



Government of Tripura  
Office of the Principal Agartala Government Medical College

## Hostel Rules & Regulations

### HOSTEL ALLOTMENT

1. Allotment of Hostel accommodation is done according to the rules and regulations framed by the authorities of AGMC.
2. **Allotting Authority:** The Principal of AGMC. Hostel allotment application should via through Hostel Superintendent; Dy. Chief Hostel Superintendent and Chief Hostel Superintendent to Principal of the AGMC.
3. **Eligibility for hostel accommodation:** Any individual selected for an academic course (Under graduate/ Post graduate/ Internship/ Junior & Senior residency programmed) is eligible to apply for hostel accommodation.
4. **Application for Hostel Accommodation:** Allotment of Hostel Accommodation is only on the basis of application made on prescribed form available in office of the Hostel.
5. **Principles of allotment Procedure:**
  - A) Allotment is made according to the date of application.
  - B) All the rooms are earmarked categorically and rooms will be allotted as per the waiting list. C) It is mandatory for all (PG/JR/SR) application forms to be submitted through proper channel. D) H.O.D of the department is the forwarding authority for Junior Residents, Senior Residents and Post Graduate Student.
  - E) The application for married accommodation should be submitted with a valid proof of certificate of marriage/Passport with name of spouse/E.H.S. Token card with the family details.
  - F) As stated above the allotment of Hostel Residents shall be given by the Rules prevalent at the time of application. The rules however may be modified from time to time with the approval of competent authority.
6. **Allotment of under graduate hostels:** Individual rooms may be allotted to under graduate students after completion of First professional MBBS course.
7. **Period of Allotment:**
  - (i) The period of allotment shall not exceed 10 days beyond the date of completion of the course or tenure of residency
  - (ii) Failure to vacate hostel accommodation on time with or without permission shall invite levying of rent as applicable and / or eviction proceedings.
  - (iii) No student shall receive his / her clearance certificate from the Hostel before vacation of hostels room.
  - (iv) The unsuccessful residents/students will be given extension of hostel accommodation for a maximum period of final examination on normal rent.

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8. **Change of allotted accommodation:** Change of room is allowed only once during the entire time of tenure. Additionally change of room is allowed to Hostellers on emergency situation like fire/seepage/fallen ceiling etc. with the approval of the Superintendent of Hostels. The room allotted may not necessarily be on the choice of the applicant.
9. **Occupancy:** Only the allotted shall occupy the Hostel accommodation.

### CONDUCT AND DISCIPLINE

All hostellers/ residents / guests and visitors to the hostels should conduct themselves in a manner that is in keeping with the prestige, honor and dignity of the **Agartala Government Medical College**.

### BEHAVIOUR

Hostellers / residents are expected to maintain discipline and decorum not only in the hostel but also in the institutional campus.

1. Hostellers/ residents must respect privacy and dignity and belongings of fellow-hostellers /residents, visitors and guests irrespective of age, gender, social standing, seniority, discipline of study, position etc.
2. The hostel is meant for both undergraduate and postgraduate students who have been selected for learning and training. At no time should the hostellers / residents behave in a manner that disturbs the learning of fellow-hostellers / residents. Maintaining the best possible conditions for studying and rest is the responsibility of every hosteller / resident.
3. Hostellers should refrain from making noise, shouting or create disturbance in any form.
4. Radios, music systems and other such appliances must be played at an appropriate volume or earphones may be used so as not to cause any disturbance to others.
5. Partying / celebrations of any form are not permitted in the hostels without prior permission of the Hostel Superintendent who may earmark specific areas for this purpose.
6. Hostellers must take care of hostel and institutional property.
7. Hostellers / residents should not deface, alter or destroy any hostel or institutional property. Vandalism is a serious offence.
8. Ragging in any form within and outside the hostels is banned in the country as directed by the Hon'ble Supreme Court of India.
9. At no time shall hostellers / residents argue unnecessarily, abuse, threaten or misbehave with any institute employee. (Including security staff who may interact with them during the course of their duty).
10. Use of tobacco and its products are not permitted in the hostels.
11. In view of the known health hazards hostellers / residents are advised to refrain themselves from smoking and use of tobacco.
12. Consumption of Alcohol, Intoxicating Substance and Illicit drugs is banned in the hostel.
13. Alcohol should not be served in parties / celebrations within the hostel campus even when permission for such parties / celebrations has been obtained from the authorities of hostels.
14. It is illegal to possess recreational or prohibited drugs.
15. Possession, use, peddling etc of any recreational or prohibited drugs is a criminal offence.
16. Hostellers must not indulge in violence or in actions leading to physical or mental harm to anyone.
17. Hostellers / residents should not possess any weapons or replicas of weapons or any other article that may cause physical harm.
18. Hostellers /residents should not at any time bring in unauthorized or unknown individuals into the hostel premises.
19. Hostellers / residents shall not sub-let or have proxy or dummy room-mate in the hostels. Otherwise they may face-strict disciplinary action against such activity.

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20. Hostellers / residents must refrain from any risky behavior and exercise utmost caution to ensure safety to self and others.
21. Valuables including laptops, books, jewelers, mobile phones must be kept in a secure place. Hostel Section will not be responsible for any loss.
22. Any item that potentiating fire hazard must be promptly removed.
23. Any substance or appliance that may pose threat to safety of self or others must be removed.
24. Vehicles must be driven safely observing the specified speed limit within the hostel premises and parked only at designated areas.
25. Hosteller must abide by any restriction of entry and exit times as advised by the competent authority.

**The hostellers must report immediately to the Hostel Section / Security in following circumstance:-**

- (i) Issues related to security or threat in the hostel premises.
- (ii) Act of vandalism.
- (iii) Act of misconduct including ragging.
- (iv) Illness of self or any hosteller / resident.
- (v) Unusual behavior of any hosteller / resident including behavior that may in his / her opinion amount to depression, detachment, no response from a room locked from inside, missing neighbor etc.
- (vi) Mishaps including fires, accidents to self or fellow-hostellers / residents within and outside the hostels.
- (vii) Criminal or anti-national activity in the hostel premises.

**Maintenance**

All hostellers / residents/ guests / visitors shall take utmost care of hostel premises, hostel and institutional property.

All hostellers /residents, guests and visitors shall ensure all furniture, fixtures; furnishings are handled with care and maintained properly.

1. Vandalism and graffiti is a serious offence.
2. No furniture, fixture or furnishing shall be moved from one room to another.
3. In the event of wear and tear or damage or defect of any of the furniture, fixtures or furnishings either in the room or in the common areas, the Hostel Section / Maintenance Enquiry should be informed for necessary action.
4. **The institution may decide on the use of electrical appliances from time to time.**
5. Air-conditioners and all other electrical appliances are currently not permitted in any of the hostels.
6. Electric stoves, ovens are permitted only in Pantry room. All safety precautions must be observed to prevent any fire.
7. **All hostellers / residents shall switch-off all lights, fans and plug points before leaving the room or when not in use and ensure their maintenance.**
8. Drawing of electricity by making additional conduits or opening of existing fixtures for such purpose is prohibited.
9. Electrical appliances in the wash room such as water heaters / solar heated geysers etc must be handled with care.
10. No hosteller / resident / guest/ visitor shall touch or attempt to repair electrical fixture /connection/ circuit breaker / junction box etc.
11. All damaged or non-functional electric points should be immediately reported to the Hostel office / Maintenance/ Enquiry.

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12. Water is a scarce commodity and wastage is discouraged and should be avoided at all times. All water leakages should be reported immediately to the Hostel office / Maintenance/Enquiry.
13. All hostellers / residents shall keep the hostel accommodation and the hostel premises as well as surroundings, neat and clean.
14. All garbage, rubbish and refuse including disposable wares should be disposed of in the garbage bins provided or in the designated areas.
15. All hostellers / residents shall inform the Hostel Section if at any time they find lack of cleanliness and hygiene in any of the eateries / mess/ drinking water dispensers etc in the hostel premises.
16. Should no action be taken within a reasonable period [even immediate if so warranted] the Hostel Committee should be intimated.

### SAFETY AND SECURITY

1. All hostellers / residents / guests / visitors shall take all precautions and cooperate with the authorities to maintain safety and security of the hostel premises.
2. While reporting matters related to safety and security if the situation so warrants, the name of the hosteller / resident shall be kept in confidence.
3. All hostellers / residents shall report immediately to the security staff if they are witness to or are aware of:-
  - a) Any suspicious individual / individuals in the hostel premises.
  - b) Any vehicle or suspicious articles lying unattended in the hostels.
  - c) Any unauthorized or illegal activity within the hostel premises.
  - d) An act of ragging.
  - e) An act of abuse in any form.
4. **All accommodation is provided with facilities for locking and it is expected that doors should be locked at all times for reasons of security.**
  - a) Hostellers / residents who are likely to remain outside the hostels [e.g. while going home on a vacation] are required to inform the Hostel authorities with contact details and also inform their neighbors'.
5. **All valuables should be placed in secure place**
  - a) Keeping of large amount of cash in hostel rooms is discouraged.
  - b) Laptops and other valuables should be insured against theft and pilferage.
6. **No unauthorized person is permitted in the hostels**
  - a) It is mandatory for all hostellers / residents to carry their institutional Identity Card at all times. They should produce them whenever requested by appropriate authorities and appreciate that entry to hostels may be barred without proper identification.
  - b) All guests / visitors should be able to prove their identity or should be accompanied by a bonafide hosteller / resident with an identity card.
  - c) Any un-authorized person in the hostel premises should be reported to the Security immediately.
  - d) All delivery personnel should be contacted and met at the hostel entrance and should not be allowed to enter hostel premises in the interest of security of self and others.
  - e) Only courier facilities come from post office can be received in the Hostel office during office hours and collected subsequently provided the section is informed.
  - f) All visitors including parents and guardians should be met at the gate or visitors room.
  - g) No guests including Parents & Relatives are allowed to go into the rooms of the hostellers without prior permission of the authorities of Hostels.
  - h) The female visitors are not allowed to go into the rooms of Gents Hostel.
  - i) The male visitors are not allowed to go into the rooms of the ladies Hostel.



- j) Hostellers / residents are not permitted to employ maids / servants.
7. **All vehicles should be driven with care and within permissible speed in the hostels**
- Vehicles driven at high speed or without silencers and causing disturbance will be viewed seriously.
  - Vehicles are not allowed to park inside the hostel premises.**
  - Vehicles lying unattended / parked for a long time without information to the Hostel Section / Security may be removed from the hostel parking areas to other designated areas by security personnel.
8. **Hazardous material of any kind is restricted / banned in hostel premise**
- Any material that is a fire-risk should be avoided or used cautiously in the hostels. This includes, candles, incense sticks, [use with caution and put off before leaving the room] firecrackers, gas cylinders, petroleum products etc. [not permitted].
  - Insecticides, toxins, poisons of any kind are not to be kept in rooms.
  - Weapons of any kind are forbidden to be brought or kept in the hostel premises.
  - All hostellers / residents are to report to the Hostel Section and Security the presence of any hazardous material including weapons of any kind in the hostel premises.
  - Cooking, boiling, microwaving, baking etc are not permitted in the hostels except in pantry room.
9. **Health**
- All hostellers / residents should take adequate care to remain healthy and fit.
  - All hostellers / residents are required to take care of their health with the facilities available.
  - All hostellers / residents shall inform the Hostel Section of any form of illness of self or their fellow hostellers so that appropriate assistance could be rendered.
  - All hostellers / residents on regular medication are advised to intimate the Hostel Section, in confidence regarding their medication.
  - The Hostel Section shall maintain absolute confidentiality of the illness. The Hostel Section shall provide all necessary assistance.
  - The treating physician shall be informed of any adverse situations.
  - The parents / guardians shall be informed of any adverse situations.
  - Hostellers / residents must intimate the Hostel Section regarding any injury or bodily harm to self or fellow hostellers / residents even if sustained outside the hostel premises.

#### Students Out Pass

- All undergraduate students should take prior permission from their concerned hostel warden/hostel authority on week days if they want to go out for night stay from hostel on some emergency. This is otherwise not permitted.
- All under graduate students are permitted to go out on weekend and holidays by writing their details of destination in a register kept. If they write the incorrect details in the register, they will be responsible for it.
- Under graduate students those who go out without entry or permitted letter, they themselves will be responsible for any incident that happens.

#### DISCIPLINARY PROCEEDINGS

- All hostellers/ residents / guests and visitors must follow the law of the land and the rules and regulations of the Institution. Failure to comply may invite proceedings or actions as deemed necessary.

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2. All hostellers / residents / guests /visitors should be aware that the hostel premises are within the jurisdiction of the law of the land and the law enforcement agencies have full authority to investigate and act on any law-breaker. The hostels cannot be used as a sanctuary or haven for those who do not abide by the law of the land. The Hostel Section and the institute have no authority over the action of law enforcement authorities on those who break the law.
3. All actions that are contrary to the rules and regulations of the Hostel or against the norms of expected behavior even if not explicit in these rules and regulations are liable for disciplinary proceedings.
4. All acts of indiscipline shall be investigated based on a complaint or report obtained either from the staff of the Hostel Section, members of the Hostel Committee, and competent individual of the institute as considered appropriate, aggrieved hosteller / resident or their parents / guardians or any other person considered appropriate for this purpose.
5. Any individual who is aggrieved as a consequence of indiscipline in the hostels can make a complaint or report in writing to the Hostel authority.
6. Complaints / reports received by the Principal or other competent authorities may be forwarded to the Superintendent of Hostels for necessary action.
7. The Chief Superintendent of Hostels may take cognizance of any act of indiscipline brought to his notice or observed by him /her and treat this as a complaint even if a written complaint or report is not available or made or forwarded from competent authorities.
8. All complaints or reports shall be investigated by the Chief Superintendent of Hostels or a Committee constituted by him / her or competent authorities for this purpose.
9. For the purpose of free and fair investigation, the Chief Superintendent of Hostels may seek the help of any individual / individuals whose expertise is considered necessary for him/her.
10. The Chief Superintendent of Hostels or the committee constituted thereof may summon any individuals or witnesses for examination or recording versions while investigating cases of indiscipline
11. All deliberations shall be confidential.
12. The report available with the Chief Superintendent of Hostels would be confidential.
13. The report may be forwarded to the competent authorities if necessary.
14. Any one accused of indiscipline shall have full right and liberty to defend himself / herself without bias or prejudice and the principle of not guilty until proven shall apply with the exception of "Ragging" where the onus of proving innocence lies with the senior.

### Acts of Indiscipline and Disciplinary Actions

The list of acts that constitute indiscipline in the hostel premises is applicable to hostellers or residents, guests and visitors. Only a tentative list not in any order of severity is provided. Disciplinary actions shall be complied with on the recommendations of the Authorities of Hostels, Principal of the institution or any other competent authority after appropriate procedures and approvals. The following is a list of tentative or possible actions that may be recommended. The list is neither complete nor exhaustive and additional actions may be recommended from time to time. One or more actions may be taken concurrently after or on filing of criminal or civil complaints by the institution with law enforcement agencies.

**Depending on the act of Indiscipline and the decision of the disciplinary action committee in concurrence with the Competent Authority, any or all of the following disciplinary action may be initiated against each of the following:-**

	<b>Acts of indiscipline</b>	<b>Disciplinary Action</b>
1.	All acts contrary to the prevailing laws of the land including criminal and antinational acts	1. As per Rule of land. 2. Expulsion or rustication from the institution permanently or for varying periods.

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2.	Ragging in any form	As per Supreme Court Guide lines
3.	Use of hostel premises for acts considered immoral	1. As per I.P.C. 2. Cancellation of Allotment. 3. Expulsion or rustication from the hostel permanently or for varying periods. 4. Adverse entries into academic files.
4.	Sub-letting, sub-tenancy or allowing unauthorized or non-allottees to stay in the accommodation without prior permission from the competent authority.	1. Cancellation of allotment. 2. Expulsion or rustication from the hostel permanently or for varying periods
5.	Contravening allotment rules including exchanging rooms, handing over accommodation without authorization, shifting of furniture, fixtures and furnishings	1. Cancellation of allotment. 2. Expulsion or rustication from the hostel permanently or for varying periods
6.	Damage / Lost to hostel property movable / immovable	1. Fine /recovery in consultation with related consult department. 2. Imposition of fines that may be variable or commensurate with damage wherever applicable [e.g. Up to three times the cost of damaged property]. 3. Directive to submit letter of apology. 4. Letter to parents / guardian as and when necessary
7.	Vandalism, graffiti, pasting of posters that may damage hostel walls and displays	1. Imposition of fines that may be variable or commensurate with damage wherever applicable [e.g. Up to three times the cost of damaged property]. 2. Personal apology and regret over incidents to aggrieved hosteller / resident. 3. Letter to parents / guardian as and when necessary.
8.	Physical harm or abuse to anyone in the hostel premises.	1. As per IPC. 2. Suspension from attending classes. 3. Indication of in-disciplined behavior in reference letters from the institution. 4. Letter to parents / guardian as and when necessary.
9.	Abuse and misbehavior with anyone in the hostel premises on the basis of gender, religion, caste, social group or any other reason	1. As per I.P.C. 2. Expulsion or rustication from the hostel permanently or for varying periods. 3. Suspension from attending classes. 4. Adverse entries into academic files. 5. Indication of in-disciplined behavior in reference letters from the institution. 6. Letter to parents / guardian as and when necessary.
10.	Creating nuisance and making noise so as to disturb others	1. Directive to submit letter of apology. 2. Personal apology and regret over incidents to aggrieved hosteller / resident.
11.	Partying or similar activities or other congregations without necessary permission	1. Expulsion or rustication from the hostel permanently or for varying periods. 2. Restriction from entry into hostels or mess for

		<p>varying periods.</p> <p>3. Suspension from attending classes.</p> <p>4. Adverse entries into academic files</p>
12.	Consumption or use or peddling of Illicit Substances.	<p>1. Action as per I.P.C.</p> <p>2. Cancellation of allotment.</p> <p>3. Expulsion or rustication from the hostel permanently or for varying periods.</p> <p>4. Adverse entries into academic files.</p>
13.	Drinking alcohol and causing nuisance in the hostels	<p>1. Expulsion or rustication from the hostel permanently or for varying periods.</p> <p>2. Imposition of fines that may be variable or commensurate with damage wherever applicable [e.g. Up to three times the cost of damaged property].</p> <p>3. Directive to submit letter of apology.</p> <p>4. Letter to parents / guardian as and when necessary.</p>
14.	Engaging in risky behavior including cooking and causing fire hazards, storing of hazardous material, driving vehicles in a dangerous manner within the hostel premises, causing health hazards by stagnating water without informing Hostel Section etc.	<p>1. Expulsion or rustication from the hostel permanently or for varying periods.</p> <p>2. Adverse entries into academic files.</p> <p>3. Directive to submit letter of apology</p>
15.	Unauthorized use of hostel facilities including use of appliances that are not permitted	<p>1. Imposition of fines that may be variable or commensurate with damage wherever applicable [e.g. Up to three times the cost of damaged property].</p> <p>2. Directive to submit letter of apology.</p>
16.	Not clearing payments and dues in time.	<p>1. As per Rules which may be changed from time to time.</p> <p>2. Imposition of fines that may be variable or commensurate with damage wherever applicable [e.g. Up to three times the cost of damaged property].</p> <p>3. Eviction from the hostels.</p>
17.	Concealing, misleading or providing incorrect information while applying for hostels.	<p>1. Cancellation of Hostel allotment.</p> <p>2. Expulsion or rustication from the hostel permanently or for varying periods.</p> <p>3. Adverse entries into Academic files.</p> <p>4. Indication of in-disciplined behavior in reference letters from the institution</p>
18.	Disrespect to authority and functioning of institutional offices and officials in the course of their duty	<p>1. Report to Principal.</p> <p>2. Directive to submit letter of apology.</p> <p>3. Any other actions recommended by the institution.</p>
19.	Violation of Hostel Rules and Regulations as indicated in the previous sections both overt and implied	<p>1. Cancellation of hostel allotment.</p> <p>2. Expulsion or rustication from the hostel permanently or for varying periods</p>
20.	Any other act or behavior considered to be a form of indiscipline..	As appropriate.



It must be noted that in those instances wherein the act of indiscipline cannot be attributed to a single individual, collective responsibility shall be fixed and disciplinary actions may be recommended against several individuals or hostellers / residents of one or more wings or even the entire hostel.

### RAGGING

1. Ragging is banned in this institution and constitutes a criminal offence. It must be reiterated that ragging in any form is strictly prohibited anywhere within the institutional campus including the hostels. Individual or collective ragging constitutes gross indiscipline and will be dealt with severely with punitive measures that include suspension / eviction from hostels / rustication from academic activities and lodging of FIR.
2. Ragging shall ordinarily mean any act or conduct by an individual or group of individuals by which the dominant status or power of senior students is brought to bear upon the students who are in any way considered to be junior or inferior to them. Some acts that are included in this definition are:-
  - a) Physical assault or threat to use physical assault of any kind.
  - b) Violation or demeaning the status, dignity, honor of students particularly with regard to gender, language, family background etc.
  - c) Exposing students to ridicule or contempt that may threaten to reduce their self-esteem.
  - d) Entailing verbal or physical abuse, torture that may be mental or physical, aggression, corporal punishment, trauma, indecent gesture and obscene behavior, insisting on performing menial jobs by force or threatening to use force that may be implied.
3. **Ragging is also implied under the following circumstances:**
  - a) When a fresh student is taken into the room of a senior student or a fresher is found in the room of a senior student till the fresher's welcome party is over.
  - b) A dress code that would distinguish a fresher from other students or otherwise is enforced.
  - c) When any student who may have witnessed or has knowledge of ragging does not report such incidents to the authorities concerned.
4. The above shall imply that the student has participated in ragging unless otherwise proven.
5. **The institution shall maintain strict confidentiality protecting the identity of the complainant with regard to all reports related to ragging and under no circumstances shall those incident / reports will be made public in any manner.**
6. The onus of proving innocence in all incidents of ragging shall lie with the senior student.
7. The institution shall also view seriously any attempt to willfully or falsely, with mala fide intent implicate any student to have ragged a junior student.
8. The Hon'ble Supreme Court of India has issued strict directives related to ragging in all institutions and this is indicated in the MBBS Prospectus. The directives include the following:
  - a) The primary responsibility for curbing ragging rests with academic institutions themselves. All measures should be taken to ensure that no ragging takes place.
  - b) The punishment to be meted out has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.
  - c) Every single incident of ragging where the victim or his parent/guardian or the Head of institution is not satisfied with the institutional arrangement for action, a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities. Any failure on the part of the institutional authority or negligence or deliberate delay in lodging the FIR with the local police shall be construed to be an act of culpable negligence on the part of the



institutional authority. If any victim or his parent/guardian of ragging intends to file FIR directly with the police, that will not absolve the institutional authority from the requirement of filing the FIR.

- d) Courts should make an effort to ensure that cases involving ragging are taken up on a priority basis to send the correct message that ragging is not only to be discouraged but also to be dealt

9. **Whoever directly or indirectly commits, participates in, abets or instigates ragging within or outside any educational institution may be:**

- a) Suspended from the Institution.
- b) Suspended from the hostels.
- c) Expelled from the hostels.
- d) Expelled or rusticated from the hostels.
- e) Liable to cancellation of admission.
- f) Suspended from attending the classes.
- g) Liable for withholding/withdrawing fellowship/scholarship and other financial benefits.
- h) Subjected to withholding or concealing the result.
- i) Adverse entry in testimonials or certificates.
- j) Any other action as deemed fit.

10. The decision on punitive measures shall be taken by the Head of the Institution and a combination of the above punitive measures may be applied.

11. In case individual responsibility cannot be fixed, a group may be punished.

12. Undergraduate students as well as their parents, at the time of admission of the students to the Institute, will be required to furnish an undertaking in the form of an affidavit that the student will not indulge in any form of ragging.

13. **All students are informed that the institution takes several steps to curb ragging.**

- a) Formation of anti-ragging committees.
- b) Surprise rounds and checks by faculty, hostel staff and security.
- c) Dedicated control room in the hostel premises.
- d) Dedicated telephone / mobile number for complaints.
- e) Deployment of uniformed and plainclothes security staff.
- f) Close liaison between the institution and police personnel.
- g) Monitoring of senior students and active liaison with Students Union.
- h) Monitoring of the movement of fresher.
- i) Periodical review of anti-ragging measures.

**All students are requested to take advantage of the measures and report any case of ragging without fear. The institution is obliged and committed to maintain strict confidentiality of complainants if so desired.**

**Suggestions for improvement of the measures are encouraged.**

*Signature*  
12/11/2024.

Principal  
Agartala Govt. Medical College