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1. INTRODUCTION

Gujarat Adani Institute of Medical Sciences (GAIMS) runs the medical college and teaching hospital at Bhuj. The Hostel room is allotted by GAIMS administration (as per National Medical Commission or MCI rules) subject to availability and considering the need of the students like age, emergency requirement at hospital and other factors at the sole discretion of the GAIMS' management.

2. OBJECTIVE

- a. To provide a guiding document for hostel administration and defining responsibilities, student's undertaking and disciplinary process.
- b. Previously issued UG Hostel policy (No.4004) and PG Hostel Policy (No.4005) will be in ineffective after approval of this policy.

3. SCOPE

- a. All students residing in Hostels i.e. UG, Interns, DMLT and PG
- b. Any other external Hostel (outside GAIMS Campus)

4. ORGANISATION OF THE HOSTEL ADMINISTRATION


GAIMS maintains a substantial complex of hostels for students, both for men and women. For administrative convenience, these are named in Block as per following.

For PG Students /Residents

- A Block Quarter = Boys PG Hostel
- F Block Hostel = Girls PG Hostel

For UG Students/interns

- A Block = Girls Hostel
- B Block = Boys Hostel
- C Block = Boys Hostel
- D Block = Boys Hostel
- E Block = Boys Hostel
- G Block = Girls Hostel (Nursing School Building)

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5. HOSTEL COMMITTEE FORMATION

5.1 Hostel Administration Committee


- a. It will be formed by following members. This committee will approve the hostel policy & rules and also select & appoint block wise Warden & messenger as per policy.

S. No	Member	Designation
1	Dean, GAIMS	Chairman
2	Chief Medical Superintendent	Co-Chairman
3	Head Support Services	Coordinator
4	Head Academics	Joint Coordinator
5	Head Security	Member
6	Chief Warden – PG Hostels	Member
7	Chief Warden – UG Hostels	Member
8	Other Wardens – UG/PG Hostels	Member

- b. The Dean of College is the Head of the Departments and looks after the general welfare of Students and advises the Wardens on matters concerning their functions.
- c. The Committee will normally meet quarterly to discuss and mutually settle hostel affairs. As and when required as per the need of the situation this committee can meet for necessary actions to be taken.
- d. The Committee shall ensure that peace and order is observed at all times by the students of the hostel.

5.2 Hostel's Student Committee

- a. Chief Warden will act as coordinator to form Hostel's Student Committee. This committee will be formed at the beginning of each academic year.
- b. Hostel's Student Committee will be formed through 01 representative from each block, so total 08 members will form this committee and will also select one student from representative to act as President of the Committee.
- c. Student select their member representative through mutual coordination & meeting. Representative name same should be forwarded to respective Warden.
- d. Every month student's committee member & Hostel warden will organized monthly meeting on following agenda.
- ✓ Hostel's maintenance & facilities
 - ✓ Mess food issue/suggestion
 - ✓ Security & Safety

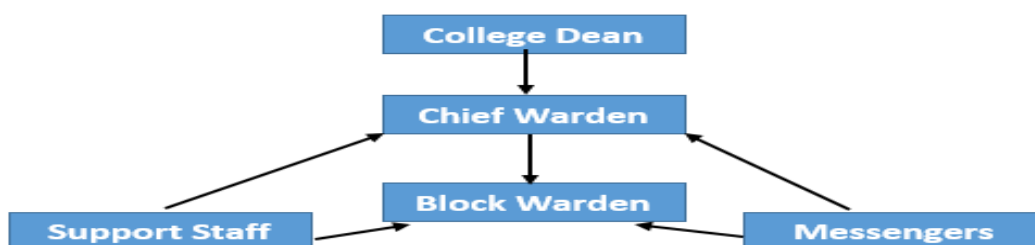
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- ✓ Any policy or accommodation related
- e. The student representative shall regularly liaise with the wardens for day to day problems related to respective block and assist in maintaining discipline.

6. JOB RESPONSIBILITY OF HOSTEL ADMINISTRATION COMMITTEE.

6.1 Organogram

Following is the organogram of Hostel Administration Committee



6.2 Job Responsibility


a. College Dean

The College Dean acts as a Guardian at GAIMS & looks after the general welfare of the students and their residential life in hostels. He provides general instructions and guidance to the Chief Warden and on matters concerning their functions. As far as hostel administration is concerned, the College Dean is principal authority for approval of policy and will select & nominate all Chief & block warden.

b. Chief Warden - UG/PG

The Chief Warden UG/PG is the principal authority and executive in all matters relating to resident students' welfare, their discipline and messing as well as the administration and security of the hostel. The Chief Warden is assisted by the other wardens. Following are the function & powers of Chief Warden.

- ✓ He/ She will supervise the hostels in matters relating to the hostels' overall functioning, the resident-students' welfare and discipline.
- ✓ He will allocate the room as per policy.
- ✓ He/ She will periodically visit the hostels and be in contact with the Wardens, staff and students.
- ✓ He/ She will encourage sports, cultural and other activities at the Hostel so as to promote inter-hostel cooperation.
- ✓ He/ She can permit stay of any guest according to hostel norms.


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- ✓ He/ She can impose fines or waive fines and take other disciplinary actions, including the ordering of eviction of a resident from the hostel for reasons to be recorded in writing.
- ✓ He/ She in consultation with the other Wardens for recommendations for work / job responsibilities between Wardens in a hostel every year.
- ✓ He will sanction/recommend leave to Wardens as per rules.
- ✓ The Chief Warden's prior approval is required for a warden to take leave from hostel.
- ✓ Chief Warden will chair the meetings of the wardens committee in the hostel. Which will be held as regularly as may be necessary, but at least once in a Quarter.
- ✓ Chief Warden can transfer a resident from one block of the hostel to another.
- ✓ He will finalize & supervise the system of mess service.
- ✓ He will review support service team work for maintenance, safety & security related work progress of hostels.
- ✓ He will organized Quarterly meeting with support staff & hostel warden for review of hostels management & development.

c. **Block Warden**

Hostel's Warden will be selected by the Chief Warden with the help of College Dean. Each hostel shall be managed by a Warden who is regular faculty of the GAIMS institute and residing in campus.


- ✓ Ensure the general wellbeing of student residents and promote social life of student.
- ✓ Wardens should inform their long time absence/or leave intimation to Chief Warden.
- ✓ The Wardens shall keep close contact with the students and shall pay attention to their health, hygiene and general life in the hostel.
- ✓ Warden shall ensure that the students in his or her charge observe the hostel rules properly and maintain discipline and decorum and shall promptly report to the Chief Warden all cases of misbehavior, indiscipline, and sickness of the residents in his or her charge.
- ✓ The Wardens can also impose fines upon students for indiscipline or violence cases as stated in succeeding paragraph.
- ✓ The Wardens should be available in the hostel office every day at specified hour's 2100 to 2130 hrs. to attend students' problems.
- ✓ He/ She will ensure roll call of student at prescribed time or do surprise check in night after night hrs.

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- ✓ The Wardens shall be responsible for the proper upkeep and maintenance of such properties of the concerned hostel as are under his or her charge.
- ✓ He/ She will take disciplinary action against such student those keeping any unauthorized guest/visitor.
- ✓ He/ She shall take action for the eviction of defaulting resident students in consultation with the Chief Warden for mess or hostel bill defaulters.
- ✓ He/ She will be responsible for the overall security of the hostel and will coordinate his/her responsibility with the Security Officer of the GAIMS.
- ✓ He/ She will quarterly verify the furniture and fittings of the hostel with the assistance of the messenger/admin/maintenance team, and take action for their repairs/replacement or for obtaining additional furniture.
- ✓ He/ She will look after the common room and the sports and cultural programs of the hostel.
- ✓ He/ She will ensure maintenance of discipline and decorum in the common room and will pursue at appropriate level, all complaints relating to common room items like television or furniture.
- ✓ Can permit the common room to stay open beyond the prescribed hour on a special occasion.
- ✓ He/ She will conduct monthly surprise check of the mess & kitchen room and the dining hall, especially when the students take their meals.
- ✓ He/ She will sanction student leaves from hostel and if any student missing from hostel then warden will inform to Security Control Room immediately.

d. Messengers & Hostel Admin Officer

- ✓ Hostel Admin Officer & Messenger will be selected / or arranged by Head - Support Services from Admin team.
- ✓ He/ she will daily visit hostels and check housekeeping and removal of garbage from the hostels in time.
- ✓ He will supervise the work of the sanitation staff, keep a control over their attendance and maintain the attendance register.
- ✓ Get hostel students' concerns & informed to support staff for resolution.
- ✓ Hostel Admin officer will ensure preparation of master reports of hostel room with their allocated member details and forward to warden and security control room. It should be updated & circulated bi-annually.
- ✓ Hostel Admin officer will prepare monthly hostel reports and minutes of meeting and submit to Hostel Administration Committee.
- ✓ He will keep a watch over the cleanliness of the dining hall and the kitchen and of the food prepared.

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- ✓ He will conduct regular inspection of the kitchen room and the dining hall. He will ensure that stores are kept in good and efficient condition.
- ✓ Providing relevant information about the students whenever it is required
- ✓ Maintaining accurate records and writing reports to help to identify trends that may require action.
- ✓ He/she will ensure that all electrical fittings, TV/Music Player, etc. are in proper order and are used as per hostel norms.
- ✓ To assist Warden in all other functions necessary for the smooth and efficient running of Hostels.
- ✓ Keeping liaison with respective Wardens of the Hostel.
- ✓ Maintaining a close supervision over room vacancy.


e. **Support Staff**

- ✓ Following will be the support staff for hostel management and will be provide administrative support as per requirements & established rules & regulation.
 - Administration/Support Service Head
 - Maintenance Team
 - Housekeeping Manager
 - Safety & Security Team

7. **ADMISSION TO & ALLOCATION OF HOSTEL ACCOMMODATION**

7.2 **Accommodation Allotment Rules**

- a. Students/interns who wish to take admission in hostel should submit a written application in the prescribed format to respective Chief Warden.
- b. Final decision of allotment will be taken by respective Chief Warden (UG/PG).
- c. Hostel Accommodation is allotted purely at the discretion of the institute and as per room availability and condition that the student/intern agree to abide by all the rules & regulation of hostel.
- d. Allotted room change request shall not be entrained, however Chief Warden (UG/PG) will take decision on such request & manage the interchange room allotment.
- e. Allotment of room is valid for one academic years and in case of students in final term, validity will be up to the end of such terms. If the student require accommodation after the end of such terms/year, then student have to make a fresh request/application for room allotment.
- f. Students/interns are allowed to stay in the hostel till he/she complete the academic period that is for UG student is 5.5 years & PG student is 03 years.


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For students/interns exceeding the maximum time frame, the decision of Dean will be final & binding.

- g. Resident who wish to vacate the hostel must meet the respective Admin Staff for necessary formalities/advice. Permission of the student's/intern's Parent/ Guardian along with required documentation will be taken.
- h. Once the student vacate the hostel, he/she will not be re-allotted hostel accommodation for a minimum period of 06 months.
- i. When there is a vacate bed in the room, the duplicate key of the room must be deposited with messenger to facilitate allotment of the vacant bed to another student/interns.
- j. Students/interns are not permitted to discontinue hostel facilities in the middle of the terms. All submitted fees will be forfeited if the student/interns leaves the hostel in the middle of the term. Following exception may be considered by management.
 - ✓ Internship posting at other medical college
 - ✓ Compulsory rotatory internship in PSM department for 02 months.
 - ✓ Allotment of hostel accommodation to non GAIMS interns doing internship at GAIMS for period less than 06 months.
- k. **Note:**
 - a. In all case of refund, an amount will be refunded after deducting the proportionate amount for the number of months including part of the month for which intern has stayed in the hostel,
 - b. However in case of student is asked by GAIMS management to vacate the accommodation due to administrative reason (except non-disciplinary action), the differences of fee will be refunded.
 - b. Since students continues to possess/occupy hostel during vacation also no request for refund will be entrained for vacation period.
 - c. The factor for calculation of hostel fees will be monthly basis, no part payment on the basis of days will be accepted.

7.3 Hostel Fees & Deposit

- a. Hostel fees will be decided by management as per the prescribed rules and notification will be issued every year and fee details uploaded on GAIMS website. All details related to fees will be informed/circulated during joining.
- b. A non-interest bearing security deposit of Rs 10000/- will be deposited prior to Hostel allotment by student/intern. Deposit will not be refunded if student/intern decides to vacate room prior to sand stipulated term. At the end of the stipulated term the entire security deposit will be refunded if the allotted accommodation & the listed items in the room allotment form as

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found in proper condition/without damage and student has not been involved in any room/hostel facilities damages or not expelled from hostel on disciplinary ground and also submitted "No Dues Certification".

- c. The hostel facility at GAIMS is provided on chargeable basis to students & interns. Hostel fees are to be paid regularly, in advance for the whole term of six months, at the college account office.
- d. Those UG students/interns who are not paying hostel fees in time will be charged a late fees penalty according to the following slabs.

Period of late Payment	Late Fee Charge
Upto 1 month	Rs. 100/ per day
Beyond 1 month & upto 2 months	Rs. 200/ per day

- e. If the fee not being paid after the expiry of 02 months from the scheduled payment time, then the concern student / intern will have to vacate their hostel room immediately.
- f. **For PG Students:**
 - i. The hostel fees if not paid in time, the pending amount due to them shall be deducted from their stipend.
 - ii. For PG students, batch 2019 onwards accommodation is on chargeable basis inclusive of basic utility electricity charges. But if any PG student desires to install any additional electrical appliances i.e. AC, Fridge, Room Heater, etc., applicable electricity charges as decided by maintenance team will be charged. The electricity charges if not paid in time then it shall be deducted from their stipend (read along with point 13.b).


8. MESS FACILITY

- a. Mess facility is mandatory for all the students/interns residing in the hostel. Mess facility will be available on charges basis which will paid by student and charge will be regularized /managed by GAIMS management.
- b. Student council will be the main coordinator for food menu selection and will maintain coordination with vendor for monthly food menu selection.
- c. Tiffin from outside can be permitted after the approval of Chief Warden/Dean, however the tiffin vendor will not be allowed inside hostel and student have to collect & drop tiffin at main gate of township.

9. HOSTEL TIMING & PERMISSION FOR LEAVE

9.1 Hostel timing

- a. Main Door of the hostel shall be closed after 2300 hrs. However interns/PG student access will be allowed as per their duty roster.
- b. All students/interns are to be in their hostel rooms by the designated time. Messenger shall take a roll call of students at the stipulated time.

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- c. Following are the regular time table for UG students.

Hostel	Door Close Timing
Boys Hostel (excluding PG Hostels)	2300 hrs.
Girls "A" Block Hostel	2200 hrs.
Girls Hostel at Nursing College	2130 hrs.

- d. If any time change than it will be regularly notified through circulars.
- e. Students will move out from hostel during college & library hours as per stipulated time.
- f. Silent hours will be observed on all the days of the week from 2200 hrs. to 0600 hrs. in this time no outside movement (except interns on duty) will be allowed from hostel for ingress/egress.

9.2 Leave Permission or moving out from Hostel


- a. UG student/interns must obtain written permission from the warden, if they want to go home during weekend or on closed holidays / festival including vacation. The student/intern should submit the complete leave application form to the warden/messenger at least two days in advance.
- b. A leave register will be maintained by Warden, in which every student leave will be recorded with date & time.
- c. UG Student's late night ingress & egress are not permitted and strict disciplinary action will be taken for defaulters.
- d. Those UG students/interns will leave hostel without information or go on leave without approved application will be penalized and strict disciplinary action will be taken including termination from hostel.

9.3 Night out from Hostel

- a. Student required Warden Permission in writing for outside movement from GAIMS campus in silent hours.
- b. Those students/interns will leave hostel without information to warden for a single night will be penalized and strict disciplinary action will be taken including termination from hostel

9.4 Sick Leave

Students /interns must inform the hostel warden, immediately whenever they fall sick, No student/intern will be allowed to go home/leave the hostel, even if sick without obtaining written permission from the warden, who will also inform the concerned about it.

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10. REGISTER / FILE

- a. Following register/file will be maintained at each hostel.
 - i. Student Allotment File
 - ii. Leave Register
- b. **Student Allotment File** will be prepared & maintained by Hostel wardens with the support of administration staff & Hostel Student Committee. This file have following details and a copy will be forward to Security Control Room.

S. No	Block	Room No	Student Name	Photo	Mobile no.	Guardian Name/ Contact No.	Student/Intern


- c. **Leave Register** will be maintained at Girls Hostel –A block with security guards and each girl student leave would be maintained in this register.
- d. All file & register shall be maintained digitally on Academic software portal. Hard copy / MS Excel file shall be maintained till such time when provision for record keeping in academic software is made available.
- e. Entry/exit records will be maintained in register for girls Hostel or security automation system will be installed in future.

11. MEETINGS

- a. Following meeting will be the regular process for management of Hostel.
 - ✓ **Hostel Administration Committee** : Quarterly
 - ✓ **Student Council Committee** : Monthly
- b. Student Council Committee meeting minutes will be recorded & circulated by Chief Warden for consideration and implementation if approved by Dean,
- c. Hostel Administration Committee Coordinator and Joint Coordinator shall ensure above committee meetings are held as per above intervals.

12. EVENT FUNCTION

- a. Students/interns are not permitted to convene meeting hold parties in the premises without the prior permission of the Dean/Chief Warden.
- b. All permission will be taken by student council on letter head with proper channel.
- c. All birthday parties shall be arranged by student in common activity hall only.
- d. No DJ parties will be permitted after 2200 hrs.
- e. All night function will be permitted by security only if Warden or senior faculty member will be available at location.
- f. However security have request right to Dean for cancellation of night parties/function in view of security concerns.

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- g. All outside GAIMS function participation by student will be permitted after Dean/Warden approval.

13. ELECTRONIC APPLIANCE & GADEGET USES


- a. For UG and Interns, following electrical gadgets/appliance keeping in room & their uses are not allowed in hostel. Disciplinary action will be taken if any unauthorized gadget or appliance found in hostel room. That material/Gadget also confiscated by management and will not be returned.
- ✓ Immersion Rods,
 - ✓ Electric Kettle
 - ✓ Electric Hot Induction Plates,
 - ✓ Big Music System/ speakers
 - ✓ Air Conditioner/Coolers
 - ✓ Fridges, TV
 - ✓ Any other heavy duty appliance
- b. For PG students: Prior written permission shall be taken from PG Warden, for use of electrical gadgets/appliances. Installation of any such electric device, work will be carried out by the admin department & applicable cost will be borne by PG Student.
- c. A pantry will be provided with induction plate, at each hostel for common use.
- d. Students must give emphasis conservation of water & electricity. All taps must shut & all lights, fans & electrical points must be switch off before leaving the room.
- e. Students/interns should report any civil damage, electrical short circuit, water leakage to warden & maintenance team.

14. MAINTENANCE

- a. Students/interns may submit their facilities related repair/maintenance issue at Academic Query Portal page or through hostel whatsapp group if portal not working.
- b. They can also inform their block messenger or administration.
- c. If their issue are not addressed within 12 hours than they can directly contact warden or support service head for early resolution.
- d. If their repair/maintenance issue not able to get resolved within stipulated time or justification are not appropriate than student/interns can escalate the matter to Dean for further help & closing the issue.
- e. Maintenance issue will be the monitoring & review part of Hostel Administration & Student council meeting minutes.

15. SURPRISE CHECK & INSPECTION

- a. The warden or security may entry any room for surprise check at any time of the day or night.

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- b. Girl's room surprise check will be conducted by female warden with any female security guard/messenger.
- c. Fortnightly, a joint hostel round will be taken by Chief Warden along with block Wardens, Maintenance, Admin, Safety/Security team representative.
- d. Quarterly, a joint round shall be conducted with Dean.

16. STUDENT VEHICLE REGISTRATION

- a. All students required to register their two/four wheeler with security department and get pasted Vehicle Entry Permit (VEP) on front of vehicle.
- b. Without Vehicle Entry Permit pass, vehicle will not be allowed to get entry at township & college.
- c. VEP will be issued on valid driver license & registration paper and student get their pass from security office.

17. TRAINING


- a. Safety & security department will organized biannually training program on following
 - ✓ Security & Safety Awareness Program
 - ✓ **Fire Extinguishing Training** (Practice approach & mock drills)
 - ✓ Woman Safety
- b. Student Council & Wardens must ensure that, students should participate in safety & security training program.
- c. These training program shall be organized at hostel & college.

18. VISITOR/ GUARDIAN ACCESS CONTROL

- a. Guests/Parents will not be allowed inside the hostel rooms. Guest/parents may be received/entertained in the reception area/ hostel lounge only.
- b. Students/interns staying outside the GAIMS campus visit their classmates in the campus hostel will not be allowed.
- c. Student have to come at township gate for receiving & making visitor entry of their guardian/parents.

19. PROHIBITED ACTS

- a. Following are activities are prohibited at college & as well as in Hostel. Those found guilty to originated or participate in following activities will face the disciplinary action. During investigation period he/she will also be expelled from Hostel & as well as from college.
 - ✓ Ragging of any GAIMS students inside or outside GAIMS campus.
 - ✓ Hold parties
 - ✓ Signatures Campaign

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- ✓ Political & anti-social activity or meeting
- ✓ Damaging/disfigure of furniture/civil infrastructure
- ✓ Tempering with IT, Safety & Security equipment
- ✓ Alcohol, Smoking or Intoxication, drug or any illegal substance abuse
- ✓ Weapon like, Pistol, Knife, Gun etc.
- ✓ Caste based or social cum political activity group
- ✓ Manhandling/Scuffle with students/staff members
- ✓ Strikes, Gehrao, Dharna at College or Hostel
- ✓ Disobedience with hostel staff, security & safety guards/member
- ✓ Calling of Media/journalist at GAIMS campus without permission
- ✓ Identity Card Proxy Punching.
- ✓ Allowing of visitor/vendor inside Hostel room.
- ✓ Any type of Harassment of any students.


- b. Head security or any officer nominated by him will register police FIR in case of violation of prohibited acts.

20. RAGGING ACT

- a. Ragging in any form (physical, mental, financial or otherwise) is banned inside & outside the campus. Strict action will be taken against the defaulters. No leniency will be shown to the offenders.
- b. A student will be suspended or withdrawn from the hostel/college if found indulging in any form of ragging.
- c. The act of ragging is a cognizable criminal offence & registration of FIR is mandatory by the institution against involved students/interns.

21. DISCIPLINARY ACTION & DEBIT

- a. If any UG/PG student incident is reported by the Head Security, the chief warden shall conduct a prima facie enquiry and upon confirmation he shall recommend disciplinary proceedings.
- b. The Dean/CMS shall constitute a disciplinary committee to conduct the enquiry and recommend appropriate disciplinary action as per the provisions of the policy.
- c. Committee will investigate the incidence and shall submit a report with its recommendations to the Dean/CMS within 21 days. The Dean/CMS shall take further action within 7 working days. Once an action/decision is taken, it cannot be repealed.
- d. If any other occupant/person including hospital staff is found involved in any such reported incidents then Chief Medical Superintendent/Head Support Services shall conduct enquiry and take disciplinary action.
- e. All proceeding will be documented & kept in record for future use.


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- f. However in a rare case the dean will have a discretion to reconsider or modify the decision.
- g. Following disciplinary action will be considered.

Activities	Action, if found Guilty
Ragging	Any two or all of them
Manhandling/Scuffle/ Disobedience with other students/ GAIMS staff	a. Expelled or terminate from Hostel b. Suspension or terminate from College.
Carry/use of alcohol/smoking/ drug inside GAIMS	c. Levy penalty.
Carry or using of weapon like Gun or knife	(Note : Decision is reserved with Disciplinary Committee)
Sexual Harassment	
Hold parties or use loud speakers	Any one, two or all of them
Signatures Campaign, Political & anti-social activity or meeting, Caste based or social cum political	d. Expelled or terminate from Hostel e. Suspension or terminate from College.
Damaging/disfigure of infrastructure	f. Levy penalty.
Tempering with IT, Safety & Security equipment	
Strikes, Gehrao, Dharna in GAIMS	
Calling of Media/journalist without permission	
Noncompliance of Security Directive/SOP	Final decision will be taken as per gravity of offence & as per the final decision of Disciplinary Committee
Any other offence, not stipulated but in nature of mischievous, fraud, gambling, criminal, prohibited acts, violation of GAIMS SOPs, policy & rules etc.	
Penalty amount for any type of disciplinary incident	Rs. 5000 per case/per person
Penalty amount for damaging of any GAIMS infrastructure/furniture/ material/items	Penalty amount will be double of existing market procurement cost of damaged material/furniture/item

22. GENERAL DISCIPLINARY RULES

- a. The management may refuse hostel facilities without assigning any reason or remove a resident from hostel at short notice at any time on disciplinary grounds.
- b. Students/intern can be required to shift to alternate accommodation at short notice due to administration reason.
- c. The GAIMS management reserves the right to break open any room which is not vacated when instructed or occupied unauthorized, pack up the contents and store them, in this vacating process, no complaint of damage or loss of material will be entertained and student/intern will be liable for such occurrence.
- d. Students/interns shall maintain cleanliness in & around the hostel & college building.

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- e. Hostel residents are not permitted to use the Hostel terrace for any purpose.
- f. Cash & valuables/jewelry will not be kept in the hostel room. Student/interns must take proper precaution to safeguards their cash/ belonging kept in the room cupboard with lock & keys. Hostel management will not be the responsible for any loss of belongings.
- g. Damaging or forceful opening of room door lock are not allowed, please take help of maintenance or security team.
- h. No furniture or electrical fixture shall be changed or shifted from on room to another room by any student/interns. Permission of warden required.
- i. Messwala/housekeeping staff employed in hostel premised shall not be utilized or direct for any personal work by student/interns or give any cash/pay for work.
- j. Student/interns are not allowed keep pet in hostel/GAIMS campus.
- k. Student/interns should park their vehicles in parking area only.
- l. Student/interns should preserve the flora & funa of GAIMS campus. No trees or branches to be cut by any student/interns.
- m. Student/interns are not allowed to organize any camp fire or set dry grass on fire.
- n. Student/interns should participate in GAIMS activities / national program organized by Dean/CMS.
- o. Student/interns should not scaling Campus perimeter wall, window & gate.
- p. All type of courier boy will not be allowed inside college, township. Student/inters should collect their courier at gate of college or township.
- q. Students/interns should keep their ID card while moving out from hostel room. As they will be checked/asked by security at hospital, college & township gate.

23. REVISION OF PROCESS/POLICY

The Chief Warden, Head – Academics & Head – Support Service shall review the process annually and revised accordingly.

24. NO DUE CERTIFICATE


Every hostel student have to fill “No Due Certificate” while leaving hostel. This certificate is a clearance & no objection form. It can be collected from Hostel Admin officer / Messenger. If any student have not submitted the filled approved “No dues certificate” then management will consider this as non-adherence of GAIMS policy and levy penalty, which will be deduct from deposit amount.

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		Effective From	01 May, 2020
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25. UNDERTAKING OF HOSTEL STUDENTS

Undertaking is a form, which have mentioned all hostel rules, disciplinary action & codes. Admin department should get signed of student (room occupant) before allotting any hostel room. It is attached at "**Annexure A**".

XXXXXXXXXXXXXXXXXXXXX


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		Issue Date	05 th May 2020
		Effective From	05 th May 2020
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Annexure "A"


UNDERTAKING BY UG/ INTERNS/PG STUDENT

I, _____, Age _____ Address _____
_____ enrolled for the [MBBS/MD/MS),
do hereby undertake that as a hosteller at GAIMS-Bhuj, I hereby solemnly promise that:

1. I understand that, room will be allotted by management without any prejudice.
2. I shall obey in word and spirit the rules and regulations of the Hostel & GAIMS policy and any amendments thereof.
3. I shall at all times maintain the discipline and decorum of the Hostel.
4. I shall preserve, tend and safeguard the property of the hostel, and shall not knowingly or otherwise destroy, damage, or deface Hostel property.
5. I shall keep my room and the common grounds of the hostel clean and unsoiled at all times and will make it available for inspection as and when required.
6. I will not indulge in Ragging in any form ((physical, mental, financial or otherwise) inside & outside the campus. I will also submit a separate undertaking for it. I understand that ragging is a cognizable criminal offence & registration of FIR is mandatory by the institution against involved students. Any involvement will lead to my summary termination from the Institute.
7. I understand that use of any addictive substance like tobacco, alcohol, narcotic or habit forming drugs, etc., is strictly prohibited in the hostel / Institute. I will be liable for any disciplinary action for indulgence in such activity, viz., smoking, consumption of alcoholic drinks or any other intoxicating substance in the hostel and Institute premises and found under its influence at any point of time / place during my studies in the Institute.
8. I will keep my valuables in my own custody. Student/interns must take proper precaution to safeguards their cash/ valuables/jewelry/ belonging kept in the room cupboard with lock & keys. Hostel management will not be the responsible for any loss of belongings.
9. I agree that, I will follow the hostel timings as prescribed by management,
10. In the event of my parents / guardians or relatives are visiting me, I will inform the security at gate or control room in advance and escort them from gate after making necessary visitor entry at security gate. If I fail to adhere this rule then it will lead to my immediate termination from the hostel.
11. I understand that no friends or outsiders are allowed in the hostel premises. Also, men cannot go to the women's hostel or vice versa if not otherwise stipulated and any such visit will be seen as a serious misconduct, inviting penalty & expulsion from hostel.
12. I will play a proactive role as a student and provide suggestions / feedback for improvement. Any concerns about aspects of hostel life will be brought to the notice of hostel in-charge immediately.
13. I will strive to play a proactive role in keeping gender amity and maintain cordial & harmonious relations with all, group, individual and authorities in the campus. I understand that the Institute observes a non-negotiable stand with regard to issues of gender, caste, creed and communal harmony.

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14. I understand that my involvement in any unacceptable behavior under the code of conduct and any violation of hostel rules will lead to my immediate expulsion from the hostel / Institute.
15. I will not change my allotted room without permission from the Hostel Administration/Hostel Warden.
16. In the event, when I take a leave (with permission) to visit hometown or other places, I will be solely responsible for my safety and protection during my departure and return to the Institute.
17. I shall pay hostel fees within time as stipulated in schedule. I understand that non-payment of hostel fee shall invite late fees as per prescribed by the administration. No waiver for payment of late fees will be considered under any circumstance.
18. Security department is authorized to do surprise check of hostel room without informing concerns. (However in case of girl hostel it will be conducted along with female guard & warden).
19. I hereby agreed that, as a resident of hostel, I will get vehicle pass sticker from security & also always pasted in front wind shield of my car or front side of bike. In absence of vehicle pass, gate security guard is authorized to deny vehicle entry inside township/hostel/college area.
20. All UG/PG students are required to carry their valid Identity Cards issued to them by the Institute.
- 21. I shall abide the following UG Hostel (UG Students/interns) additional rules**
 - 21.1 Those staying outside the GAIMS campus visit their classmates in the campus hostel will not be allowed. If any outsider student found inside hostel room, then disciplinary action will be taken.
 - 21.2 I will not use heavy electrical appliances, such as, kettle , heater, iron, emersion rod,
 - 21.3 I understand that prior permission has to be obtained from the concern Warden/Admin to visit outside campus for bonafide purpose; I will be solely responsible for my safety and protection during my departure and return to the Institute. In case I leave the Institute /hostel without prior permission, Institute can initiate the disciplinary action against me and Institute authorities are not responsible for my safety.
 - 21.4 In the event of my parents / guardians or relatives are visiting me, I will inform the security at gate in advance and access / contact with them, meeting in the hostel or going out for local visit will be with the consent of the Warden (Written permission).
 - 21.5 Guests/Parents will not be allowed inside the UG hostel rooms. Guest/parents may be received/entertained in the reception area/ hostel lounge only.
 - 21.6 No student shall remain absent from the hostel during night between 2100 hrs. to 0500 hrs. unless he/she has obtained night out pass from the hostel warden. Disciplinary action will be taken against violators.
 - 21.7 Male visitor/student are not allowed to visit UG girl's hostel.


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22. I shall abide the following PG Hostel additional rules & regulation

- 22.1 I understand that, employment of a private servant is not allowed in the hostel.
- 22.2 In the event of my parents / guardians or relatives are visiting me, I will inform the security at township/hostel gate in advance & get her/him inside after proper entry in security visitor register at gate.
- 22.3 I understand that, every room has an electrical meter and concern room electrical bill will be paid by accommodated resident students. The total bill cost will be divided in-between roommates.
- 22.4 Male visitors/students are not allowed to visit any Girls hostel.
- 22.5 Personnel heavy electrical equipment like AC, cooler, room heater (expect admin installed Geyser, Fan & lights etc.) can be fixed after concurrence of roommates and approval of warden & administration. However their electrical bill & fitting charges will be paid by concern individual.
23. In the event of any enquiry being conducted against me, I shall abide by the decision proposed by the disciplinary committee.
24. I shall strictly observe and abide by the following **"Code of Conduct" of Hostel**. Following are activities are defined as Code of Conduct of college & as well as in Hostel.

24.1 Prohibited Acts


- a. Ragging (as prescribed in MCI/UGC guidelines) of any GAIMS students inside or outside GAIMS campus.
 - b. Hold parties without permission & play loud speaker after 2100 hrs.
 - c. Signatures Campaign
 - d. Political & anti-social activity or meeting
 - e. Damaging/disfigure of furniture/civil infrastructure
 - f. Tempering or damage any IT, Safety & Security equipment
 - g. Uses of Alcohol, Smoking, drug or any illegal/illicit substance
 - h. Carry or uses of any weapon like, Pistol, Knife, Gun etc.
 - i. Caste based or social cum political activity group
 - j. Manhandling/Scuffle with students/staff members
 - k. Strikes, Gehrao, Dharna at College or Hostel
 - l. Disobedience with hostel staff, security & safety guards/member
 - m. Calling of Media/journalist at GAIMS campus without permission of Administration
 - n. ID card Proxy Attendance Punching.
 - o. Allowing of visitor/vendor inside Hostel room.
 - p. Any type of Harassment of any students.
- 24.2 I understand that, management has right to register Police FIR in case of violation of prohibited acts.**

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24.3 I shall abide by the following GAIMS general Codes/Rules.

- a. The management may refuse hostel facilities without assigning any reason or remove a resident from hostel at short notice at any time on disciplinary grounds.
- b. Students/intern can be shift to alternate accommodation at short notice due to administration reason.
- c. The GAIMS management reserves the right to break open any room which is not vacated when instructed or occupied unauthorized, pack up the contents and store them, in this vacating process, no complaint of damage or loss of material will be entertained and student/intern will be liable for such occurrence.
- d. Students/interns shall maintain cleanliness in & around the hostel & college building.
- e. Hostel residents are not permitted to use the Hostel terrace for any purpose.
- f. Damaging or forceful opening of room door lock are not allowed, If found indulge then penalty will be imposed on concern student. Please take help of maintenance or security team.
- g. No furniture or electrical fixture shall be changed or shifted from on room to another room by any student. Permission of warden required.
- h. Messwala/housekeeping staff employed in hostel premises shall not be utilized or direct for any personal work by student/interns or give any cash/pay for work.
- i. Students are not allowed to keep pet in hostel/GAIMS campus.
- j. Student should park their vehicles in parking area only.
- k. Student should preserve the flora & fauna of GAIMS campus. No trees or branches to be cut by any student.
- l. Student are not allowed to organize any camp fire or set dry grass on fire.
- m. Student should participate in GAIMS social welfare activities like Sawchh Barat Abhiyan etc. As prescribed by GAIMS management.
- n. Student should not scaling campus perimeter wall, window & gate. They should use proper main entrance gate for entrance/exit.
- o. Student cannot occupy other student room or utilized empty room for any type of work/meeting/get-together/party. If such case found than disciplinary action will be initiated against offender.
- p. All type of e-commerce courier /food delivery boy are not allowed inside college, township. Student should collect their courier at gate of college or township.
- q. Student should keep their ID card while moving out from hostel room or entering inside township is mandatory. As they will be checked/asked by security at hospital, college & township gate.

25. **"No Dues Certification"** submission is compulsory while leaving/vacating their hostel room. In case of failure it will be considered as non-adherence of GAIMS policy and attract suitable penalty. It is attached at appendix "A"

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26. I am aware & understand that, following action & penalties will be applicable on violation of rules & codes.

Activities	Action, if found Guilty	
Ragging	Any two or all of them a. Levy penalty, b. Expelled from Hostel c. Terminate from College & Hostel (Note : Decision is reserved with Disciplinary Committee)	
Manhandling/Scuffle/ Disobedience with other students/ GAIMS staff		
Carry/use of alcohol/smoking/ drug inside GAIMS		
Carry or using of weapon like Gun or knife		
Sexual Harassment		
Hold parties or use loud speakers	Any one, two or all of them d. Expelled or terminate from Hostel e. Suspension or terminate from College. f. Levy penalty. Final decision will be taken as per gravity of offence & as per the final decision of Disciplinary Committee	
Signatures Campaign, Political & anti-social activity or meeting, Caste based or social cum political		
Damaging/disfigure of infrastructure		
Tempering with IT, Safety & Security equipment		
Strikes, Gehrao, Dharna in GAIMS		
Calling of Media/journalist without permission		
Noncompliance of Security/Safety Directive/SOP		
Any other offence, not stipulated but in nature of mischievous, fraud, gambling, criminal, prohibited acts, violation of GAIMS SOPs, policy & rules etc.		
Penalty amount for any type of disciplinary incident		Rs. 5000 per case/per person
Penalty amount for damaging of any GAIMS infrastructure/furniture/ material/items		Penalty amount will be double of current market cost of damaged material / furniture/ item

Student's Signature: _____

Name of the Student: _____

Contact No.: _____

ACKNOWLEDGEMENT

I _____ father/ mother/ guardian of _____ have read the terms of above undertaking and understand that the above rules are for the ward's benefit and improvement. I also understand that if he/she fail to comply with these terms, he/she will be liable for suitable action as per Institute rules and law. I undertake that he/she will strictly follow the above terms and conditions.

Parent's/Guardian's Signature: _____

Name of the Parent/Guardian: _____

'Address with contact no.: _____