



**CHIKKAMAGALURU INSTITUTE OF MEDICAL SCIENCES
HOSTEL APPLICATION FORM**

| | | | |
|-------------|--|--------------|--|
| BOYS | | GIRLS | |
|-------------|--|--------------|--|

Affix Your
Passport Size
Photograph
Here

Application No:

Academic Year: 2023-2024

| | |
|--|--|
| Name of the Candidate: | |
| Date Of birth: DD/MM/YEAR: | |
| Age and Sex: | |
| Date Of Admission: | |
| Contact No. of Candidate | |
| e-Mail ID | |
| Name of The father with contact number | |
| Name of The mother with contact number | |
| Parent/Guardian permanent address and contact number | |
| Parent/Guardian correspondence address and contact details | |
| Whether The Candidate Had stayed in any hostel before | |
| Whether The Candidate Has Any Medial History Of ailments (If Yes, Please State briefly and attach medical certificate) | |
| Covid Vaccination: Yes/No | |
| Online fee payment reference details | |

Signature of the parent/guardian

Signature of the student

DECLARATION BY THE STUDENT

I have read the rules and regulations for my admission into accommodation facilities of CIMS Chikkamagaluru. I agree not to indulge in groupism of any type and would live in harmony with others in the hostel.

I understand that smoking and consumption of alcohol and other objectionable material in the hostels is strictly prohibited and I will abstain from such acts.

I declare that indulgence in any anti-social activity in the hostel is highly punishable and I will be liable for severe penalties and punishments for indulging in such acts.

I declare that I am physically and medically fit to live in the hostel. I also declare that every information about my being medically/psychologically unfit any degree or manner has been brought to the information of the college authorities at the time of applying for hostel accommodation. I will not hold the management, college authorities, or the hostel authorities responsible for any consequence which will be a result of my non-disclosure.

I undertake to conduct myself as a diligent-student within the hostel and in the vicinity and not misbehave in any manner including using inappropriate language physical fit and fights with the other /employees / and other in the hostel’s neighborhood.

I agree not to cook, not to use electric and electronic gadgets for washing & ironing fresh clothes in the hostel rooms.

I will not cause any damage whatsoever, including defacing to the property of the hostels and understand that I will be liable for penalties and punishments for doing so.

I accept to stay within the hostel premises by the stipulated time and will not stay out without proper prior permission from concerned authorities.

I undertake to abide by all the rules that govern my stay in the hostel and also all the changes to the rules that may be made from time to time.

I will not damage any furniture or appearance of room and will agree to pay/fine in done so.

Finally, I agree to abide by all the rules and regulations of the institution with regard to hostel stay, which may be farmed from time to time and accept the decision of the management in all respects as final and binding on me for compliance.

PLACE:.....

DATE:.....

SIGNATURE OF THE STUDENT

DECLARATION BY THE PARENT/GUARDIAN

I have read the rules and regulations for the admission of my ward into the hostel facilities of CIMS Chikkamagaluru. I assure that my ward will abide by the rules and regulations of the Hostel. I have no objection if my ward is expelled from the hostel for violating the rules.

PLACE:.....

DATE:.....

Signature of the Parent/Guardian

FOR OFFICE USE ONLY

Name of the course..... Room No.....

Roommate’s Name..... Class:

Room handed over with following furniture

.....

Admitted to hostel on:

Amount Paid : Receipt No.:.....

PLACE:.....

DATE:.....

Signature of the office personnel

HOSTEL RULES AND REGULATIONS FOR THE STUDENTS

A Student pursuing his / her studies at Chikkamagaluru Institute of Medical Sciences, may reside in Hostel, owned and maintained by the Institute during the studentship of the academic program. The information regarding hostels will be provided on the Institute website as well as in the prospectus. The rules and regulations are framed to ensure that the hostel property is protected; student staying in the hostel is comfortable in a conducive environment for healthy living and discipline is maintained amongst the inmates. All the students are hereby instructed to abide by following Rules and Regulations.

1. Admission and Termination

1.1 Admission

Admission to a Hostel is provisional and will be confirmed only after approval from the College Administration and is also subject to satisfactory medical examination and payment of fee as given below:

a. Medical Examination: The Medical examination is conducted at the CIMS Teaching Hospital. The Student is required to disclose all past medical history. Any non-disclosure of past medical history is at the risk of the student.

b. Hostel Fee: The student shall pay Rs. 25,300/- as per the notification vide No : CIMS/EST/ /2022-23 Dated:16/11/2022. **ONLINE FEE PAYMENT LINK:** <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpID=3626163> . Mess charges and monthly maintenance charges will be paid by the students on a monthly basis. The monthly bills for the students will be generated every month and the same has to be paid by the student within the stipulated time, failing which a fine of INR10/- per day will be included for 10 days after which the student will be issued a notice and action will be taken. The fee shall be paid to the bank (SBI) and the receipt of the same has to be produced at the hostel office.

1.2 Room Allotment/Shifting

Room allotment is done by the Warden(s) in consultation with the Director of the Institute. Students shall not interchange their room with another student or shift into vacant room/ bed without prior written permission from the Warden(s). The Warden(s) has the right to shift any student from his/her room to another room in the hostel without assigning any reason.

1.3 No Creation of Tenancy

No right in nature of tenancy or any other like right is created by occupation or use of hostel premises and property. A student is merely permitted to temporarily stay in the hostel, under the rules and regulations framed by the Institute, from time to time.

1.4 Re-allotment of Hostel Accommodation

The student has to apply every year for re- allotment in the specified Performa. Accommodation to candidates who apply for re-allotment will be provided subject to availability. Re- allotment can be denied to students indulging in acts of indiscipline.

1.5 Safety & Personal Belongings

The hostel warden shall provide keys of the allotted room to the respective student(s). The Student is personally responsible for safety of their all valuables and these should be kept in the cupboard under lock and key. The Student should not leave mobile, ornaments and other

valuables unguarded. Student will not change lock and key without permission of the Warden(s) and are advised to get duplicate keys made with the permission of Warden(s) to guard against loss of keys.

1.6 Furniture & Fixture

The student shall not bring any extra furniture or other fixture in the room without permission from the Warden(s). All furniture and fixture in the rooms allotted to the student must be cared for properly. The student will be required to pay penalty along with recovery if any item is found damaged or missing from their room due to careless / negligent handling. The students are strictly prohibited from fixing any nails, postures and the likes on the walls.

a. Interchange of Furniture/Fixture: Student is prohibited from interchanging any furniture/fixture from one point/location in the hostel to another. Besides a penal recovery as imposed by the Warden(s), students involved in such activities may be expelled from the hostel.

b. Assets in Common Areas/Corridors: Theft/damage to hostel assets in common areas/corridors will be recovered from all students of the flank/wing involved. In case of theft/damage to items that pertain to usage by the complete hostel, the recoveries will be made from all the occupants of the hostel.

1.7 Electricity Restrictions

Electric appliances shall not be permitted in the room without prior permission from the Warden(s), defiance of which shall enable the Warden(s) to confiscate the gadget forthwith. The lights in the bathroom should be used only as and when necessary and shall be switched off, when the bathroom is not in use. While leaving the room, students should take care to switch off the lights and fans without fail. In case of default on this account, a reasonable fine per default occasion will be imposed by the Warden(s). Electrical appliances with >400 Watts power consumption are strictly prohibited in the Hostel.

1.8 Water Timings

Water timings have been laid down and the same are to be followed by the students. The student should not leave taps open when the taps are dry, as it will result in subsequent loss of water and further aggravate the water problem.

1.9 Room Checking

The Hostel Wardens/ or any other Officials of the Institute along with Security Guards may at their discretion inspect /check any room or student's belongings in the presence of the students living there in any time of the day or night.

1.10 Vehicles

No motor vehicles are allowed in the Hostels.

1.11 Notice Period

Hostel inmates are expected to stay in the hostel till the completion of the academic session. In exceptional circumstances, other than disciplinary cases, one month notice is necessary in case a student desires to vacate the hostel. The balance deposit will be refunded after 10 days of vacating the room and on clearance of all dues. A student shall have to vacate the hostel within five days of completion of her/his examination or any such academic requirement, whichever is later. Any extra day will be charged as per norms and for such extra days, prior written permission from the Warden(s) is required. In case a student does not vacate her/his

room, the belongings will be removed from the room and room will be locked by the Warden(s) with no responsibility of the management for the loss, if any.

1.12 Expulsion from Hostel

The Institute/Warden(s) reserves the right to terminate the temporary occupancy of the student for any willful disobedience or defiance of authority, non-observance of hostel rules, causing damage to person or property or indulging in anti-social, anti-national or undesirable activities. In such cases the deposit shall be forfeited and hostel fee will NOT be refunded. Students recommended for expulsion from the institute, will also be expelled from the hostel and hostel fee will not be refunded

2. Attendance, Hostel Timings, Leave and Visitors

2.1 Attendance Register

Attendance is taken by the warden between 9:00 pm and 9.30 pm every night. Each hostel inmate has to personally sign the attendance record every day between 9.00 pm to 9.30 pm. After such prescribed time, the student is not allowed to go out of the hostel. Going out of the hostel will lead to a disciplinary action.

2.2 Leaving the Hostel / Returning to Hostel

All students while entering / exiting the hostel will make relevant entries in the Entry / Exit Register kept at the Hostel main-gate.

The student shall return to the hostel before 8.30pm after which gates will be closed. The gates will reopen at 6.00 a.m. the next day. Late comers will have to make an entry in the register kept at the gate, which will be informed to his / her Institute, parents and local guardians. Three late coming entries will lead to cancellation of permission to stay in hostel and fee will not be refunded. The same shall be informed to his/her parents, local guardian.

No student will remain in hostel during college hours unless permitted on medical grounds (in writing) by either of, the doctor, Dean, HOD and chief warden. Students found staying back in hostel without such permission will be subjected to fine and on repeating the same default, they shall be recommended for expulsion from the hostel.

2.3 Outside Competitions

The student is permitted to go outstation for participating in various competitions only after submitting proof and application along with parent's consent to the Warden and getting permission of the Warden. The student will intimate the Warden and make an entry in the Outstation Register kept with the Warden.

2.4 Celebration of Festivals and Birthdays

The student shall take prior permission of the warden / Hostel Committee for celebrating any festivals and birthdays. Birthday celebration should be done at a common place for one to two hours preferably between 4.00 pm to 8.00 pm. There should not be any kind of discomfort to other students. No outside guest or interference of any kind will be allowed.

2.5 Medical Emergency

The Hostel provides First Aid to the students. Any student, who is not well, will immediately report to the Warden to avail treatment in nature of FIRST AID given at the Hostel. In case of medical emergency, the student will be shifted to the CIMS Teaching hospital. Please inform

the Warden about any previous medical history / drugs. This would be required when emergency aid has to be administered.

2.6 Leave

Leave shall be permitted by the Warden(s) only under following conditions and circumstances:

- When permitted in writing by the Director of Institute for academic reasons.
- On holidays with written consent from parents/local guardian.
- Once permission is accorded; student will be permitted to report only after 6.00 am in the morning. However, in case of medical emergency student can contact the warden directly.

In case where the student has the permission for more than one night out, student shall not be allowed in the hostel during the period mentioned even during the day timing.

2.7 Visitors/Parents

Visitors/parents are allowed to visit a student only in the visitor's lobby on the service floor between 8.00 am to 9.00 am, 1.00 pm to 2.00 pm and 6.00 pm to 8.00 pm on working days and between 11.00 am to 7.00 pm on Sundays and public holidays. No student shall keep talking with visitors in compound, either in or outside the gate/lane. No student shall take any visitor including her/his parents to the room. Personal servants/domestic helpers are not allowed inside the rooms. The parents should give an undertaking to cooperate with the authority and should be available on call.

3. Mess and Dining Facility

3.1 Mess

The student shall pay mess fee on a monthly basis to the hostel. If a student is sick, written application by the student endorsed by the Warden(s) and medical certificate by certified doctor should be given to supervisor for serving food in the room.

3.2 Mess Committee

A Mess Committee comprising of Director, Wardens, Faculties and students will be constituted. The mess committee will decide the menu, check food quality from time to time, maintain a record of such inspections and give feedback for improvement of food quality and other aspects of mess and dining.

3.3 Wastage of Food

Only members of the mess are permitted to dine in the mess. Outside food / boxes are strictly prohibited in the Mess. Members are expected to inform their absence/dining out or night out to the Mess Committee well in advance, to avoid wastage of food.

3.4 Guests

Guests are allowed in mess only with prior permission of the Warden(s) and on payment of charges applicable.

3.5 Mess Timings

| | | | |
|-----------|---------|----|---|
| Breakfast | 7.00 am | to | 8.00 am (up to 9.00am on Sundays) |
| Lunch | 1.00 pm | to | 1.55 pm |
| Snacks | 5.00 pm | to | 6.00 pm |
| Dinner | 7.30 pm | to | 8.30 pm (up to 9.00 pm on Saturday and Sundays) |

These timings shall be strictly adhered to by all hostel inmates.

4. General

4.1 Dress Code

The students should be decently dressed when they are out of room.

4.2 Silence

Strict silence shall be observed in hostel from 10.00 pm to 6.00 am. Care shall be taken at all times to ensure that music/loud talking is NOT audible outside the room. Any manner of festivities and noise making/celebrations, which may cause disturbance to other inmates in the hostel premises, will not be allowed. Recreational facilities will be turned off at 10.00 pm.

4.3 Cleanliness

The student shall keep their rooms, corridors and surrounding areas tidy, neat and clean at all times and shall not throw anything including trash, in such places or any premises in the hostel, except in the dustbin or the place specifically provided for the said purpose.

No wet clothes should be dried on the furniture or in corridors/ balconies. The warden may confiscate any such clothes hung for drying in the balconies. No student shall store any cooked food in the room.

All the thrash shall be thrown in the specified bins provided at the Hostel for the same.

The bathrooms should be kept clean and nothing should be disposed in the toilets that lead to clogging of the pipes.

4.4 Hostel Staff

The student shall treat the staff and housekeeping staff of the Hostel with due courtesy at all times. Service of the housekeeping staff shall NOT be utilized for private or personal work. No tips in cash or kind should be given to the staff of the Hostel

5. Strictly Prohibited Activities

5.1 Ragging

Ragging in any form whatsoever is strictly BANNED. It is a cognizable offence and violation will invite action as per law of the land, in addition to expulsion from the institute. Being a silent spectator and not reporting/stopping others indulging in ragging is also an offence and will invite similar disciplinary action. Accepting/undergoing ragging and not reporting this is also an offence. Students should report any such incident immediately to any member of the Anti-Ragging Committee / Warden / Hostel Committee / Security Personnel / Director directly at any time of the day / night.

5.2 Alcohol / Drugs / Smoking

The student shall not bring, store, possess, consume any alcohol/ intoxicating drink, drug or substance of any kind what so ever and/or smoke in the room and/or any part of premises. The same shall apply to visitors also. An occurrence of such behavior shall invite strict

disciplinary action leading to expulsion from Hostel, rustication from the Institute and action as per law of land.

5.3 Gambling

No gambling of any kind whatsoever shall be allowed on the premises of the hostel. Any violation of this Rule will invite action as per law of the land, in addition to expulsion from the institute.

5.4 Misuse of Internet and Online Social Media

Any act of uploading derogatory remarks or image ridiculing a person in eyes of other against the Institute or any other person or organization will invite disciplinary action. Student should strictly refrain from indulging in any act of violating the code of internet use.

5.5 Political or Communal Activity

The student shall not indulge in any political or communal activity which is detrimental to the law and order and/or against the Government. Students shall not carry on any propaganda or publicity of any nature whatsoever with respect to any political or communal matters.

5.6 Man-handling

Man-handling is a crime. No student will indulge / participate in any individual or group leading to a brawl / fight within the hostel premises in what-so-ever circumstances / situation. Students involved in such cases will be recommended for expulsion from hostel / institute.

5.7 Information to Media

The student shall take prior written permission of the Warden / Hostel Committee before giving any information or interview regarding Hostel to any member of the Press, Print Media, Radio, Television or any other media or before making any speech containing any information regarding the Hostel.

5.8 Firearms

Any type of storage or possession of firearm, ammunition, explosive and inflammable goods on the premises of the hostel is strictly prohibited. Violation of the rule will lead to expulsion from hostel and institute and also will invite action as per law of the land.

5.9 Pets

The student shall not bring and/or keep any pets in the premises including fish, cats, dogs, and so on. Student should desist from pampering stray dogs by offering food, petting them etc.

6. Violation of Hostel Rules

6.1 Disciplinary action

In addition to penalties, punishment and fine provided in these Rules, Disciplinary action as per the University Code of Conduct shall be taken against student violating these Hostel Rules and Regulations.

6.2 Recovery of Damage/Losses to Property

If any common property is lost/damaged/disfigured, the loss will be recovered from the students, in equal share, who are responsible for the damage or loss or in general use of that property. In case the damage/loss cannot be pinpointed to student(s), then collective fine to recover the loss will be levied by the Warden(s).

7. Suggestion Box/Register

Suggestions and complaints should be either deposited in the Suggestion Box or entered in the Suggestion Register kept in the hostel premises. Suggestion form will also be available in the hostel.

DECLARATION

I hereby declare that, I have read the above information provided in the brochure and I will abide by it. If any violation of rules and regulations, disciplinary actions shall be initiated against me by the competent authority of the CIMS, Chikkamagaluru.

Signature of the Parent/Guardian

Signature of the student