

**Dr. M. K. Shah Medical College & Research
Center, Ahmedabad-382424**

Hostel Admission Form

Unique ID No.

Candidate's full name.....

Surname

First name

Middle name

Age/ Sex

Father's name.....

Date of admission in the college

Super Speciality Course Duration :-1st year____2nd year____3rd year____

Permanent Address:.....

.....

.....

Contact no. with STD. code

Mobile No.(Compulsory)

Mobile No. of Parents (Compulsory).....

Email-id

Blood Group

Past illness if any

History of any allergies

Whom to contact in emergency & Contact No.....

Name and address of local Guardian (Contact No. Compulsory)

.....

.....

Date:-

.....
Signature of student

For office use only

Paid Rs.....Vide Receipt No.....Date.....

Room no. allotted In Boys Hostel/Girls Hostel.....

Date:-

.....
Warden

ANNEXURE – I

HOSTEL RULES, REGULATIONS AND UNDERTAKING

All students admitted to the hostel shall strictly comply with the following rules and regulations. Ignorance of these rules shall not be accepted as an excuse. The decision of the Dean/Hostel Administration shall be final and binding in all matters concerning hostel discipline.

1. Admission to Hostel

- Admission to the hostel is purely a privilege and not a matter of right. Every student seeking hostel accommodation shall submit the prescribed application form duly signed by the parent/guardian along with all required documents and undertakings.
- The Warden/Dean reserves the absolute right to refuse admission, cancel hostel accommodation, or direct any resident to vacate the hostel at any time without assigning any reason, if considered necessary in the interest of discipline, safety or administration.

2. Room Allotment

- Room allotment shall be made solely by the Warden.
- No student shall claim any preference regarding room location or room number.
- Exchange, transfer or occupation of any room other than the allotted room without prior written approval of the Warden is strictly prohibited.

3. Hostel Fees

- Hostel and Mess fees shall be paid annually in advance.
- Failure to pay fees by the prescribed due date shall attract a late fee of ₹100 per day for a maximum period of 15 days.
- Failure to clear dues after the stipulated period shall automatically render the occupation unauthorized, and the Institute shall be entitled to cancel the hostel admission without further notice.

4. Compulsory Mess

- Membership of the Hostel Mess is compulsory.
- Mess charges as determined by the Mess Committee shall be payable together with hostel fees.
- No request for exemption shall ordinarily be entertained.

5. Hostel Timings

- Every resident shall remain inside the hostel premises after the prescribed entry time.
- No student shall remain outside the hostel after **9:30 PM** without prior written permission of the Warden.
- Late entry shall be treated as serious misconduct.

6. Leave from Hostel

- Leave applications shall be submitted in advance and shall become effective only after written approval by the Warden.
- Students leaving without permission shall be liable for disciplinary action.

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HOSTEL RULES, REGULATIONS AND UNDERTAKING

7. Visitors

- Visitors shall be permitted only during authorized visiting hours.
- The Warden reserves the right to refuse entry to any visitor without assigning any reason.
- No guest shall stay overnight under any circumstances.

8. Cooking & Fire Safety

- Cooking inside hostel rooms is strictly prohibited.
- The use or possession of LPG cylinders, induction cookers, heaters, electric coils, gas stoves, inflammable substances, fireworks, explosives, firearms or any dangerous articles is strictly prohibited.
- Violation may result in immediate eviction.

9. Zero Tolerance Policy

- The following acts are strictly prohibited:
 - Consumption or possession of alcohol
 - Tobacco, smoking, vaping, gutka or narcotic drugs
 - Possession, sale or distribution of intoxicants
 - Ragging in any form
 - Sexual harassment
 - Physical assault
 - Threatening behaviour
 - Gambling
 - Criminal activities
 - Possession of weapons
- Any violation shall result in immediate disciplinary proceedings which may include:
 - Heavy monetary penalty
 - Suspension
 - Expulsion from hostel
 - Expulsion from the Institution
 - Filing of Police Complaint/FIR
 - Intimation to Parents/Guardians

10. Responsibility for Personal Property

- Residents shall be solely responsible for safeguarding their cash, jewellery, laptops, mobile phones and other valuables.
- The Institute shall not be responsible for any loss, theft or damage.

11. Delivery Services

- No food delivery, courier or any outside delivery personnel shall be permitted inside hostel premises between **12:00 Midnight and 7:00 AM**.

12. Attendance

- Every resident shall compulsorily mark attendance daily between **9:00 PM and 9:30 PM**.
- Failure to mark attendance without valid reason shall be treated as unauthorized absence.

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13. Presence in Hostel

- Except students officially posted for hospital duties, every resident shall remain inside the hostel after 9:30 PM.

14. Electricity Conservation

- Tampering with electrical installations is strictly prohibited.
- High-power electrical appliances including heaters, immersion rods, electric kettles, induction cookers, refrigerators, air coolers, etc., are prohibited unless specifically permitted.
- Residents shall switch off lights, fans and ACs while leaving rooms.
- Penalty and recovery shall be imposed for violations.

15. Damage to Institute Property

- Defacing walls, furniture, doors, windows, fixtures, electrical fittings or any Institute property is prohibited.
- The student shall bear the full cost of repair/replacement in addition to disciplinary action.

16. Water Conservation

- Wastage of water shall attract disciplinary action and monetary penalty.

17. Authorized Service Providers

- Only service providers authorized by the Warden shall be permitted inside the hostel premises.

18. Rules Applicable to Girls' Hostel

- Girl residents shall not remain outside the hostel after roll call without prior written permission of the Warden and parents/guardians.

19. Visitors to Girls' Hostel

- Male visitors shall not be permitted beyond the Visitors' Lounge.
- Permission of parents/guardians wherever applicable shall be mandatory.

20. Visitor Register

- Every visitor shall produce valid identity proof and enter details in the Visitor Register.

21. Political Activities

- Political meetings, demonstrations, campaigns or gatherings are strictly prohibited inside hostel premises.

22. Unauthorized Occupation

- Subletting, sharing or allowing unauthorized persons to stay in hostel rooms is strictly prohibited.
- This shall result in immediate cancellation of hostel accommodation.

23. Identity Card

- Residents shall carry their College Identity Card at all times and produce it whenever demanded.

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HOSTEL RULES, REGULATIONS AND UNDERTAKING

24. Exchange of Rooms

- Room exchange without written permission shall be treated as unauthorized occupation.

25. Vacation of Room

- Students shall vacate hostel accommodation within **7 days** of completion or termination of admission/employment or as directed.
- Failure to vacate shall authorize the Institute to:
 - Break open the room in the presence of authorized officers.
 - Prepare inventory.
 - Remove belongings.
 - Recover damages.
 - Levy penalty of **₹2,000 per month** in addition to room rent.

26. Dining

- Food shall not be consumed inside hostel rooms except with written permission of the Warden on medical grounds.

27. Room Keys

- One duplicate key shall remain deposited with the Warden.
- Students shall carry valuable belongings while leaving the hostel during vacations.

28. Pets

- Keeping pets of any kind is strictly prohibited.

29. Leaving Hostel Permanently

- Students intending to leave hostel accommodation shall submit **one month's written notice** along with consent of parents/guardians.

30. Inspection of Rooms

- The Warden or authorized officers may inspect any hostel room at any time without prior notice.
- Possession of prohibited articles shall invite immediate disciplinary action.

31. CCTV Surveillance

- Hostel premises are under CCTV surveillance.
- Tampering with CCTV cameras or security systems shall constitute gross misconduct.

32. Mobile Phones & Social Media

- Students shall not misuse mobile phones, photography, videography or social media to harass, defame, threaten or violate the privacy of any resident or employee.
- Uploading objectionable content related to the Institute or hostel shall invite strict disciplinary and legal action.

33. Ragging

- Ragging in any form is strictly prohibited under the applicable laws and UGC/NMC Regulations. Students found guilty shall be liable for criminal prosecution in addition to expulsion from the hostel and Institution.

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HOSTEL RULES, REGULATIONS AND UNDERTAKING

34. Sexual Harassment

- Sexual harassment in any form shall attract immediate disciplinary proceedings under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, and other applicable laws.
- The Institute reserves the right to lodge a Police complaint wherever required.

35. Medical Emergencies

- Residents shall immediately inform the Warden in case of illness, accident or emergency.

36. Recovery of Damages

- The Institute shall recover the full cost of any loss or damage caused to hostel property individually or collectively from the responsible resident(s).

37. Penalties

- Violation of hostel rules shall attract one or more of the following:
 - Warning
 - Fine up to **₹2,000** or actual loss, whichever is higher
 - Suspension from hostel
 - Cancellation of hostel admission
 - Expulsion from Institution
 - Withholding of No Due Certificate
 - Recovery of damages
 - Police complaint wherever applicable

38. Interpretation

- Any question regarding interpretation of these rules shall be referred to the Dean whose decision shall be final and binding.

39. Appeal

- Appeal against disciplinary action may be submitted before the Dean within **seven (7) days**.
- The decision of the Dean shall be final.

40. Refund Policy

- If a student voluntarily vacates the hostel during the academic year, hostel and mess fees shall **not be refundable**, either wholly or partially, except where specifically approved by the Management.

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HOSTEL RULES, REGULATIONS AND UNDERTAKING

UNDERTAKING

- I hereby declare that all information furnished by me in the Hostel Admission Form is true and correct.
- I confirm that I have carefully read and fully understood all the Hostel Rules and Regulations contained in Annexure-I.
- I voluntarily undertake to strictly abide by every rule, instruction and direction issued by the Institute, Dean, Warden or Hostel Administration from time to time.
- I understand that violation of any hostel rule may result in disciplinary action including warning, monetary penalty, recovery of damages, suspension, cancellation of hostel accommodation, expulsion from the Institution, withholding of academic documents, initiation of police/legal proceedings, or any other action deemed appropriate by the Institute.
- I further undertake that I shall not challenge such disciplinary action before any authority except as provided under the Institute's rules and that the decision of the Dean/Management shall be final and binding.
- I also undertake to maintain discipline, dignity, cleanliness, harmony and respect towards fellow residents, faculty members, staff members and all Institute authorities.

Place: _____

Date: _____

Student

Signature: _____

Name: _____

Mobile No.: _____

Parent/Guardian

Signature: _____

Name: _____

Mobile No.: _____