



# GOVT. DENTAL COLLEGE, KOZHIKODE

Calicut Medical College PO, Kerala, India – 673 008.

Tel: 0495-2356781 Email: govtdcc@gmail.com Website: www.gdckozhikode.in

## HOSTEL RULES AND REGULATIONS

### HOSTEL ADMINISTRATION

The Hostel Executive Committee (HEC) comprises of:

1. Warden (Principal, Honorary Post)
2. Assistant Warden (Teaching Faculty, Honorary Post)
3. Hostel Secretary (Nominated Post Graduate Student, Honorary Post)
4. Hostel Maintenance Secretary (Nominated Under Graduate Student, Honorary Post)
5. Mess Secretary (Nominated Under Graduate Student, Honorary Post)
6. Three Floor Secretaries (Nominated Under Graduate Student Honorary Post)

The hostel administration will be assisted by following employees when required:

- A. Cook
- B. Day time cleaner/s

All decisions will be taken by the hostel administration. The Hostel Committee will meet twice a year to evaluate the functions of the hostel and make amendments as per the situation.

### ACCOMMODATION

Hostel accommodation will only be available to a student, who is registered in the Institute as a regular student as and when room is available. Accommodation will not be provided to any student whose registration is cancelled as well as in case of any disciplinary actions.

### ALLOTMENT OF ROOMS

Assistant Warden will allot the rooms.

At the time of admission of a student into the hostel and at the beginning of every year, each resident is required to submit a completed personal data Form. The details include, the course



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attended during each year, local guardian's address, phone number, Email of the student and parent. Any change of the information provided is to be reported.

Room once allotted to a student for an academic year will not be changed, except on special situations. The Warden, in case of shortage of rooms, can allot more than the capacity of the room. Before vacating the rooms, the electrical installations including the fan should be handed over intact, in addition to the furniture. The student should fill up the Room Vacating Slip in duplicate and take no dues on one slip.

## CODE OF CONDUCT

All residents are required to maintain standards of behavior. Each resident is required to always carry their valid Identity Card issued to them by the Institute. The rooms, common areas and surroundings of the hostel should be kept clean and hygienic. Students should bring to the notice of Hostel Secretary any pending maintenance work (Civil, Carpentry, Electrical, Sanitation etc) to be carried out in hostel premises. A separate maintenance register will be kept for registering the complaints. Students should co-operate in carrying out maintenance work and vacate their rooms completely as and when required.

The students should not see unauthorized/illegal movies in their rooms. Use of audio system should not cause any inconvenience. Electrical appliances of high voltage should not be used. Any violation will be dealt severely. The resident/s of a room is/are responsible for any damage to the property in the room. Food should be eaten only from the dining room. Taking common meals into common areas like the waiting lounge, reading room, TV room etc are strictly prohibited. Doing lab work is strictly prohibited. 'No Dues slip' duly signed by the Warden has to be submitted at the office by each student for uploading the final average marks and attendance percentage.

Ragging of students admitted to the Institute is totally banned. Any violation of this by the senior students will be dealt with very severely as per the Institute norms and guidelines issued from time to time by the competent authorities. Freshers should report incidents of



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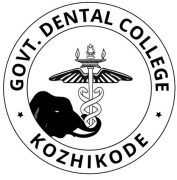
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ragging immediately. Those who do not do so even when being witnesses or victims, will be considered to be part of this practice, and will also be punished accordingly. All senior students, hostellers and day scholars, are required to sign an Anti-Ragging Undertaking form as per UGC guide lines.

In case any student has to stay out of hostel for a day or more for any reason, he has to inform the Warden. First year students must take permission from Warden for going out from the hostel for any reason and must make entry in the in-out register. They should return by 6.00 PM. All undergraduate students of girls' hostels must be back in the hostel by 8.00PM. House surgeons and Post Graduates should return by 9.00 PM. Prior permission from the warden should be taken for extension of allotted time in case of any unavoidable circumstances.

In the hostel premises following are strictly prohibited:–

1. Smoking
2. Consumption of alcoholic drinks/drugs.
3. Gambling
4. Intimidation or violence
5. Willful damage to property
6. Entering the hostel premises in intoxicated state.
7. Shouting and using abusive language in one's own hostel or in other hostel premises.
8. Employing unauthorized persons for personal work such as washing clothes etc.
9. Room services are strictly prohibited. However, sick diet may be served in the room after taking permission.
10. Residents should not participate in any anti-national, anti-social or undesirable activity in or outside the campus.



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## GUESTS AND VISITORS

- Visiting time will be from 2pm to 6pm.
- Visitors have to reveal their identity and relationship with the inmate to the hostel authorities and record the required information in the visitor's diary.
- In men's hostel, the parents of students and other male guests may visit the student in his room after due permission.
- Male students/visitors are not allowed inside the girls' hostel.
- Traders/ sales people will not be permitted to enter the hostel premises without special permission from the Warden.

## DISCIPLINARY MEASURES

Any student who is found to be indulging in undesirable activities such as ragging, physical assault, damage to property, causing inconvenience to other inmates, non-compliance of any of the conduct rules, or violation of any other rule defined in this manual will be liable to the following punishments

1. Expulsion from the hostel.
2. A record of his/her misconduct will be made in the Transfer & Conduct Certificate.
3. The cost of damage will be fully recovered from him/her together with penalty. If on stipend, recovery will be made from the stipend amount.
4. He/she will also be fined commensurate with the offence committed.
5. Stipend papers will be withheld.
6. 'No Dues' slip will not be issued
7. Rustication from the Institute.



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## HOSTEL FEES

The following fees are to be paid at the time of admission to the hostel

- Mess CD-Rs. 2500/-
- Rent CD- Rs. 200/-
- TV and cable fund -Rs. 100/-
- Hostel welfare fund Rs. 3000/-
- Application fee Rs. 15/-
- Registration fee Rs. 5/-
- Monthly establishment fee Rs.600/-

## DUE DATE

- Rent - 10<sup>th</sup> of every month
- Establishment - 10<sup>th</sup> of every month
- Mess 15 days after publishing mess bill

## MESS FUNCTIONING

The Mess committee will also prepare the weekly menu in advance and display it on the notice board. If the mess is run on contract basis, only per head charge is payable by the inmates. Purchase, cooks, gas, utensils and other related items including cleaning and waste disposal will be the responsibility of the mess contractor. The food will be served by people appointed by the mess contractor at specified timings as mentioned in the MOU in hygienic conditions. Mess contract will be for two years after which it will have to be renewed. Mess is compulsory for all inmates. Mess bill has to be remitted on/ before 10th of every month. Afterwards a fine of will be levied for one month.

Inmates are not allowed to enter the mess hall wearing hospital overcoat. Students should sign the Mess Joining Register kept in the mess at the time of their joining the mess. Students should sign the Mess Leaving Register kept in the mess whenever they leave the mess. Otherwise, they will be deemed to be present and charged accordingly. Students are not



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permitted to dine in the mess without signing the Mess Joining Register or after signing the Mess Leaving Register.

Wastage of food will not be permitted in any case. Non-vegetarian items will be served as extra on specified days of the week. Students other than the Mess Committee Members are not permitted to enter the kitchen. If any diner is medically ill and requires a special diet (eg. Kanji/ kanji vellam) he/she can request to arrange for the same at the mess.

## MESS TIMINGS

The mess timings\* will be as follows

1. BREAKFAST: 07.00 am – 09.00am (07.00 am- 10.30 am on Sunday)
2. LUNCH :12.00 noon – 04.00pm (12.00 pm- 2.00 pm on Sunday)
3. EVENING TEA: 04.00 pm – 06.00pm
4. DINNER: 07.00 pm – 09.00pm

\*Subject to variation

## HOSTEL AMENITIES

- Hostel will be self-contained with amenities such as Reading Room, Lounge, Dining Hall with mess, Kitchen, Cook's Room with bathroom and a Security Room.
- Separate space for watching TV
- Facility for Indoor games and badminton court
- Ample outdoor space within the hostel premises and the campus
- Adequate parking area outside the hostel premises.
- A lounge for the visitors and parents of the students with proper display of the information's about the hostel.
- Dining Hall, Water Coolers and filters.
- Hygienic conditions in the entire mess area.
- Adequate number of toilets and bathrooms with regular maintenance
- Display boards giving information about the hostel rules.
- Complaints/Suggestion register
- Round the clock security



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## HOSTEL COMMITTEE

### LADIES HOSTEL

CHIEF WARDEN

DR.SOUMITHRAN.C.S MDS Ph: 9846085138

PRINCIPAL, GOVT. DENTAL COLLEGE, KOZHIKODE

ASSISTANT WARDEN

DR.SANARA P.P MDS Ph: 9846075862

HOSTEL SECRETARY

DR.VANDANA P Ph: 6282247988

MAINTENANCE SECRETARY

ARCHANA O.L Ph: 6238681926

MESS SECRETARY

MINHA M.S Ph. 7907538840

FLOOR SECRETARY

A FLOOR

SAHLA BEEGUM Ph: 7510782179

B FLOOR

MINU C PAUL Ph: 6238937521

C FLOOR

AHALYA SURESH Ph: 8943227434

### MEN'S HOSTEL

CHIEF WARDEN

DR.V.R.RAJENDRAN Ph:9847231048

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WARDEN OF HOSTELS

DR.SANTHOSH KURIAKOSE Ph: 9446842093

ASSISTANT WARDEN

MH 1

DR.RATHEESH Ph: 9495543266

MH 2

DR.DANISH Ph: 9497330545

MH 4

DR.BASITH Ph: 9037952205

PRINCIPAL