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Estd. July, 1976

INSTITUTE OF PUBLIC HEALTH & HYGIENE

H STEL MANUAL

Rules & Regulations





INSTITUTE OF PUBLIC HEALTH & HYGIENE

FOR STUDENTS: IMPORTANT GUIDELINES AND REGULATIONS

- 1. Zero Tolerance for Ragging** : Any form of ragging, which includes any act of harassment or bullying among students, is strictly prohibited within the institution. This policy is in line with the Ragging Prevention Act, as mandated by the Supreme Court of India. Students found guilty of participating in or facilitating ragging will face severe consequences, which may include suspension or expulsion from the institution. It is imperative that all students foster a safe and respectful environment for their peers.
- 2. Substance Use Policy** : The use of substances such as tobacco, alcohol, drugs, and narcotics is strictly forbidden within the hostel premises. This includes smoking or chewing tobacco. The institution is committed to maintaining a healthy living environment, and disciplinary measures will be enforced against any student found engaging in such activities. Violations of this policy will be addressed in accordance with the institute's existing disciplinary policies, which may include counseling, fines, or other actions deemed necessary.
- 3. Prohibition of Lethal Weapons** : The possession of any lethal weapons or items that could potentially inflict harm on others is strictly forbidden within the hostel and campus grounds. This includes firearms, knives, or any other dangerous objects. Students found in violation of this rule will face immediate disciplinary action, which may include expulsion from the institution.
- 4. Curfew Regulations** : All male and female students are required to return to the hostel by 5:40 PM each day. This curfew is in place to ensure the safety and well-being of all residents. Failure to comply with this regulation will result in disciplinary action, and parents or guardians will be notified of the absence. A written explanation for the late return will be requested from the student.
- 5. Maternity Ward Posting Protocol**: Students assigned to maternity ward postings must submit a detailed schedule to the warden in advance. This schedule must be duly signed by the relevant Head of Department to ensure proper coordination and permission. Adhering to this protocol is essential for maintaining order and accountability within the hostel.



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6. Visitor Policy: Unauthorized individuals, including external persons or other students, are not permitted in the hostel rooms or mess area without prior approval from the warden. This policy is in place to ensure the safety and security of all residents. Any violation of this rule will result in disciplinary action.

7. Departure Procedures: Students must obtain prior permission from the warden before leaving the hostel and record their departure in the designated register at the hostel office. They must provide their destination's complete address and a contact number for communication while away. Following these guidelines ensures safety and accountability, allowing the hostel administration to effectively track residents and respond to emergencies.

8. Care for Hostel Property :Students are expected to handle all hostel equipment, furniture, and mess property with the utmost care and respect. This includes refraining from any form of abuse, damage, or tampering with these items. The hostel management takes these responsibilities seriously, and any failure to comply with this guideline will result in a fine imposed by the management. This policy is in place to ensure that all residents can enjoy a safe and comfortable living environment.

9. Energy Conservation : It is essential for students to be mindful of energy consumption by turning off all lights, fans, and electrical appliances before leaving their rooms. This includes any mosquito repellent devices. By doing so, students contribute to energy conservation efforts and help maintain a sustainable living environment within the hostel.

10. Water Cooler Usage : Students must exercise caution and responsibility when using water coolers to prevent misuse. This includes ensuring that the coolers are used appropriately and that they remain in good working condition for the benefit of all residents.

11. Restrictions on Electrical Devices : The use of certain electrical devices or gadgets in hostel rooms is strictly prohibited unless prior authorization has been obtained from the appropriate authorities. This includes items such as induction plates, room heaters, electric kettles, electric irons, immersion rods, and refrigerators. This policy is in place to ensure the safety and well-being of all residents, as unauthorized devices may pose fire hazards or other risks.



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12. Prohibition of Private Cooking : Private cooking within the hostel premises is strictly forbidden. This rule is enforced to maintain hygiene and safety standards within the hostel. Any individual found violating this rule will face disciplinary measures as determined by the authorities, which may include fines or other penalties.

13. Reporting Illness or Accidents : In the event of any illness or accident, students are required to report the incident to the hostel authorities immediately. This is crucial for ensuring the health and safety of all residents. Students diagnosed with contagious diseases will not be allowed to remain in the hostel to prevent the spread of illness. The decision of the Warden in such matters will be final and binding, ensuring that the health of the community is prioritized.

14. Events and Celebrations : No events or celebrations may be conducted on the hostel premises without obtaining explicit permission from the Warden. This policy is in place to maintain order and ensure that the rights and comfort of all residents are respected.

17. Event and Celebration Regulations : No events or celebrations may be organized or conducted on the hostel premises without obtaining explicit consent from the Warden. This policy is in place to ensure that all activities align with the hostel's standards and do not disrupt the living environment for other residents. Students wishing to host an event must submit a formal request detailing the nature of the event, expected number of attendees, and duration, allowing the Warden to assess the appropriateness of the request.

18. Music and Noise Control : Playing music or utilizing a record player at a volume that disturbs neighboring residents is strictly forbidden. This rule is designed to maintain a peaceful atmosphere conducive to study and rest. Violators of this policy will face penalties, which may include warnings or fines. Repeated offenses may lead to more severe consequences, including the potential cancellation of their hostel accommodation, as maintaining a harmonious living environment is a priority.



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19. *Mess Utensils Policy* : Students are prohibited from taking mess utensils into their rooms. This regulation is implemented to prevent hygiene issues and maintain cleanliness within the hostel. All dining-related items must be returned to the designated mess area after use. Failure to comply with this rule may result in disciplinary action.

20. *Respecting Privacy*: Students must not enter the rooms of fellow students without obtaining permission from the occupants. This policy is in place to respect the privacy and personal space of all residents. Unauthorized entry may lead to disciplinary measures, as it can create discomfort and mistrust among residents.

21. *Reporting Disputes and Complaints* : Any disputes among students or complaints regarding theft should be reported directly to the hostel management. Students are not permitted to file police complaints without prior approval from the hostel management. This procedure is intended to ensure that all issues are handled appropriately and efficiently within the hostel framework before escalating to external authorities.

22. *Conduct and Disciplinary Measures* : Students who engage in the use of abusive or threatening language, physical altercations, or coercive actions to achieve unfair advantages will face disciplinary measures. Such behavior is unacceptable and undermines the community spirit of the hostel. Consequences may include warnings, fines, or expulsion from the hostel or the Institute, depending on the severity of the actions.

23. *Property Maintenance and Responsibility* : Students are advised against affixing or drawing on the walls and doors of their rooms. The furniture and fixtures, as listed in the inventory, must be returned to the designated staff member upon vacating.

24. *Visiting Hours* : All visitors are required to vacate the hostel premises by 5:45 PM. Should there be a need for an extended visit, it is necessary to seek special permission from the Warden in advance.



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Notice to All Students

It is imperative that all students make it a habit to frequently check the notice board located within the hostel premises. The notice board serves as a vital communication tool, and all instructions, announcements, and notices that are posted there will be deemed to have been acknowledged by every student. Therefore, it is crucial to stay informed, as any failure to comply with the rules and instructions disseminated through these notices will not be accepted as a valid excuse. Students are expected to take personal responsibility for their awareness of the information provided.

GUIDELINES FOR GUESTS AND VISITORS

1. Guest Policy: Please be advised that guests are strictly prohibited from staying overnight in the hostel. This policy is in place to ensure the safety and security of all residents.

2. Visitor Regulations : Visitors, which include parents, relatives, and local guardians, are permitted to visit hostellers; however, this is only allowed in the designated Guest Room.

Prior to any visit, it is mandatory to obtain permission from the warden. Visitors must also register their details in the visiting register, which is maintained at the Hostel Reception by the security guard. This process is essential for maintaining a secure environment within the hostel.

ROOM ALLOCATION POLICIES

1. Discretion of Room Allocation : The allocation of rooms within the hostel is entirely at the discretion of the IHA (Institute Hostel Administration) authorities. Students should understand that this process is managed to ensure fairness and efficiency.

2. Right to Change Accommodations: The university reserves the right to modify hostel accommodations, including room assignments, at the end of each academic year or whenever deemed necessary due to exceptional circumstances. This may include changes that are essential for the welfare of the students or the effective management of the hostel.

3. Compliance with Regulations: It is expected that both students and their parents will adhere to these regulations without exception. Any violations of the hostel rules and regulations may lead to disciplinary action, which could include penalties as outlined in the Institute's policies. It is in the best interest of all residents to familiarize themselves with these rules to avoid any potential issues.

By following these guidelines, we can ensure a harmonious and respectful living environment.