

CHHATTISGARH INSTITUTE OF MEDICAL SCIENCES,  
BILASPUR (CG)



सर्वे संतु निरामयाः

RULES AND REGULATIONS FOR HOSTELS  
OF  
CIMS, BILASPUR

(Amended Up to FEBRUARY - 2025)

CHHATTISGARH INSTITUTE OF MEDICAL SCIENCES  
BILASPUR, CG - 495001

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Dean  
Chhattisgarh Institute  
of Medical Sciences  
Bilaspur (C.G.)

## Amendment Record Table

S. No.	Date of Amendment	Date of Adoption	Section/Clause Amended	Details of Amendment	Approved By (Dean/Authority)	Remarks (If Any)
1	06.03.2025	06.03.2025	1.1, 2.3.2, 2.3.3,6.1.1,6.2.1, 6.4.1, 6.6.1, 6.7.1, 6.15, 10.1, 10.2.2, 11.1.1,	Mentioned red in colour	College council	
2						
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### Column Descriptions

- Date of Amendment:** The date when the amendment was officially decided and documented.
- Date of Adoption:** The date when the amendment was implemented or became effective.
- Section/Clause Amended:** The specific part of the rules or policies that was modified.
- Details of Amendment:** A concise description of what was added, removed, or changed.
- Approved By:** The name and designation of the person or authority approving the amendment.
- Remarks:** Any additional notes, justifications, or references for the amendment.



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*These rules may be called **Rules and Regulations for Hostels of CIMS, Bilaspur.** They shall come into force on the date they are adopted by the College Council Committee. These rules extend to the following hostels:*

- 1. Boys Hostel, CIMS Campus*
- 2. Girls Hostel, CIMS Campus*
- 3. PG Hostel, Sarkanda*
- 4. SR Hostel, CIMS Campus*
- 5. Any other building owned/acquired/ leased or rented by CIMS for hostel purposes.*

**1.0 General Code of Conduct:** These conduct guidelines are established to foster a positive and respectful living environment within the CIMS Hostels. Adherence to these rules is essential for maintaining the integrity and unity of the hostel community. Any violations will be dealt with according to the severity of the offense.

### **1.1 Campus Conduct and Anti-Ragging Policy**

1.1.1 The campus maintains a strict anti-ragging policy with zero tolerance towards any form of ragging. As per the guidelines of the Hon'ble Supreme Court of India, *NMC, UGC and other constitutional agencies.* any instance of ragging is punishable.

### **1.2 Conduct Expectations**

1.2.1 All residents of the hostel are expected to maintain a disciplined demeanor that upholds the dignity and reputation of the institution and the profession.

### **1.3 Secret Activities and Meetings**

1.3.1 Engaging in secretive activities or meetings within the hostel premises is strictly prohibited.

### **1.4 Permission for Meetings**

1.4.1 Prior written authorization from the Hostel Assistant/Warden/College authorities is required to hold any meetings within hostel rooms or premises.

### **1.5 Prohibition of Liquor and Intoxicants**



1.5.1 The consumption, possession, storage, or distribution of alcoholic beverages, intoxicants, or illicit drugs is strictly prohibited.

### **1.6 Gambling Prohibition**

1.6.1 Any form of gambling is prohibited within the hostel premises.

### **1.7 Smoking-Free Campus**

1.7.1 Smoking in any form is strictly prohibited within the premises of CIMS Bilaspur. The campus is designated as a smoke-free area.

### **1.8 Pornography Restriction**

1.8.1 The use, possession, or dissemination of any form of pornography is strictly forbidden. Violation of this rule will result in severe disciplinary action, which may include expulsion from the institute.

### **1.9 Firecracker Usage**

1.9.1 Igniting firecrackers within the hostel premises or buildings is strictly forbidden. However, celebrations involving firecrackers can take place in designated open areas on campus with prior consent from the Hostel Assistant/Warden and adherence to legal regulations. The Hostel Committee and college authorities shall not be held responsible for violations of these regulations.

### **1.10 Noise and Disturbance**

1.10.1 Residents must avoid creating excessive noise or disturbances, including the use of audio devices, televisions, or other media devices that may disturb fellow residents.

### **1.11 Prohibition of Dangerous Items**

1.11.1 Residents are strictly prohibited from possessing firearms, lethal weapons, poison, or hazardous chemicals within their rooms.

### **1.12 Respect for Authorities**





1.12.1 Residents are expected not to interfere with the responsibilities of Hostel Committee Members, wardens, and security personnel.

### **1.13 Respectful Behaviour**

1.13.1 Residents are required to treat Hostel Committee members, security personnel, and maintenance staff with respect and decency. Any instances of misbehaviour will result in stringent disciplinary measures.

**2.0 Student Movement Timings, Attendance, and Departure Regulations:** These guidelines are established to ensure the safe movement and attendance of students within the hostel premises. Students are expected to follow these regulations diligently, and violations may lead to necessary disciplinary actions.

### **2.1 Departure Timings for Female Students**

2.1.1 Female students are prohibited from leaving the hostel premises between 9 pm and 7 am. Exceptions may be granted under specific circumstances; however, prior permission from Hostel Assistants/Wardens is mandatory. Justification for such departure should be provided.

### **2.2 Gate Closure for Girls Hostel**

2.2.1 The main gate of the Girls Hostel will be closed at 9 pm. Hence, female students are required to return to the hostel before 9 pm.

### **2.3 Departure Timings for Male Students**

2.3.1 Male students are not allowed to leave the hostel premises from 10 pm to 6 am. Exceptions can be considered based on genuine reasons, but prior permission from Hostel Assistants/Wardens is essential.

*2.3.2 This rule is not applicable to Junior Residents residing in the JR Block, Senior Residents, or other personnel residing in the SR Hostel, as their duty hours may differ. However, if they are not on duty, they are expected to adhere to the aforementioned timings.*

*2.3.3 In the event that any Junior Resident, Senior Resident, or other faculty member residing in the JR Block or SR Hostel engages in an act that causes indiscipline, they shall be subject to appropriate disciplinary action as per the rules and regulations of the institution.*



## **2.4 Gate Closure for Boys Hostel**

2.4.1 The main gate of the Boys Hostel will be closed at 10 pm. Therefore, male students must be present in the hostel premises by 10 pm.

## **2.5 Identity Card Requirement**

2.5.1 Students are advised to carry their identity cards at all times when leaving the hostel. Identity cards should be presented upon request when entering the campus.

## **2.6 Gate Pass for Extended Absence**

2.6.1 If a student (male or female) anticipates not being able to return to the hostel within their designated reporting time, they should obtain a gate pass from Hostel Assistants/Wardens. This gate pass should be presented while re-entering the premises.

## **2.7 Recording Student Movements**

2.7.1 Students must record their movements in the "Student Movement Register" whenever they enter or exit the hostel premises.

## **2.8 Daily Attendance and Absences**

2.8.1 Daily attendance will be taken at 9 pm for Girls Hostel and 10 pm for Boys Hostel. Unexplained absences will result in strict disciplinary action.

## **2.9 Leave Permission**

2.9.1 Hostel occupants cannot leave the hostel headquarters without prior consent from the Hostel Assistant/Warden. Departures without official permission may result in notifying parents/guardians and relevant authorities about the missing student.

## **2.10 Formal Leave Procedure**

2.10.1 Students must formally apply in writing for permission to leave the headquarters during leave or vacation. The application should state the reason for departure, the destination address, contact number, and expected return date to the hostel.





## **2.11 Communication with Mess In-Charge**

2.11.1 Students leaving the hostel headquarters must inform the Mess In-charge. During such periods, the regulations set by the Mess Committee will apply. Hostel that outside food is not allowed.

## **2.12 Excursions and Picnics**

2.12.1 Hostel occupants intending to leave for excursions or picnics must secure permission from the appropriate college authorities and notify Hostel Assistants/Warden beforehand. In the event of accidents, fatalities, or unforeseen incidents during these outings, the institute and Hostel authorities will not bear responsibility.

**3.0 Visitors Protocol:** These guidelines ensure a controlled and secure environment within the hostel, promoting a sense of safety and order. Adherence to these rules is essential, and any violations will be dealt with accordingly.

## **3.1 Restriction on Male Visitors in Girls Hostel**

3.1.1 The Girls Hostel does not allow entry to male visitors.

## **3.2 Female Visitor Protocol**

3.2.1 Female visitors, specifically close relatives, will be granted access to female students' rooms upon verification from the respective students. However, such visitors will not be permitted to stay within the hostel premises under any circumstances.

## **3.3 Protocol for Male Visitors**

3.3.1 Male visitors, limited to close relatives or guardians, may meet female students only within the designated visitor's room.

## **3.4 Prohibition for Male Students Entering Girls Hostel**

3.4.1 Male students are strictly prohibited from entering the premises of the Girls Hostel. Any instance of violation will be treated as a serious offense.

## **3.5 Prohibition for Female Students and Visitors Entering Boys Hostel**





3.5.1 Female students and female visitors are strictly prohibited from entering the premises of the Boys Hostel. Any breach of this rule will be treated as a grave offense.

### **3.6 No Accommodation for Outsiders**

3.6.1 External individuals, including parents or guardians of students, are not authorized to stay within the Boys or Girls Hostel premises.

### **3.7 Visitor Hours**

3.7.1 Visitors, including parents and guardians, are not allowed in the hostel after 8:00 pm. In exceptional circumstances, obtaining prior permission from the Hostel Assistant/Warden or competent college authorities is mandatory for staying beyond this time.

**4.0 Management of Electricity, Water, Furniture, and Hostel Property:** These regulations aim to ensure the responsible usage of resources and the respectful treatment of hostel property. Adhering to these guidelines is vital, and any violations will lead to appropriate consequences.

### **4.1 Responsible Electricity Usage**

4.1.1 Electricity must be consumed judiciously and not squandered needlessly.

### **4.2 Conservation of Resources**

4.2.1 Upon leaving the hostel room, it is imperative to switch off all electrical appliances and devices.

### **4.3 Prohibition of Electrical Tampering**

4.3.1 Interfering with electrical installations will be treated as a grave violation of rules.

### **4.4 Wise Water Consumption**

4.4.1 Water should be utilized prudently and not wasted.

### **4.5 Maintenance of Water Facilities**

4.5.1 Water coolers and filters within the hostels are to be maintained in optimal condition. Any tampering with these installations will result in severe consequences.





#### **4.6 Respect for Furniture and Property**

4.6.1 The furniture and equipment within rooms and other hostel areas should be treated with care and respect.

#### **4.7 Care for Hostel Television Sets**

4.7.1 The installed television sets within the hostel should be handled with care. Any damage or tampering will be considered a serious breach of conduct.

#### **4.8 Accountability for Hostel Property**

4.8.1 Infliction of damage to hostel property by any resident will be dealt with as a significant violation.

#### **4.9 Prohibition of Theft or Pilferage**

4.9.1 Theft or pilferage of hostel or institute property, or property belonging to other students, will be treated as a serious offense, with strict disciplinary measures enacted.

#### **4.10 Air Cooler Installation Protocol**

4.10.1 During the summer season, students may place and use air coolers in their rooms, but only with prior permission from the Hostel In-charge. Installation and maintenance of air coolers are the students' responsibility. However, using such devices requires the utmost caution.

#### **4.11 Restrictions on Air Conditioners and Refrigerators**

4.11.1 The installation of air-conditioners or refrigerators, washing machine, press, mixer grinder, induction stove etc within hostel rooms is not permitted.

#### **4.12 Prohibition of Personal Televisions**

4.12.1 Students residing in the hostel are not authorized to install personal television sets in their rooms.



**5.0 Maintenance of Cleanliness:** These provisions are intended to promote the upkeep of a clean and organized environment. Adhering to these regulations is essential, and any violations will be addressed appropriately.

#### **5.1 Room Neatness Obligation**

5.1.1 It is obligatory for hostel residents to maintain cleanliness and tidiness within their respective rooms.

#### **5.2 Waste Disposal Accountability**

5.2.1 The onus of disposing of room waste into the communal bins lies with the occupants of each room.

#### **5.3 Neatness of Hostel Premises**

5.3.1 It is the responsibility of hostel residents to ensure that the hostel premises are consistently clean and orderly.

#### **5.4 Prohibition of Unauthorized Markings**

5.4.1 Hostel residents are strictly forbidden from inscribing slogans, writings, or indecent drawings on hostel walls and rooms.

#### **5.5 Room Inspection and Presentability**

5.5.1 The warden or authorized institute personnel hold the right to inspect any student's room at any time. Room occupants are expected to maintain the presentability of their rooms.

**6.0 Hostel Allocation, Departure Procedures, and Withdrawal from Hostel:** These protocols are in place to ensure a systematic hostel allocation and departure process. It is vital for students to adhere to these guidelines, and deviations will result in appropriate actions being taken.

#### **6.1 Hostel Assignment Process**

6.1.1 The *Hostel Chief Warden* will be responsible for the allocation of hostel accommodations, following administrative approval and guidance.

#### **6.2 Submission of Hostel Accommodation Form**



6.2.1 Students are required to submit the Hostel Accommodation Form to the Student Section/*Hostel Office*.

### **6.3 Eligibility for Hostel Allotment**

6.3.1 Only those students who have duly completed and submitted the Hostel Accommodation Form will be considered for hostel allotment.

### **6.4 Procedure for Hostel Allotment**

6.4.1 The procedure for allotting hostels will be determined by the Chief Warden along with the concerned Warden of hostels, in accordance with administrative direction and approval. For UG preference will be given to Central Nominee, All India and then State Quota students as they may face difficulty in securing accommodation for Post Graduate student preference will be given to clinical and laboratory departments. However, this clause is not mandatory in nature. Students residing in Bilaspur will not be allotted a room in the hostel. Only after the completion of the admission process, if rooms remain vacant, they may be placed in the consideration zone."

### **6.5 No Room Change After Allotment**

6.5.1 Once a room has been allocated to a student, any requests for room changes will not be entertained.

### **6.6 Room Change Under Special Circumstances**

6.6.1 Room changes due to exceptional circumstances will be considered only if justified and necessary, as determined by the *Hostel Warden* and subject to room availability.

### **6.7 Application for Room Change**

6.7.1 To request a room change, students must follow the prescribed format available *in the warden office* and submit a separate application.

### **6.8 Prohibition of Independent Room Changes**

6.8.1 Students are strictly prohibited from changing or exchanging rooms without proper authorization.



## **6.9 Unauthorized Occupation or Exchange**

6.9.1 Unauthorized occupation or swapping of rooms will be regarded as a severe violation of hostel disciplinary regulations.

## **6.10 Protection of Room Integrity**

6.10.1 Residents are prohibited from forcefully entering or attempting to enter occupied or vacant rooms. Any damage resulting from such actions will be the responsibility of the hostel residents.

## **6.11 Departure from Hostel**

6.11.1 Residents wishing to withdraw from the hostel must submit an application in the prescribed format to the Hostel Assistant/Warden, after settling all hostel and mess dues.

## **6.12 Clearance of Dues for Continued Stay**

6.12.1 Residents with outstanding hostel and/or mess dues exceeding one month are not allowed to continue staying in the hostel.

## **6.13 Key Submission during Departure**

6.13.1 When vacating the hostel room, students must surrender the room key to the Hostel Assistant/Warden.

## **6.14 Outstanding Dues Recovery**

6.14.1 In cases where a student leaves the hostel without clearing outstanding dues, the College Administration may deduct the dues from the caution money. If the dues exceed the deposit amount, the college may withhold documents such as Character certificates, provisional degree certificates, and internship certificates until the balance is settled by the student.

## **6.15 Rule on Occupancy**

6.15.1 If a student fails to occupy the allotted room or, after occupying the room, does not reside in the hostel for a continuous period of 15 days at any time during the allotment period without obtaining proper permission, the room allotment will be cancelled by the Chief Warden.



**7.0 Vehicle Regulations:** These guidelines are established to govern vehicle ownership within the hostel premises. Compliance with these regulations is essential, and violations will be addressed with appropriate measures.

### **7.1 First-Year Student Vehicle Restriction**

7.1.1 Freshman students (MBBS) are prohibited from keeping vehicles on the hostel campus.

### **7.2 Vehicle Permission for Second-Year Onwards**

7.2.1 Students from the second year onwards are permitted to own vehicles on the campus, provided they submit a duly signed undertaking on the prescribed format. This undertaking must indicate that the hostel/college authorities bear no responsibility for mishaps or unlawful activities linked to the vehicle.

### **7.3 Helmet Compliance for Two-Wheeler Riders**

7.3.1 While operating two-wheelers within CIMS Bilaspur, adhering to helmet regulations in accordance with existing laws is mandatory.

### **7.4 Restriction to Two-Wheelers**

7.4.1 Only undergraduate students are allowed to possess two-wheelers. Requests for permission to keep four-wheelers will not be entertained.

### **7.5 Consequences of Unauthorized Vehicle Possession**

7.5.1 Owning a vehicle without prior permission and failing to submit the aforementioned undertaking will be considered a breach of hostel rules. Strict disciplinary measures will be taken in such cases.

**8.0 Security of Personal Possessions:** These directives emphasize the importance of personal property security within the hostel premises.

### **8.1 Individual Responsibility for Personal Items**

8.1.1 Hostel residents bear the responsibility of safeguarding their personal belongings.

### **8.2 Accountability for Personal Possessions**



8.2.1 Each hostel student is entirely accountable for their possessions, including laptops, computers, electronic devices, and more.

### **8.3 Non-Liability of Institute or Hostel Committee**

8.3.1 The institute and hostel committee cannot be held responsible for any losses incurred by students.

### **8.4 Room Security Measures**

8.4.1 It is mandatory for hostel occupants to secure their respective rooms by locking them whenever they leave the room or the hostel.

**9.0 Emergency Situations:** These guidelines are established to ensure the safety and well-being of individuals and their belongings within the hostel. Following these directives is crucial, and prompt action will be taken in case of any deviations.

### **9.1 Prompt Reporting of Incidents**

9.1.1 If faced with health concerns, theft, fire, altercations among students, bullying, or similar situations, students must promptly inform the Hostel Assistant/Warden.

### **9.2 Complaint and Issue Resolution**

9.2.1 Should any grievances or issues regarding the hostel arise, residents must formally submit written complaints to the Hostel Assistant/Warden. Complaint books are available with the Hostel Assistant/Warden for this purpose.

**10.0 Disciplinary Measures:** These guidelines outline the range of possible consequences for violations of hostel rules. The disciplinary committee will assess each case's gravity before deciding on the suitable punishment.

**10.1 Consequences for Violations:** *In the event of hostel rule violations, students may face one or more of the following consequences, depending on the severity of the misconduct or indiscipline: verbal warnings, written memos, communication with parents or guardians (either verbally or in writing), monetary penalties, reimbursement of the actual cost of any damaged hostel property (or additional penalties if deemed necessary), eviction from the hostel, temporary suspension from the institute, or permanent expulsion.*



*The nature and extent of the disciplinary action will be determined by the disciplinary committee in consultation with the competent authority, ensuring appropriate measures are taken to address the violation effectively.*

## **10.2 Determination of Punishment**

10.2.1 The nature of punishment will be contingent upon the seriousness of the offense and breach of discipline. The disciplinary committee, in consultation with the competent authority, will decide the appropriate course of action.

**10.2.2** The Chief Warden, if deemed necessary, may conduct an independent inquiry into the matter. Based on the findings, the Chief Warden is authorized to impose a penalty of up to ₹2000/- and may expel the student from the hostel for a period not exceeding 15 days.

**11.0 Role of Student Prefects:** These provisions define the roles and responsibilities of student prefects in contributing to the hostel's order and smooth functioning. Student prefects serve as vital contributors to maintaining a conducive living environment.

## **11.1 Appointment of Student Prefects**

11.1.1 Each year, student prefects will be selected by the **Hostel Warden in collaboration with Assistant Wardens**. These appointments will be drawn from the senior students of reputable character, ideally designating one student prefect per floor or wing.

## **11.2 Responsibilities of Student Prefects**

11.2.1 Student prefects will aid the Hostel Assistant/Warden in upholding discipline and effective administration within the hostel.

## **11.3 Student Prefect Duties**

11.3.1 Assisting the Hostel Assistant/Warden in conducting nightly attendance.

11.3.2 Ensuring compliance with hostel regulations by residents and promptly notifying the Hostel Assistant/Warden of any breaches.

11.3.3 Reporting emergencies to the Hostel Assistant/Warden.



11.3.4 Maintaining the cleanliness of hostel wings, floors, and premises, and promptly informing the Hostel Assistant/Warden of any concerns.

11.3.5 Overseeing the activities taking place in the TV/Common room.

## **12.0 The jurisdiction of CIMS, Bilaspur:**

12.1 The jurisdiction of CIMS, Bilaspur is confined to the campus. If our students create law and order problems outside the campus, they are answerable to the police.

## **13.0 COLLECTIVE RESPONSIBILITIES:**

13.1 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 students who caused the damage could not be identified.

**14.0 Authority for Appeals:** These entities are designated as the channels through which appeals can be addressed within the hostel framework. They serve to ensure a fair and balanced resolution process for students' concerns.

### **14.1 Hostel Warden**

### **14.2 Chief Hostel Warden**

### **14.3 Dean**

## **15. Rights of College/Hostel Administration**

### **15.1 Investigation and Disciplinary Authority**

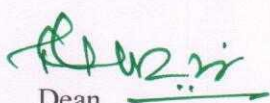
15.1.1 Any violation of these regulations will trigger an inquiry conducted by the Hostel/College Administration. If a student be found culpable, the Hostel Management will undertake suitable disciplinary measures. In certain cases, the administration reserves the prerogative to implement immediate disciplinary actions, which may even result in prompt expulsion from the hostel.



## 15.2 Revision of Rules

15.2.1 The College/Hostel Administration retains the authority to revise these guidelines periodically, with information relayed to students through general circulars posted on hostel notice boards.

S. No.	Name of Document	Date of 1 <sup>st</sup> Adoption
1.	Rules and Regulations for Hostels of CIMS, Bilaspur	23 <sup>rd</sup> August 2023

  
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Chhattisgarh Institute of  
Medical Sciences  
Bilaspur (C.G.)