

Hostel Rules

A. Rules common for Men's and Women's hostels:-

1. Wardens are appointed by the Registrar with the consent of the Director cum-VC. The Chief wardens and Asst Dean (Student Affairs) have the power to cancel, add or alter the rules according to exigencies. The hostel rules shall be strictly obeyed by the members. Non-observance or violation of the rules by any member (s) will be viewed seriously and the member (s) will be liable for disciplinary action as decided and ordered by the Registrar of the University. Hostel Rules may be reviewed from time to time as may be required in the best interest of the hostellers. **Claiming ignorance of rules will not be accepted as a reason in case of a violation.**
2. **Admission:-** Only non-local students are admissible to hostel for want of vacancy. The hostel admission authorities will verify the genuineness of non-local status and a declaration to that effect will be taken from the parent. Wrong declaration attracts disciplinary action. Hostel seats shall be provided basing on the vacancy position and according to priority of application. A student seeking admission into the hostel shall submit his/her application to the Chief Warden. The form will be made available in the college office. While submitting the application the student will be required to sign a discipline declaration form. The discipline declaration forms should also be signed by the parent. The signing of the discipline declaration forms by student and the parent gives assurance to the Warden and Dy. Warden regarding the good conduct and behavior of the student and he/she would abide by the rules and regulations of the hostel. A passport size photo of the student should also be pasted to the application form. Photograph of the parent/s and local guardian (if any) to be submitted with signature and contact number details and After Chief Warden's approval and on payment of caution deposit money, admission of the student to the hostel will be regularized.

The fee Structure will be as follow

1. Caution deposit : Rs.5000/- (Refundable)
2. **Establishment fund (Corpus fund):** Rs.5000/- (Non- refundable)

Refundable caution deposit will be refunded to the student at the time of he/she leaves the hostel after making deductions if any. Under no circumstances proportionate reduction will be made for any short stay. In the event of nonpayment of prescribed rent and electricity charges for the hostel on the date or dates fixed, the student will be made to vacate the hostel.

3. Withdrawal:

Students passing out of the University or discontinuing their studies or those desirous of residing with their parents or guardians will be permitted to leave the hostel on written application to the Chief warden of the hostel.

If a student is evicted from the hostel under the order of Registrar for default or for violation of hostel rules, the applicant can be readmitted only after the receipt of the Registrar's approval or orders for re-admission.

Every student re-admitted should pay a re-admission fee of Rs.5000/- which will not be either refunded to the student or adjusted towards his mess establishment dues. This will be credited to the hostel fund.

Students should notify the Warden in writing 15 days in advance of the day they intend to leave the hostel. A Student however will be allowed to leave the hostel on medical grounds approved by the warden. On no account should the student leave the hostel before they are permitted to do so by the warden.

If any loss or damage to hostel properties is found out only when the member is leaving the hostel, the member will be severely penalized in addition to collecting the charges for repair or replacement of the article. Also if a member leaves the hostel without proper handing over of the articles in his/her charge the member is liable for heavy penalization as recommended by the chief warden and ordered by the Registrar.

4. Custody of hostel properties & fixtures:

Each member shall be the custodian of the hostel furniture assigned to him/her and taken over by the member after signing in the register. Any accidental breakage of furniture should be entered within 24 hours in the hostel breakage register by the member with a note on the occurrence. If the Warden has reasons to decide that the breakage is due to carelessness or else committed wantonly, the member (s) concerned will be charged for repair or replacement of the article and will be levied penalty. This applies also to any other property or fixtures in the hostel like use of unauthorized electrical appliances .

5. Allotment of rooms:

Rooms are allotted to members on admission. Members cannot interchange rooms by themselves after allotment except with the permission of warden. If the students indulge in exchanging rooms themselves, disciplinary action will be taken including expulsion from the hostel.

6. Temporary absence from the hostel:

Any member who intends to leave the hostel for a day or more must give it in writing to the warden mentioning the date and time of departure and date & time of return, place of visit and address and cause of absence atleast 24 hours before departure. Failure to do so entails levy of penalty. The members are not permitted to go to any place other than their parents residence stated in the application form.

If a member enjoying vacation at home is unable to arrive at the hostel on the due date as per entry in the proforma, the member must intimate the warden sufficiently in advance explaining the circumstances.

If the entries made by a member on the leave proforma are found to be at variance with facts, the member is liable for severe disciplinary action in addition to penalty levy of Rs.300/- for each.

7. Disciplinary regulations:

- 7.1 Every member in the hostel should conduct himself/herself in such decorum as not to create unpleasantness nor disturb the peaceful study of other members. Strict silence should be observed between 8 p.m. and 6 a.m. Members shall put out the lights when they go to sleep and lights and fans when they leave the rooms.
- 7.2. Members should not disfigure the walls, doors and windowpanes etc.
- 7.3. Smoking, playing cards, whistling or making loud noise in the hostel building is strictly prohibited. While in hostel, students should do nothing which may disturb other students at work.
- 7.4. Students are expected at all times to be properly dressed in a neat and tidy manner.
- 7.5. Students are strictly prohibited from scolding or punishing any other student. In no case should a student take the law into his hands. Any grievance should be reported immediately.
- 7.6. Dancing or singing parties and the playing of musical instruments etc., are not allowed in the hostel without special permission of the warden.
- 7.7. Students are not permitted to keep fire arms or any dangerous weapons with them. Pets such as dogs, parrots etc., are not allowed.
- 7.8. No students will keep in his/her possession or use intoxicating drug or liquor of any kind in the hostel. In case this rule is violated the student will be expelled from the hostel and/or the college.
- 7.9. Students should not take part or association in activities of political nature. They are also not permitted to hold meetings within the hostel premises without prior permission of warden.
- 7.10. No religious ceremony or any function shall be celebrated in the hostel without prior permission of warden.

- 7.11. Students are not permitted to remain away from the hostel after 8.00 P.M. unless previous permission of the warden was obtained.
- 7.12. Students will not interfere with the working of the office staff. Any grievance should be reported to the warden for action. Members are strictly forbidden from ill-treating hostel employees whatever be the cause of provocation.
- 7.13. Students in their own interest are strictly prohibited from keeping money, jewellery or any other valuables in their rooms. The college will in no way be responsible for any theft of such articles.
- 7.14. Hostel employees should not be used for personal services of members.
- 7.15. All correspondence regarding the hostel by the members should be made through the warden only. Letters addressed direct to the Principal will not receive any attention.
- 7.16. No subscription, donation or contribution of any kind shall be collected from members without the permission of the warden.
- 7.17. Members are advised not to leave any money or valuable articles in their rooms indiscreetly. They should see that the windows are properly bolted and the doors properly locked before they leave their rooms every day. The security of cycles/scooters and such other materials is a matter of responsibility of the members themselves. The hostel administration does not hold itself responsible for money and other valuable lost by the members.
- 7.18. No student shall remain in the hostel unless sick, during working hours of the College/Hospital.
- 7.19. Students are advised to practice economy and are strictly warned against incurring debts or making such irregularities in money matters. The institute will in no way be responsible for such debts. Any one found stealing fellow students money, books or property will be expelled from the hostel.
- 7.20. Students are expected to behave in an orderly manner at social gathering & other specific college functions as in such occasions guest & ladies are generally present.
- 7.21. **RAGGING IN ANY FORM IS NOT PERMITTED**. Any attempt by any student will be subject to severe punishment and may be expelled from the College.
- 7.22. Students once expelled from the hostel for misconduct will not be allowed to enter the hostel on any account.
- 7.23. Any member who contravenes the disciplinary regulations above cited is liable for penalty of Rs.1000/- or disciplinary action or both.
- 7.24. The hostellers have to pay the hostel deposit prescribed by the University.
- 7.25. SVIMS is concerned about the environment and energy conservation and hence it is expected from the students to ensure cleanliness of their rooms, help maintain general upkeep of hostel premises and switch off all the electrical appliances, when not in use.
- 7.26. Electrical wirings/fittings in the hostel rooms are not designed for heavy load and hence, use of electrical appliances like air-conditioners, heater, irons, electric kettles, electrical cookers and similar appliances are not allowed.
- 7.27. Every student has to mark exit/entry in the register kept at the gate. Students without ID card shall not be allowed to leave the campus.
- 7.28. Students are required to carry their identity card at all times and show it on demand by security/ any authorized person.
- 7.29. Students have to enter their respective hostels by 8.00 PM. They shall not be allowed to leave hostels from 8.00 PM – 6.00 AM
- 7.30. The Parent/ guardian as noted in the application are permitted to visit their ward only in common areas between 6.00 PM to 8.00 PM. during working days and 11.00 AM to 1.00 PM. during Sundays / holidays. They have to enter their details of visit in the

visitors register. The visitors are restricted to meet their ward not more than 4 times in a month.

7.31. Students have to mark their attendance in the register kept at reception area of their respective hostels between 08:30 PM to 10:00 PM. They must carry their ID card while marking the attendance. Marking proxy shall be an offence.

7.32. Students are required to cooperate fully with authorities to ensure security. Students shall not argue with university staff.

7.33. NO student should go to the rooms of other inmates of the hostel between 9.00 PM and 5.00 AM on any pretext disturbing their studies and sleep.

7.34. The Institute nominates hostel inspecting authorities including faculty/ administrative officers who will make daily rounds on rotation. The security officer will follow. The students have to cooperate with the inspecting authorities.

7.35. If the cupboards are provided with inbuilt locking facility they shall return the keys with good condition of the lock at the time of vacation. Failing to do so the actual cost of the replacement of the damage will be recovered.

7.36. **COMBATING SEXUAL HARASSMENT AND VIOLENCE AGAINST WOMEN**

The University will take strict disciplinary action including expulsion from the course of study and dismissal from the University, if any student is involved in sexual harassment and violence against women. The affected students, if any, can contact one of the following University authorities to report the incident of harassment and violence. The helpline to be contacted at present is: Dr.V.Subadra Devi, Prof. & HOD of Anatomy & Presiding Officer, Internal Complaints Committee – Contact No.9440225860.

8. DISCIPLINARY ACTION:

Following shall invite disciplinary action:

1. Students without ID card returning to their respective hostels beyond 08:00 PM.
2. Staying outside the restricted area after 08:00 PM.
3. Willful damage to the hostel/university property.
4. Staying in the hostel during college timings.
5. Arguing with the university staff.
6. Any act of proved misbehavior in the hostel or otherwise.
7. Violation of dress code.
8. Littering the hostel or campus.
9. Bringing guests including day student into their rooms

8. Guest:

- a. No guest shall be entertained by members of the hostel.
- b. If the Warden at any time finds unauthorized guests being entertained in the hostel, he/she will take such disciplinary action on the inmate and ask the guest to vacate the room immediately.
- c. The Warden shall have the power to refuse permission to any guest in the Hostel without assigning any reason in the interest of the hostel.

9. Medical Aid:

If a member falls sick the member must report the matter to the Warden immediately. If a sick member is admitted to the hospital parents shall be informed of the illness after consulting the attending doctor for necessary action and attention. The student should not treat himself or should treat his fellow student in the hostel as that can lead to serious health risk.

10. Sanitation:

All members shall co-operate in keeping the hostel clean and tidy. All the inmates are instructed to keep their rooms and personal belongings clean.

11. **Change of address:**

The Warden shall maintain a register containing the home address of each member. The address given in the original application forms by the members shall be noted in this register. If there is a change of home address the member should intimate the fact by letter to the Warden who will carry out the correction in the register.

SPECIAL RULES FOR WOMEN'S HOSTEL IN ADDITION TO GENERAL RULES

1. The Special rules herein mentioned are enforced on the Students of the Women's Hostel who have to strictly abide by them in addition to their observance of the common rules in Section A. Members who violate the special rules are liable for Severe disciplinary action in addition to penalization.
2. Members shall not stay out of the Hostel after 08:00 P.M. without the permission of the Warden Between 04.00PM & 08.00PM if they are leaving the hostel for Library, hospital duty, town for shopping or cinema etc., they have to write in the movement register.

3. **Visitors:**

a) Only women visitors are permitted to enter the rooms of the members if they wish to see. They should also fill up the entries in the Visitor's book.

b) Parents and near relatives of the members are permitted up to 9.00 PM to see the concerned members in the entrance hall only. They shall fill up the entries in the Visitor's book.

4. Members are prohibited from bringing costly jewellery from their homes.
5. Members shall not absent themselves unauthorizedly from the College or from their training programme in the Hospital. When authorized by the warden, such members shall invariably remain in their rooms in the hostel. When classes or training programmes are over for the day or session of the day, they should return to the hostel immediately and so also when any classes or programmes are cancelled.
6. Members going out of the campus to fulfill training programmes at the Rural Health Centre or other field centers shall go and return in the authorized transport along with all other members. No member is allowed to drop out from either Journey on any pretext.
7. No member shall plead ignorance of the above special rules. The house keeper shall bring to the notice of the warden every instance of violation of the above special rules, who in turn shall report the matter to the principal.

MESS: Student shall pay full mess fee in time to the hostel mess contractor. It is mandatory to eat in the mess and Mess coupon/ Card is compulsory. Student must inform their non availability to the Mess Supervisor well in advance.

If a Student is sick, written application by the student endorsed by the Asst. Dean (Student Affairs) and medical certificate by the concerned should be given to Supervisor for serving food in the room.

Students are requested not to waste food. Outsiders are not allowed in the mess. Guests are allowed in mess with prior permission of the Chief Warden/Dy.Warden on payment basis. Outside food/dabbas are strictly not permitted in the hostel. It should be known to the Warden to whom he is giving food. There should be a written request to warden as this may cause a disciplinary problem.

Mess timings; Breakfast - 7.00 AM to 9.30 AM
 Lunch - 12 Noon to 2.00 PM
 Evening Tea – 4.00 – 5.30 PM
 Dinner - 7.30 PM to 9.00 PM

Mess timings should be strictly followed by the hostellers.

*Mess fee shall be collected under the supervision of Chief Warden / Matron

Forms to be submitted by the hostellers and students

SRI VENKATESWARA INSTITUTE OF MEDICAL SCIENCESUNIVERSITY, TIRUPATI

UNDERTAKING BY THE STUDENT

ID/O – S/O, Mr./Mrs.....staying in
Room No.inHostel has read the above Rules and Regulations
And I undertaken that I will sign on the attendance register before 8.00 pm (Unless exempted)
Failing which shall be liable for censure/ fine/ disciplinary action.

Name of the Student:

Name of the Institute: Programme:

Room No:

Signature of the Student Date

SRI VENKATESWARA INSTITUTE OF MEDICAL SCIENCESUNIVERSITY, TIRUPATI

UNDERTAKING BY THE PARENT

I _____F/O, M/O Ms. / Mr.
_____ who is studying in _____ and
Residing in _____ Hostel in Room No. _____, has read and understood
the above Rules and Regulations and I undertaken that I will cooperate with the Hostel
Authorities and I will also provide all the medical information, if any, of my ward to the Hostel
Authorities and will be available on call and promise to visit and take care of my wards, as and
When required.

My Contact Details are :

I hereby undertake that my ward and me are responsible for incidents, whatsoever, and ensure
that my ward shall follow the norms of hostel code of conduct while he/she is inside or outside
the hostel.

Name of the Parent: _____ Address: _____

Mobile No. _____ Aadhar No. of the Parent _____

Signature: _____ Date: _____
