

ARMY COLLEGE OF MEDICAL SCIENCES
DELHI CANTT

HOSTEL RULES & REGULATIONS

APPLICABLE TO STUDENTS, INTERNS & RESIDENT DOCTORS

RESIDING IN ACMS HOSTEL

REVISED AUG 2015

*“These rules and regulations apply to all occupants of the Hostel premises,
including interns and resident doctors.*

*Every occupant must acquaint himself/herself with these
rules and regulations, and abide by them.*

Ignorance of rules will not be accepted as an excuse.”

ARMY COLLEGE OF MEDICAL SCIENCES, NEW DELHI

HOSTEL RULES

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SECTION I

1. Introduction

1.1 Army College of Medical Sciences Delhi Cantt is a fully residential medical college. All students will stay in the College Hostels. There are two separate hostels for girls and boys in the Hostel Complex.

1.2 Senior Resident doctors and Residents in various faculties of ACMS will also be provided with accommodation in the Hostel subject to availability. Interns of ACMS doing internship in Base Hospital Delhi Cantt are also being provided accommodation as a welfare measure till a separate interns' hostel as stipulated by MCI is available in the Hostel Complex.

2. Aim of these rules & regulations

2.1 The study and living environment in Army College of Medical Sciences Delhi Cantt should be one where all members, including staff and students, have the right to the following:-

- (a) Living and studying in an environment which is safe.
- (b) Courteous treatment, free from acts of violence, harassment, intimidation and discrimination.
- (c) Protection of their property.
- (d) Have their complaints resolved fairly and acted upon promptly.

2.2 These rules and standing orders lay down broad rules of the Hostel, policy for allotment of rooms, hostel charges and other important guidelines to ensure the above.

3. Location. ACMS Hostel Complex is located in Delhi Cantt, across the road from Base Hospital Delhi Cantt. It is at a walking distance of about 200 metres from the College campus. It has a secure boundary wall and gate is manned by security guards.

4. Parts of the Hostel Complex. The Hostel Complex has the following parts:-

- (a) Girls' Hostel
- (b) Boys' Hostel
- (c) Central facilities

5. Rooms and maximum occupancy

5.1 There are two types of Rooms, Single Seater (SS) & Double Seater (DS) Room.

5.2 The number of rooms is as under:-

Ser	Hostel	SS rooms	DS rooms	Total rooms
(a)	Girls Hostel	56	104	160
(b)	Boys' Hostel	91*	112	203*
(c)	ACMS faculty	--	08	08
	Total	147	224	371

(* incl 6 SS rooms for key personnel viz attendants, electricians, driver who are needed round the clock)

5.3 The maximum occupancy of the Hostel is as under:-

Ser	Hostel	In SS rooms	In DS rooms	Total
(a)	Girls Hostel	56	208	264
(b)	Boys' Hostel	91	224	315
(c)	ACMS faculty	--	08	08
	Total	147	440	587

6. **Facilities.** ACMS Hostel has the following facilities:-

- (a) Furnished rooms, each with attached washroom and balcony
- (b) Air conditioned Reading Room with modular study table with Wi-Fi
- (c) Cyber cafe with Wi-Fi
- (d) Cafeteria
- (e) Spacious dining hall
- (f) Gymnasium
- (g) Volleyball Court
- (h) Basketball Court
- (j) Badminton Court
- (k) Indoor games: Table tennis, caroms, and chess
- (l) TV Room
- (m) Green, pollution free area
- (n) Drinking water coolers with water purifier in every block
- (o) Washing machines
- (p) Guest rooms for parents / relatives
- (q) Pantries in Girls Hostel

7. **Entitled categories.** The following categories of individuals may be allotted accommodation in the Hostel:-

- (a) ACMS students
- (b) Ex-ACMS interns in BHDC*
- (c) Civilian faculty in ACMS* (* At present)

8. **Accn for ACMS faculty**

8.1 Eight double seater rooms are available for junior faculty, viz, SRs, JRs and Tutors. These rooms are on the second floor of the Cafeteria block.

8.2 Rooms will be allotted as per their seniority/ college requirement for six months, extendable by another six months.

8.3 This accommodation is not to be considered as family accommodation which is presently not available.

8.4 All rules in this publication are applicable to ACMS faculty. However the following are mentioned herewith to emphasise them:-

- (a) No cooking is permitted in the room. Meals will be taken in the CDH.
- (b) Occupants will not install personal AC without permission of administrative authorities, through the Wardens.

9. Knowledge of rules and orders

9.1 These rules and regulations apply to all occupants of the Hostel premises, including **ACMS Students & Interns and resident doctors**. Every occupant must acquaint himself/herself with these rules and regulations, and abide by them. Ignorance of rules will not be accepted as an excuse.

9.2 All students and other residents (interns and Doctors) are to see the notice board everyday to acquaint themselves with latest notices conveying important information or instructions. It will be assumed that all notices that are displayed on notice boards have been read by all residents within 24 hours.

10. Policy for allotment of rooms. The policy for allotment of rooms to ACMS students/ interns is as under:-

10.1 All first year students are accommodated in a separate block in respective boys and girls' hostels as per MCI anti-ragging guidelines in double seater rooms (two students per room).

10.2 Rooms are allotted on first-come-first-serve-basis to first year students.

10.3 Inventory. All rooms will be given to occupants on inventory charge.

10.4 All second and third year students are accommodated in separate double seater room blocks away from the first year students (two students per room).

10.5 All fourth year students are allotted single-seater rooms.

10.6 If there is a shortage of SS rooms, allotment of single rooms will be made to students scoring higher aggregate marks in the University Exams.

10.7 Interns (ex-ACMS) doing internship at BHDC will be accommodated in balance double seater rooms (two interns per room). Rooms will be allotted to them on their applications for double seater rooms with their stated undertaking that they will comply with ACMS Code of Conduct for Students and Interns and ACMS Hostel Rules, clearly stating that they understand that they are individually liable for action on violation of the ibid Code and Rules.

10.8 From second year onwards, rooms will be allotted as per merit and choice made by students. In case of any dispute, the decision of the Wardens will be final.

10.9 If there is a shortage of SS rooms, allotment of single rooms will be made to students scoring higher aggregate marks in the University Exams.

10.10 Information sheet will be filled up by interns and resident doctors at the time of allotment of rooms.

11. Changing of rooms

11.11 Students will not “exchange” or interchange rooms allotted to them with someone else, without concurrence of Warden.

11.12 Rooms once allotted to the students for an academic year will not be changed except under medical grounds or extensive damages to the room due to water seepage etc.

12. Vacating of a room

12.1 Any student who is rusticated, expelled or removed from the Rolls of the College will automatically cease to be a member of the hostel and will be required to vacate the hostel room.

12.2 The normal tenure of the MBBS course is 4½ years, followed by 1 year internship. Students who do their internship in Base Hospital Delhi Cantt will be accommodated in Army College of Medical Sciences Delhi Cantt Hostel, as per rules at present. Accordingly, a student may stay in the hostel for a maximum period of 5½ years. In case a student fails examinations and cannot complete his course and internship in 5½ years, he/she will be directed to vacate the hostel after a period of 5 ½ years since joining.

12.3 Before finally vacating the rooms, all occupants should fill up the Room Vacating Request Form in order to release Security Deposit.

12.4 All items on inventory charge will be checked by Hostel Store-Keeper and clearance given after assessment of barrack damages/ damage to furniture & fitments on the Final Room Vacation Inspection Form.

12.5 Rooms will be inspected for damages when an occupant shifts from one room to another and at the end of each term.

13. Use of room by other person(s)

13.1 No resident may allow his room to be used by any other person, whether related or not. Keeping unauthorised occupants including friends, relatives, rusticated and expelled students in the Hostel is prohibited.

13.2 No relative or guest is permitted to stay overnight in the room.

13.3 All occupants are advised to remain vigilant and ensure that no unauthorised persons enter or stay in the hostel. The Warden must be informed, upon discovery of such instances.

14. Payment of hostel charges

14.1 All students must deposit their room rent and associated charges within 5th of the month in advance. Resident Doctors must deposit two months rent in advance. In case of delay, penal fine will be imposed.

14.2 The monthly hostel charges (subject to revision by College authorities) are as under, at present:-

Ser	Category	Amount (Rs)	Fine in case of delay
(a)	Interns and students	3000.00*	Rs 200.00 per month
(b)	PG/DNB/Res. Doctors	7500.00**	Rs 30.00 per day

* (Room rent: Rs 700, Security Rs 300, Housekeeping Rs 375, Sports/ Periodicals Rs 75, Electricity & water Rs 1090, Assets Maintenance Charge Rs 300, Barrack Damage Rs 60), Arboriculture Rs. 100 ** (Room rent) Electricity charges on actuals.

14.3 Self-sufficiency of hostel funds. Hostel will be self-sufficient insofar as its income and expenditure is concerned as no subsidy from AWES will be available.

14.4 Mode of payment. All payments will be made by bank drafts and cash only. Dishonouring of a cheque is to be treated as a serious offence.

14.5 Outstanding dues. In the case of any outstanding dues payable by any student at the end of University examination term, the Warden may inform the same to the Director Academics & Training for withholding of his/her result until the outstanding dues are paid by the student.

14.6 Security Deposit. Security deposit of Rs 30,000 will be deposited at the time of admission. Security deposit is meant to cover unpaid hostel dues or damages to hostel property and will be returned within one month after vacating of the hostel unless Hostel Warden forwards a statement of damages in the hostel room.

15. Care of Hostel Property. Occupants will take care of the hostel property. Damage to the hostel building, property, furniture, fixture, or walls caused by them will make them liable for the damages. Pasting of picture on walls, graffiti or otherwise defacing walls in rooms or corridors is forbidden. In case of breach of this rule, barrack damages will be recovered from the security deposit of the student.

16. Barrack Damage Charges

16.1 All student rooms will be inspected at term-end and if there are any damages to room, fittings and furniture, barrack damages will be charged.

16.2 In case of damages to the rooms on account of negligence, or which are deliberate, barrack damages will be based on the extent of damages caused, charged at cost price of items. In addition, a penal fine will be charged.

16.3 The rates of barrack damages and addl fines for damages (not owing to fair wear and tear) to hostel rooms, fittings and furniture are as under:-

Ser	Damage to	Rate	Addl fine
16.3.1	Masonry	Rs 50 per SF	Rs 100.00
16.3.2	Joinery (doors, anti-fly doors) windows, ventilators, incl frame, wood, glasspanes, bolts, handles, stoppers	As per costs for repair and replacement	Rs 50.00 per item
16.3.3	Frosted film	Rs 1000.00	-
16.3.4	Electrical fitments incl lights, shades, broken power sockets, switches, regulators, ceiling fan, exhaust fan	As per costs for repair and replacement	Rs 100.00 per item
16.3.5	Almirah	-do-	Rs 100.00
16.3.6	Almirah drawer keys	-do-	Rs 20.00
16.3.7	Furniture items	-do-	Rs 250.00
16.3.8	Sanitary ware (all exposed sanitary ware)	-do-	Rs 50.00 per item

16.4 Where damages are consequent to improper usage or apparently done wilfully, barrack damage charges will be twice the costs of repairs/ replacement.

17. Compliance with Code of Conduct.

17.1 All residents of the Hostel will familiarize themselves thoroughly with the Code of Conduct for students, with particular reference to Section II (Expected Behaviour, Behavioural Misconduct & Codes of Conduct). Issues pertaining to Hostel are enumerated below with a reference to the Code of Conduct:-

Ser	Subject	Paragraph of Code of Conduct Section II
17.1.1	Discipline	19 to 25
17.1.2	Possession of Firearms & Dangerous Weapons.	26
17.1.3	Ragging	27 to 33
17.1.4	Drugs	42 & 43
17.1.5	Alcohol	44 & 45
17.1.6	Smoking	46
17.1.7	Gambling	48
17.1.8	Unsafe Activities	51
17.1.9	Social Functions	53
17.1.10	Protection of College Property and Vandalism	56 to 60
17.1.11	Damage to Property	61 to 65
17.1.12	Visitors/Guests	72 to 75
17.1.13	Guest Rooms	74
17.1.14	Servants	79
17.1.15	Use of Mess or Hostel Staff and Mistreatment of Staff	80
17.1.16	Intimation of Change of Address/ Contact Telephone Numbers	81

18. **Identity Card.** All students should be in possession of their identity cards at all times.

19. Local guardian

19.1 At the time of admission to the hostel, parent or legal guardian of every student will introduce the Local Guardian to the Warden and intimate his/her details (names, relationship, addresses, contact numbers of two local guardians in Delhi) who may visit the student, or who the student may visit, when permitted by the Warden.

19.2 Change of local guardian will be accepted only on the request of parent/guardian.

20. **Parents'/ Local Guardians' visits to rooms**

20.1 **Parents/ LG visiting rooms.** This is not permitted, without exception.

20.2 Parents sending any kind of domestic assistance to the rooms of their wards for cleaning, shifting furniture etc is strictly prohibited.

21. Messing

21.1 It is compulsory that all students dine in the Central Dining Hall. A caterer/ contractor is outsourced with menu as approved by the students' mess committee and ACMS adm auth. Meals include breakfast, lunch, evening tea with snacks and dinner.

21.2 Mess Rules are given in Section II.

Medical treatment

22. Dependent/ ECHS Card/ Salary Certificate. Children of serving Army personnel will keep their dependent cards, and children of retired Army personnel will keep their ECHS cards along with Salary Certificate with them. These will be required for medical treatment.

23. Health Record Card & Immunisation. Students will be given a Health Record Card which they will maintain. Students will undergo immunisation as mentioned on the Card before the first term break.

24. Authorisation for admission to Base Hospital Delhi Cantt. Students will be admitted to Base Hospital Delhi Cantt as per extant rules of entitlement, as per rank category of his/ her father.

25. Sick or Missing students. Floor representative or friends will immediately report to the Warden if any occupant on the floor is unwell and needs medical attention or gets hospitalized or is missing, so that all the necessary actions may be taken.

26. Good health practices. Residents will follow necessary health precautions such as not eating food from obviously dubious roadside eateries, handwashing, exercising, and taking anti-malaria and anti-dengue precautions. Adequate sleep is important.

27. Sports activities. Students will avail of sports facilities provided within the College and Hostel. Each sport will be promoted by the respective Club. They will enrol themselves as members of the Clubs of their choice and adhere to the rules framed by the Club and approved by the College.

Hostel Attendance, absence from hostel, outpass and leave

28. Daily Attendance of students

28.1 Students will return to the Hostel by 2200 hours every day. They will mark their attendance in Hostel Office by registering their presence on the biometric fingerprint device every night, in both the Boys' and Girls' Hostels as per the following timings:-

Ser	Season	Timing
28.1.1	Summer	2030 hrs to 2130 hrs
28.1.2	Winter	2000 hrs to 2100 hrs

28.2 The daily attendance report will be completed by the Hostel Office and submitted to the Warden by 2200 hrs, who will take necessary steps to trace those missing. The report will be put up to Dean on the next morning.

29. Absence from Hostel

29.1 ACMS students are not permitted to leave the Hostel premises after marking their attendance for any reason other than own sickness, when they will proceed to BHDC after informing the Warden. Absence from Hostel after 2200 hours without leave or out pass is prohibited. (Refer para 14 of Code of Conduct)

29.2 No unauthorized absence from the hostel will be permitted on any day including weekends and holidays. (For amounts to be charged as penal fine, see Code of Conduct, Section on Disciplinary Awards, Para 16)

30. Leave.

30.1 Students desirous of proceeding on leave may apply to Registrar for leave on extreme compassionate grounds through the Director Academics & Training.

30.2 A student will NOT leave the Hostel if he/ she is not in possession of the Leave Certificate signed by the Registrar.

31. Out pass

31.1 Out-pass may be given only for non-training days within National Capital Region. A student may visit only his local guardian/ relative on outpass.

31.2 Students desirous of visiting the Local Guardian and relatives in Delhi will apply to respective Wardens for out-pass from Hostel, on the Out-pass Application Form and make appropriate entry in the Out-pass Register kept in the Hostel Office. The out-pass register must be signed on returning to the hostel.

31.3 A student shall be permitted to go on out-pass only twice in a month.

31.4 A student will NOT leave the Hostel if he/ she is not in possession of the out-pass slip signed by the Warden, and will deposit it on return.

31.5 ACMS students will be permitted to visit friends/ relatives in Delhi, but they must return to their hostel by 2100h unless prior permission of the Warden has been obtained in writing.

31.6 Providing false information for the purpose of getting an out pass is punishable. (Refer para 15 of Code of Conduct)

32. Documentation for outpass & leave. A student/ intern must be in possession of leave certificate or outpass duly signed by competent authority prior to leaving the hostel. Merely applying for leave and out pass is not enough to proceed on outpass or leave.

33. Reporting of unauthorised absence. It would be the duty of neighbours to report any unauthorized absence to the Warden immediately on being noticed.

34. Gaining access to rooms. In case of any suspected unlawful activities, or untimely and prolonged absence of a student, the Warden may break open door locks to gain entrance into a room. Such an action will need prior endorsement of the Dean. In case a crime scene is detected, Warden will vacate the area of all persons and secure the area. Hostel gates will be closed immediately to prevent egress of everyone, and Police will be informed.

35. Out of Bound Areas. The roofs of all hostel blocks are placed 'Out of Bounds' for all occupants to prevent untoward incidents. Only authorized personnel viz maint staff and hostel employees are permitted to gain access to the roofs for maint/inspections etc. All residents are strictly prohibited from going to the roof. Defaulters will face strict disciplinary action.

36. Possession of Cars and Two-Wheelers.

36.1 ACMS Students & Interns are not permitted to possess cars and motorized two-wheelers. (Refer para 52 of Code of Conduct)

36.2 Strict action will be taken if a student is found driving/ riding a car/ two-wheeler in hostel/ college. Students may use cycles and park them in parking space available, duly chained.

36.3 Resident Doctors may keep their cars and motor cycles inside the Hostel Campus in Parking lots only, and at their own risk. They will get their vehicles registered in Hostel Office and obtain stickers for entering the Hostel premises. Hostel management does not take responsibility of the vehicles. Parking of cars and two wheelers at entrance of Hostels and in zones marked "No Parking" will attract a fine.

37. Noise Levels (Refer paras 54 & 55 of Code of Conduct)

37.1 A noise level that disturbs others, irrespective of the time, is considered inappropriate. Playing of loud music and loud shouting is not permitted since it disturbs the other residents. Playing games loudly with lots of boisterous behaviour in the Hostel corridors or Dining Hall is not permitted.

37.2 Loud partying. Partying in the rooms/ corridors/ terraces/ rooftops or elsewhere in the hostel is not permitted whatever be the occasion.

37.3 Bursting of crackers is not permitted inside the rooms or corridors.

37.4 Students are permitted to keep/use music system with output not more than 50W PMPO in their rooms. Failure to comply with the request of any student or Staff to lower noise is a breach of Code of Conduct.

37.5 On occasions when the College as a whole celebrates, higher than normal levels of noise may be tolerated upto 2200 hours.

38. Social Functions. All social functions held in Hostel and College must have the prior approval of The Dean and at the approved and designated place. Alcohol will not be consumed during such social events. The noise from such functions must not disturb other residents in their rooms and such functions must finish by 2200 hours.

39. Maintenance of occupants' rooms

39.1 Maintenance of the cleanliness of rooms is the responsibility of the occupant. Rooms will be kept clean and tidy by own efforts. Housekeeping staff will be employed to clean rooms once a week and washrooms and common areas everyday. Littering should not be done. Waste bins are provided on each floor for collecting waste.

39.2 Pasting of picture on wall, graffiti or otherwise defacing walls in rooms & corridors is forbidden. In case of breach of this rule, the cost of distemper/repair of the room and/or fine will be recovered. Wardens will check the rooms at regular intervals.

39.3 Chewing of tobacco and its related products is strictly banned. Spitting on the walls that will need painting over will be charged to residents on the respective floor.

40. Defect repairs

40.1 Rooms. Occupants will report any problem pertaining to their rooms such as malfunctioning of fan or light or any other problem to the Hostel Office and endorse their complaint in the Complaint Registers kept in the Hostel Office for this purpose. They will deposit their room key at the time of writing their complaint for the hostel staff to take the necessary action on their complaint. The caretaker and NCO iC will get the repairs done daily and daily review by wardens will be done. Such Complaints registers will be put up to the Registrar and Dean periodically.

40.2 Floor complaints. Floor Representative of the floor will report any complaint pertaining to the floor such as leaking taps, non-functioning flushing systems or fused lights to the Hostel Office as in para above.

40.3 Students shall be required to make their rooms available whenever required for repairs, maintenance, disinfection & inspection.

40.4 In case defect repair is not completed within 24 hours, an occupant must bring it to the notice of the Warden.

41. Use of personal furniture. No resident will bring in any unauthorised furniture, such as beds and sofas into the Hostel.

42. Use of electrical appliances in the hostel rooms (Refer paras 66 & 67 of Code of Conduct)

42.1 The only gadgets and appliances that may be used in the rooms apart from those provided in the rooms, are the following:-

- (a) Laptop/ Personal Computer and peripherals
- (b) Table lamp
- (c) Electrical iron (with permission)
- (d) Air cooler in the period between 01 May to 31 Aug (after obtaining written permission with a monthly cooler charge of Rs 400.00 pm, which may be revised)
- (e) Immersion water heater
- (f) Music system of upto 50W output

42.2 Televisions are not permitted to be kept in the hostel rooms. Students have to watch TV in the TV room provided in the hostels. Similarly, refrigerators, air conditioners, electrical heating systems are not permitted to be kept by the occupants in the Hostel.

42.3 Interference of any sort with electrical fittings will render occupants liable for disciplinary action and /or fine.

42.4 The services of an electrician are available around the clock for attending to any defect in the electric system or fittings. Residents must not themselves attempt to repair any defects in case of a localised power failure.

43. Telephone in hostel room. No student is allowed to have a personal telephone/ broadband connection in their room. Defaulters will be fined or expelled from the hostel.

44. Wastage of Electricity & Water.

44.1 Careless and negligent wastage of electricity is a sign of socially irresponsible behaviour, and is prohibited. One must be conscious always that while huge amounts of natural resources are wasted, every citizen can and should contribute to conserving these. Hence, when leaving the room, all occupants must ensure that fans and lights are switched off. Students who are noticed to be careless can be placed under disciplinary probation as a corrective measure.

44.2 Water is scarce but essential. All residents are to use water judiciously and preserve it. Leakage etc. in the bathrooms should be immediately reported to maintenance staff.

45. Fire Hazards

45.1 Any naked flame is a fire hazard and is not permitted. No combustible material may be kept in the Hostel rooms.

45.2 As a means of avoiding an inadvertent fire, all residents must switch off all lights and fans, and electrical appliances including mosquito repelling machines and laptops if any before leaving their rooms.

45.3 In case of Fire, each resident must raise a loud alarm, collect valuable material if time permits, and vacate the building in an orderly fashion without causing a stampede. The Wardens must be informed immediately for fire fighting actions. Students will not start their own fire fighting actions.

46. Cooking. Cooking in rooms is not permitted.

47. Security of personal property

47.1 There is no provision of safe room in the Hostel where students may deposit their costly property. Students are responsible for the safe custody of their personal belongings. While joining or residing in ACMS, students will not bring any items of jewellery, curios and other fancy or valuable items with them. (Refer para 24 of Code of Conduct)

47.2 Residents are forbidden to keep valuables including jewellery and costly equipment and cash more than Rs 1000.00 in the hostel rooms. Surplus money should be deposited in the bank. All occupants are to keep their personal property secure at all times, by using their own locks (branded) on the doors and Almirahs. It is advisable that number locks are not used.

47.3 In the event of loss of the personal property of a student due to theft, fire or any other cause, the Institute shall accept no responsibility and shall not be liable for payment of any compensation.

47.4 Property kept in the hostel during temporary absence, is purely at owner's risk since every room cannot be provided security or vigilance.

47.5 Security of ATM/Debit cards: All residents must take care of their ATM/ Debit cards and never disclose their PIN to any one. Hostel residents may get their laptops insured if desired, under their own arrangements.

48. Reporting of any untoward incident

48.1 Any untoward incident happening in the Hostel or to any occupant will be reported to the Warden immediately.

48.2 If any occupant has any complaint against any hostel/mess staff, he will report to the Resident Warden. Abusing/manhandling of the staff is a punishable offence.

48.3 All students are to report disciplinary matters or problems concerning them or their neighbour(s) or any issues coming to their notice to the Warden/Chief Warden. In case anyone they know is absent/is sick/admitted to a hospital/or is in any kind of physical/mental trouble or is indulging in any bad practices the same must be immediately brought to the notice of the Warden or the Chief Warden.

49. Warden's Contact No. Students are encouraged to discuss their problems with their Warden as their mentor. They must note the telephone numbers of their Warden, which are displayed on their residential floors' notice boards.

50. Laundry. Washerman is provided space in the Boys' Hostel for ironing clothes. Students will pay the Washerman as per charges levied by him.

51. Vendors. Students are advised not to deal with strangers/unauthorized vendors. No vendors are allowed entry inside the hostel premises.

52. Room delivery of food from outside eateries. Room delivery is not encouraged being a security hazard, and it will warrant issuance of warning on the first instance, and actions as per Code of Conduct subsequently. In any case, food will not be allowed to be delivered after 2100 hours.

53. Mail/ Courier delivery. Mail/ couriers (except those that are Cash on Delivery) for the occupants will be delivered by the postal department or the courier agency to the Hostel Office and collected from the Office by them. Correct form of address will be:-

Name of student
Room No.
Boys' / Girls' Hostel
Army College of Medical Sciences
Delhi Cantt
New Delhi 110010

54. Pets. Keeping pets in the Hostel is not allowed.

55. DOs and DON'Ts. A summary of DOs and DON'Ts is referable at section IV pages 21-24)

SECTION II**CENTRAL FACILITIES RULES****MESS RULES**

1. All occupants dining in the mess will abide by the rules and regulations of the mess, which are laid down in the succeeding paras.

2. Meal timings will be as under:-

Meal	Working Days		Holidays
	Winter	Summer	
Breakfast	0730-0830 h	0700-0800 h	0800-0930 h
Lunch	1330-1430 h	1300-1400 h	1300-1430 h
Tea	1630-1730 h	1600-1700 h	1600-1700 h
Dinner	2000-2130 h	2000-2130 h	2000-2130 h

3. **Dress.** All occupants will enter the mess suitably dressed. They will not be in track suits, shorts, banyans and slippers.

4. **Use of the Dining Hall.** The Dining Hall will not be used for private parties.

5. **Room service.** Meals will be served only in the dining room except in case of sickness when meals may be served in the room with the express permission of the Warden.

6. **Cooking.** Students may cook if they wish to only in the pantries in the Hostel. Students will not use kitchen facilities to cook food.

7. **Entry to Kitchen.** Only members of the Mess Committee may enter the Kitchen.

8. Cooking utensils, crockery and cutlery shall not be removed from the mess.

9. **Guests.** Guests may be allowed to dine with prior permission of the Warden.

10. **Misuse of Mess Staff.** Mess staff will not be employed by any resident for their private work.

11. **Complaints.** Complaints regarding food or services will be endorsed in the complaint/suggestion book provided in the mess. On urgent matters, members may approach the Wardens.

12. **Messing rate**

12.1 Messing will be at the rate of Rs 95.00 per day. This is subject to revision.

12.2 Messing will not be charged for duration of leave and outpass provided Caterer receives leave certificate/ outpass certificate at least 24 hours in advance.

12.3 Messing will not be charged for duration of hospitalisation.

Mess Committee

13. ACMS students will elect a Mess Committee every term to manage the functioning of the Mess. The Mess Committee will be supervised by Warden assisted by the Lady Warden. It will be emphasised to student members that being a Mess Committee member is selfless, non-remunerative, community work, and that no special "perks" or separate treatment (such as food being served in the room/ separate tables) are permitted.

14. **Composition.** The composition of the Mess Committee is as under:-

Ser	Individual	Duty	Remarks
(a)	Warden	President Mess Committee (PMC)	
(b)	Lady Warden	Asst PMC	
(c)	Girl of senior-most Batch	Head food member (for 6 months)	Next for Mess Secretary
(d)	Boy of senior-most Batch	Mess Secretary (for 6 months)	Next for Head food member (for 6 months)
(e)	Girl of 2nd senior-most Batch	Property member (for 6 months)	
(f)	Boy of 2nd senior-most Batch	Hygiene in charge	To co-ordinate monthly medical examination of all food handlers, their inoculation against Typhoid, and periodic de-worming
(g)	Girl/ boy of other Batches (less "fresher" Batch)	Representative of the Batch	

15. **Duties of Mess Committee.** Duties of Mess Committee are as under:-

- (a) Assist the Warden in managing service of a very high standard.
- (b) Ensure that a menu is made, and followed.
- (c) Ensure that special food is made on special days like 26 Jan, 15 Aug, on auspicious days of all religions.
- (d) Oversee that Mess Rules cited above are observed.
- (e) Check quality of raw rations.
- (f) Ensure that proper hygiene and sanitation exists in the Kitchen, Dining Hall and surrounding areas.
- (g) Ensure that monthly medical examination is carried out in respect of all food handlers.
- (h) All members will also be the rep of the Batch in the Committee.

16. **Mess Meetings.** The rules for mess meetings are as under:-

16.1 Mess meetings pertaining to functioning of the student's mess of ACMS hostel will be of two types:-

- (a) General Body Mess Meeting (GBMM).
- (b) Mess Committee Meeting (MCM).

16.2 The meetings will be held as under:-

Ser	Type	Frequency	Remarks	Attendance
(a)	GBMM	Once a quarter	(i) To obtain feedback from all members about the satisfaction level with Messing.	(i) All dining in members are welcome to attend.
			(ii) To obtain worthwhile and practicable suggestions from members	(ii) Agenda pts will be given to Dy PMC 3 days in advance by members who wish to discuss any point.
(b)	MCM	Once a month	(i) To discuss methodologies and work practices for proper functioning of the committee.	All members of Mess Committee.

16.3 Notice. A notice will be put up on the Dining Hall Notice Board by PMC/Dy PMC for GBMM, min 7 days prior to scheduled dates of the GBMM so that agenda points may be received.

16.4 Agenda points. Agenda points will be collected by Class Representatives and handed over to Dy PMC.

16.5 Minutes. Mess meetings will be minuted under signature of PMC and put up through Registrar to Dean for info.

17. **Documents to be maintained.** The following documents will be maintained by Dy PMC:-

- (a) Complaints Register
- (b) Food tasting Register
- (c) Suggestions & Compliments Register
- (d) Mess Meeting Minutes Register

Mess Etiquettes

18. Whilst in the dining hall for their meals all occupants will observe proper mess etiquette and familiarize themselves with the correct use of cutlery/crockery and observance of table manners.

19. Diners will carry out their conversation in a low voice so as not to disturb others.

20. **Interaction with Mess Staff.** Members of the Mess will address the Mess staff politely. They will not get into any argument with them.

READING ROOMS' RULES

1. **Timings.** Reading room will be kept open as under:-
 - (a) On working days from 1600hrs to 0000hrs
 - (b) On Holidays from 1500hrs to 0000hrs

Seating

2. Seating is on first come – first sit basis. No seats will be kept “marked” or “reserved” by any students. Choice of seat is open.
3. Do not sit on tables or on the floor. Do not keep your feet on the tables.
4. **Silence.** Maintain silence. Please do not disturb other students with discussion/ music/ talking on cell phone/ casual talks or loud “reading to yourself”.

Wi-Fi

5. Wi-Fi connection has been provided to enable research and study. Use of Wi-Fi for Facebook or other social networking sites, and downloading of movies/ songs is prohibited and shall certainly invite discp action/disconnection of Wi-Fi.
6. Wi-Fi will be on Holidays from 1500hrs to 0000hrs and working days 1600hrs to 0000hrs.
7. **AC.** During summer months, ACs will be switched on at 1500hrs to 0000hrs on holidays and from 1600hrs to 0000hrs on working days.

Property

8. In case any damages to property is noticed, the same will be reported imdt to Wardens. In case responsibility for the damage cannot be fixed, all students will be fined to make good the costs for repairs/replacements.
9. You are responsible for your own belongings.
10. Study table light should be switched off when not in use.

Misc

11. Newspapers, magazine, story books may be read in TV Room and not in reading room.
12. Food and beverages may not be carried inside.

TV ROOM RULES

1. Each Hostel is provided with a TV Room for students. Rules for the TV Room are given in succeeding paragraphs.

2. TV will be operated by the senior students when present. Channel of choice of the majority present will be kept on. However, students are advised in their own interest to not engage in any altercation for change of channel, specially with a senior.

3. Care shall be taken to ensure that the property in the TV Room is taken care of.

4. No property should be removed from the TV Room.

5. TV timings are as follows:-

Working Days

Holidays

1800- 2200h

0900-1200h and 1800-2200h

GYMNASIUM RULES

1. The gymnasiums in the Boys' Hostel and the Girls' Hostel may be used only by residents of the Hostel.
2. Non-residents or guests are not permitted to use the gymnasium.
3. In case residents other than ACMS students and interns wish to use the gymnasium (incl Wardens) they will pay the Sports Charges.
4. Gymnasium timings are as under:-
 - (a) Morning : 0500 to 0700 hrs
 - (b) Evening : 1800 to 2100 hrs
5. Girls and non-students are not permitted to use the gym facilities in the Boys' Hostel.
6. Attire. Dress should be appropriate sports' attire at all times.
7. Shoes. Appropriate shoes are to be worn. Barefeet/ slippers/ sandals/ formal shoes/ dirty shoes are not permitted.
8. All users will bring their own towels and handkerchiefs.
9. Sweat will be wiped down on all equipment after use.
10. Users will pay attention to their personal hygiene.
11. Users will practice neat bathroom habits.
12. No unnecessary noise like singing loudly or talking on the cellphone is permitted.
13. All equipment will be shared.
14. Foul language will not be used in the gymnasium.
15. Food and beverages are not allowed inside the gym
16. Smoking is not permitted inside the gym
17. Users must adhere to instructions of usage on the equipment.
18. Weights lock must be used while using bar bells
19. All portable gym equipment must be returned to their original position after use.
20. No property may be removed from the gymnasium.
21. A user who causes loss or damage to any equipment due to act of negligence must bear cost of repairing or replacing the equipment

SECTION III**HOSTEL MANAGEMENT COMMITTEE:
CONSTITUTION & CHARTER OF DUTIES**

1. A students' hostel is a "home away from home". The infrastructure provided for ACMS Hostels is of a very high standard. The same has to be properly maintained and managed for increasing its longevity and for optimising the quality of life of its residents.

2. Keeping this in mind, the College hereby lays down broad management regulations for purposes of promoting best maintenance of the Hostels and inculcate participative management by students as stakeholders as a key component.

3. Managing ACMS Hostels has the following components:-

- (a) Infrastructure management
- (b) Facilities management
- (c) Students' activities
- (d) Violations of hostel rules pertaining to discipline

4. In order to have a participative management of the ACMS Hostels, where students participate actively, a Hostel Management Committee is (proposed to be) constituted, comprising of the following:-

(a) Infrastructure and Facilities (Housekeeping, drinking water, power, laundry) management

(i)	Chief Warden (Warden Boys' Hostel)	01
(ii)	Warden Girls' Hostel	01
(iii)	Assistant Wardens of both Hostels	02
(iv)	Floor Representatives (student)	
	Ser Hostel Block No of reps	
(aa)	Boys	
	I	01
	II	03
	III	03
	IV	04
	V	04
		15
(ab)	Girls	
	I	01
	II	03
	III	03
		07

- (b) Mess Committee (students) 08
- (c) Cafeteria Representative for cafeteria matters (boy) 01
- (d) Reading Room Representative for Reading Room matters (01 boy & 01 girl) 02
- (e) Sports Members (Indoor and outdoor sports in Hostel, (01 boy & 01 girl) for sports activities in hostel (for matters that need to be taken up through admin by Warden) 02
- (f) Gym representative for gym matters, pertaining to maintenance or any other problems/ suggestions related to the gym 02
- (g) Pantry (GH) representative for smooth functioning of the pantry 01

5. Infrastructure and Facilities management cannot be done efficiently without prompt feedback from residents. Members who are responsible for the same are those enumerated at paras 4(a)(i) to (iv) above.
6. Duties of Wardens and Assistant Wardens are attached at annexures.
7. Chief Warden is responsible for maintenance of services, and for ensuring that prompt procurement of replacements and taking up case for provision of various works as per felt needs is done in a timely manner.
8. Responsibilities of Floor Representatives. Floor Representatives are expected to carry out the following duties:-
 - (a) Representing complaints of the students residing on the Floor that have remained unresolved regarding the following:-
 - (i) Repair and maintenance of infrastructure (walls, joinery)
 - (ii) Repair, replacement and maintenance of fitments (electrical, plumbing, curtain rods)
 - (iii) Repair, replacement and maintenance of furniture
 - (iv) Deficiencies in standard of housekeeping
 - (b) Communicate/disseminate appropriate information to all residents on the floor.
 - (c) Voicing opinions/feedback even though they may not be personally supported or endorsed.
 - (d) Taking up individual complaints regarding maintenance and or underperformance by support staff.
 - (e) Being responsible for College property kept on the floor.
 - (f) Co-ordinating maintenance visits and availability of room keys.
 - (g) Providing the contact point for housekeeping work and complaints regarding their work.
 - (h) Being responsible for response in case of fire on the floor.
9. Duties of Mess Committee will be as already laid down vide Section II.
10. Cafeteria Representative for cafeteria matters.
 - (a) He/she will be the students' representative for officially communicating students' requirements to the Cafeteria Contractor.
 - (b) He/she will co-ordinate with Wardens to resolve gross deficiencies in services. He/she will project maintenance shortcomings to the Warden or the Cafeteria Contractor as appropriate.
11. Monthly meetings will be held with the Wardens to discuss any problem areas.
12. Reading Room Member, for Reading Room matters
13. Sports Clubs Secretaries, for all matters pertaining to a particular sport which has been registered as a Club in ACMS.

SECTION IV: DOs AND DON'Ts FOR ALL RESIDENTS

DOs

General

1. Follow the code of conduct for the students.
2. Read the hostel rule book and follow the rules.

Information

3. Read the notice boards (both at College and Hostel) regularly.

Rooms

4. Stay in the room allotted to you

Payment of room rent

5. Deposit your room rent and associated charges within 5th of the month in advance.
6. Pay bills only by local cheque or bank drafts.

Security

7. Lock your room with a good branded lock.
8. Lock your room always, even when going out for short durations.
9. Keep your valuables and cash under lock.
10. Take special care of your mobiles and give your number to only to your near and dear ones.

Property

11. Keep your property and College property safe.

Health

12. Keep your dependent card/ ECHS Card safe
13. Keep your Health Record Card safe.
14. Get immunised as per schedule
15. Do follow necessary health precautions and take anti-malaria and anti-dengue precautions.
16. Do participate in sports activities

Identity Card

17. Keep your identity card in your possession always.

Mess

18. Dine in the Mess only and follow all relevant rules.
19. Be dressed appropriately in the Dining Hall.
20. Dine in the messes and pay your mess bills on time.

Local guardian (LG)

21. Stay in touch with your LG.
22. Intimate change of your LG only through your the request of parent/guardian.

Wardens

23. Discuss any problems you have with your Warden. They are here to help you.
24. Keep telephone numbers of your Warden in your phone contacts.

Change of contact details

25. Intimate change of address/ contact telephone numbers upon occurrence.

Attendance

26. Mark your attendance in Hostel Office in the biometric fingerprint device every night on time.
27. Report any unauthorised absence to the Warden immediately on being noticed.

Misc

28. Maintain your room's cleanliness
29. Report problems pertaining to your rooms to the Hostel Office.
30. Make your room available whenever required for repairs, maintenance, disinfection & inspection.
31. Conserve water and electricity.
32. Do follow all the rules pertaining to the Club you join, the Reading Room Rules, rules for cybercafé, gymnasium, TV Room.

DON'Ts**General**

1. Do not violate the Code of Conduct for Students or Hostel Rules

Rooms

2. Do not exchange or interchange rooms once allotted
3. Do not keep any unauthorised person(s) in your room, whether related or not.
4. Do not stay behind in the Hostel during the vacations.
5. Do not bring any unauthorised furniture into the Hostel.
6. Dishonouring of a cheque is treated as a serious offence. Do not submit cheques that may bounce.

Property

7. Don't damage property on your charge.
8. Don't damage common properties.

Ragging

9. ACMS has a zero tolerance policy towards ragging. Do not rag any one.

Discipline

10. Do not abuse anyone, or threaten anyone.
11. Do not breach the peace by loud shouting or boisterous behaviour.
12. Do not do any disruptive behaviour like sloganeering, agitating, striking, mass bunking of classes or clinics or events where attendance is mandatory
13. Do not do any signature campaigns.
14. Do not convene or attend any meetings without the prior permission of the Chief Warden.

Possession of Firearms & Dangerous Weapons.

15. Do not be in the possession of firearms or dangerous weapons

Absence from Hostel

16. Do not be absent from Hostel after 2200 hours without leave or out pass.
 17. Do NOT leave the Hostel if you are not in possession of the Leave Certificate signed by the Registrar, or an out pass signed by the Warden. Merely applying for leave/ outpass does not allow you to proceed on leave or outpass.

Drugs, Alcohol

19. Do not be in the possession of, and do not use drugs or alcohol.

Smoking

20. Do not smoke.

Unsafe Activities

21. Do not indulge in dangerous activities like climbing onto roofs or ledges, or other activities that may result in injuries.
 22. Do not attempt to repair any electrical defects in case of a localised power failure.
 23. Do not go to the roofs of hostel blocks. They are 'Out of Bounds'.

Cooking

24. Do not cook in rooms.

Possession of Cars and Two-Wheelers

25. Do not possess cars and/ or motorized two-wheelers.

Social Functions.

26. Do not organise any private parties without permission.

Noise Levels

27. Do not create noise that disturbs others, irrespective of the time.
 28. Do not play loud music or shout loudly, with lots of boisterous behaviour in the Hostel corridors or Dining Hall.
 29. Loud partying is not permitted.
 30. Do not burst crackers inside the rooms or corridors.

Use of electrical appliances

31. Do not use unauthorised electrical appliances or interfere with electrical fittings.

Wastage of Electricity & Water

32. Do not waste electricity and water.

Protection of College Property and Vandalism

33. Do not damage hostel property.
 34. Do not exchange or change the location of any furniture or fixtures.
 35. Do not bring in any unauthorised furniture, such as beds and sofas into the Hostel.

36. Pasting of picture on walls, graffiti or otherwise defacing walls in rooms or corridors is forbidden.
37. Do not keep any flammable material may in the Hostel rooms.
38. Do not light lamps / candles, carry crackers or burn / burst crackers in and around the hostel premises.
39. Do not deface your room doors and walls.

Security of personal property

40. Lock your room with a number lock.
41. Do not keep any items of jewellery, curios and other fancy or valuable items with you.
42. Do not give away your ATM/ Debit cards or their PIN to anyone.

Visitors/Guests

43. Do not take any guest to your room.

Guest Rooms.

44. Do not misuse the facility of the guest rooms.

Mess

45. Do not be dressed in track suits, shorts, banyans or slippers in the Dining Hall.
46. Do not use the Dining Hall for private parties.
47. Do not ask to cook food in the Hostel Kitchen. Do not enter the Kitchen.
48. Do not employ Mess staff for private work.

Misc

49. Do not litter anywhere.
50. Do not keep or feed pets in your room or campus.