

1.0 Attendance-

Minimum 85 percent attendance in each year is compulsory for appearing for final professional exam. Less attendance due to medical reasons may be considered on case to case basis.

2.0 Procedure for availing Leaves-

2.1 Casual leaves: To be sanctioned by the respective head of the department but to be applied through Unit Incharge.

2.2 Earned leaves: To be sanctioned by Dean (Academics) but to be applied through proper channel.

3.0 Vehicles

3.1 The students are allowed to keep only the bicycles for their use in the campus. No two wheelers / four wheelers are allowed for the students.

3.2 If we notice that any student is using motor vehicles, disciplinary action will be taken against them.

4.0 Hostel Rules:

4.1 AIIMS-Nagpur campus is ragging free with Zero tolerance towards Ragging. Ragging in any form is punishable as per the guidelines of Hon'ble Supreme Court of India.

4.2 All hostel occupants should conduct themselves in a disciplined manner befitting the honour, and respectability of the institution and the profession.

4.3 No meetings are permitted in the hostel premises without permission.

4.4 For holding any meeting in the hostel room or anywhere in the hostel premises, prior written permission should be obtained from Hostel Warden/College authorities.

4.5 Cooking by hostel occupant is not allowed in Rooms or in Hostel mess

4.6 Consumption or storage or supply of liquor or any kind of intoxicant or drugs of abuse, is strictly prohibited.

4.7 Any kind of gambling is prohibited.

4.8 AIIMS Nagpur is a smoking free campus and any kind of smoking is strictly prohibited.

4.9 Any kind of pornography is strictly prohibited. If any student is found indulging in such activity, strict disciplinary action will be taken which may include rustication from the institute.

- 4.10 Firing crackers inside the hostel premises or inside the building is strictly prohibited. However, the hostel occupants can fire crackers as a mark of celebration in open land in the campus with prior permission of Hostel Warden and as per the law.
- 4.11 The hostel occupants should not make noise and/or create disturbance, including use of audio devices, TV or other media devices in such a manner to disturb the other.
- 4.12 The hostel occupants shall not keep fire- arms, other lethal weapons, poison or dangerous chemicals in their rooms.
- 4.13 The hostel occupants shall not interfere with the duties of student welfare members, wardens and security personnel.
- 4.14 The hostel occupants shall not misbehave with student welfare members, security personnel, and the staff employed at the hostel for maintenance. If found guilty on this part, the strict disciplinary action will be taken.
- 4.15 All instructions/notices displayed on notice boards will be deemed to have been read by all residents and excuses for non- compliance of such instructions and notices will not be accepted. Residents are advised to look at the noticeboard everyday acquaint themselves with latest information/orders.
- 4.16 No visitor (including family members) is permitted to enter the hostel in any case.
- 4.17 **Student movement timings, attendance and rules for leaving hostel**
- 4.17.1 If hostel students want to go outside institute campus,they should inform Wardens a priori.
- 4.17.2 While moving in and out of the hostel premises, the student should make entry in the “Student Movement Register”.
- 4.17.3 The students are advised to carry their identity cards with them while moving out of the institute premises and should show on demand while entering the campus.
- 4.17.4 The hostel occupants shall not leave headquarter without prior permission. Hostel occupant who leave hostel without application and prior permission from the concerned authorities shall be deemed to be missing and their parents/guardian or even the police authorities may be intimated (if required).
- 4.17.5 While leaving hostel (during leave), the student should apply for permission in writing in advance. The student shall mention the address of destination, phonenumber and expected date of return to the hostel. If he/she cannot return to the hostel premises before their scheduled date of arrival, it is advised to inform Hostel Wardens regarding the same.

- 4.17.6 It will be responsibility of the student to inform mess in-charge while leaving headquarter.
- 4.17.7 The hostel occupants shall not leave the hostel premises for the purpose of excursion or picnic without prior permission of the competent college authorities and without prior intimation to Hostel Warden. For any accident, fatality or untoward event that may occur during picnic/excursion, the responsibility does not lie with the institute or Hostel authorities.
- 4.17.8 Habitual offenders of the rules and regulations will be noted and after FIVE warnings they will be asked to appear before the disciplinary committee which will be appointed by the Director
- 4.17.9 While leaving the hostel (during leave or vacation), the student should apply for permission in writing in advance stating the reason for leaving. The student shall mention the address of destination, phone number and expected date of return to the hostel.
- 4.17.10 It will be the responsibility of the student to inform mess in-charge while leaving headquarters.
- 4.17.11 The hostel occupants shall not leave the hostel premises for the purpose of excursion/picnic without prior permission of the competent college authorities and without prior intimation to Hostel Warden. For any accident, fatality or untoward event that may occur during picnic/excursion, the responsibility does not lie with the institute.

4.18 Electricity, water, furniture, and the hostel property

- 4.18.1 Electricity must be used judiciously as needed and should be not wasted. While moving out of the hostel room, electrical and other appliances in the rooms should be switched off.
- 4.18.2 Water should be consumed as needed and should not be wasted.
- 4.18.3 Water coolers and water filters installed in the hostels are required to be maintained in good conditions.
- 4.18.4 The hostel occupants should take good care of furniture/equipment of the rooms as well as other hostel areas. Any damage to them will be collected from the students.
- 4.18.5 The hostel occupants should take good care of television sets installed in the hostel.
- 4.18.6 Any kind of damage to hostel property by hostel occupants will be treated as a serious offense.
- 4.18.7 Stealing or pilfering of hostel/institute property or other students' property will be considered as serious and strict disciplinary action will be taken.

4.18.8 The hostel occupants can keep and install air cooler in their rooms during summer season with prior permission from the Hostel Warden. The student himself/herself will be responsible for its installation and maintenance. However, the students are warned to take extreme precautions while using this.

4.18.9 Use of water coolers during water scarcity is prohibited.

4.18.10 The hostel students are not permitted to install air conditioner or refrigerator in their rooms.

4.18.11 The hostel students shall not install personal television sets in their rooms.

4.19 Cleanliness

4.19.1 The hostel occupants should keep their rooms neat and tidy.

4.19.2 It is the responsibility of room inmates to discard the wastages of their rooms in the common dustbins.

4.19.3 The hostel occupants should maintain the hostel premises neat and clean.

4.19.4 The hostel occupants are prohibited from writing any slogans or any writings, obscene drawings, on the hostel walls and rooms.

4.19.5 The room of any student can be inspected at any time by the warden or any authorized member from the institute staff. The inmates should keep their rooms presentable.

4.20 Hostel allotment, vacating the hostel, withdrawal/removal from the hostel

4.20.1 Hostel allotment will be done by faculty in-charge of hostels only after approval and under the direction of the Director.

4.20.2 Students shall submit Hostel Accommodation form to wardens

4.20.3 Only those students who have submitted duly filled Hostel Accommodation Form will be considered for hostel allotment.

4.20.4 Staying in hostel is compulsory including the resident of Nagpur, Maharashtra. No student will be permitted to stay outside the campus.

4.20.5 Once the hostel room is allotted, no change of room will be permitted.

4.20.6 Change of room will be permitted only in special circumstances, provided it is deemed necessary/justified by the Hostel In-charge and depending upon availability of rooms.

4.20.7 For change of room, the students shall apply separately in prescribed format.

4.20.8 No student should change or exchange rooms themselves.

4.20.9 Unauthorized occupation of any room or exchange of room shall be treated as serious violation of disciplinary rules of the hostels.

4.20.10 The hostel occupant should not break open or try to break open the occupied/vacant rooms of the hostel. Any damage due to such act will be borne by the concerned resident of the hostel.

4.20.11 An Occupant of hostel, who desires to withdraw from the hostel, shall submit an application in the prescribed format with proper justification to the Hostel In-charge after having cleared hostel and mess dues.

4.20.12 While vacating the hostel room, the students should submit the key to Hostel Warden.

4.20.13 No Dues are required to be submitted from Hostel and Mess for collecting original certificates.

4.21 **Safety of personal belongings**

4.21.1 It will be the responsibility of the hostel occupants to take care of their personal belongings.

4.21.2 The institute or student welfare section will not be responsible for any loss /damage.

4.21.3 The hostel occupant should lock their respective room while moving out of the room and hostel.

4.22 **Emergencies**

4.22.1 In case of health issues, theft, fire, quarrel among students, bullying, etc., the students should report immediately to Warden.

4.22.2 Any incidence of ragging should be reported to wardens and the anti-ragging committee

4.22.3 In case of any problem or complaint regarding the hostel, the hostel occupants should submit a written complaint to the Warden. Complaint books are kept with Hostel Warden.

4.22.4 Student can approach the student grievance committee for any complaints related to wardens/faculty/ or any staff

4.23 **Punishment**

4.23.1 In case of infringement of hostel rules, the student may face any of the following punishment:

4.23.1.1 Warning to student

4.23.1.2 Written memo to student

4.23.1.3 Verbal and/or Written communication to parents/guardians

4.23.1.4 Monetary fine – Rs. 100/- to Rs. 50,000/-
(Individually or collectively)

4.23.1.5 Recovery of cost of damaged hostel property

4.23.1.6 Expulsion from the hostel

4.23.1.7 Rustication for a particular term

4.23.1.8 Permanent rustication from the institute

4.23.2 The type of punishment will depend upon severity of misconduct and indiscipline and will be decided by a disciplinary committee in consultation with competent authority.

4.24 Appellate Authority

4.24.1 Hostel Warden

4.24.2 Faculty-in-charge

4.24.3 Administration (Director)

4.25 Hostel Wardens- post graduate Hostel -

4.25.1 **Boy's Hostel:** Mr. Pankaj Jibhakate Mobile No: -
9923139024 Email: wardenboyshostel@aiimsnagpur.edu.in

4.25.2 **Girl's Hostel:** Mrs. Sunita Patel Mobile No: - 8518887379
Email: wardengirlshostel@aiimsnagpur.edu.in

5.0 Mess etiquettes:

1. All students who are dining at the mess should come in appropriate dress. They should not come in shorts, jeans, T shirts, night dress or slippers (chappals).
2. The following would be ideal for dining in the mess:
Boys: Full sleeves shirt and trousers, shoes/sandals.
Girls: Salwar Kurta/Skirt with decent top, shoes/sandals. Hair should be tied neatly.
3. Students should eat food in the mess itself. Carrying food outside the mess is not permitted
4. Students must observe table manners while dining in the mess.
5. The students should be seated on the tables while having food and they should observe personal hygiene like washing of hands before meals.
6. Bags and Lab coats should be kept outside in the lockers
7. Outside food and tiffin service is not allowed.
8. Mess timings should be strictly adhered to.
9. Mess property should not be damaged under any circumstances.
10. Playing music in the mess is not allowed.
11. Cooks and attendants at the mess should be treated with courtesy and respect.
12. The students should not quarrel with the mess staff about quality or quantity of food.
13. Students can register their suggestions about the food in the suggestion registers kept in the mess.
14. Use of indecent or foul language is forbidden in the campus of AIIMS, Nagpur
15. Students should not bring any guests to the mess without prior permission from the mess committee.
16. Wastage of food should be avoided. Students who will not be able to eat at the mess, should mention this at least one day in advance in the dining out register kept in the mess.