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1. INTRODUCTION

Gujarat Adani Institute of Medical Sciences (GAIMS) is a medical college in Bhuj affiliated to KSKV Kachchh University. The Hostel accommodation is allotted by GAIMS management (as per National Medical Commission guidelines) subject to availability and considering the need of the students 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. Any previously issued UG Hostel policy and PG Hostel Policy will be in ineffective after approval of this policy.

3. SCOPE

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

4. ORGANISATION OF THE HOSTEL ADMINISTRATION


GAIMS maintains a substantial complex of hostels for students, separately for boys and girls. For administrative convenience, these are named as following Blocks:

For PG Students /Residents

- Atreya Block = Boys PG Hostel
- Kadambini Block = Girls PG Hostel

For UG Students/interns

- Anandi Block = Girls Hostel
- Bharadvaja Block = Boys Hostel
- Charka Block = Boys Hostel
- Dhanvantari Block = Boys Hostel
- Sushruta 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 regulate 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	Assistant Dean (Students Affairs)	Coordinator
4	Chief Warden – PG Hostels	Member
5	Chief Warden – UG Hostels	Member
6	Head Academics	Member
7	Head Operations	Member
8	Head Security	Member

- b. The Committee will meet quarterly or as the need arises.
- c. The Committee shall ensure that discipline is maintained at all times by the students of the hostel.

5.2 Hostel's Student Committee

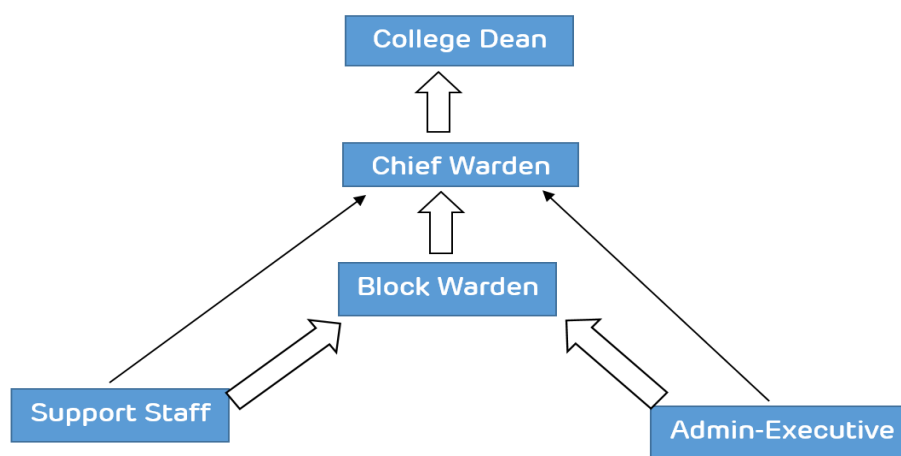
- a. All Chief Wardens in consultation with students will form Hostel's Student Committee. This committee will be formed at the beginning of each academic year.
- b. Hostel's Student Committee will be constituted by ONE representative from each block, so total 8 members will form this committee.
- c. The Hostel's Student Committee along with the chief wardens will meet every month with the following agendas:
- ✓ Hostel's maintenance & facilities
 - ✓ Security & Safety
 - ✓ Any policy or accommodation related
- d. The student representatives shall regularly liaise with the wardens for day to day problems related to respective block and assist in maintaining discipline.

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6. JOB RESPONSIBILITY OF HOSTEL ADMINISTRATION COMMITTEE.

6.1 Organogram

Following is the organogram of Hostel Administration Committee



6.2 Job Responsibilities


a. Dean

Dean is the principal authority for approval of hostel related policies and appoints the Chief warden & block wardens.

b. Chief Warden UG/PG

The Chief Warden UG/PG will liaison with the block wardens and administrative staff, messenger and management. 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/ She will allocate the room as per policy.
- ✓ He/ She will visit the hostels fortnightly 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.


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- ✓ He/ She can impose fines and take other disciplinary actions, after approvals from the Dean, including the ordering of eviction of a resident from the hostel for reasons to be recorded in writing.
- ✓ He/ She will sanction student leaves from hostel and if any student missing from hostel then warden will inform to Security Control Room and Dean office immediately.
- ✓ He/ She will assign the responsibilities to block wardens.
- ✓ He/ She will ensure that no hostel is unattended in case of absence of any block warden.
- ✓ He/ She will assign the duties to other wardens during his/her leave, after approval of the Dean.
- ✓ Chief Warden can transfer a resident from one block of the hostel to another if need arises, after informing the Dean.
- ✓ The chief warden should immediately report any untoward incidence to the Dean.
- ✓ He will coordinate with the support service team work for maintenance, safety & security related work progress of hostels.
- ✓ He/ She will conduct surprise rounds of the respective block.
- ✓ He will submit a quarterly report to the Dean Office.
- ✓ He/she will provide the no dues certificate to the student after verification of the assets by administration department.

c. Block Warden

Block Warden will be selected by the Dean. Block warden should be a regular faculty of the GAIMS and reside in campus. He/ She will:

- ✓ Ensure the general wellbeing of students and promote social life of student.
- ✓ Block wardens should inform the chief warden regarding their leaves.
- ✓ Block wardens should ensure that discipline is maintained in their respective block.
- ✓ The block wardens should report any untoward incidence to the chief warden immediately. In case of non-availability of the chief warden, the block wardens can directly contact the Dean.
- ✓ He/ She will conduct surprise rounds of the respective block.
- ✓ He/ She will coordinate with support staff for the sports and cultural programs of the hostel.
- ✓ He/ She will conduct surprise check of the mess & kitchen rooms and the dining hall, especially when the students take their meals.


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d. Hostel Administration Officer

- ✓ Hostel Administration Officer will be appointed by Head Operations.
- ✓ He/ she will daily visit hostels and check housekeeping and removal of garbage from the hostels in time.
- ✓ He/ She will quarterly verify the furniture and fittings (electrical) of the hostel with the assistance of maintenance team, and take action for their repairs/replacement or for obtaining additional furniture.
- ✓ He/ She will supervise the work of the sanitation staff, keep a control over their attendance and maintain the attendance register of students.
- ✓ Hostel Administration 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 monthly.
- ✓ Hostel Administration Officer will prepare monthly hostel reports and minutes of meeting and submit to Hostel Administration Committee.
- ✓ 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
- ✓ To assist Warden in all other functions necessary for the smooth and efficient running of Hostels.
- ✓ Maintaining a close supervision over room vacancy.
- ✓ He / She will maintain a record of the hostel assets and submit monthly report to Head Operations and Maintenance.

e. Support Staff


- ✓ Following will be the support staff for hostel management and will be provide administrative support as per requirements & established rules & regulation.
 - Head Operations
 - Maintenance Team
 - Housekeeping Team
 - Safety & Security Team
 - Horticulture team

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7. ALLOCATION OF HOSTEL ACCOMMODATION

7.1 Accommodation Allotment Rules

- a. Students/interns who wish to take admission in hostel should submit a written application in the prescribed format to the 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. Students/interns are allowed to stay in the hostel till he/she completes the academic period that is for UG student is 5.5 years & PG student is 3 years. For students/interns exceeding the maximum time frame, the decision of Dean will be final & binding.
- f. Students who wish to vacate the hostel should submit a written application to the Chief Warden after getting No Dues Certificate.
- g. If a student vacates or is reallocated a hostel room mid-term, then he/she will have to pay the fees for full term (6 months).
- h. If a student wishes to change from one hostel block to another block, then he/she has to pay the difference of applicable hostel pro-rata charges on monthly basis.
- i. Reallocation of hostel facility will be at the sole discretion of the consent of Director/Dean and depending on the availability of rooms.
- j. If a student is expelled from the hostel on disciplinary grounds, then he/she will not be allotted the hostel in future.
- k. **Note:**
 - a. No request for refund of hostel fees will be entertained for vacation period/outstation posting.
 - b. In case a student is asked by GAIMS management to vacate the hostel due to administrative reasons (except non-disciplinary action), the difference of fees of that term will be refunded on pro-rata basis.


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7.2 Hostel Fees & Deposit

- a. Hostel fees will be decided as per the prevailing GAIMS fees policy. All details related to fees will be informed/circulated during joining and through regular circulars thereafter.
- b. A non-interest bearing security deposit of ₹ 20,000/- will be deposited prior to Hostel allotment by UG students & Interns and ₹ 50000/- by PG students. It will be refunded after a student completes the course or leaves the course mid-way.
- c. At the end of the course, the security deposit will be refunded after deducting the maintenance charges (₹ 500/-) and damages charge if any.
- d. Hostel fees are to be paid regularly, for the whole term of six months, in the stipulated time as mentioned in fees circular, at the college account office.
- e. **UG Students/ Interns:** Those UG students/interns who do not pay the hostel fees in stipulated time will be charged a late fees penalty as below:

Period of Late Payment (From the date as notified in the Fees Circular)	Late Fee Charge
Up to 1 month	₹ 100/ per day
Beyond 1 month & till date of Payment	₹ 200/ per day

- f. If the student fails to pay hostel fees within a month, then the chief warden/warden shall issue notice to student to vacate the room within 1 week and recover hostel fees along with late fees until the date of vacating the room from hostel security deposit.
- g. The chief warden UG/PG shall initiate actions for vacating the room in coordination with Head Operations, Head Security, Head Academics and Dean.
- h. **For PG Students:** The hostel fees, if not paid in time i.e. as per institute's circular (last date of tuition fees/hostel fees payment), the amount due to them for hostel fees shall be deducted from their stipend.
- i. If any PG student desires to install any additional electrical appliances i.e. AC, Fridge, Room Heater, etc. has to seek prior permission from Chief warden and applicable electricity charges as decided by maintenance team will be charged and deducted from the stipend.
- j. The institute is not responsible for any damage or theft of students' personal assets under any circumstances. Repair and maintenance of students' personal assets are not within the institute's scope.

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8. MESS FACILITY

- a. Mess facility is mandatory for all the UG students/interns residing in the hostel. Mess fees will be decided by the GAIMS management.
- b. Student council and mess committee members will coordinate with vendor for food menu selection.
- c. Tiffin from outside can be permitted only for PG students 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 campus shall be closed after 2300 hrs. However, interns/PG student access will be allowed as per their duty roster.
- b. All students/interns are required to be present in their hostel rooms by the designated time. Messenger shall take a roll call of students at the stipulated time.
- c. Following are the regular time table for UG students.

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


- d. Any change in the above timings will be notified through circulars.
- e. Students will move out from hostel during college & library hours as per stipulated time.

9.2 Leave Permission for moving out from Hostel

- a. UG student/interns must obtain written permission/online through academics' software from the chief warden/Dean, if they leave hostel premises for any reason (except emergency). Such application should be submitted two days prior.
- b. A leave register will be maintained by block Warden, in which every student leave will be recorded with date & time.
- c. Disciplinary action/penalty will be taken for defaulters.

9.3 Sick Leave

Students /interns must inform the hostel warden immediately whenever they fall sick after which the warden will decide further action.

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10. EVENT FUNCTION


- a. Students are not permitted to conduct any event in the premises without the prior permission of the Dean/Chief Warden.
- b. All permission will be taken by student council on letter head through proper channel.
- c. During the permitted events, one person from administration and security departments will be present for monitoring.
- d. If any student doesn't comply to the permitted orders, then disciplinary actions will be initiated against him/her.

11. ELECTRONIC APPLIANCE & GADGET USES

- a. For UG students and Interns, following electrical gadgets/appliances are not allowed in hostel. Disciplinary action will be taken if any unauthorized gadget or appliance is 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 OR Any other heavy duty appliance
- b. For PG students: Prior written permission shall be taken from PG Warden, for use of electrical gadgets/appliances with the mutual consent of all roommates. Installation of any such electric device, work will be carried out by the maintenance department & applicable installation and electricity charges will be borne by PG Students.
- c. Students must give emphasis on conservation of water & electricity. All taps must shut & all lights, fans & electrical points must be switch off before leaving the room.
- d. Students/interns should immediately report any civil damage, electrical short circuit, water leakage to warden & maintenance team.

12. MAINTENANCE

- a. Students/interns may submit their facilities related repair/maintenance issue at Academic Query Portal page.
- b. They can also inform their block messenger or administration.
- c. If their issue is not addressed within 1 day, then they can directly contact warden or head operations for early resolution.
- d. Maintenance issue will be the monitoring & review part of Hostel Administration & Student council meeting minutes.

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13. SURPRISE CHECK & INSPECTION

- a. The warden or security may have entry to any room for surprise check at any time of the day or night.
- 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, Administration, Safety/Security team representatives.
- d. Quarterly, a joint round shall be conducted with Dean/Assistant Dean/Director.

14. STUDENT VEHICLE REGISTRATION

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

15. TRAINING


Safety & security department will organize regular training programs on following

- ✓ Security & Safety Awareness Program
- ✓ Fire Extinguishing Training (Practice approach & mock drills)
- ✓ Woman Safety

- a. Student Council & Wardens must ensure that, students should participate in safety & security training program.
- b. These training program shall be organized at hostel & college.

16. VISITOR/ GUARIDAN 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 residing outside the GAIMS campus will not be allowed to enter hostels. Such unauthorized entry will attract disciplinary action against the visiting and residing student.
- c. Student have to come at township gate for receiving & making visitor entry of their guardian/parents.

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17. PROHIBITED ACTS


- a. Following activities are prohibited at college & as well as in Hostel. Those found guilty of the following activities will face the disciplinary action. During investigation period he/she will also be expelled from Hostel &/or from college.
- ✓ Ragging OR any type of Harassment of any GAIMS students inside or outside GAIMS campus.
 - ✓ Signatures Campaign.
 - ✓ 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, Gherao, Dharna at College or Hostel.
 - ✓ Disobedience with hostel staff, security & safety guards/member.
 - ✓ Calling of Media/journalist at GAIMS campus.
 - ✓ Identity Card Proxy Punching.
 - ✓ Allowing of visitor/vendor inside Hostel room.
- b. Head security or any officer nominated will register police FIR in case of violation of prohibited acts.

18. 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.


19. DISCIPLINARY ACTION

- 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.

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- b. The Dean/Director/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/Director/CMS within 7 days. The Dean/Director/CMS shall take further action.
- d. If any other occupant/person including hospital staff is found involved in any such incidence, then Chief Medical Superintendent/Head Support Services shall conduct enquiry and take disciplinary action.
- e. All proceedings will be documented & kept in record.
- 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	a. Expelled or terminate from Hostel
Manhandling/Scuffle/ Disobedience with other students/ GAIMS staff	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	
Signatures Campaign, Political & anti-social activity or meeting, Caste based or social cum political	d. Expelled or terminate from Hostel
Damaging/disfigure of infrastructure	e. Suspension or terminate from College.
Tempering with IT, Safety & Security equipment	f. Levy penalty.
Strikes, Gherao, Dharna in GAIMS Campus	
Calling of Media/journalist in the Campus	Final decision will be taken as per gravity of offence & as per the final decision of Disciplinary Committee
Noncompliance of Security 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	₹ 5,000/- 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 as decided by the maintenance team.

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20. 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. During this vacating process, no complaint of damage or loss of material will be entertained and student/intern will be liable for such loss/damage.
- 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. Cash & valuables/jewelry will not be kept in the hostel room. Student/interns must take proper precaution to safeguards their cash/ belongings 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 one room to another room by any student/interns without prior permission of warden.
- i. Mess/housekeeping staff employed in hostel premises shall not be utilized for any personal work by student/interns or given any cash/pay for work.
- j. Students are not allowed to keep pets in hostel/GAIMS campus.
- k. Students should park their vehicles in parking area only.
- l. Students should preserve the flora & fauna of GAIMS campus.
- m. Students are not allowed to organize any camp fire or set dry grass on fire.
- n. Students should participate in GAIMS activities / national program organized by institute.
- o. Any courier delivery person will not be allowed inside college, township. Students should collect their courier at gate of college or township.
- p. Students should possess their ID card while moving out from hostel room. As they will be checked/asked by security at hospital, college & township gate.




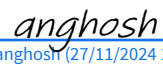
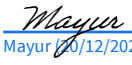


21. REVISION OF POLICY


The Hostel Administration Committee shall review this policy annually and revise if required.

22. UNDERTAKING OF HOSTEL STUDENTS

All students shall fill & sign the undertaking form at the time of hostel allotment and submit it to Administration Department (**Annexure-A**).

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Proposed By	
	
Dr. Dinesh Sharma (Associate Professor-Dept. Of Biochemistry) Chief Warden UG	
Reviewed By	
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Dr. Sagnik Roy Assistant Dean - Administration	Mr Kapil Thacker Senior Manager-Finance & Accounts
Concurred By	
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Dr. A N Ghosh Dean	Mr. Mayur Shah CFO, Adani Healthcare
Approved By	
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Dr. Balaji Pillai Director – Medical	Dr. Pankaj Doshi Head – Healthcare Services

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Annexure "A"

UNDERTAKING BY STUDENT

I, _____, Age _____
 Address _____, Batch _____
 _____ enrolled for the [MBBS/MD/MS], do hereby undertake that:

1. I have read and understood the Hostel administration policy of GAIMS.
2. I shall abide by the rules and regulations as laid in the policy.
3. Strict action will be taken against me for any violation of this policy.

Student's Signature:
Name of the Student:
Contact No.

Parent's/Guardian's Signature:
Name of the Parent/Guardian:
Address for Correspondence:
Contact No.:

Administration Staff signature:
Name:
Contact No:

Signature of faculty/Hostel warden:
Name: