

MAHATMA VIDUR AUTONOMOUS STATE MEDICAL COLLEGE, BIJNOR (UP)

Standard Operating Procedure (SOP) for MBBS Girls Hostel

This SOP provides guidelines for the smooth functioning of the MBBS 1st-year girls' hostel.

The aim is to ensure safety, security, discipline, and a conducive environment for academics and personal development.

1. Room Allocation and Residence

- Rooms are allocated upon producing the receipt of payment of hostel fees on first come first serve basis sequentially when the students report to the warden's office after completion of admission process.
- Student must submit one proof of their home address, details of their parent/guardian and 2 passport size photographs and contact details of local guardian.
- Mutual exchange of room is permitted after one month of admission closure two a maximum of two such exchanges in an academic year.
- Students are responsible for their valuables and are advised to refrain from expensive jewellery, large amount of cash, etc. during their stay in hostel.
- Students should keep themselves update with notice, circulars, office orders, etc put up on the hostel notice board.
- Students should clear their respective dues within stipulated time period.
- Students voluntarily vacating hostel or being expelled from hostel for any reason will not be allowed re-entry into hostel for their remaining tenure at Mahatma Vidur Autonomous State medical College, Bijnor. Re-entry may be permitted in instances only after such application has been approved by the college council.

2. Hostel Timings

- Check-in Time: Students must return to the hostel by 5:00 PM.
- Check-out Time: Students are allowed to leave the hostel from 6:00 AM.
- Hostel doors are closed from 8:00 PM to 6:00 PM.
- Lights Out: All students must turn off lights and maintain silence after 11:00 PM to promote a peaceful environment.

3. Furniture

- Each student is provided with bed, mattress, table, chair and almirah.

- Students are responsible for the maintenance of the allotted furniture and same has to be returned back upon completion of their course.
- Students may be permitted to bring personal additional furniture by obtaining prior written permission from the warden's office. No objection certificate of room-mates is required with written application.

4. **Attendance**

- Students must mark their morning and evening attendance in the register kept at Warden office / security desk in front of designated staff.

5. **Leave**

- Student must apply for leave, minimum five days in advance with supportive document in prescribed format in their own handwriting to the warden office.
- For emergency leave (sickness, death in immediate family, etc) student should contact security desk/ warden office.
- The warden reserves the right to deny leave application as deemed appropriate.

6. **Visitor's Policy**

- Visitors are allowed only during visiting hours, typically between 4:00 – 6:00 PM.
- No male visitors are allowed in hostel rooms; designated visitor areas are provided.
- Visitors must sign in and out at the main gate and adhere to hostel policies.
- Non-residents are not permitted for night stay in the hostel under any circumstances.

7. **Safety and Security**

- Hostel is under 24x7 CCTV surveillance.
- Entry/access of students to rooftop is prohibited.
- Hostel gates will be locked after 8:00 PM. Entry or exit after this time is only allowed in emergencies.
- Emergency contact numbers (warden, security, hospital) must be clearly displayed at prominent locations.
- No one should leave the hostel premises without informing the warden/security desk.
- In case of any emergency, students must immediately inform the warden.

8. **Discipline and Conduct**

- Students are expected to maintain decorum and respect their fellow students and hostel staff.
- Ragging, bullying, or any form of harassment is strictly prohibited and will result in strict disciplinary action.
- Students must refrain from or activities that disturb others.

- No smoking, alcohol, or drugs are permitted inside the hostel premises.
- Dress appropriately in common areas and while attending to visitors.
- Violation of any rules and regulations will lead to disciplinary action that may include fine, suspension from hostel/college for defined time period, permanent expulsion from hostel/college, and may include formal complaint.

9. **Cleanliness and Hygiene**

- Campus area and rooms must be kept clean and organized.
- Regular room inspections will be done.
- Cooking is not allowed in the rooms.
- No cooking is allowed in the rooms.

10. **Electrical Appliance**

- The use of high-power electrical appliances (heaters, induction plate, press, air conditioner etc.) is prohibited.
- Coolers of up to 50 litres tank capacity may be permitted with prior written permission of the warden.
- Ensure that all lights, fans, and electrical equipment are switched off when leaving the room.

11. **Leave of Absence**

- Students must apply for leave through the warden, with a valid reason and permission from parents or guardians.
- The warden reserves the right to deny leave if necessary

12. **Recreation and Other Facilities**

- A dedicated yoga room is provided.
- Recreation room includes an LED screen and indoor games.
- Sick room is available in the hostel for first aid and minor ailments.
- Geyser facilities are available in the bathrooms.

13. **Grievance Redressal**

- Concerns about hostel facilities, complaint against fellow hostellers or staff issues should be reported in writing to the warden office or Student Welfare Committee.

14. **Damages and Maintenance**

- Report any damage to hostel property immediately to the warden office.
- Students are responsible for repair costs of damage caused to college properties.

15. General Rules:

- Do not tamper with or damage security systems like CCTV cameras.
- Maintain low noise levels for a peaceful study and rest environment.
- Cooperate fully during fire drills and emergency evacuations.
- Always lock your room securely.
- Clear all hostel and mess dues on time.
- Leave a spare key with the hostel office when taking long leave or vacation.

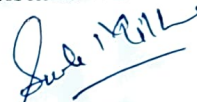
These rules aim to create a safe, secure, and academically supportive environment for all hostel residents. Breaking these rules can lead to disciplinary action and repeated violations may result in expulsion. The hostel authorities may update the rules as needed for the well-being of students.

Warden:



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Associate Professor, Biochemistry
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Assistant Warden:



Dr. Sneha Mittal
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