

**GOVERNMENT MEDICAL COLLEGE & HOSPITAL, HOSTEL COMPLEX,
CHANDIGARH**

HOSTEL RULES with effect from May 2024

ADMISSION TO THE HOSTEL

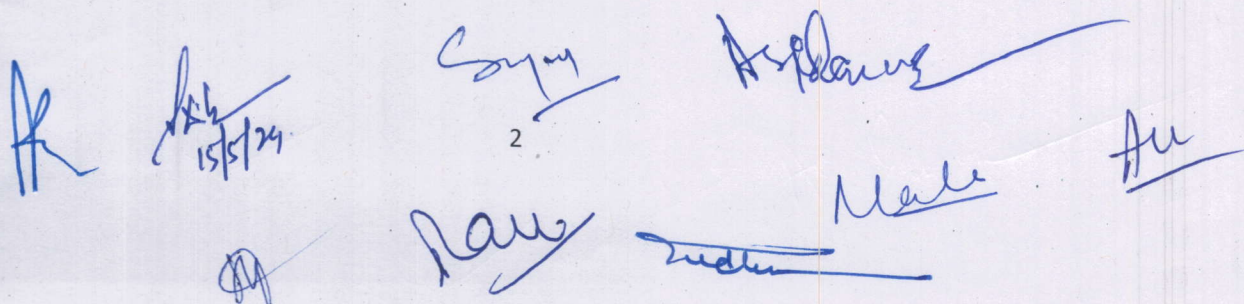
1. The hostel accommodation will be given on eligibility and merit basis.
2. The occupant should be a bonafide student of GMCH
3. Preferably, parents / guardians must accompany the students seeking admission in the hostel.
4. The Postgraduate resident doctors, MBBS/ BSc nursing/ BSc paramedical students and interns are eligible for hostel accommodation, however those who are permanent resident of Chandigarh / Panchkula / Mohali are not entitled for hostel accommodation except in the extreme hardship viz transfer of parents in mid-session etc at the discretion of Director Principal.
5. After accommodating residents of outside the tricity as per clause no. 4, if in case rooms are available, interns/resident doctors, residing in tricity may be considered for room allotment as per NEET ranking and availability.
6. A candidate intending accommodation in hostel is required to apply on the prescribed form available online at GMCH website <http://gmch.gov.in/> under "Educational>>Hostels" tab and submit hard copy after getting it forwarded by the concerned head of the department, to the office of the Chief Warden situated in Girl's hostel no. 1, Gate no. 5. They will also need to upload online their photo, Aadhar card, admission payment receipt and NEET UG or PG/ other qualifying exam rank.
7. Old residents also need to apply afresh for admission in hostel in case of discontinuity which may be due to any reason. The conduct of old students during their previous stay in the hostel would be taken into consideration while deciding permission, in addition to the usual merits and requirements.
8. Hostel reallocation and fresh allotment will be done at the end of each professional examination.
9. Hostel entitlement ends after appearing in final year examination or in case the student fails to clear the final exam (PG, MBBS, BSc nursing and BSc paramedical courses) in that case 1st supplementary exams. Those students who do not clear their final year 1st supplementary exams will have to vacate the rooms.
10. Room possession will be allowed only after payment of prescribed charges like security and other hostel fees have been paid. Within a week of hostel allotment, the students have to take possession of the allotted room, failing which the allotment may be canceled.
11. Interns will have to vacate their rooms within 7 days after completion of internship. They will not be eligible and not allowed to keep the hostel room during extension period of internship as the hostel administration has to provide rooms to fresh 1st year MBBS students on the date of their admission.
12. Interns go abroad for clerkship and observership for extended length of time point. In this regard, for such ex-India commitments, the concerned student/ intern will have to vacate

the room and hand over possession of room and obtain NOC from the Hostel authorities before proceeding on ex-India leave.

13. It is notified that the admission to the hostel is not a matter of right to any one and the decision to allot hostel accommodation to aspirants will solely rest with the hostel authorities. The Chief Warden is the competent authority for making admission/ cancellation in the GMCH hostel complex and decisions taken by the Chief Warden will be final and binding.
14. Rooms will be allotted strictly on the basis of NEET (UG) / NEET (PG) and other qualifying exam merit lists as applicable to other categories of students. This merit list will be applicable throughout the tenure or stay of the resident doctor / students for respective categories.
15. As far as possible, the candidates will be allotted accommodation category wise in various hostels as per the following criteria:

Sr.No.	Type of Accommodation	Categories entitled
1	GIRLS HOSTEL no. 1	Female Final year MBBS students and Interns/ PG students
2	GIRLS HOSTEL no 2	Female Final year MBBS students and Interns/ PG students
3	BOYS HOSTEL NO. 3	Male – MBBS / Interns / PG students
4	GIRLS HOSTEL NO. 4	Female – MBBS, Paramedical students / BSc nursing / PG students
5	MALE PG HOSTEL no 5	Male PG Junior Residents
6	FEMALE PG HOSTEL no. 6	Female PG Junior Residents
7	O – BLOCK BOYS HOSTEL no 7	Male – MBBS/ BSs Nursing / Paramedical students/ PG students
8	HOSTEL NO. 8 –1101 Hostel	Female PG students

16. The candidates will be allotted rooms earmarked category-wise in various hostels barring the exceptional circumstances where a prior approval of the Director Principal would be obtained in each individual case.
17. Only in the event that one does not get accommodation as per the stipulated hostels earmarked for the candidate, an attempt will be made to accommodate him / her temporarily wherever vacancy is available.



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18. Nothing in the rules shall be deemed to limit or otherwise affect the inherent power of the Director Principal to issue such orders as may be necessary for providing justice to someone during exceptional hardships.
19. Rooms are available in hostel no. 3 and 4 having attached bathrooms & kitchen and would be allotted to eligible PG candidates.
20. Depending on availability; the students may have to share accommodation.
21. No boarder is allowed to change his/ her room or furniture without prior permission of the chief warden in writing. No change of room is permissible with mutual consent between the two inmates.
22. At the time of reallocation of students to other hostels, original NEET/qualifying exam merit list will be taken into consideration.
23. At the time of PG/UG course completion no dues will be given only after clearance of hostel fees, electricity dues, water dues, mess fee, physical hand over of furniture and room keys to hostel office.
24. The occupants are supposed to vacate the hostel accommodation within 7 days of completion of their course/tenure/session/termination/resignation etc. Students will not be allowed to retain hostel room after their first supplementary examination attempt, failing which a penal rent @ Rs. 200/- per day per day will be charged for unauthorized occupation of accommodation. In any case, such unauthorized stay would not be permitted beyond 30 days and thereafter the room will be sealed/ got vacated by the hostel authorities, at the risk and cost of the allottee.

HOSTEL SECURITY

The refundable hostel security for resident's doctors and nurses (old occupants) is Rs. 4000/- (Rs. Four thousand only) whereas for MBBS and other paramedical students this amount is Rs. 2000/- (Two thousand only). The security is refundable to residents within a period of 180 days from the date of vacation of hostel accommodation. However, the candidates have to submit a written request to the competent authority for the refund of their security within the said period of 180 days duly supported by a no dues certificate (NDC), failing which the security deposit will be declared lapsed and be deposited with the account of GMCH.

GENERAL RULES/ GUIDELINES

- i) **GMCH IS RAGGING FREE CAMPUS.** Ragging is strictly prohibited in and around the hostel premises. The defaulters will be dealt with sternly as per instructions issued by the college administration and national advisories issued from time to time.
- ii) **NO UNAUTHORIZED CONSTRUCTION/ALTERATION IS PERMISSIBLE IN HOSTEL ROOMS**
- iii) The boarders / residents of the hostels are expected to live as a community and with a sense of responsibility.
- iv) Residents shall not invite any undesirable element in the hostel premises and shall not commit any act of breach of peace in any form.
- v) Residents/ boarders are not allowed to keep with them any offensive weapons/fire arms.

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- vi) Residents/ boarders should not indulge in any activity which may disturb their fellow students/ colleagues or indulge in any activity which is not in conformity with good moral conduct expected from them.
- vii) Students creating a nuisance viz. playing loud music, shouting, gambling etc. in the hostel under the influence of intoxicants, drug or otherwise, shall be liable to disciplinary action or any other action as deemed appropriate under the prevailing circumstances. The latter may even lead to expulsion either from hostel or institution or from both.
- viii) Indoor sports activities are allowed only in earmarked areas specified for indoor sports not in any other place in the hostel. Cricket/football or any other outdoor sports are not allowed in the hostel building. Damage caused to window panes/lights/fixtures and other hostel property will be realized from the residents of hostels.
- ix) TV/ CABLE TV and indoor games would be made available in the common rooms of the respective hostels from the administration side.
- x) The care and security of personal belongings is the entire responsibility of occupants themselves and under no circumstances hostel authorities would be held responsible for such loss, if any.
- xi) All routine complaints must be lodged with the hostel office of the Chief Warden for further necessary action.
- xii) Boarders/ residents, who are having pending dues against them for more than a month in respect of room rent, amalgamated fund/ mess/ electricity/ water bill/ fine etc., will have to vacate their rooms and clear the dues. The intimation in this regard will be sent to Director Principal for appropriate action in the form of fine/ disciplinary action.
- xiii) Consumption of liquor or intoxicants or contraband drugs in any form in the hostel premises is strictly prohibited.
- xiv) Gambling in any form is not allowed in the hostel premises.
- xv) Smoking is strictly prohibited in the hostel rooms and in its premises.
- xvi) Any resident can be asked to vacate the hostel by the authorities in case of unsatisfactory health, indiscipline or misconduct by him / her.
- xvii) Entering the hostel through unauthorized passage will be viewed seriously and shall attract disciplinary action.
- xviii) Subletting of the room is not allowed on any ground. Anyone found doing so, the allotment of his/ her rooms will be canceled immediately and also a penal rent @ Rs. 100/- per day will be imposed right from the date of allotment of the hostel accommodation.
- xix) Washing of clothes on the balconies of the rooms is not allowed.
- xx) No cooking is allowed in the rooms except in the rooms with an attached kitchen.
- xxi) No utensils or crockery can be taken to the rooms from the mess of the hostel.
- xxii) No meal can be taken to the rooms except in case of illness.

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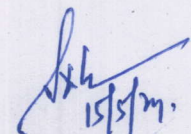
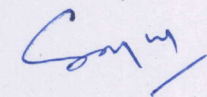
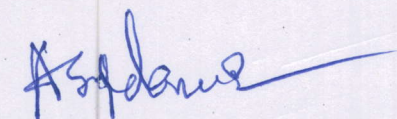
Singh

Asst. Warden


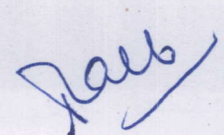
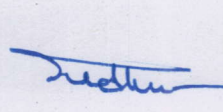
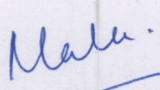
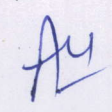
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- xxiii) The hostel inmates will use their own beddings and also be responsible to maintain discipline and cleanliness in their rooms.
- xxiv) Undergraduate students should be back in their rooms by 10 pm. No residents of undergraduate hostels will be allowed to leave the hostel between 10 pm to 6.00 am except doctors, interns and staff nurses posted on night duty as per duty roster signed by the respective HOD.
- xxv) All undergraduate students will mark their attendance at night daily by 10 pm. More than 3 late entries/month without prior permission of the hostel warden will attract strict disciplinary action which may include fine or even expulsion from the hostel.
- xxvi) In case an undergraduate student wishes to stay out late or remain absent overnight, he/she has to inform and obtain written permission from the respective hostel warden. In case an inmate is found absent without prior permission, he/she is liable for strict disciplinary action which may include fine or even expulsion from the hostel.
- xxvii) Any outside service personnel like maid servants, beauty parlour workers, washer men, or any other unauthorized workers are not permitted in the hostel premises. Private vendors, tiffin vendors, servants are also not allowed in the hostel premises. Online food vendors like swiggy/zomato/grubhub are permitted only till the hostel gates. They are not allowed in hostel buildings.
- xxviii) Requests for change of hostel room will be entertained only after one year of stay in the first allotted accommodation.
- xxix) The hostel residents found responsible for any damage or loss to common room/ gymnasium/ hostel property including bathroom fittings, window panes, television sets, furniture, mess furniture, gym equipment, indoor games equipment etc will be charged individually or collectively as the case may be. They may also be liable for strict disciplinary action.
- xxx) Students cannot hold any meeting or organize any activities in the hostel without prior permission from the respective hostel warden. Permission should be sought at least 48 hours in advance.
- xxxi) Residents shall not organize any religious or political function within hostel premises.
- xxxii) Hostel inmates have to obtain No dues certificate from hostel office, hostel mess and submit it to the office of Registrar Academic before every university examination. Only, once all the dues have been cleared students will be allotted university roll number to appear in the university examination.
- xxxiii) GMCH authorities including Director Principal, Medical Superintendent, Chief warden, Hostel warden and Hostel clerk reserve the right to inspect any room at any time.
- xxxiv) Residents of a particular hostel, will park their vehicles in their own hostel in designated areas for 2 wheelers and 4 wheelers. Parking areas for 2-wheelers and 4-wheelers have been designated in all hostels. Vehicles found to be wrongly parked will be clamped and fine amounting to Rs. 200/- to Rs. 1000/- depending on the number of times the student/resident doctor violates the rules. For repeat offenders, eviction from hostel or suspension of stipends can also be invoked.

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VISITORS / GUESTS

- i) All authorized visitors/ guests must be entertained only in the visitor's room for the respective hostel.
- ii) The visitors/ guests are permitted in the hostel during the visiting hours only i.e. in between 5 pm to 8 pm and in between 9.00 am to 8.00 pm on gazette/ notified holidays or otherwise in case of emergency with the prior permission of the warden of the respective hostel.
- iii) No visitor shall be allowed to stay in the hostel premises after 8 pm.
- iv) The visitor's room can be used as a short meeting place only. No visitor would be allowed to take meals in the hostel visitor's room; however, snacks or tea is permitted there. The visitor's rooms should not be used for any other activity.
- v) Any visitor to the hostel inmate will have to enter his/ her name, mobile number, address and relationship with the resident in the Visitors' Room Register and the same has to be countersigned by the visitor. This Register would be available with hostel attendant or security guard on duty.
- vi) No female visitors in boys' hostels and male visitors in girls' hostels are allowed to visit hostel rooms. However, the parents or guardians as per office record may meet the residents but in the visitor's rooms only.
- vii) No boarder shall accommodate any guest in his/her room.
- viii) No female guests in the male hostels and male guests in female hostels are permitted except in the case of legally married partners.
- ix) The hostel administration reserves the right to deny entry into the hostel to any visitor, if in their opinion the visitor/guest is likely to disturb peace and order in the hostel.

LEAVE RULES & ATTENDANCE FOR MBBS STUDENTS

- i) Hostel Residents are not permitted to stay out of their hostels overnight in any condition except those who are on official hospital night duty or have gone out of station with prior intimation/ permission of the authorities.
- ii) A prior permission to visit the parents/ local guardians must be obtained from the respective hostel warden by writing an application at least 3 days in advance. The application in this regard should be submitted in the hostel office during working hours. The address, phone number, mobile phone number of local guardian/ parents must also be mentioned in the application. This rule would be applicable for the undergraduate students only.
- iii) Considering the nature of the duty/ permanent employment status in the institution, staff nurses are permitted to go out but they are required to write the details of their whereabouts before leaving the hostel beyond the officially permitted duration of vacations, holidays etc. If during the surprise visit by the Warden or Chief Warden any of the staff nurse is found to be absent without proper entry in the leave register, a disciplinary action will be initiated as deemed fit.

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HOSTEL MESS

- i) All the residents are supposed to take their meals for minimum 25 stipulated days in the hostel mess of their respective hostel.
- ii) They will have to pay a minimum monthly amount (for 25 days), in advance by 10th of every calendar month, as mess charges in their respective hostel mess, fixed by the hostel authorities from time to time.
- iii) Meals/ tiffin service from the outside vendor is not permissible in the GMCH hostel complex.
- iv) In case someone is going out of station on valid leave/ vacation, he/ she should inform in writing well in advance about the same to the mess contractor/ manager of the respective hostel mess.

USE OF ELECTRICITY & WATER

- i) Hostel inmates are not permitted to install any additional electrical appliance other than a wall light, table lamp and a ceiling fan in the room.
- ii) An undertaking will be given by the student at the time of taking possession whether he/she is opting for AC/Non-AC room.
- iii) At a later date, permission for installation of AC has to be obtained in writing from the hostel office of the Chief Warden. In such cases, he/she will have to pay the difference in charges of AC/Non-AC room.
- iv) The electricity charges are payable in advance by each boarder as per details given below:
 - a. Non-AC rooms: Rs. 8000/- per year payable in advance by each occupant.
 - b. AC rooms: Rs. 12000/- per year payable in advance by each occupant.

The electricity charges are subject to revision of electricity tariff by the Chandigarh Administration.

- v) Each hostel resident has to pay Rs. 100/- (one hundred) per month on account of water charges.
- vi) If in case, the student/resident doctor
 - a. Wants to vacate the hostel for any valid reason before the completion of 1 year from the time of allotmentOR
 - b. Has to vacate the hostel if the tenure of the student/resident doctor/intern finishes before the date of already paid advance fees,

Then proportionate amount of electricity and water charges will be refunded.

- vii) However, the candidates have to submit a written request to the office of the Chief warden for the refund of their surplus electricity and water charges within the period of 180 days duly supported by a no dues certificate.

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- viii) Lights/ fans/ ACs etc. must be switched off when not in use, so as to avoid wastage of electricity. Fines may be imposed in case such matter comes to the notice of hostel authorities.
- ix) Water taps must not be left open unnecessarily.
- x) Residents must not tamper with the electrical or water supply installations and fittings. In case of physical damage to fittings and fixtures, the cost of repair/ misplaced items will be charged from hostel inmates.

HOSTEL FEES

1. Fees have to be paid in advance at the time of admission to the hostel and then on a yearly basis.
2. Only ONLINE fee/fine payment is acceptable.
3. Fees have to be paid in advance online at GMCH website <http://gmch.gov.in/> under "Educational>>Hostels>> Online hostel fee portal.
4. It is the responsibility of the students to download the receipt and submit the hard copy in hostel office.
5. The hostel inmates are expected to keep the receipts securely, the receipts will have to be produced when the office so desires.
6. Hostel charges:
 - a. Room rent Rs. 7200/- per annum.
 - b. Amalgamated fund Rs. 4500/- per annum
 - c. Refundable security deposit at the time of admission Rs. 2000/- for UG and Rs. 4000/- for PG
7. In case the fees are not paid by the due date, penalty at the rate of Rs. 50/day will be imposed for a period of maximum 1 month. If the hostel inmate has not paid by the end of grace period (01) month the process for eviction from hostel will be initiated by the hostel authorities.

The hostel fee, security fee and amalgamated fund fee, fine, water and electricity charges are subject to revision from time to time decided by the Hospital Administration

FURNITURE

- i) Each boarder / resident will be supplied with one cot, one chair and one study table by the hostel administration.
- ii) Every boarder is required to take due care of the hostel furniture.
- iii) Any damage other than normal wear and tear will be chargeable. Cost incurred on any damage due to negligence or misuse shall be borne by the defaulting boarder.
- iv) Before leaving the room at the end of session/tenure he/she will hand over the room with all the furniture and obtain a receipt from the hostel office.
- v) Residents / boarders must refrain from disfiguring walls & doors, spoiling the paint or white wash, removal or damaging the glass panes etc. All defaulters would be dealt strictly.

DISCIPLINARY ACTION

- i) The Disciplinary Committee as constituted by the Director Principal shall assist the chief warden in maintaining the discipline in the hostel.

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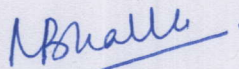
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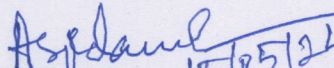
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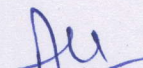
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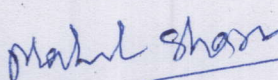
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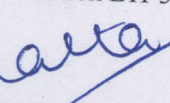
- ii) Defiance/ violation of any of the rule(s) instruction(s) will render the boarder/ resident liable for punishment which may be in the form of disciplinary action or pecuniary liability, or fines or suspension of stipend/salary or even expulsion from the hostel or college or any other punishment as deemed fit by the authorities.
- iii) Chief Warden will be competent authority to take disciplinary action or impose fine up to Rs. 5000/-. However, Director Principal's decision concerning all hostel matters and matters incidental thereto shall be final and binding.

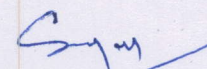

Dr. Mala Bhalla
Warden GH-1, GH-2

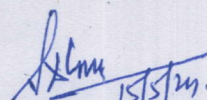

Dr. Ajeet Sidana
Warden BH-3

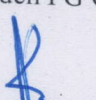

Anita Kumari
Warden GH-4

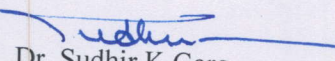

Dr. Mahesh Sharma
Warden PG Boy's hostel

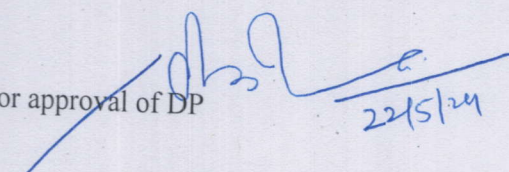

Dr. Anshu Palta
Warden PG Girl's hostel


Dr. Sanjay Gupta
Warden BH-Bock O


Dr. Sanjay D'Cruz
Chief warden


Sh. Naveen
Joint Director Admin


Dr. Sudhir K Garg
Medical Superintendent


For approval of DP
22/5/24

Last updated on 15.05.2024