

**RULES & REGULATIONS**  
**FOR**  
**HOSTELS/ RESIDENTIAL**  
**FLATS & GUEST HOUSE**  
**GOVERNMENT DENTAL COLLEGE/HOSPITAL**  
**SRINAGAR**

**HOSTEL/RESIDENTIAL FLAT COMMITTEE (2014)**  
**GOVERNMENT DENTAL COLLEGE/HOSPITAL**  
**SRINAGAR**

**HOSTELS/RESIDENTIAL FLATS/GUEST HOUSE**  
**GOVERNMENT DENTAL COLLEGE/HOSPITAL SRINAGAR**

The college has following accommodations available for its bonafide candidates and guests:

### **1. BOYS HOSTEL:**

- a. **Location:** The hostel is located in Bemina (2 Kms away from college premises, near Boys hostel for Govt. Medical college, Srinagar)
- b. **Capacity:** The hostel has total 91 rooms (including triple, double and single seaters) with a intake capacity of more than 140 residents.
- c. **Mess Facilities:** The hostel has a big dining hall with attached kitchen which can cater more than 100 students at a time.
- d. **Common room:** The hostel has common room with indoor gaming facilities available for residents.
- e. **TV room:** The hostel has TV room with seating facilities available for residents.
- f. **Dormitory:** For fresh batch (in case of non-availability of rooms) and guest students (as approved by Principal/Dean).

### **2. GIRLS HOSTEL:**

- a. **Location:** The hostel is located within the premises of college.
- b. **Capacity:** The hostel has total more than 59 rooms (including triple, double and single seaters) with a intake capacity of more than 140 residents.
- c. **Mess Facilities:** The hostel has a big dining hall with attached kitchen which can cater more than 100 students at a time
- d. **Common room:** The hostel has common room with indoor gaming facilities available for residents.

- e. **TV room:** The hostel has TV room with seating facilities available for residents.
- f. **Dormitory:** For fresh batch (in case of unavailability of rooms) and guest students (as approved by Principal/Dean).

### **3. RESIDENTIAL FLATS:**

- a. **Location:** The Residential flats are located in Bemina, near the premises of Boys Hostel for Govt. Dental College, Srinagar.
- b. **No. of flats available:** 04 (Four)
- c. **Specifications:** Each flat has two bed rooms, two bathrooms, one living room, one kitchen and one balcony.

### **4. GUEST HOUSE:**

- a. **Location:** The guest house is located in ground floor of residential flat building.
- b. **No. of sets available:** 02 (two)
- c. **Specifications:** Guest house has two bed rooms, one dining room with one attached balconies, two bathrooms and a big pantry for inmate guests (common for both guest houses).

*For further details please visit our college website [www.gdcsrinagar.org](http://www.gdcsrinagar.org)*

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# 1. HOSTELS/ RESIDENTIAL FLATS & GUEST HOUSE MANAGEMENT COMMITTEE

1.1 The following officers constitute the Hostel/residential flat Management Committee:

- a) Chairman (Principal/ Dean, Govt. Dental College & hospital, Srinagar)
- b) Chief Warden
- c) Wardens
  - a. Warden Boys Hostel
  - b. Warden Girls Hostel

*The residents can approach any of the above officers for help, guidance and grievance redressal. Representations to higher officers must be forwarded through proper channel. (See Annexure A)*

a) **Chairman:**

- Principal/ Dean, Govt. Dental College & hospital, Srinagar will be Chairman Hostel/Residential flat committee.
- He/she will be assisted by chief warden and wardens of concerned hostels/ residential flats/ guest house in administration.
- He/she shall maintain the coordination of chief warden and wardens of various hostels/ residential flats/ guest house for smooth functioning of day to day routine work of hostels/ residential flats/ guest house.
- He/she shall make the policies for allotment of hostels/ residential flats/ guest house to applicants and to ensure discipline in the hostels/ residential flats/ guest house.

- The hostels/ residential flats/ guest house rules may be altered or amended by Principal only.

**b) Chief warden:**

The duties of chief warden are:

- Recommendation for allotment of accommodation to the applicants issued to the Chairman.
- Issuance of NOC to the residents, duly forwarded by warden of concerned hostel/ residential flat at the time of vacating the accommodation.
- To supervise the sports and cultural activities of students in the hostel
- To supervise the working of hostel staff
- Regular visit to hostel for better interaction with the students
- To solve the day to day problems of the students
- To deal with the acts of indiscipline of the students.
- Reporting the cases of serious indiscipline/ragging to the Principal/Dean for further action at the Institute level.
- To ensure the quality of food in the mess
- To check the various registers and ledgers maintained by the hostel managers and mess supervisor regularly.

**c) Warden:**

Each hostel is managed by the Warden who may be resident in the hostel. The duties of warden are as:

- Regular visit to the hostel to solve the day to day problems of the students.

- To supervise the hostel manager in maintaining the stocks of the hostel.
- To advise and guide in smooth running of the Mess i.e. display of the menu for the week and maintaining the quality of the food.
- To assist Chief Warden in maintaining hostel discipline and all other works mentioned above.
- To check the various registers and ledgers maintained by the hostel managers and mess supervisor on daily basis.
- To check the dead stock registers/ inventory of items provided in each room maintained by the hostel manager.

*The resident warden will be provided furnished accommodation in the hostel at a minimal rent rate.*

#### **DUTIES OF HOSTEL MANAGER:**

The duties of hostel manger are:

- Occupancy/vacation of rooms to/by the students (Get the signature of the student on the inventory of the furniture, electrical and other items in the room, which he/she will get checked by the warden regularly)
- Maintain dead stock registers which he/she will get checked by the warden regularly.
- To ensure proper maintenance of the hostel rooms, common room, toilets, mess and premises i.e. overall supervising of mess, electricity, security, sanitation, plumbing and water supply and maintenance of land (which he/she will report to warden).
- Maintain the proper record and recovery of hostel dues and fine fund (which he/she will get checked by the warden regularly).

- To keep a watch so that no unwanted student/person resides in the hostel without the permission of the warden.
- Maintaining the record of the Guest/visitors (which he/she will get checked by the warden regularly).
- Maintain the Hostel stock register (which he/she will get checked by the warden regularly)



## **2. HOSTEL ADMISSION**

### **2.1 ELIGIBILITY CRITERIA:**

Subject to availability, hostel accommodation is available to following bonafide candidates of this institute (in order of Preference):

1. B.D.S/M.D.S students studying in Govt. Dental College/Hospital, Srinagar
2. Internees of Govt. Dental College/Hospital, Srinagar
3. Dental hygienist / dental mechanic students studying in Govt. Dental College/Hospital, Srinagar
4. House surgeons working in Govt. Dental College/Hospital, Srinagar
5. Registrars/ tutors/ demonstrators working in Govt. Dental College/Hospital, Srinagar

*No teacher or any other staff member of college, permanently/ temporarily shall be allowed to stay in hostel except with the permission of Principal/Dean.*

### **2.2 HOSTEL APPLICATION FORMS AVAILABILITY:**

The prescribed application form for accommodation in hostels will be available in the office of the Principal/ Dean as and when required at the cost of Rs 10 (see annexure B)

### **2.3 GUIDLINES FOR SUBMISSION OF HOSTEL APPLICATION FORMS:**

Duly filled form should be submitted along with:

- a) Three extra copies of recent passport size photograph.

- b) Application form shall be signed by parent/guardian of the applicant (for students and house surgeons only) guaranteeing that his/her ward will maintain discipline, follow hostel rules and pay his/her dues regularly. (see annexure B)
- c) Each application shall be accompanied by a certificate from Academic registrar/administrative officer of the college to the effect that applicant has been admitted to above mentioned courses (see rule no. 2.1) (see annexure B)
- d) Anti ragging undertaking from both student and parent (for students and house surgeons only) regarding non indulgence in any act of ragging. (see annexure C &D)

*Far flung candidates applying for hostel accommodation will be given preference.*

#### **2.4 SANCTION OF ADMISSION:**

- i. Admission to hostel shall be sanctioned by Principal/ Dean after considering the report of Chief Warden forwarded from Warden Office of concerned hostel regarding availability of accommodation.

### **3. CONDITIONS OF ALLOTMENT**

- 3.1 Hostel accommodation will be provided on first-cum-first-serve basis only.
- 3.2 The duration of stay in hostel shall be for the period resident is required to pursue his/her courses (see rule no. 2.1). On completion of prescribed courses, the admission, the admission in hostel shall automatically stand cancelled. However, in case of extension of course, the resident may be allowed to continue to avail hostel accommodations till completion of course on recommendation of Principal/Dean.
- 3.3 At the time of admission of a resident into the hostel and at the beginning of every year, each resident is required to submit
- a. A duly completed Personal Data Form.
  - b. The telephone number of the parent with STD code, must be provided. Local Guardian's address and phone number is optional. Email of the parent (if available) should also be provided. Any change of address / telephone number of the parent / local guardian, at any point of time, has to be intimated to the hostel office in writing, at once. (for Student/house surgeon)
  - c. Resident has to give undertaking regarding maintenance of discipline in hostel duly countersigned by Parent/guardian and warden. (for Student/house surgeon) (See annexure B,C and D)
  - d. The resident shall have to pay
    - i. Hostel admission fee & establishment charges
    - ii. Room/ electricity rent and sanitation, security, plumbing and transportation charges for one year as onetime payment.
    - iii. Interest free refundable deposit in advance at the time of admission.

3.4 The no. of boarders to be put in a rooms hall be fixed by Warden of concerned hostel in consultation with Chief Warden and Principal respectively depending upon the availability of accommodation and no. of applicants.

3.5 Allotment of rooms within the hostel shall be recommended by the warden concerned.

3.6 Single room occupancy if deemed fit by hostel management committee will be allotted in following order of preference:

- i. Registrars/tutors
- ii. MDS students
- iii. Final BDS students

3.7 1<sup>st</sup> and 2<sup>nd</sup> BDS students and diploma students will be accommodated in triple seaters, while 3<sup>rd</sup> BDS, Final year BDS, Interns and House Surgeons will accommodated in double seater rooms.

3.8 Rooms once allotted to the resident for an academic year will not be changed except on special situations. A boarder may be shifted by the warden concerned from one room to another at any time during period of stay by giving him/her in advance notice of two days.

3.9 Subject to availability at a particular time, each boarder will be provided with following items at the time of accommodation:

Sl. No.	Item/article	Number
1.	Single bed	01
2.	Chair	01
3.	Table	01
4.	Wardrobes	01

- 3.10 Room inventory Form to be filled during check-in and check-out by the resident in the hostel.
- 3.11 If the status of any resident changes during the period of stay in the hostel, he/she is required to inform the warden of concerned Hostel immediately and should vacate the hostel if the Hostel Management finds that he/she is not eligible for hostel accommodation.
- 3.12 The residents are entitled for accommodation in the hostel as long as they are full time registered residents. Accommodation will not be provided to any resident whose registration is cancelled. Any resident who is removed from the Rolls of Institute will automatically cease to be a member of the hostel.

## **4 COLLECTIVE RESPONSIBILITIES**

- 4.1 General damage to the hostel property will be the collective responsibility of all the residents and they will be required to make good such damage, if the resident who caused the damage could not be identified.
- 4.2 Residents should not indulge in practices / activities, which may endanger their own personal safety as well as others.
- 4.3 Residents will be personally responsible for the safety of their belongings.
- 4.4 Residents are required to obey all traffic rules inside the campus.
- 4.5 Residents are duty bound to report to the Warden/chief warden/ Dean in case they notice any unwanted incident or undesirable activity going on in the hostel or on the campus.
- 4.6 The resident who have vehicle shall get due sanction from the Campus Administrator by submitting a copy of registration papers and driving license.
- 4.7 Residents are required to park the cycles/ vehicles only in the space provided for them in an orderly manner. No cycles / vehicles should be parked at the entrance or in the corridors.
- 4.8 Use of powered vehicles by resident has been banned.
- 4.9 Residents violating this rule are liable for punishment.
- 4.10 Resident should not arrange any functions or meeting within the hostel or outside or within the Institute campus without specific permission of the concerned authorities.
- 4.11 Resident should not arrange for any picnic outside without specific permission of the Dean / Chief Warden/ Warden.

4.12 Residents are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable. Resident should not throw litter indiscriminately and should not use non-bio-degradable items, such as carry bags.

4.13 The residents of the hostel are responsible for the safe keeping of their personal belongings. They are advised to keep under lock (preferably a branded one) all valuable items such as Laptop, Mobile Phone, etc. and lock the room even when they are out for a short period.

4.14 Any case of theft should be reported promptly to the Security Officer.

## 5. CODE OF CONDUCT

### 5.1 BEHAVIOUR:

- 5.1.1 All residents are required to maintain standards of behaviour expected of residents of a prestigious Institution such as ours. They are expected to behave courteously and fairly with everyone both inside and outside the campus.
- 5.1.2 All residents are required to carry their valid Identity Cards issued to them by the Institute.
- 5.1.3 The rooms, common areas and surroundings should be kept clean and hygienic. Notices shall not be pasted on walls and walls shall not be scribbled on.
- 5.1.4 Silence must be observed in the Hostel premises. All unnecessary noises must be avoided.
- 5.1.5 Modesty in dress is expected from residents

### 5.2 TIMINGS:

Except as otherwise, decided by the warden all gates of hostel will be closed as follows:

#### A. Boys Hostel:

- i. Summer (May-October) ----- 8:00 P.M
- ii. Winter (November-April) ----- 6:00 P.M

#### B. Girls Hostel:

- a. Summer (May-October) ----- 6:00 P.M



b. Winter (November-April) ----- 5:00 P.M

- If any girl resident wishes to be away from the hostel during the weekend, holidays or any other time, she has to take prior permission from the concerned Warden.
- The girl residents must make entry in the "In/Out Register" kept at the Girls' Hostel.

C. Visitors timing: The timing for visitors shall be fixed by warden of concerned hostel from time to time.

*No resident is permitted to stay outside the Hostel during this time without the written permission of the Warden. Violation of this rule will invite strict disciplinary action on him/her.*

### **5.3 ISSUES RELATED TO PARENTS/ RELATIVES/VISITORS**

5.3.1 Parents/Guardians should give an undertaking to cooperate with the Hostel authorities and should be available on call as and when required and disclose all contact details.

5.3.2 Parents/Visitors are advised not to insist on entry beyond the designated area or visiting room as it shall disturb other residents.

5.4 Rooms are allotted to each resident on his/ her personal responsibility. He/she should see to the upkeep of his / her room, hostel and its environment. Residents should bring to the notice of the Estate Maintenance office, through The Warden, for all routine maintenance works (Civil, Carpentry and Electrical), if any, to be carried out in their rooms.

5.5 Residents should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel Management requires the rooms for this purpose. On such occasions, the management will try to provide alternate accommodation. If any

maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the same.

- 5.6 The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room and will be required to make good the damage, if any. He/she is required to fill in the inventory of the furniture and other items available and hand over the furniture & other materials in good condition when he/she changes/vacates the room/hostel.
- 5.7 In case of damage to or loss of hostel property the cost will be recovered from the residents responsible for such damage or loss, if identified, or from all the residents of the hostel, as decided by the Warden.
- 5.8 The college shall not be responsible for any damage or loss of personal belongings of a boarder as a result of his/ her carelessness or negligence, or any natural calamity like fire, floods, theft etc.
- 5.9 The resident shall not move any furniture from its proper allotted place and also not damage them in anyway. If there are any additional items other than the above belonging to the hostel in a room, the occupant of the room shall hand over them to the Warden, failing which he/she will be charged a penal rent as decided by the Warden
- 5.10 The resident shall not remove any fittings from any other room and get them fitted in his/her room. In case of any damage, the cost and a fine amount proportional to the damage shall be levied by the Hostel Management.
- 5.11 There may be a television set in each hostel for the boarders which will be operated for the timings to be fixed by the warden concerned.
- 5.12 The residents should not screen pirated / unauthorized /unlicensed movies in their computers and common rooms. Any violation will be dealt severely. Punishment for the same will be decided by authorities.

5.13 The use of electrical appliances such as immersion heaters, electric stove are forbidden in any of the rooms allotted for residence. Private cooking in the hostels / resident's room is strictly forbidden. Such appliances, if found will be confiscated and a fine will also be imposed.

5.14 The residents should not hire objectionable CDs and Videos to hostels.

5.15 When the residents go out of their room they should switch off all the electrical / electronic appliances, and keep it locked (at all times). Violation will attract suitable penalty and punishment as decided by authorities.

5.16 The hostel room will not be locked by a boarder for more than one month without prior permission/ order of the Principal/Dean. Any boarder who stays away from a particular hostel for more than one month shall cease to be a resident and his/her accommodation shall be cancelled fore-with by the warden of concerned hostel.

5.17 **Ragging of residents admitted to the Institute is totally banned. Any violation of this by the residents will be dealt with very severely.**

➤ **For your understanding, ragging which is CRIMINAL & NON-BAILABLE offence is defined in legal parlance as, “ display of noisy, disorderly conduct doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear, shame or embarrassment to a resident in any academic Institution and includes:-**

- **Teasing, abusing, of playing practical jokes on or causing hurt to such resident; or**
- **Asking the resident to do any act or perform something which such resident will not in the ordinary course be willing to do”.**

*Excerpts from the Directives of Hon'ble Supreme Court of India in respect of curbing ragging in Educational Institutions*

*20. The Head of the institution (Vice-Chancellor/ Director/ Principal, etc.) should take immediate action on receipt of the recommendation of the Disciplinary Committee. He can also take action suo motto if the circumstances so demand.*

*21. Freshers should be encouraged to report incidents of ragging. Those who do not do so even when being witnesses or victims, should also be punished suitably.*

*22. When the persons committing or abetting the crime of ragging are not identified, collective punishment could be resorted to as a possible deterrent measure, as it would ensure community pressure on the potential raggers not to indulge in ragging.*

5.18 All residents are required to sign an Anti-Ragging Undertaking form.(See annexure C and D)

5.19 Smoking and consumption of alcoholic drinks and / or narcotic drugs and gambling in the hostel premises is strictly prohibited. Residents shall not enter the hostel premises in intoxicated state and should not possess such materials. Severe action will be taken if any resident is found to violate this, resulting in expulsion from hostels and rustication from the Institute.

5.20 Employing unauthorized persons for personal work such as washing cloths, etc., is not permitted. Members of the mess staff should not be asked to enter the hostel premises on any account.

5.21 Any resident who is found to be indulging in undesirable activities such as physical assault, damage to property, etc., will be liable to the following punishments:

a) He / she will be expelled from the hostel.

- b) A record of his / her misconduct will be made in the personal file.
- c) The cost of damage will be fully recovered from him / her together with penalty.
- d) He / she will also be fined commensurate with the offence committed.

*Any resident found hosting / harbouring an offender will be also liable to the punishments.*

- 5.22 No fire arms or any lethal weapons or fire crackers shall be kept by the boarder in the hostel.
- 5.23 Residents should not involve in any type of strikes. Any student found guilty, may be penalised up to extent of restriction from institute.
- 5.24 Residents should not participate in any anti-national, antisocial or undesirable activity in or outside the campus.
- 5.25 The visit of a person of the opposite sex to the hostel is restricted to common room and lounge.
- 5.26 The Principal in consultation with Chief Warden and warden of concerned hostel may take disciplinary action against a boarder who is found guilty of breach of discipline.
- 5.27 The warden will have a right to enter the room of boarder of the hostel at any time if he/she considers necessary/ expedient.

## **6. GUESTS AND VISITORS**

### **RULES AND REGULATION RELATED GUESTS:**

- 6.1 No guest will be permitted to stay in hostel overnight.
- 6.2 No person of the opposite sex either guest shall be permitted to stay the hostel.
- 6.3 Hostel manager should maintain a guest register which should be regularly checked by warden of concerned hostel.
- 6.4 Stay timing for guests should as per student timings for check in and check out.

### **RULES AND REGULATION RELATED VISITORS:**

- 6.5 All visitors to the hostel including the parents/guardians will have to make necessary entries in the visitor's book available at the hostel entrance with the security guard.
- 6.6 The visit of men students to the women's hostel and vice versa is restricted.

## **7. AMENITIES**

7.1 There may be a television set in each hostel for the boarders which will be operated for the timings to be fixed by the warden concerned.

7.2 Sports facilities will be provided to the boarders according to the availability of budgetary provisions.

7.3 News papers and magazines will be kept available in the common room of each hostel but it will not be issued to the boarders nor they can take in to their rooms.

7.4 Ordinarily, the illness cases if any will be immediately reported to warden concerned. According to nature of illness and emergency, the warden shall refer the case to the hospital allied to the college.

## 8. HOSTEL FEES FOR UG AND PG STUDENTS

### 8.1 HOSTEL FEES FOR UG AND PG STUDENTS AS ON JAN 2014

TYPE OF CHARGES	BDS STUDENTS/ DENTAL MECHANIC /HYGIENIST STUDENTS	INTERN	HOUSE SURGEON	MDS STUDENT	TUTOR /REGISTRAR
<b>ROOM RENT</b>	RS 3600 PER YEAR	RS 4200 PER YEAR (RS 350 PER MONTH)	RS 9000 PER YEAR (RS 750 PER MONTH)	RS 9000 PER YEAR (RS 750 PER MONTH)	RS 9000 PER YEAR (RS 750 PER MONTH)
<b>ELECTRICITY CHARGES</b>	RS 600 PER YEAR	RS 600 PER YEAR (RS 50 PER MONTH)	RS 600 PER YEAR (RS 50 PER MONTH)	RS 600 PER YEAR (RS 50 PER MONTH)	RS 600 PER YEAR (RS 50 PER MONTH)
<b>WATER SUPPLY CHARGES</b>	RS 120 PER YEAR	RS 120 PER YEAR (RS 10 PER MONTH)	RS 120 PER YEAR (RS 10 PER MONTH)	RS 120 PER YEAR (RS 10 PER MONTH)	RS 120 PER YEAR (RS 10 PER MONTH)
<b>SECURITY CHARGES</b>	RS.300 PER YEAR	RS.50 PER MONTH	RS.50 PER MONTH	RS.50 PER MONTH	RS.50 PER MONTH
<b>SANITATION CHARGES</b>	RS.300 PER YEAR	RS.50 PER MONTH	RS.50 PER MONTH	RS.50 PER MONTH	RS.50 PER MONTH
<b>HOSTEL DEVELOPMENT FUND (NON</b>	RS 5000 (ONE TIME AT THE TIME OF ADMISSION IN	RS 5000 (ONE TIME AT THE TIME OF ADMISSION IN	RS 5000 (ONE TIME AT THE TIME OF ADMISSION IN	RS 5000 (ONE TIME AT THE TIME OF	RS 5000 (ONE TIME AT THE TIME OF ADMISSION IN



<b>REFUNDABLE)</b>	HOSTEL) + RS.1000 PER SUBSEQUENT YEAR AFTER COMPLETION TENURE OF COURSE	HOSTEL) FOR NEW RESIDENTS + RS.1200 PER SUBSEQUENT YEAR AFTER COMPLETION TENURE OF COURSE	HOSTEL) FOR NEW RESIDENTS + RS.1500 PER SUBSEQUENT YEAR AFTER COMPLETION TENURE OF COURSE	ADMISSION IN HOSTEL) FOR NEW RESIDENTS + RS.1500 PER SUBSEQUENT YEAR AFTER COMPLETION TENURE OF COURSE	HOSTEL) FOR NEW RESIDENTS + RS.1500 PER SUBSEQUENT YEAR AFTER COMPLETION TENURE OF COURSE
<b>CAUTION MONEY (REFUNDABLE)</b>	RS 6000 (ONE TIME)	RS 6000 (ONE TIME)	RS 6000 (ONE TIME)	RS 6000 (ONE TIME)	RS 6000 (ONE TIME)
<b>BUS FARE ( FOR BOYS HOSTEL ONLY)</b>	RS 2500 PER MONTH	RS 2500 PER MONTH	RS 2500 PER MONTH	RS 2500 PER MONTH	RS 2500 PER MONTH

- *Besides paying above mentioned dues, in service candidates (MDS students or Registrars/tutors) are not entitled to HRA.*
- *Dormitory (available for fresh batch in case of non availability of rooms/visitors approved by Principal/ Dean, Govt. Dental College and Hospital, Srinagar) will be charged at the cost of Rs 100/bed/night.*

## **9. MESS RULES**

9.1 No resident is allowed to stay in the hostel without being a member of any of the messes. Any resident found guilty of self cooking in a room will be fined as decided by hostel management committee from time to time and may be discharged from hostel in the event of such a violation.

9.2 The boarder has to pay hostel dues by 5<sup>th</sup> of each month in advance or as decided by concerned competent committee. Any resident found guilty will be fined as decided by hostel management committee from time to time and may be discharged from hostel in the event of such a violation.

9.3 Mess rates, menus, and regulations will be determined by hostel mess committee which will comprises of;

- a. Chief Warden
- b. Warden of concerned hostel
- c. Hostel manger/house keeping
- d. Representative residents from each year (one from each batch)

9.4 Once a resident joins a mess, he / she shall be deemed to have become a permanent member of that mess throughout the year. No change of mess is permissible during the semester.

9.5 Residents who absent themselves on the date of reopening of the Institute after any vacation will be deemed to have joined the mess from the start of working day after vacations and will be charged accordingly.

9.6 Absence from joining the mess will be permitted only by the Warden on request for valid reasons, for a maximum period of 10 days only from the date of reopening of the college. Afterwards they will be charged as stated above. Such permission should be obtained and the Hostel Manager intimated well in advance of the absence.

9.7 Residents should sign the Mess Joining Register kept in the messes at the time of their joining the mess.

9.8 Residents should sign the Mess Leaving Register kept in the messes whenever they leave the mess. Otherwise they will be deemed to be present and charged accordingly.

9.9 Residents are not permitted to dine in the mess without signing the Joining Register or after signing the Leaving Register.

9.10 The mess timings are as follows and the residents should strictly adhere to these timings:

**Breakfast :** 7.00 a.m. to 9.00 a.m.

**Lunch :** 12.00 noon to 2.00 p.m.

**Snacks :** 4.30 p.m. to 5.30 p.m.

**Dinner :** 7.00 p.m. to 9.00 p.m.

9.11 The mess rates will be fixed by warden of concerned hostel on the basis recommendation of hostel mess committee at the beginning of academic session.

9.12 Mess reduction is admissible to the residents of Hostels on the following grounds:

a) Approved Study Holidays and Vacation declared by the Dean.

b) Periods duly recommended by the Dean and availed by the residents for purposes such as participation in sports, competitions, seminars, educational tours, etc.

d) Period of absence due to serious illness requiring hospitalization, subject to the production of medical certificate, in genuine cases.

- 9.13 Application for mess reduction should be made in the form prescribed and it should be submitted three days in advance. The application should be forwarded by the Warden. An acknowledgement may be obtained from the Hostel Manager for having applied for mess reduction.
- 9.14 In addition, residents applying for mess reduction should also sign the Mess Leaving Register kept in the messes at the time of their leaving the mess.
- 9.15 Any absence of a resident from the mess exceeding 24 hours, should be intimated to the Hostel Manager / Caterer in the prescribed form so as to regulate the supply of provisions even though the resident is not eligible for mess reduction.
- 9.16 Residents proceeding on medical Leave from the campus should produce the Medical Certificate issued by the Medical Officer at the time of their leaving.
- 9.17 In case of sudden illness, information on leaving the mess should be made available to the Hostel Office immediately and the application for mess reduction should be submitted within the next 3 days.
- 9.18 Residents who fall sick at the time of their stay in their native place during the period of approved holidays and who require mess reduction for a further period should intimate the Hostel Manager by post before expiry of the approved holidays, the probable date of rejoining the mess along with a medical certificate from a Medical Officer not lower in rank than that of a Civil Asst. Surgeon. No mess reduction will be given, if advance intimation is not provided.
- 9.19 No resident can claim mess reduction unless he/ she had intimated his / her absence in advance by applying for mess reduction in the form prescribed and signed the Mess Leaving Register at the time of his/ her leaving the mess..
- 9.20 At the time of joining the mess after availing mess reduction, the residents should sign the Joining Register kept in the messes.

- 9.21 Residents other than the Mess Committee Members are not permitted to enter the kitchen or store room of the mess on any account.
- 9.22 Residents are not permitted to cook any food on their own accord in the messes or in their rooms.
- 9.23 The system of self service will be followed in all the messes.
- 9.24 Residents on no account whatsoever will be permitted to take food outside the mess. Nor can they take mess utensils such as plate, spoon, tumblers, etc, to their rooms.
- 9.25 No food will be served in the rooms of the hostel for any resident unless a certificate is produced from the Institute Medical Officer to the effect that the residents' condition requires the food to be served in their rooms.
- 9.26 No diner shall waste food. Paying mess bill does not entitle a diner to waste food.
- 9.27 Assist in maintaining the mess and surroundings neat and clean.
- 9.28 No notices shall be pasted on walls. Notices put up on the notice boards should not be removed by the diners.
- 9.29 All diners shall interact with the mess staff in the dining hall in a courteous manner.
- 9.30 After eating food, diners shall leave the cup, plate, waste food etc. in the designated bins.
- 9.31 All diners shall produce ID card and Mess card to dine every time in the mess.
- 9.32 If any diner is medically ill and requires a special diet (eg.Oil-less food) he / she can request the Warden to arrange for the same at the mess.
- 9.33 Residents should not bring any pet animals into the mess halls or encourage such practice.



## **10. RIGHTS OF HOSTEL MANAGEMENT**

10.1 Any breach of these rules will invite an enquiry that will be conducted by the Hostel Management. If the student is found guilty, then the Hostel Management will take disciplinary action that it deems fit. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.

10.2 The Hostel Management reserves its right to change these rules from time to time keeping the students informed through general circulars displayed on the hostel notice boards.

10.3 If the resident holds accommodation in violation of rules and regulations prescribed, the hostel management committee shall have right to open the lock and confiscate the items and impose penalty/punishment as deemed fit by the committee.

## **11 DEPARTURES AND N.O.C FROM HOSTEL**

- 11.1 A resident student before leaving the hostel shall pay all his dues and shall handover the charge of the room and other articles to the office assistants of concerned hostel before his/her departure.
- 11.2 Before vacating the rooms, the students should fill up the Room Vacating Slip in triplicate. The electrical installations including the fan should be handed over intact, in addition to the furniture.
- 11.3 After completion of above mentioned formalities, resident student before leaving the hostel will get clearance certificate from the warden concerned. Without N.O.C from concerned warden the resident student/ doctor cannot get completion certificate of course admitted to.



## **12 RESIDENTIAL FLAT ACCOMMODATIONS**

### **2.5 ELIGIBILITY CRITERIA:**

Subject to availability, residential flat accommodation is available to all permanent faculty members of the institution.

### **2.6 SANCTION OF RESIDENTIAL FLAT ACCOMMODATIONS:**

- The permanent faculty member interested in residential flat accommodation requires to submit application on prescribed format regarding same to the Principal/ Dean, Govt. Dental College and Hospital, Srinagar. Form will be available at office of Principal/ Dean, Govt. Dental College and Hospital, Srinagar at the cost of Rs 10. (See annexure E)
- Accommodation to residential flat shall be sanctioned by Principal/ Dean after considering the report of Chief Warden/Warden concerned of residential flats, regarding availability of accommodation.
- Residential flat accommodation will be provided on first-cum-first-serve basis only.

### **2.7 RESIDENTIAL FLAT CHARGES AS ON JAN 2014:**

- i. Faculty member availing residential flat accommodation are not entitled for HRA
- ii. Besides this, the Faculty member availing residential flat accommodation has to pay following dues:

Residential flat Rent	Rs 1000 per month
Electricity charges	Rs 300 per month
Water supply charges	Rs 10 per month
Security charges	Rs 50 per month
Sanitation charges	Rs 50 per month

iii. **For resident wardens**, he/she like other faculty members is not entitled to HRA.

Besides this, he/she is supposed to pay following dues:

<b>Residential flat rent</b>	Rs 100 per month
<b>Electricity charges</b>	Rs 300 per month
<b>Water supply charges</b>	Rs 10 per month
<b>Security charges</b>	Rs 50 per month
<b>Sanitation charges</b>	Rs 50 per month

## 13 GUEST HOUSE RULES AND REGULATIONS

### 13.1 ELIGIBILITY CRITERIA:

Guest house facility will be available to following:

- External examiner visiting college for MDS/BDS examinations.
- DCI member/inspectors visiting institution for inspection or any other official reason.
- Institutional/Visiting guest as approved by Principal/ Dean .

*Chief Warden/Warden guest house can provide guest house facilities only after receiving official sanction issued to concerned personnel by Principal/ Dean.*

### 13.2 GUEST HOUSE CHARGES AS ON JAN 2014:

<b>Guest house rent</b>	Rs 600 per night (Official visit)
	Rs 1200 per night (Un-official visit)
<b>Food charges</b>	As per approved rate

*In special circumstances, Principal/Dean may provide rent free guest house facilities.*

## Annexure F

### Rules and Regulations of the Students Hostel

Sl. No.	Offence	Penalty and Discipline related to Accommodation Offence
1.	a) Resident students who allow students of the opposite sex to their room or to be at the corridor b) Close proximity among unmarried couples	To be sent to the hostel management committee
2.	Students who obstruct/ prevent an officer, worker or any person authorised by the college from entering their rooms	Rs 50
3.	Resident students who are not at their hostels in night or come late in night.	To be sent to the hostel management committee
4.	1. Damaging/ vandalising any fixtures in the hostel 2. Disturbing or bothering others while using the Facilities in the hostel 3. Vandalising or removing hostel property	To pay compensation according to the damage
5.	a) Changing rooms without permission c) Renting out their rooms to others d) Students who rent the rooms	<ul style="list-style-type: none"> <li>• Rs 50 and returning to the original hostel/ room</li> <li>• To pay the daily rental according to the period of tenancy</li> </ul>
6.	1. Failure to vacate the room or move from the room and failure to hand over the key within the stipulated period 2. Failure to vacate the room at the end of the period of tenancy	To pay compensation based on the number of days overstayed
7.	1. Bringing in perishable/ prohibited food items 2. Possessing or drinking alcohol/ liquor in the rooms/ hostel 3. Possessing or distributing drugs 4. Possessing pornography, prohibited reading materials or audio visuals 5. Possessing or using hazardous chemical substances or medications	To be sent to the hostel management committee
8.	Keeping pet	Rs 50.00
9.	Committing dangerous acts such as climbing on the roof/ window ledges	Rs 50.00
10.	Failure to switch off lights/ fans before leaving the Room	Rs 50.00
11.	Gambling/ gaming which involves betting	To be sent to hostel management committee

		Division
12.	Performing acts of idolatry in the room	To be sent to hostel management committee
13.	Ragging (during orientation week) or causing physical or mental abuse at any time	To be sent to hostel management committee
14.	Providing false information about oneself or failure to provide information required by the warden or his representative	Rs 50.00
15.	Possessing or publishing printed materials prohibited by the law or that can create racial tension	To be sent to hostel management committee
16.	Stealing/ blackmailing/ sexual harassment	To be sent to hostel management committee
17.	Causing injury to others without valid reason	To be sent to hostel management committee
18.	Fighting, punching or being a member of banned groups	To be sent to hostel management committee
19.	Spying or acting suspiciously in areas designated for the opposite sex	To be sent to hostel management committee
20.	Playing music/ disturbing the peace between midnight.	Rs 50.00
21.	Organising social activities in the hostel without Approval	Rs 50.00
22.	Smoking within the hostel area	Rs 50.00 and send to the Anti-smoking clinic