

# **FATHER MULLER MEDICAL COLLEGE**

**Father Muller Road, Kankanady, Mangalore - 575 002.**

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## **HOSTEL RULES AND REGULATIONS**

**Phone :**

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<b>Don Bosco M.B.B.S. Gents Hostel</b>	<b>: 0824 - 2238364</b>
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## TO THE CANDIDATES

This **Hostel** is a **Sacred Centre** of **living & learning**;

**Come** in here with gladness and good will;

**Stay** over here for **hard work** and **growth**;

**Go** out of here with **fulfilment** and **joy**.

## TO THE PARENTS

A carefully conducted study of the drop-outs among the hostelites shows that almost all of them were compelled to leave the hostel because of their misbehaviour, bad habits or failure in the College exams or attendance requirement, and utter disregard to the rules & regulations. **Such students invariably had too much of pocket money!**

So dear parents, please remember that the surest way of ruining your child or his / her future is to encourage him / her to spend your earnings lavishly and indiscreetly without guidance or control.

## **INTRODUCTORY**

Hostel is a Home away from home and every student who chooses to reside in it is expected to make it his/her own Home. The hostelites are required to maintain order and discipline in the hostel to make their stay a happy one abiding by the rules and regulations, which are given below:-

1. The Supervision and control of students residing in Father Muller Medical College Hostel will rest with the Management of Father Muller Charitable Institutions.
2. The Administrator / Dean of the Educational Institutions will be the Chief Warden of the hostels and in consultation with him the Management appoints Resident Wardens and Supervisors for the hostels from time to time and all students are under the care of such Resident Wardens appointed by the Management. The Resident Wardens with the assistant of Supervisors will be responsible for the day-to-day management of the hostel and maintenance of discipline.

## **ADMISSION**

1. Every student who seeks admission to the College Hostel shall submit an application in the prescribed form to the Dean in duplicate - the original copy will be filed in the college office and the duplicate in the hostel.
2. Supplementary batch of students shall also apply in writing for their stay before / during supplementary examination.
3. Every student admitted to the hostel shall pay in advance the deposits and fees, which may be revised from time to time by the Management.

4. Every student staying in the hostel should provide for his/her own beddings, linen, washing vessels and other personal effects as required during his/her stay in the hostel.
5. In the beginning of the new academic year, students will be allotted rooms by the Wardens in consultation with the Administrator. The students are not permitted to shift to another room other than the one assigned to them. Warden may reallocate rooms as found necessary at any time during the year.
6. Students once admitted are not permitted to withdraw from the hostel. Every student who is admitted to the hostel is expected to stay in the hostel until the end of the course. Hence, he/she is required to pay the hostel fees. In case anyone wishes to leave the hostel before the end of the course, he/she will forfeit the fees already paid. Anyone who is dismissed from the hostel for any reason is not entitled for any refund.
7. Admission will be done only after proper undertaking by the Parents / Guardian and the student in the prescribed format. Submission of application form does not entitle the admission of the student to the hostel.
8. Students failed continuously twice will automatically forfeit the facility of the hostel.
9. The Management expects that the Parent should meet the Warden in person at least once a year to take stock of the progress of the student. If the Parent fails to do so, the student will forfeit the facility of the hostel.

#### **DISCIPLINE**

1. Every student admitted to the hostel shall maintain discipline. All disputes, misunderstandings that might occur between roommates or other students in the hostel are to be settled amicably. Under any circumstances

when a student/group of students face any difficulty in interpersonal relationship which cannot be settled mutually, it should be immediately reported to the Warden, who will try to settle the issue, failing which the matter will be taken up to the Management. Under no circumstances, shall a student resort to physical assault of any other student.

## 2. **Rooms**

- (i) Students are not permitted to allow the rooms to be used by others. Any outsider or stranger is not supposed to visit the rooms.
- (ii) Each one is responsible for keeping his/her room neat and clean, keeping in mind that cleanliness is next to godliness.
- (iii) Before occupying the room, students will make sure that all the things are in good working condition. Breakages, if any (eg. Window pane) may be reported to the Warden in writing.
- (iv) Recovery will be made for any loss or damage to common property. Special care of window panes should be taken by fixing the latches properly.
- (v) Avoid keeping valuables in the room in your absence. Ensure that the room is locked and valuables are safe before you leave your room, i.e. you are responsible for your own belongings.
- (vi) Students staying in every room are permitted to provide suitable lock for their rooms. However, one key of the lock of every room shall be always deposited with the Warden.
- (vii) Shifting furniture from one room to another is not allowed.
- (viii) Pasting of picture or drilling nails is not permitted.
- (ix) No personal electrical appliances will be used. Fine may be charged if misuse is detected.

- (x) Students are responsible to keep their room clean.
  - (xi) Any need for repair should be reported to the Warden and should be written in the book kept for the purpose by 8.30 a.m.
  - (xii) Students will ensure that lights and fans are off when not in use and taps are closed after use.
  - (xiii) All the students are expected to be in their own rooms by 10.00 p.m. No one will sleep in other rooms without prior information.
3. **Hostel Gate:** The hostel gate will be closed by 10.00 p.m. Before 10.00 p.m. all students should be present in the hostel. After being closed, the hostel gate will not be opened without genuine reason.
  4. The students are expected to be back in the hostel by 8.00 p.m. Those who stay away from the hostel after 8.00 p.m. without the express permission from the Administrator/Warden, shall not be permitted to enter the hostel. Student those who wish to use the Library shall be back in the hostel by 10.00 p.m.
  5. The inmates are instructed to maintain strict silence in and around the hostel as other students may be sleeping after night duty or studying. **Silent Hours** of the hostel will be maintained from 9.00 p.m. to 7.00 a.m. everyday. During this time, there should be perfect silence in the hostel. Singing aloud, shouting and all type of noise likely to distract the attention of those who may be at their books should be strictly avoided. Playing of stereos, radios, CDs etc. also amounts to disturbance and liable for suitable action. Students who intend to make group study are advised to do it in the TV room. After 9.00 p.m. students are not permitted to enter the rooms of other students.

**Group studies** can be made in the T.V. room, reading room. However, group studies should not disturb the study atmosphere of the hostel.

6. **Staying out at Night:** No student should leave the station or stay away from the room during the night without the written permission from the Administrator/Dean/Warden. Permission to stay away from the hostel during the night will be given only if the reason is genuine and if the parent of the student has no objection for the same.
7. **Hospitalisation:** The student is required to follow the guidelines fixed by the Management both for OP and IP treatment.
8. **Attendance:** There is an attendance register in the hostel. All students have to sign in the register daily between 8.30 p.m. and 9.00 p.m. Those who are not signing the register without genuine reason will be considered as absent in the hostel and necessary action will be taken.
9. **Leave:** Students going on leave have to submit their leave application duly attested by the HOD/Course Co-ordinator/Warden to the Dean/Administrator in the prescribed form. 90% of attendance is a must in order to get the leave sanctioned. Without this no leave will be sanctioned. After completion of the leave they should report to the Warden in person. In emergency cases, Warden can grant the leave, provided the parents contact them directly but it will be brought to the notice of the Administrator/Dean.
10. **Ragging:** According to the Government Law (Karnataka) Ragging is a criminal offence. Students indulging in this inhuman and nefarious activity in any form will be instantly expelled from the hostel and college, and information will be passed on to the police.

11. **Recent guidelines could be asse**d. **Going out:** Students staying in the hostel may go out during day time on holidays with the Warden's permission, but not very frequently. However, the student has to give his/her whereabouts. In any case the student should be present in the hostel before 8.00 p.m.
12. **Students staying in the hostel are prohibited from smoking, consumption of alcoholic liquors, chewing pan masala and using habit-forming drugs in the hostel.**
13. Sticking papers or writing on the walls and doors is strictly prohibited. The inmates of the respective rooms shall be held responsible for any such activity in and around their rooms.
14. (a) Every student should respect their and that of fellow inmates religion and follow the religious practices. Catholic students must attend to their religious obligations and attend Sunday service regularly.  
(b) The hostel has a prayer room. All Catholic/Christian students are expected / encouraged to recite the Rosary everyday at the appointed time and participate in common spiritual exercises organized in the hostel.
15. The Management or their representatives / Warden may enter any room for verification at any time of the day or night.
16. **Lights and Electric Fittings:**
  - a) Any private electric heating appliance is not permitted in the rooms of the hostel.
  - b) Students must bring to the notice of the Warden any breakdown in electric supply.

- c) When leaving the room, occupants must take care to see that the fans and lights are switched off. Every effort must be made to economize the use of electricity.
- d) Fridge charges, extra fan and other electrical appliance charges are to be borne extra by the students.

17. **Environmental Sanitation:**

**Cleanliness in the Hostel:** Residents are responsible for the cleanliness of their rooms etc. They should see that they are properly swept everyday. All the waste articles should be deposited in the dustbins provided in the hostel and they should not be thrown out through the windows or flung around the room. Additional charges will be collected to clean up the surroundings from the students.

The waste paper baskets and dust bins provided must be strictly made use of. If waste paper is found around the room, fine will be charged on all the roommates.

No waste should be thrown around the building. Keep the hostel surrounding attractive by gardening and maintaining cleanliness.

Washing of clothes should be done only in the place provided for the same before 6.30 p.m. Do not use fan to dry the clothes.

18. **Outpass**

1. It should be clearly understood by the students that out passes are only a privilege, the sanction of which depends upon their academic performance and general behaviour.
2. Students should get prior permission from the Warden and should write clearly in the outpass book the time of their leaving, return and place.

4. To stay overnight at home, permission should be obtained from the Administrator /Dean as well as the Hostel Warden with the consent of the parents.
5. No student should leave the station or stay away from his/her room during night without the written permission of the Administrator/ Warden. If any student wishes to go out of station temporarily or otherwise, he/she should apply in writing to the Administrator through proper channel, stating the date and time of departure and return and also place where he/she is going. He/she should give his/her postal address and phone no. during her absence from the hostel.
6. All students shall give in their application forms the names and addresses of parties in Mangalore, with whom they are permitted by their parents/ guardians to stay overnight.

### **RECREATION**

1. **Watching T.V.:**  
Students are permitted to watch TV up to 10.00 p.m. and on movie days till the end of the movie. The volume should be kept to the minimum so that students studying in nearby rooms are not disturbed. During the TV programme any noise is strictly prohibited. If any complaint is received from other students for disturbing their studies or sleep, the TV will be put off. The TV should be operated by a single person with the remote control duty.

### **GENERAL**

1. **Reading Room :**  
There is a reading room in the hostel where the daily newspapers and current magazines are provided by Management.

2. Students going on vacation are required to pack their books and other personal belongings and keep them in their room safely.
3. **Damage to Hostel Property and Fine:**  
Any damage to the hostel property including driving of nails and defacing the wall, damage of furniture, doors and windows etc. will be made good by the occupants of the rooms individually or collectively. The liability not only covers the room items but also the other hostel properties such as mirror, wash basin, bathroom items, electrical gadgets etc. If any thing in the common place is found damaged, fine will be collected collectively.
4. **Responsibility for Student's Property:**  
The Management does not hold itself responsible for any loss of private property of students residing in the hostels. Students are also advised on their own interest not to keep large sums of money and other valuables in their rooms. Students staying in every room are permitted to provide for suitable lock for their rooms by sharing among themselves. However, one key of the lock of every room shall be always deposited with the Warden. Breaking of the locks by hammering for any cause is strictly prohibited.
5. **Furniture:**  
Each student is provided with one cot, one table, one chair and one bookshelf. Each item supplied is numbered. Students are responsible for their items and should not exchange the same. If any damage occurs to the item, fine will be collected from the students.
6. **Visitors:**
  - a) Students are permitted to meet their authorized visitors in the Visitors' Parlour on Sunday and Holidays only.

- b) No visitors are allowed in the student's hostel room.
- c) Students are not allowed to meet the visitors in the ward, on the road or in the hostel premises or hospital wards.
- d) If they need to be entertained for emergency matters during Clinical Experience or classes, meet them only in the College or Hostel parlour after getting permission from the Ward-in-charge or tutor and Dean / Administrator.

There is a parlour in the hostel for visitors. Visitors are not permitted to enter the hostel rooms. After 6.30 p.m. visitors are not allowed to the campus. If any visitor comes to the hostel, it shall be brought to the Warden's notice.

7. **Visit of Day-Scholars:**

Day scholars' visiting the hostel is highly discouraged. Day scholars are not supposed to enter any other room of the hostel building other than the parlour. If any Day Scholar is found in any room, action will be taken against the occupants of the room.

- 8. (a) All the rules and regulations of the hostel are applicable to the Interns doing their compulsory internship.
- (b) Members of the Staff, may also be permitted to stay in the hostel and such members of the staff shall also see that they conform to the rules of the hostel and help the day-to-day management of the hostel through their suggestions to the Warden.
- 9. (a) Any untoward incidents/breach of regulations/indiscipline will be promptly reported to the Dean/Administrator by the Wardens. If any one of the hostel rules are violated by the hostel inmates, the Parents/ Guardians will be informed and further

suitable action will be taken at the discretion of the Management.

- (b) Any matter not expressly provided for in these rules will set at the absolute discretion of the Management, which also reserves the right to modify any of these or introduce new rules as and when necessary.

### HOSTEL MESS

1. Mess for the students staying in the hostel shall be provided under the overall supervision of the Warden. All the hostelites will take food from the hostel mess only. The inmates are not permitted to take food from outside.
2. Every student shall pay the mess bill before 5th of every month. Any delay in paying the bill for a genuine reason may be brought to the notice of the Warden. However, a fine of Rs100.00 per day will be charged for late payment.
3. Hostel staff should never be sent on personal errands. Any complaint involving the mess servants should be directed to the Management through the Warden.
4. **Meals will be served in the dining halls at the following hours:**

Breakfast	:	7.30 a.m.	to	8.30 a.m.
Lunch	:	12.00 noon	to	1.30 p.m.
Afternoon Tea	:	4.30 p.m.	to	5.30 p.m.
Dinner	:	7.30 p.m.	to	8.30 p.m.
5. Students are expected to maintain perfect discipline and order in the mess and in the dining hall at the hours when meals are served.
6. No student is expected to quarrel or end up in arguments with the mess staff under any circumstances. Any complaint regarding this may be informed to the Warden.

7. Students violating the mess rules and regulations are subject to severe disciplinary action, which include imposition of fine.

#### **DOS AND DON'TS OF THE HOSTEL**

##### **The Hostelites are expected to:**

- Wear decent clothing at all times and especially when going to the dining hall, reading room or Warden's room.
- Dispose waste food only in the bins provided for the purpose in the mess hall only.
- Collect drinking water in suitable bottles or jugs and do not drink directly from the tap.
- Dry clothes in the drying area only and not on the floor railing.
- Talk softly on the mobile phones inside the rooms without disturbing others.
- Sign the out pass register compulsorily both while going out and after coming in.
- Deepen their faith and grow spiritually by participating in the spiritual exercises.
- Attend Sunday Mass without fail if they are Catholics / Christians.
- Be presentable all the time.
- Talk politely to the hostel authorities at all times and address them as Sir/ sister only.
- Do shopping only on shopping / outing days.
- Report any kind of illness to the Warden immediately.
- Be responsible for the safety of your personal belongings.
- Report to the Warden's office promptly, when summoned.

**The Hostelites are not permitted to :**

- Use double chairs to sit or sit on the dining table stretching legs on other chairs etc.
- Take his/her or other s food to the room.
- Wear short knickers, towels and go without shirts.
- Put leaves, chewed bones etc. on the table or throw the same outside the window.
- To call out to others staying in the neighbouring hostels.
- Possess a vehicle.
- Use music systems, TV, Refrigerator.
- Use Suvarna Lane for thoroughfare under any circumstances.
- Have any relationship or contact with any person in the neighbourhood of the hostel and visit their houses.
- Use foul language.
- Cause any kind of inconvenience to their room mates in words or deeds.
- Conduct birthday parties or any other private functions or gatherings in the hostel/rooms.
- Grow long hair, funky hairstyles or beard of any kind.
- Cut, break or spoil any tree or lawn or plant in the hostel and college campus.
- Pluck fruits from the fruit bearing trees in the campus.
- Bring outside food to the dining hall/rooms.
- Shift or move chairs from the TV Room / dining hall to their rooms.
- Operate/tamper with the electrical switchboards, water purifiers, geysers etc.

- Put up notices/posters on the notice board without the prior permission of the Warden.
- Call the authorities by names/nicknames.
- Organize any kind of private picnics or visiting any far away places on weekends/holidays.
- Visit other hostels in the campus without permission.
- Go to the open terrace of the hostel.
- Fight with or enter into arguments with the security personnel in the campus.
- Offer gifts, money etc. to any of the security personnel.
- Knock on the door/disturb the Warden or write irrelevant things on the out pass register, notice board, walls etc.
- Use/possess vehicles belonging to PG students.
- Take newspaper/magazine etc. from the reading room to their rooms.
- Change modify, alter or tamper with any bulbs, tubes, starters or any electrical appliances provided in the hostel.
- Be a part of any organization, union, association or religious groups outside the campus.
- Possessing, using, viewing, distributing pornographic literature, audiovisuals, CD's, cassettes etc.
- Use mobiles in the wards/clinics/OPD/ classrooms/ library/Chapel and during functions, gatherings, seminars conducted by the Institutions/College.
- To sit in the Stadium and create noise and nuisance.
- To promote boy-girl relationship/involve in emotional friendship with opposite sex.