

**LADY HARDINGE MEDICAL COLLEGE**  
**UNDERGRADUATE HOSTEL**

**RULES & REGULATIONS**

Hostel Rules and regulations should be followed diligently. A copy is available with the Hostel Office. It is expected that all hostellers would conduct themselves in a disciplined manner befitting the honour, tradition and respectability of the institution and the profession.

At the time of admission, every student shall be required to sign a declaration that on admission, she submits herself to the disciplinary jurisdiction of the Director, LHMC and Hostel Committee who may be vested with the authority to exercise discipline under the Act.

Ragging in any form is strictly prohibited within the premises of the College and associated hospitals as well as on public transport. Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt as per rules.

**RULE I: Short title, Application & Commencement**

1. These Rules may be called the LHMC Under-Graduate Hostel Rules (Allotment of hostel Accommodation Rules)
2. These rules will come into force with effect from January 2017.

**RULE II: DEFINITIONS**

In these rules unless the context otherwise requires-

1. "Admission Year" means the calendar year beginning from the date of admission to the undergraduate programme.
2. "Allotment year" means the calendar year beginning from the date of allotment to the under-graduate Hostel
3. "Mess Committee" means a Committee duly selected by the residents of the hostel.
4. "Hostel Committee" means any officer(s) nominated by Director in any of the four hostels viz North, South, West Block and Centenary Block hostel and appointed to act as Warden/Additional warden in respect of the hostel by an order of the Director, LHMC & Associated Hospitals.
5. "Disciplinary Authority" means the Director and/or Hostel Committee.

**RULE III: POWERS TO MAKE ALLOTMENT**

The allotment of residential accommodation in the said U.G. Hostel shall be made by the Warden after inviting applications from the undergraduate students every year in August/ September and January/ February. Delayed

application will not be entertained. Allotment will be done in August and January. The room will be allotted for a maximum period of 5½ years (inclusive of internship) extendable up to a maximum of 9 years in exceptional cases.

The application form can be downloaded from the website or collected from Housekeeper, UG hostel and submitted along with all documents as mentioned below:

- i. Admission Letter from LHMC
- ii. Class 12<sup>th</sup> Certificate
- iii. Proof of residence: Electricity/Telephone Bill

Incomplete application and non-submission of documents shall render the application to be rejected.

#### **RULE IV: PRIORTIES FOR ALLOTMENT**

Hostel accommodation for UG student cannot be claimed as a matter of right but will be made available on the availability of room. It will be decided as per points mentioned below: -

**Category 1:** Students securing admission through All India MBBS Entrance Examination, Govt. of India nominees/Foreign nationals and are residents of outside Delhi & NCR.

**Category 2:** Students who are physically challenged / children of Govt. officials on sensitive post on transferable all India services.

**Category 3(a):** Students securing admission through Delhi University Medical Entrance Test(DUMET) having their permanent address in far off places Outside Delhi & NCR.

**Category 3(b):** Students having their permanent address in adjoining areas of Delhi & NCR while allotting the rooms to students residing in Delhi, their distance of residence from college (as per google earth) will be considered.

**Category 4:** Others including discretion of hostel committee in exceptional cases on medical and social grounds after approval from Director, LHMC.

After allotment to the above category if rooms are available, the same shall be offered to residents of Delhi in order of seniority.

(a)Seniority order is as follows :9<sup>th</sup>,8<sup>th</sup>,7<sup>th</sup>,6<sup>th</sup>,5<sup>th</sup>,4<sup>th</sup>,3<sup>rd</sup>,2<sup>nd</sup>and1<sup>st</sup>semesters

(b) Priority according to distance: The distance will be determined by Google Earth.

#### **Hostel wise distribution of students**

North and South Block :1<sup>st</sup> and 2<sup>nd</sup>semester; Centenary Block:3<sup>rd</sup>,4<sup>th</sup>,5<sup>th</sup>,6<sup>th</sup>,7<sup>th</sup>semester;

West Block :8<sup>th</sup>, 9<sup>th</sup> semester and Interns

Shifting to be done within one week failing which allotment of hostel will be cancelled.

#### **RULE V**

1. A sum of Rs.490/- (Rupees four hundred ninety only) per year shall be payable by each allottee resident towards Hostel Charges. The allottee will pay the Hostel Charges for entire year every year as applicable. In case the allottee leaves the hostel before completion of his tenure, he/she will be entitled for refund only security fee.

2. A sum of Rs 30 per month for the duration of stay shall be payable by each allottee resident towards Hostel welfare fund.
3. Mess charges as fixed by the Mess committee shall be payable by 7th day of every month.

#### **RULE VI: REQUEST FOR THE SHIFTING OF THE ROOMS**

1. Shifting of the rooms will only be permissible based on availability as per allotment rules.
2. It would be subject to discretion of the Hostel Committee

#### **RULE VII: RULES GOVERNING STAY IN HOSTEL**

1. Every resident is responsible for the care of room allotted to her and the furniture provided therein. No furniture item is allowed to be removed from or additional furniture brought in the hostel without the prior permission of the Warden in writing. In case of damage, the resident is supposed to inform the Warden, in writing. A resident may be charged for damage and loss of any such item.
2. Cooking of any kind shall not be permitted in the Hostel. No article such as combustible fire arms or any other such material, lethal weapons etc. shall be allowed to be kept in the Hostel by any resident.
3. No residents shall use or keep in his possession any intoxicating drug or liquor of any kind.
4. No tampering with or misuse of electrical installation in the Hostel by the residents is allowed. Residents must ensure that the lights and fans are switched off when the rooms are locked. Installation of ACs /any electrical appliances is not permitted. Strict action will be taken against defaulters.
5. Residents shall not be allowed to engage any outside person for service of any kind.
6. No meeting or gathering of the residents for political purposes shall be allowed to be held inside the hostel. Only the person, who has been duly allotted accommodation in the hostel, shall have the right to use the room. No exchange of room occupancy or any partial or full subletting shall be allowed.
7. All the residents will have to carry their identity cards stamped from the hostel office on joining the hostel. In the event of loss of I- card, the same shall be renewed after receipt of a copy of FIR and payment of fine of Rs 100/- .
8. The Hostel Committee has the right to refuse admission to anyone in the hostel premises if considered to be of an undesirable character. Guests are not allowed to stay in the hostel.
9. Residents in their own interest are advised not to keep jewellery or any other valuable commodity in their rooms.
10. a) Every resident must inform in writing to the Housekeeper about her absence from the hostel if she stays out for more than 24 hours. One should also leave the address at which she could be contacted if necessary. This rule should also be followed when residents leave the hostel during vacation. For providing information about leaving the hostel, a register will be available with the Security Staff and accordingly entries should be made.  
  
b) All residents are expected to be back in the Hostel latest by 10:00 p.m.
11. Any case of illness/injury should immediately be reported to the Housekeeper / Additional Warden/Warden.

12. Hostel Committee in the interest of hostel/institute can cancel the accommodation of the students any time. However, the discretion will be used judiciously.
13. The Resident shall have to vacate the accommodation within 7 days of completion of her examination or earlier in the event of early termination of her hostel allotment. In case of failure to vacate the room, Hostel Committee will issue the eviction order. In case of interns, the room will have to be vacated within a week from the date of completion of the internship. The interns shall have to surrender the rooms 12 months after completion of final profession examination. In the event of non-completion of internship due to personal reason, hostel facility shall not be provided.
14. Residents should pay all their dues and submit the Hostel Leaving Form in the Hostel Office before getting a Clearance Certificate at the time of leaving the Hostel.
15. Any resident who violates any of these rules or creates disturbances in the hostel, is liable to disciplinary action by the Hostel Committee.
16. Failure to comply with any of the above conditions will make the resident's liable to cancellation of allotment and eviction from the hostel.
17. If any question arises as to interpretation of the rules, the Hostel Committee may make a reference to the Director and decision of the Director shall be final and binding.
18. The Director reserves the right to relax or revise any of the hostel rules at any time

## **MESS FACILITY**

1. The Hostel Mess is run by the residents of the Hostel on 'no profit, no loss' basis according the rules laid down for the purpose and under the supervision of the Hostel Committee.
2. a) Food will not be served outside the dining hall to residents. In case of illness, the residents may be served food in their rooms with prior permission of the Housekeeper/ Warden.
  - b) The following timings are observed for the dining hall facilities:
 

Breakfast	-	7:30 to 10:00 a.m.
Lunch	-	1:00 to 2:00 p.m.
Evening Tea	-	4:00 to 5:45 p.m.
Dinner	-	8:00 to 9:00 p.m.
3. It is mandatory for every resident (except Interns) to join the hostel mess. A resident who is away from the hostel during vacation or due to any other specific reason can claim a fee waiver for a maximum period of two month in a year. All mess due to be paid by the 7th day of every month.