUT GATE PASS

Serial No. **Guard Office Copy**
Student Name:
Room No.Batch:
Mobile No:
Date and Time:
Reason:
Address with Contact:.....

.....
Signature of Warden

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES
KHANDHERI, RAJKOT, GUJARAT – 360110**

UG Hostel

REPORTING GATE PASS

Serial No. **Student' copy**
(To be given on return to campus)
Student Name:.....
Room No.Batch :
Mobile No:
Date and time:

Signature of Student

Received by warden: Name

Sign:



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UG Hostel

Application for vacating the Hostel

Date:

To,
Provost,
Boys Hostel,
AIIMS Rajkot.

Subject: Permission for vacating the Hostel permanently

Respected Sir,

I,, MBBS student of batch, Roll No., have been allocated
Boys Hostel Room No. at AIIMS Rajkot in the year

I want to vacate my hostel room and leave hostel permanently from the date due to following reason/(s):

.....
.....

- I shall after vacating the hostel reside outside the campus premises at the address
- I shall commute from this address to AIIMS Rajkot on my own responsibility and expenses.
- My parents have an intimation regarding my decision of vacating the hostel and they are in agreement with this decision (consent from parents is attached herewith).
- I am aware and shall ensure to submit 'No Due Certificate' from the hostel authority.

I would be grateful if you could provide me with the necessary permissions and documentation required for vacating the hostel. I shall follow all the required procedures and will not cause any inconvenience.

Thanking you,
Yours Obediently,
Signature:

Name of student:

Enclosed:

1. Letter of Consent from Parents.



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Application for 'No Due Certificate' for vacating the Hostel

Date:

To,
Provost,
Boys Hostel,
AIIMS Rajkot.

Subject: request to issue a 'No Due Certificate' for vacating the Hostel

Respected Sir,

I,, MBBS student of batch, Roll No., have been allocated Boys Hostel Room No. at AIIMS Rajkot in the year

I want to vacate my hostel room and leave hostel from the date

I would be grateful if you could issue me a 'No Due Certificate' required for vacating the hostel. I shall abide by the rules and regulations of the hostel regarding the dues if any found against myself and shall settle the same.

Yours Obediently,
Signature of student:
Name of student:

.....

FOR OFFICE USE ONLY

Verification of the dues if any:

Sr. No.	Particulars	Yes / No	Cost in INR	Sign and Name of warden
1.	Damage to allocated room furniture/ belongings (to be verified as per hostel allotment letter received list of items)			
2.	Damage to other room/ property structure			
3.	Damage to items/ objects within the hostel premises			
4.	Dues regarding services offered (laundry/ barber etc.)			
5.	Other dues if any			
Total cost to be settled for the damages				

The amount to be settled for the damages/ dues is INR to be incurred from the applicant. No Due Certificate shall be issued only on submission of the amount to the warden office.

Signature & stamp of warden:
Name of warden:

verified by
Provost, UG Hostel,
AIIMS Rajkot.