

HOSTEL RULES AND REGULATIONS



*“Quest for Excellence in Dental Education
and Service to Humanity”*

**GOVERNMENT DENTAL COLLEGE
KOTTAYAM**

PREFACE

The Government Dental College, Kottayam has made tremendous progress in infrastructure, academics and patient service since its inception in 2000. At present we have two ladies hostels (LH) which can accommodate 200-250 students in triple sharing, quadruple sharing rooms and dormitories, one state-of-the-art men's hostel (MH) which can accommodate about 100-150 students with triple sharing, twin sharing rooms and dormitories. A residents hostel (RH), the first of its kind in the Govt. sector which can accommodate about 54 persons in studio apartment rooms and 6 guest rooms (maintained by the PTA for External Examiners and Family members of the staff/inmates) with three air-conditioned and three non air-conditioned studio apartments. Other hostels have bath attached room facility for staff as well.

With the constant increase in the number of students seeking hostel facility it has become imperative that certain rules and regulations are to be formulated for the uniform and transparent handling of the various issues related with the hostels which will help to serve as a basic frame work for administrative requirements. With this in mind a Hostel Committee has been formulated with three Senior Heads of the Departments, Wardens of the three hostels, Assistant Wardens of the hostels, PTA Vice President, PTA Treasurer and The Principal as the Chairperson.

The posts of the Warden/Assistant Warden and the Hostel Secretary/Mess Secretary will be honorary. The post of the Warden/Assistant Warden will be for one year. The posts of Hostel Secretary and the Mess Secretary will be on a rotation basis from among the inmates. Other than the academic coaching in the institute, the students are thus enabled to shoulder responsibilities, deal with different situations in life, learn to organize, supervise and co-ordinate, get an in house training on how to maintain the record of vouchers/stock ledger, prepare menu for the week, place economic purchase orders, prepare budget, keep accounts and take instant decisions.

The Principal & the Hostel Committee reserves the right for changes and additions in the rules and regulations as and when required.

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1. HOSTEL ADMINISTRATION

- The Hostel administration staff will be:
 1. Warden (Teaching Faculty, Honorary Post)
 2. Assistant Warden (Teaching Faculty, Honorary Post)
 3. House Keeper (Appointed post)
 4. Hostel Secretary (Nominated Resident Student, Honorary Post)
 5. Mess Secretary (Nominated Resident Student, Honorary Post)
- The hostel administration will be assisted by employees appointed as and when required:
 1. Day time cook/s
 2. Night time cook/s
 3. Day time cleaner/s
 4. Hostel Security- 2 numbers(12 hr duty on rotation)
- If the hostel mess is on contract basis, the assisting staff pattern will be:
 1. Day time cleaner/s
 2. Hostel Security- 2 numbers (12 hr duty on rotation)
- The Warden and the Assistant Warden are to be appointed by the Principal from Faculty members of the Institute. Both the Warden and Assistant Warden posts are honorary. No honorarium will be paid. All the rest of the assisting staff will be appointed by the Principal and the Warden from applications received through an interview. The Hostel Secretary will be nominated from the General Body (GB) meeting of the inmates in the presence of the Warden. The Hostel Secretary will appoint a Mess Secretary from among a particular batch. The Mess Secretary can appoint a committee of four students to form a mess committee. The post of Hostel Secretary and Mess Secretary are honorary and will be on a rotation basis
- There will be a furnished office for the routine functioning of the hostel administration.
- The Warden will be allotted a bath attached double room free of cost and food will be free. The Warden should be on call for 24 hours
- Accommodation for the House Keeper of the LH also will be free.
- The food for the employees of the hostel will be free.
- If the mess is run on contract basis, the MOU is to be drafted by the Warden and approved by the Principal and the whole responsibility of food - buying, preparing cooking and cleaning will be the responsibility of the contractor.
- If not on contract basis, the mess of each hostel will be the responsibility of the students.
- Any leave should be with the permission of the Warden/House Keeper only.
- If any assisting staff is on leave the matter should be informed in writing to the house keeper well in advance. In case of an emergency a telephone call to the House Keeper is warranted before going on leave so that the house keeper can arrange an alternative.
- Late comings and early leavings should be duly recorded in the log book by the House Keeper and signed by the staff concerned. Three early permissions and three late permissions will be allowed after which half day leave will be marked.
- When a higher authority is not satisfied by a staff working hierarchically below him/her, the Warden can report about such staff in writing to the Principal. Such report should contain details about the cause of dissatisfaction. The Principal & the Hostel Committee reserves the right to initiate any action that is fit for the situation.

2. DUTIES AND RESPONSIBILITIES

General duties and responsibilities of the various staff in the hostel are defined here. If required, the duties and responsibilities are subject to changes at any time with the approval of the Hostel Committee and the Principal.

2.1 HOSTEL COMMITTEE

- Over all administrative decisions of all the hostels
- To coordinate Wardens/Assistant Wardens of various hostels for smooth day to day routine work of hostel and mess.
- Policymaking for allotment of rooms to students/guests
- To ensure discipline in the hostels
- Implementation of decisions taken by the Institute Head
- To meet twice a year to evaluate the functions of the hostels and make amendments as per the situation

2.2 WARDEN

- Allotment of rooms to the students
- To supervise the activities of students in the hostel
- Regular visit to the hostel for better interaction with the students
- To give permission to the Guests for residing in the hostel on the request of the students/staff.
- To supervise the working of hostel supporting staff
- To solve the day to day problems of the students
- To deal with the acts of indiscipline of the students.
- To advise and guide in the smooth running of the Mess.
- To sign the cheques to meet the hostel expenses jointly with the Hostel Secretary.
- To check the accounts of the mess regularly and countersign the entries in various registers maintained by the House Keeper.
- Appointment and supervision of disbursement of salaries to hostel supporting staff.
- Reporting the cases of serious indiscipline/ragging to the antiragging committee/Principal for further action at the Institute level.
- To ensure the quality of food in the mess
- To draft MOU's for contract mess if needed before getting approval from the Principal.
- Communicate with the parents/guardians of the inmates
- To supervise the maintenance of overall ambiance of the hostel premises
- To ensure proper maintenance of the rooms and hostel premises
- To cater to the immediate minor requirements in the hostel through the use of hostel maintenance funds
- To see that the Visitors register, Guest register, In-Out register of the inmates, Maintenance register, Mess in - out register, Stock inventory register, Staff attendance register, Complaint/Suggestion register etc are maintained properly by the House Keeper and Mess Secretary from time to time
- To countersign the '**No Dues Slip**' of each inmate before the KUHS public exams and at the end of the course, '**Room Inventory Slip**' for new admissions,

‘**Room Vacated Slip**’ of vacating inmates, and ‘**Personal Data Sheet**’ of each inmate at the beginning of the year.

2.3 ASSISTANT WARDEN

- To assist the Warden in maintaining hostel discipline and all other works mentioned above.
- Regular visit to the hostel to solve the day to day problems of the students in the absence of the Warden.
- In the absence of the Warden or unavailability of the Warden, the Assistant Warden has to carry out all the duties of the Warden when necessary

2.4 HOUSE KEEPER

- The day- to- day activities of the hostel should be supervised by the House Keeper who will be available in the hostel during the normal working hours. Any extra time work if required will be considered part of their duty and no extra remuneration will be given other than their normal salary. Food will be free.
- The House Keeper of the Ladies hostel should be on 24 hour duty and should be staying at the hostel. Accommodation and food will be free.
- For the smooth day to day functioning of the hostel, the House Keeper can make immediate decisions after telephonic ratification with the Warden. If Warden is not available/ out of station, then Assistant Warden may be consulted. If required they may consult the Principal of the institute. For policy making and under abnormal conditions the matter has to be reported to the Principal which will be taken up by the Hostel Committee.
- At the beginning of every year, House Keeper should see that each resident submits a duly completed **Personal Data Form** which is to be countersigned by the Warden
- To ensure proper maintenance of the hostel rooms, common room, toilets, mess and premises
- To ensure proper water supply and drinking water arrangement in the hostel.
- Get the signature of the student on the **Room Inventory Slip** –of the furniture, electrical and other items in the room on occupancy and **Room Vacating Slip** on vacation of the room.
- Maintain the proper records and recovery of hostel dues and fine fund.
- To keep a watch so that no unwanted student/person resides in the hostel without the permission of the Warden.
- To maintain the leave record of the students (To keep a watch on the In – Out register especially for first year hostellers)
- Forward all the applications of the inmates of the hostel to the Warden.
- To maintain the attendance register of mess employees and disbursement of their salary with the help of Warden.
- To make available extra items like curd, egg, milk etc to the students during mess timings by disbursing coupons for the same. The said coupons on delivery will be collected by the cooks, semi torn and returned back to House Keeper for recording and filing. The cooks should be informed well in advance about the special requests from the students for the day. The House Keeper can make a note of the special requests and hand it over to the cooks well in advance.
- Maintenance of the stock of utensils, crockery, cutlery, furniture, kitchen and mess fittings, furnishings and equipments.

- Maintaining the record of the Guests and Visitors.
- Daily report to the Warden about the maintenance of the civil and electrical works, discipline of the students, guest/visitor record and any other noticeable information.
- Supervise the work of cooks, cleaners and security guards.
- Supervise the food served by the mess - its quality, quantity and hygiene
- To arrange for proper medical care in case of illness of inmates
- To arrange sick diet (kanji /kanji vellam) if requested by a sick inmate with the cooks
- To supervise that the persons handling food wash their hands thoroughly before dealing with food, wear caps on their head while preparing the food, wash vegetables thoroughly in water etc.
- In case of RH guest rooms, the House Keeper should see that the application forms in triplicate has to be filled up by the applicant, signed by the Warden before getting the approval of the Principal. One copy of the approved application form should reach the PTA Treasurer, one copy to the college office and one copy for filing at the hostel

2.5 **HOSTEL SECRETARY**

- The Hostel Secretary will assist the Warden and the House Keeper in the smooth functioning of the hostel.
- The duty of a Hostel Secretary will be for one year or less as decided by the Warden
- Any grievances concerning the hostel administration may be raised to the Warden or House Keeper through the Hostel Secretary only.
- Hostel Secretary will appoint the Mess Secretary and four students from the inmates to form the Student Mess Committee.
- Hostel Secretary will convene GB of inmates whenever necessary.
- In case of any festivities or cultural activities that are to be conducted within the hostel premises, the Hostel Secretary should get the permission of the Warden prior to conducting it.
- It is the responsibility of the Hostel Secretary to see that the inmates behave in a dignified manner as befitting a student who is getting trained to become a doctor.

2.6 **MESS SECRETARY**

- The duty of a Mess Secretary and their Mess Committee will be for one month or less as decided by the Warden.
- The menu for the week has to be prepared and approved by the Warden / House Keeper before presenting it to the students, notice board and the cooks.
- Preparation of the menu for the week should be in consultation with the student mess committee.
- Days for special meals or non-vegetarian meals should be fixed. The menu should be made available to the cooks two days prior to the starting of the week.
- To avoid inconvenience to vegetarians, care should be taken in using separate utensils. Mess workers should be instructed to handle these separately.
- Place order for the purchase of materials as per the menu from an economical shop but without compromising on the quality.
- Supervise and coordinate the mess workers

- To countercheck that the persons handling food wash their hands thoroughly before dealing with food, wear caps on their head while preparing the food, wash vegetables thoroughly in water etc.
- To maintain the quality of food. Too much salt, spices etc should be avoided and kept to a neutral. For those who require more salt/ sugar or spices, salt/ sugar & pepper/pickle may be made available on the table
- To maintain the record of vouchers, stock ledger, mess joining and leaving register etc with the help of the House Keeper.
- Preparation of monthly mess bill which is to be counter checked by the House Keeper and jointly signed by the House Keeper and the Mess Secretary before displaying it on the mess notice board.
- To inform the House Keeper and the cook the number of students attending the mess each week or on rare occasions each day
- To maintain the proper record of the mess fine fund.
- To see that the mess premises are clean and in a hygienic condition
- To make available extra items like curd, egg, milk etc to students during mess timings as per the coupons distributed.
- Special food coupon requests from inmates should be collected from students and handed over to the House Keeper well in advance
- To report to the Warden/ House Keeper the names of the students who are violating mess rules and defaulters in clearing the mess dues.

2.7 COOK/S

- All the cooks working in the hostel should have a health card issued by govt. approved authorities.
- A head cap and disposable gloves while preparing and cooking the food should be a routine
- Before taking charge, make an inventory of the utensils in the kitchen and sign the inventory and hand it over to the House Keeper.
- The preparation of food should be done in extra hygienic condition. Vegetables should be immersed in salt water for sufficient time to remove pesticides to an extent. Fish and meat should be cleaned properly.
- The pots and pans and utensils used for cooking have to be washed, dried and stored neatly by the concerned cooks.
- All areas handled by the cooks should be cleaned by the cooks themselves.
- The day time duties of the cook include preparation of lunch and evening tea.
- The duties of the night cook include grinding the dough for 'idly / dosa' and 'appam' for the next day, preparation of the dinner and morning breakfast including tea.
- Any 'special' requests from the students should be catered to and coupons semi torn and stored to hand over to the House Keeper.
- It is the responsibility of the night cook/s to keep their room (including the bathroom) allotted to them neat and cleans.
- If the day cook/s are utilizing the bathroom facility please see that the bathroom is in clean condition

2.8 CLEANER/S

- Daily sweeping and wiping of the common areas inside the hostel including lobby, corridors, dining room, wash basins, bathrooms and other rooms which are commonly used.
- Daily sweeping and weeding of premises outside
- Any other work assigned by House Keeper/Warden

2.9 SECURITIES

- Will be on 12 hour duty on rotation basis at the main gate.
- Should see to it that no strangers enter the premises without due permission.
- A visitor's register has to be maintained at the security gate for any strangers coming in
- Any leave taken should be informed to the next security beforehand on an understanding that the next person will take charge on his absence.
- LH security has to check in and check out the main gate key of Block A and the Dental College office key by maintaining a register. Time of in-out should be noted down specifically. The Principal has to be contacted for permission before handing over the key to anybody else other than the routine persons taking the key on routine timings.
- At all times, the LH security is responsible and answerable for the main gate key of Block A and the Dental College office key.
- Smoking / consumption of alcoholic beverages while on duty is strictly prohibited
- Any undue happening in the premises has to be immediately notified to the House Keeper/ Warden or College authorities.
- Should help the hostel authorities if requested for. Extra remuneration will not be paid for such help.

3. ACCOMMODATION

- Hostel accommodation will be made available to a student, who is registered in the Institute as a regular student as and when room availability is reported in the hostel.
- Accommodation will not be provided to any student whose registration is cancelled. Any student who is removed from the Rolls of the Institute will automatically cease to be a member of the hostel.
- Admission will be on a first come first served basis. Seniority list of applicants maintained in the hostel will be considered for this.
- Room allotment will be done by the Warden with the help of the House Keeper.
- A minimum stay of 15days /month is expected from an occupant. Otherwise the Hostel Committee reserves the right to cancel the accommodation provided.
- No student will have the right to occupy a room during hostel/ mess 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.
- Admission to the guest rooms at RH are reserved for External Examiners of the institute and Family members of inmates/Staff as per the situation and availability.
- If a staff /guest room vacancy is available it is the prerogative of the Principal to allot the room to anyone with the consent of the Hostel Committee
- The period of stay in such cases will also be decided by the Principal and the Hostel Committee
- **The Hostel Committee and the Principal can terminate the hostel accommodation offered and occupant asked to be evacuated as a disciplinary measure in case of a complaint.**

4. ALLOTMENT OF ROOMS

- Warden will allot the rooms.
- Allotment of room is purely subject to availability.
- Allotment will be on a first come first served basis. Filled up application forms received by the Warden will be used for preparing the priority.
- 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**. The details of the course attended during each year should also be specifically noted. Local Guardian's address and phone number should be given. 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.
- The Hostel administration will generally provide for each occupant one cot, table, and chair and space for keeping books. On arrival a student will report to the House Keeper and will take possession of the room after signing the inventory of the furniture, electrical and other items in the room (**Room Inventory Slip**).
- Room once allotted to a student for an academic year will not be changed, except on special situations with the permission of the Warden.
- **The Warden, in case of shortage of rooms, can allot more than the capacity of the room.**
- If the status of any student changes during the period of stay in the hostel, he/she is required to inform the House Keeper/Warden immediately and should vacate the hostel. If the Warden finds that any hostel resident is not eligible for hostel accommodation and is residing in the hostel without due permission, strict disciplinary action will be taken against such illegal occupants.
- Before vacating the rooms, the electrical installations including the fan should be handed over intact, in addition to the furniture to the House Keeper. The student should fill up the **Room Vacating Slip** in duplicate and take no dues on one slip from the House Keeper.
- Allotment of rooms to the staff of the institute will be decided by the Principal and the Warden depending on the availability and existing situation
- The guest rooms in RH will be allotted only to External Examiners, Family members of inmates/ staff depending on the availability and situation.
- Principal and the Warden reserves the right to allot the guest rooms of RH.

5. CODE OF CONDUCT

- All residents are required to maintain standards of behavior expected from students of a prestigious professional institution of national repute.
- They are expected to behave courteously and fairly with every one inside and outside the campus.
- Each resident is required to always carry their valid Identity Card issued to them by the Institute.
- 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.
- Room once allotted to a student is his/her personal responsibility. He/she should see to the upkeep of his/her room, hostel and its environment.
- Students should bring to the notice of the House Keeper any pending maintenance work (Civil, Carpentry, Electrical, Sanitation etc) to be carried out in rooms, corridors, toilets or other areas in the hostel premises. A separate maintenance register will be kept for registering the complaints.
- Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel administration requires the rooms for this purpose.
- If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the maintenance work.
- The students should not see unauthorized/illegal movies in their rooms. Any violation will be dealt severely.
- The resident/s of a room is/are responsible for any damage to the property in the room during his/her/their occupancy and will be required to replace/repair the damage at his/her/their own cost.
- Food should be eaten only from the dining room. **Taking common meals into common areas like the waiting lounge, reading room, TV room etc are strictly prohibited and will be duly fined as decided by the Warden.**
- **Doing lab work like plaster work, alginate work, acrylisation, and wax work within the rooms is strictly prohibited and will be duly fined as decided by the Warden.** Students may do these works only in areas allotted to them in the hostel.
- **'No Dues slip' duly signed by the Warden has to be submitted at the office by each student for uploading the final sending average marks and attendance percentage for KUHS exam registration at the end of the academic year.**
- Suitable penalty will be imposed if the rules of the hostel are violated in any way. **The Principal along with the Hostel Committee can even expel the inmate from the hostel if the situation so warrants.**
- 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/hostel, as decided by the Warden.
- The resident shall not move any furniture from its proper allotted place.
- If there are any additional items other than the once belonging to the hostel in a room, the occupant of the room shall hand over them to the House Keeper, failing which he/she will be charged a penal rent as decided by the Warden.
- The resident shall not remove any fittings from any other room or common area and get them fitted in his/her room.

- **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.**
- *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.*
- *When the persons committing or abetting the crime of ragging are not identified, collective punishment on suspected group could be resorted to as a possible deterrent measure, as it would ensure community pressure on the potential raggers not to indulge in ragging.*
- All senior students, hostellers and day scholars, are required to sign an Anti-Ragging Undertaking form as per UGC guide lines and submit to the office.
- The electric wiring of the hostel rooms does not support power appliances. The use of electrical appliances such as immersion heaters, electric stove/ heaters are not allowed in the rooms. Such appliances, if found will be confiscated and a fine will also be imposed.
- The use of audio systems which may cause inconvenience to other occupants are not allowed. The students should not view objectionable videos.
- **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 the authorities.**
- In case any student has to stay out of hostel for a day or more for any reason, he has to inform the Warden and take permission.
- Students of boy's hostel must make entry in the in-out register available with the security guard, if they leave or enter into the hostel after 11.30 pm or any other time decided by the authorities.
- First year students must take permission from Warden for going out from the hostel for any reason and must make entry in the in-out register.
- All residents of girls' hostels must be back in the hostel by 8.30PM.
- If a girl student needs to stay out of the hostel after 8.30pm 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.
- In the hostel premises following are strictly prohibited:–
 1. **Smoking**
 2. Consumption of **alcoholic drinks/drugs**.
 3. Gambling
 4. Intimidation or violence
 5. Willful damage to property
 6. Entering the hostel premises in intoxicated state.
 7. Shouting and using abusive language in one's own hostel or in other hostel premises.
 8. Employing unauthorized persons for personal work such as washing clothes etc.
 9. Room services are strictly prohibited. However, sick diet may be served in the room after taking permission from the Warden
 10. Residents should not participate in any anti-national, anti-social or undesirable activity in or outside the campus.

6. GUESTS AND VISITORS

- Visiting time will be from 3pm to 7pm
- Visitors have to reveal their identity and relationship with the inmate to the hostel authorities and record the required information in the visitor's diary
- In men's hostel, the parents of students and other male guests may visit the student in his room after due permission from the Warden and after making proper entry at the hostel gate.
- Male students/visitors are not allowed inside the girls' hostel.
- Female visitors are not allowed in men's hostel however, lady family members may be allowed to visit a student in the visitors' room in the hostel between 9.00am and 7.00pm with prior permission from the Warden. They will not be allowed beyond the visitor's lobby
- Visitors will not be permitted to remain in the hostel after 8 pm.
- Traders/ sales people will not be permitted to enter the hostel premises without special permission from the Warden.
- Violation of any of the above rules regarding stay in the hostels will lead to disciplinary action including expulsion from the hostel.
- 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 two days on payment of the necessary charges, as fixed by the Hostel Committee from time to time.
- Overnight guests are allowed only with permission of the Warden.
- Any guest staying over has to sign in the Stay Register with details of address, phone number and relationship with the inmate
- A guest fee of Rs 50/- per day per head may be collected from those staying with inmates of Ladies hostel and Men's hostel.
- Guest fee at RH will be Rs 100/- per day per head for the same
- Guest Room allotment at the resident's hostel is purely subject to availability.
- Guest rooms will be allotted to External Examiners and Family members of inmates/Staff as per the situation and availability .
- The application form for the guest room should be filled in triplicate and availability signature obtained from the Warden before getting the approval from the Principal.
- Guests will be permitted to stay for not more than a week in the guest rooms
- Guest rooms at RH are furnished and maintained by the PTA. As part of the maintenance fee including current & water charges, air conditioned rooms will be charged Rs 1000/- per day and non AC rooms Rs 500/- per day

7. DISCIPLINARY MEASURES

- 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-
 1. Expulsion from the hostel.
 2. A record of his/her misconduct will be made in the Transfer & Conduct Certificate.
 3. The cost of damage will be fully recovered from him/her together with penalty. If on stipend, recovery will be made from the stipend amount.
 4. He/she will also be fined commensurate with the offence committed.
 5. Stipend papers will be withheld.
 6. 'No Dues' slip will not be issued
 7. Rustication from the Institute.
- Any student found hosting/harboring an offender will also be liable to the punishments mentioned above
- Availing room service or taking food or mess utensils to the room will attract a fine and disciplinary action by hostel administration, if repeated.
- Any breach of the conduct rules or any act of indiscipline will invite an enquiry that will be conducted by the Hostel Committee. If the student is found guilty, then the Hostel Committee will take disciplinary action that it deems fit.
- **Depending on the case, the Hostel Committee reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.**

8. RESPONSIBILITIES OF RESIDENTS

- 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.
- Residents should not indulge in practices/activities, which may endanger their own personal safety as well as that of others.
- Residents are duty bound to report to the House Keeper/Warden/Assistant Warden/Principal in case they notice any unwanted incident or undesirable activity going on in the hostel or on the campus.
- Residents are required to park the vehicles only in the space provided for them in an orderly manner. **No vehicles should be parked near the entrance/ porch or in the corridors.** Residents are encouraged to use bicycles and avoid using motorcycles/scooters/four wheelers in the campus.
- Students should not arrange any functions or meetings within the hostel or outside or within the Institute campus without specific permission of the Warden/Principal. Meetings for routine hostel affairs (management of mess, organizing sports, co-curricular and extra-curricular activities etc.) have to be notified to the Warden and should be done with their consent.
- Students should not arrange for any picnic outside the campus without specific permission of the Warden/Principal.
- Residents are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable.
- 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 short period.
- Do not go out in large groups which are difficult to control. If you get involved in unpleasant situations, you are not the only one to be affected. You end up creating a bad impression of our Institute too.
- Any case of theft should be reported promptly to the hostel administration.
- If students create law and order problems outside the campus, they are answerable to the police or city administration on their own. In such cases, they will also be answerable to the Hostel Committee as per the institute norm.
- If you have any grievance please go to the Warden to solve the problem. If the problem is not solved, please approach the Student's Grievance Committee, Women's Grievance Committee or Antiragging Committee in the institution as the case may be. If the problem is not solved anywhere to your satisfaction, please approach the Principal of the Institute for a solution.
- **Posting or pinning of notices or write ups maligning the reputation / goodwill of the institution is strictly prohibited**
- The Dental College authorities will do its utmost to protect you as long as you are on the right side of the law .Do not over step your limits. Help us to help you

9. HOSTEL FEES

1. Hostel Caution deposit - **Rs.5000/-**(onetime payment, **refundable**)
2. Hostel Maintenance fee-**Rs.200/-**(per month from UG's. Hostel maintenance charge for House Surgeons, Junior Residents, Senior Residents and Staff staying at the UG hostels— **2% of their stipend/ basic pay with AGP/ basic pay**. Since the infrastructural amenities at Residents Hostel are far superior to UG Hostels, Junior Residents, Senior Residents and Staff staying at RH - **3% of their stipend/ basic pay with AGP/ basic pay**)
3. Govt. Room Rent/Hostel fee -**Rs.75/-**(per month payable at the office)
4. Establishment charge including Electricity charges—**On division basis/per month** (as per the salary payable to supporting staff of the respective hostels and the electricity bill from authorities)
5. Mess Fee - **On division basis/per month**(if it is a contract mess, per head charge as per the MOU)

(Hostel caution deposit and Hostel maintenance fee are subject to changes from time to time as decided by the Hostel Committee.)

10. MESS FUNCTIONING

- All the inmates of a hostel will compulsorily become a permanent member of the mess.
- Mess cut will be allowed only if the inmate is absent from the hostel for 10 days or more.
- Each hostel mess will run as a co-operative mess by the students(inmates of the hostel) under the supervision of the Mess Secretary and the Warden.
- Each hostel mess will have a mess committee consisting of five inmates of the hostel to be nominated by the Hostel Secretary from a GB of the hostellers. Among them, there will be a Mess Secretary and four mess committee members. The term of the Mess committee will be for a period of 30 days unless otherwise specified.
- Placing of orders for the bulk purchase of the mess items will be done by the Mess Secretary with the help of the House Keeper.
- All the vouchers will be signed by the Mess Secretary/ House Keeper who has done the purchase
- The withdrawal of money from the hostel account for mess will be done by the Hostel Secretary through cheques signed jointly by the Hostel Secretary and the Warden.
- The Mess committee will also prepare the weekly menu in advance and display it on the notice board after getting approval from the House Keeper/Warden.
- The monthly mess bill will be prepared by the Mess Secretary, on the basis of vouchers for the month, counter checked by the House Keeper and will be jointly signed by the House Keeper and the Mess Secretary.
- Expenses made towards day-to-day functioning of the mess (e.g. transportation for procurement, survey/purchase of items) may be incorporated in the mess expenses. Telephone/conveyance bills towards such expenses should be duly maintained and verified for reimbursements. Approval for making provisions of reimbursement for genuine expenses made by House Keeper, Mess Secretary or any Mess committee member is under the purview of Warden.
- The audit of the mess accounts should be done every year at the end of December
- If the mess is run on contract basis, only per head charge is payable by the inmates. Purchase, cooks, gas, utensils and other related items including cleaning and waste disposal will be the responsibility of the mess contractor.
- The food will be served by people appointed by the mess contractor at specified timings as mentioned in the MOU in hygienic conditions.
- Mess contract will be for one year after which it will have to be renewed

11. MESS RULES

(If situation demands, these rules will be amended as and when required)

- Mess is compulsory for all inmates
- Mess bill has to be remitted on/ before 15th of every month. Afterwards a fine of Rs25/- per week will be levied for one month. There after mess will not be provided.
- Inmates are not allowed to enter the mess hall wearing hospital overcoat
- Students should sign the **Mess Joining Register** kept in the mess at the time of their joining the mess.
- 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.
- Students are not permitted to dine in the mess without signing the Mess Joining Register or after signing the Mess Leaving Register.
- Lunch/Dinner will be kept ready on the table. Self service system prevails.
- The quantity of food will be unlimited except in the case of special items. But wastage of food will not be permitted in any case.
- If found that the inmate is throwing away the self served food, penalty will be initiated. So serve only the amount of food that is required for each person. If second helping is needed each one can help themselves.
- Non-vegetarian items will be served as extra on specified days of the week.
- Mess cut/rebate will not be allowed to the inmates of Hostel for a period of less than 5 days as a rule, however, 2 days mess cut will be allowed once during a month. Information in this regard should be given to the hostel House Keeper and Mess Secretary at least one day in advance (before the lunch time of the previous day) to avoid wastage of food
- In addition, students applying for mess rebate should also sign the Mess Leaving Register kept in the mess at the time of their leaving the mess.
- Minimum fixed charges will be applicable to the students applying for mess rebate of less than 15 days absence. Such permission should be obtained from the warden and the Mess secretary is to be intimated well in advance of the absence.
- Students proceeding on Medical Leave from the campus should produce the Medical Certificate issued by a Govt. Medical Officer at the time of their leaving.
- In case of sudden illness, information on leaving the mess should be made available to the Hostel Office immediately and the application for mess rebate should be submitted within the next 3 days.
- Students who fall sick at the time of their stay in their native place during the period of approved holidays and who require mess cut for a further period should intimate the Mess Secretary before expiry of the approved holidays, the probable date of rejoining the mess. A medical certificate from a Medical Officer not lower in rank than that of a Civil Asst. Surgeon is to be submitted in this case. No mess rebate will be permitted, if advance intimation is not provided.
- No student can claim mess rebate unless he/she has intimated his/her absence in advance by applying for mess cut in the prescribed form and signed the Mess Leaving Register at the time of his/her leaving the mess.
- At the time of joining the mess after availing mess cut, the students should sign the Joining Register kept in the mess.

- Students other than the Mess Committee Members are not permitted to enter the kitchen or store room of the mess on any account.
- Students are not permitted to cook any food on their own in the mess. Inmates are not allowed to cook in their rooms.
- Students on no account what so ever will be permitted to take food outside the mess. Nor can they take mess utensils such as plate, spoon, tumblers, etc to their rooms.
- No diner shall waste food. **Paying mess bill does not entitle a diner to waste food.**
- 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/ tampered by the diners.
- All diners shall interact with the mess staff in the dining hall in a courteous manner.
- After eating food, diners shall clean their own plates and cups and leave the cup, plate, waste food etc. in the designated places / bins.
- If any diner is medically ill and requires a special diet (eg. Kanji/ kanji vellam) he/she can request the Mess secretary/ House Keeper to arrange for the same at the mess.
- If the mess is on contract basis, the food will be served; the rules of mess cut and mess rebate will be the same
- The guest rates for food taken outside will be as follows:
 1. Breakfast :Rs.20.00
 2. Lunch :Rs.40.00
 3. Snacks :Rs.20.00
 4. Dinner :Rs.40.00

(These rates are subject to revision from time to time with the approval of the Hostel Committee depending upon the prevailing market rates)

11.1 MESSTIMINGS

The mess timings* will be as follows and the students should adhere to these timings:

1. BREAKFAST : 06.30 am – 09.00am
2. LUNCH : 12.00 noon – 03.30pm
3. EVENING TEA : 04.00 pm – 06.00pm
4. DINNER : 07.30 pm – 10.00pm

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

12. FINE FUNDS/ HOSTEL MAINTENANCE FEE/GUEST ROOM RENT

- Mess fine fund will be utilized for the improvement in the mess services, as would be decided by the mess committee and hostel administration. Separate accounting for this fund should be maintained by the Mess Secretary.
- Hostel fine fund will be utilized for hostel upkeep, as would be decided by the Warden and hostel administration.
- The above fine funds are to be accounted clearly and are subject to internal audit in the same manner as the mess fund audit.
- Hostel maintenance fee will be utilized for the routine day to day maintenance and repair of the hostel including small electrical, carpentry, upholstery, furnishings, plumbing works, subscription to TV, newspapers, magazines etc, and for purchase of cleaning items, or any other item with the consent of the Warden. The funds will primarily to be used for the comfort of the inmates.
- The House Keeper may utilize the funds after getting approval from the Warden and proper bills have to be filed and audited at the end of the year
- Since the Guest Rooms of the Residents Hostel are furnished and maintained by the PTA, half of the Guest Room fee will go to PTA and one half of the fee will go to the Warden for routine RH maintenance.

13 HOSTEL AMENITIES

- Each Hostel will be self-contained with amenities such as Reading Room, Recreation Room, Lounge, Warden Office, Staff Rooms, Dining Hall with mess, Kitchen, Cook's Room with bathroom and a Security Room.
- Reading room will have vernacular and English newspapers, and magazines.
- Separate space for watching TV with sufficient seating.
- Facility for Indoor games such as Chess, Carom-board, Cards etc.
- Ample outdoor space within the hostel premises and the campus
- Adequate parking area outside the hostel premises.
- A lounge for the visitors and parents of the students with proper display of the information's about the hostel.
- A furnished Warden Office with regular visits of the Warden so that the students can communicate their problems or difficulties, if any.
- Dining Hall will have:
 - Proper sitting arrangement for the inmates
 - If it is not a contract mess, then food will be self service.
 - Provision of additional/supplement food items on coupon basis.
 - Water Coolers and filters.
 - Proper hand washing facility
- Hygienic conditions in the entire mess area.
- Adequate number of toilets and bathrooms with regular maintenance
- Display boards giving information about the hostel rules.
- Complaints/Suggestion register
- Round the clock security

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