

General Rule and Regulation for Hostels Girls, Boys, Interns, Resident of Sarat Chandra Chattopadhyay Government Medical College & Hospital, Uluberia, Howrah

Hostellers are expected to know rules and regulations pertaining to the hostels of SCCGMCH and abide by the same. It is expected that the student will display an acceptable form of behavior, maintain discipline and decorum in the hostels.

- i. Hostellers will submit full details of home address, contact number, E-mail ID and specimen signature of guardian and local guardian along with the required declaration from parent/ guardian. If there is any change in the address, contact number and E-mail ID of the student, parent / guardian as well as local guardian it must be informed immediately.
- ii. Allotment of the seats in the hostels will be made as per the policy of the institution (permanent resident address should be more the 40km from the institution). If the student does not avail the offered seat within the stipulated period they will forfeit any claim for the hostel accommodation. A Student, who once reserves his / her seat by paying the fee for hostel accommodation, will be eligible for refund if he / she choose not to stay in the hostel.
- iii. Hostellers are forbidden to keep and use high voltage electrical gadgets like TV, Fridge, heater / Immersion rod/ induction cooker, Iron etc. If these articles are found in the room they will be confiscated and a fine will be imposed for violation of the rule.
- iv. Smoking / use of tobacco product and possession, distribution and consumption of alcohol & illicit drugs are strictly prohibited; Violation of the rules will lead to expulsion from the hostels.
- v. Ragging, bullying, sexual abuse, sexual harassment of any kind is a very serious offence. Students are warned that involvement in such callous and unethical behavior might lead to rustication from the institution.
- vi. Boys are not allowed in the Girls' hostel at any time under any circumstances except visitor's room.
- vii. At students are expected not to leave hostel before 6 AM and after 7 P.M. if because of some valid reason same girl/ boys resident expects to be late beyond stipulated time, he / she should obtain permission in advance from the hostel superintendent / caretaker and must be produced to the security guard on returning to the hostel before signing the late register.
- viii. Mobile phones and valuable, including laptops kept in the hostel are at student's own responsibility and risk and the authorities will not be responsible for any loss or damage to the same.

- ix. No vendor or delivery person (including, food delivery boy/ distributors of online purchase/ packaged water distributors) will be allowed in the hostel premises. Violation of the same will lead to disciplinary action.
- x. Hostellers are expected to maintain their rooms, bathrooms and corridors neat and clean. They will not write on doors, walls of the hostel. Their rooms may be inspected / checked by the hostel superintendent/ hostel authorities at any time. Students are expected to cooperate with the authority in this regard.
- xi. Vandalism (destruction of college property) is a serious offence. Hostellers found guilty will be charged for all the damages caused.
- xii. Every hosteller must take care to switch off the lights and fan when leaving the room. Similarly he/ she will take care to close the taps to avoid undue water wastage. It is expected that he/she imbibes the habit of conserving electricity and water in the greater interest of the institute and the nation.
- xiii. During college hours when hosteller are supposed to attend the lecture classes ,Practical classes, hospital posting, field visit or other assignments they should not remain in the hostels without any valid reason. Violation of the rules will lead to disciplinary action.
- xiv. Hostellers must dine in the canteen. They should be in proper attire and maintain the decorum. Plate / bowls / cutleries etc. should not be carried into the hostel room.
- xv. Signing in and out in the register is a must. Students must carry their College identity Card at all times and show it to security guards, whenever asked.
- xvi. Hostel attendance is mandatory at 10pm every day. Students are instructed to co-operate with the supervisors of Boys' and Girls' Hostel.

Visitor:

1. Day scholars / friend / parents / local guardians / any other visitor are not allowed to enter / stay in the hostel room with the boarder.
2. Outside the visiting hours (5.00pm-7.00pm) visitors (day scholar's friends / guests / parents / guardians / local guardian) are not allowed in the hostel premises (visiting room).

By order

**Sarat Chandra Chattopadhyay Government Medical
College & Hospital, Uluberia, Howrah**