

## Hostel Policy

### Rules and Regulations

1. Students who desire to reside in the hostel should apply in the prescribed form along with the assurance by the parents or guardian for the good conduct and behaviour of the student during his/her stay in the hostel.
2. No choice will be given to select room number. Student can have choice to select room partner only if all the formalities of hostel admission are completed by both students. No booking / reservation will be entertained on telephone/ E-mail
3. Prescribed Hostel fees shall be collected once in a year. The defaulters can pay the fees along with a fine of ₹ 100/- per day till 15 days from the last date prescribed for the same. In case the hostel fee and other charges along with fine are not paid by the due date, overstay shall be treated as unauthorized occupation of the room and the action in accordance with rules shall be taken.
4. No resident shall remain absent from the hostel during night after 10.00 P.M. without prior written permission of the Warden.
5. Application for leave of absence from the hostel shall be made in advance to the Warden duly signed by the Dean/Senior Manager, Administration. Residents will make sure that their leave applications are sanctioned before they leave the hostel.
6. The Warden has the right to refuse admission to the hostel premises to any one considered undesirable. Guests shall not be allowed to stay in the hostel.
7. Cooking of any kind shall not be permissible in the hostel. No combustible, fire arms or lethal weapons are allowed to be carried by or kept in the hostel by any resident. No resident shall use or keep in his/her possession intoxicating drug or liquor. If found guilty than disciplinary action will be taken as per the policy of institute which may leads to penalty or eviction from the hostel or both. A formal police complaint will be given against the guilty.
8. Entire campus of Zydus Medical College and Hospital is **Tobacco and Alcohol free zone**. If any student/visitor of student/relative of student is found guilty, a fine of ₹ 500 will be taken from student. Repeat offenders will be terminated from the hostel.
9. A hosteller, himself/herself is sole responsible for his/her valuable articles/personal belongings.
10. No delivery person is allowed to enter in the campus.
11. Hostellers shall not play games in the hostel premises which may cause any damage to the property and disturbance to others.
12. Hostellers are not allowed to write/scribble/draw/paste anything on walls, windows or doors in the room or deface them in anyway.
13. All hostellers should sign their attendance daily between 09.00 P.M. to 09.30 P.M. on the attendance register available with the Security/Caretaker on duty. They should also mention the time.
14. Hostellers are not expected to be remain in the hostel during class hours. However, a hosteller who is unwell may stay back in hostel during working hours, strictly on the advice of doctors and with the prior permission from the concerned hostel authority.
15. All hostellers except those who are on hospital duties should be present in the hostel after 10.00 P.M.
16. Interference with the electric installations of the hostel by resident is not permitted. Residents must ensure that the lights, fans & AC are switched off when the rooms are unoccupied. Failure to comply with rules will make them liable to pay fine of any amount fixed by the management. No

- resident is allowed to have additional electrical fittings and all movable items ( Tables, chairs , cupboards etc) should be purchased after concurrence from the Administration.
17. Pasting of stickers/posters/papers/photos on walls of hostel room/lobby/anywhere in premises is prohibited. Damaging the colour/paint of walls/doors/furniture/fixtures by any means is liable to pay fine of any amount fixed by the management.
  18. Residents are liable to punishment by the warden/administration if found responsible for allowing the water running waste or keeping room/lobby/bathroom light on after use.
  19. Only authorized dhobies, barbers, and tailors (as authorized by the Warden) will work in the hostel premises.
  20. The Warden may not permit the girl residents to be absent from the hostel after roll call or to stay out unless prior written permission of their parents/guardians has been obtained and shown to the Warden.
  21. The Warden may at his discretion, refuse permission to visit a girl resident unless the written permission of her parent/guardian has been obtained. Male relatives will not be allowed to enter the girl's hostel beyond visitor's lounge/room.
  22. All visitors shall have to sign. Their names showing relationship with the resident concerned in the register available with the Security Guard on duty.
  23. No meeting or gathering of the residents for political purposes shall be allowed to be held inside the hostel.
  24. Only the person, who has been duly allotted accommodation in the hostel, shall have right to use particular room allotted to him/her.
  25. An allottee of a room shall not sublet his/her room even for a short period to another student or any one either on paid or unpaid basis.
  26. Every allottee is required to carry with him/her college identity card issued by the Dean and produce the same to the authorities as and when demanded.
  27. An allottee of a room should not exchange his/her room with another resident under any circumstances except with the prior written permission of the Administration.
  28. The resident shall have to vacate the room within 7 days of the expiry of his/her lien or earlier in the event of early termination of his/her employment/admission. In case he/she does not vacate the accommodation, notice of 7 days shall be served and on the expiry of notice period the room shall be broke opened in the presence of two Professors of the Medical College. An inventory of the articles of the allottee shall be prepared and Warden will take over the charge of such articles of room. A penalty of ₹ 2000/- per month along with room rent will be taken from defaulter. Failure to comply with the Hostel rules may result in fine up to ₹ 2000/- or expulsion from the Hostel/College or both depending upon the gravity of the violation.
  29. If any question arises as to interpretation of these rules, the warden may make a reference to the Dean and decision of the Dean shall be final & binding.
  30. An appeal the order of disciplinary shall lie with the Dean, whose decision shall be final. Legal Jurisdiction will be Dahod only.
  31. Wearing ISI mark Helmet is Compulsory for those students who are using two wheelers.
  32. Wearing Seat Belt is Compulsory for those students who are using four wheelers.
  33. Students are supposed to bring enough face mask preferably N-95, Sanitizer bottles, Soap and other daily use items.
  34. The deposits are refunded only after completion of the UG course or the student is leaving the institution and only after adjusting any liabilities due to the hostel. The student has to submit along with the application, the original hostel Caution Deposit Paid Receipt or

Internship Completion Certificate and NO DUES certificate.

**Undertaking:**

I hereby declare that the information given by **me and my parents/guardian** in Application Form for Hostel Accommodation is true to the best of my knowledge. I have read the hostel policy and have understood their implications.

I hereby undertake to abide by the above rules and regulations.

Name of Student: .....

Date and Signature of Student: .....

**ACKNOWLEDGEMENT**

I, \_\_\_\_\_  
father/ mother/ guardian of \_\_\_\_\_, have read the terms of above rules and regulations are for my 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 : \_\_\_\_\_

(If Guardian mentions the relationship with student)

Address for Correspondence : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact No. : \_\_\_\_\_