

**All India Institute of Medical Sciences**  
**(AIIMS) Guwahati**

**General Rules and Regulations for PG**  
**Hostel**

## **PG Hostel at AIIMS Guwahati**

All India Institute of Medical Sciences Guwahati is an apex medical teaching institute of the country and presently offers MBBS and also PG courses to start from Jan 2024 session. The institute will provide residential facility to the PG students. General rules and regulations regarding PG hostel administration and code of conduct are briefly outlined in this manual. At present there is one PG Hostel at AIIMS Guwahati.

### **1. The total accommodation available in this hostel is as follows:**

<b>SN</b>	<b>Hostel</b>	<b>Number of rooms</b>
1	Post Graduate Hostel (Boys & Girls)	60 single rooms 20 married accommodations with attached toilet (Ground & First floor)
	Total	80

### **2. Hostel Management**

Overall management of the hostel will be done by the existing “Hostel Committee”

### **3. Hostel Administration**

The day-to-day hostel administration will be done by the following officer/staff.

1. Care taker of the PG hostel appointed by the competent authority.

### **4. Allotment**

**4.1** Allotment of Hostel accommodation will be done according to the rules and regulations framed by the committee for PG residential accommodation formed vide order no 2-59/2021-22/AIIMS/GHY/ESTT./ALLOT OF QTR/ dated 17.10.2023.

#### **4.2 Allotting Authority**

The Dean (Academics) is the allotting authority in accordance with the rules and regulations approved by the competent authorities. In order to expedite routine functioning, he/she may depute any official of the existing hostel committee to make the allotment on his / her behalf as per the established rules and regulations. Physical

allotment after inventory check & handing over of the keys will be done by the Engineering department.

#### **4.3 Eligibility for hostel accommodation**

Any individual selected for a Post Graduate academic course (MD/MS/PhD/ Fellowship) is eligible to apply for PG hostel accommodation.

#### **4.4 Application for Hostel Accommodation.**

Allotment of Hostel Accommodation is only on the basis of application made on prescribed form.

#### **4.5 Principles of allotment Procedure.**

- a) Allotment will be made as per the date of joining.
- b) All the rooms are earmarked categorically as Single & married accommodation and rooms will be allotted as per the waiting list in respective category.
- c) It is mandatory for all application forms to be submitted through proper channel.
- d) H.O.D of the department is the forwarding authority for PG Residents (Academic JRs) and PhD scholars including Post Degree Fellows.
- e) Married accommodation will be available only for those applicants who are married. The application for married accommodation should be submitted with a valid proof of certificate of marriage/Passport with name of spouse & with the family details.
- f) The applications to be submitted to the Dean's office to add his/her name in the waiting list.
- g) 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.
- h) Anyone availing PG accommodation, HRA will be deducted as per the standard rule.

#### **4.6 Wait-List**

- (i) The Dean's office shall display a wait-list periodically.
- (ii) Waiting list to be updated periodically.

#### **4.7 Allotment Letter**

- (i) All allottees shall accept the allotted accommodation within the time stipulated in the letter, otherwise the allotment will be cancelled.

#### **4.8 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 or in the case of PhD scholars up to the thesis submission.
- (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 certificate from the Academic Section prior to vacation of hostels on time.
- (iv) The unsuccessful residents/students will be given extension of hostel accommodation for a maximum period of two terms (one year). Failure to appear in an exam would be counted as an attempt.
- (v) Academic JR who is already in PG Hostel might be or might not be allowed to retain the hostel if they are selected as SR. They may have to move to quarters/hostels earmarked for SRs.

#### **4.9 Provision of Hostel accommodation for PhD.**

- (i) If a candidate submit his/her thesis within 5 years duration he/she can be granted further extension in hostel for 6 months or till viva-voce whichever is earlier, if extension letter is provided to Hostel Section from the Registrar (Academic).
- (ii) In case of students enrolled for PhD, the hostel accommodation shall be provided for a maximum period of six years or submission of thesis whichever is earlier.

#### **4.10 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 situations like fire / seepage/ fallen ceiling etc with the approval of the Dean (Academics).

The room allotted may not necessarily be on the choice of the applicant.

#### **4.11 Mutual Exchange of accommodation**

- (a) Mutual exchange of rooms is allowed only once and only in the same hostels.
- (b) Mutual exchanges shall not be permitted if either of the allottees has less than three months or any predetermined period before the expected completion of their tenure.
- (c) In case one or more hostellers have mutually exchanged rooms this will be considered as a gross violation of the allotment and strict action shall be taken as deemed appropriate.

#### **4.12 Refusal of accommodation**

- (a) If any applicant does not accept the accommodation allotted by any of the above methods within the period as indicated in the allotment letter or any other similar document or instrument, he / she shall be deemed to refuse the said allotment.
- (b) Lack of any written communication to Dean (Academics) regarding the allotment within the stipulated period shall be treated as refusal.
- (c) Any applicant who refuses to accept the allotted accommodation or is implied to refuse the accommodation shall be debarred for 2 months for reconsideration of allotment for a predetermined period.
- (d) In the event of refusal, the next person in the wait-list shall be allotted the said accommodation.

#### **4.13 Occupancy**

Only the allottee shall occupy the accommodation. In the case of married accommodation, family members may reside. Unless otherwise permitted by the Dean (Academics), if any other occupant resides in the said accommodation, irrespective of the duration, it would be viewed as contravention of the rule

## **5. Code of conduct**

- a. Ragging is strictly prohibited as per the relevant directives of the Hon'ble Supreme Court. Any Student found involved in ragging shall be suitably punished including FIR with the Police and expulsion from the Hostel and Institute.
- b. Every student shall maintain a high standard of discipline, have respect for the Institute and conduct himself in a dignified manner.
- c. Student shall not do any such thing which may cause disturbance in studies or may be deemed vulgar in any way.
- d. The rooms, common areas and surroundings of the hostel should be kept clean and hygienic. Notices shall not be pasted on walls and walls shall not be scribbled on.
- e. Rooms are allotted to each student on his/her personal responsibility. He/she should see to the upkeep of his/her room, hostel and its environment.
- f. Students should bring to the notice of the warden any pending maintenance work (Civil, Carpentry, Electrical, and Sanitation) to be carried out in rooms, corridors, toilets or other areas in hostel premises.
- g. Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel administration requires the rooms for this Purpose. On such occasions, the management will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the maintenance work.
- h. Students are not permitted to keep any fire arm (even licensed).
- i. The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room and will be required to replace/repair at their own cost the damage, if any.
- j. In case of damage to or loss of hostel property the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the wing/hostel, as decided by the appropriate authority.
- k. The resident shall not move any furniture from its proper allotted place and

also not damage them in anyway. If there are any additional items other than the abovebelonging to the hostel in a room, the occupant of the room shall hand over them to the care taker of the PG Hostel, failing which he/she will be charged a penal rent as decided by the appropriate authority.

- l. The resident shall not remove any fittings from any other room or common area and get them fitted in his/her room.
- m. In the hostel premises following are strictly prohibited –
  - a. Smoking
  - b. Consumption of alcoholic drinks/drugs.
  - c. Gambling
  - d. Intimidation or violence
  - e. Willful damage to property
  - f. Entering the hostel premises in intoxicated state.
  - g. Shouting and using abusive language in their own hostel or in other hostel premises and campus.
  - h. Employing unauthorized persons for personal work such as washing clothes etc. inside the hostel.
  - i. Cooking in room (except in married accommodations)
  - j. Substance abuse will be dealt with as per prevailing law of the land.
- n. Residents should not participate in any anti-national, antisocial or undesirable activity in or outside the campus.
- o. All residents of hostels be preferably back in the hostel by given time of 12:00 mid night except in case of hospital/official duty etc. Care taker will maintain the records of such entry outside the permitted time limit & without any valid reasons and report such entries to the Dean (Academics) for further action. Violation of this rule may lead to disciplinary action.

## **6. Guests and Visitors**

- a. Subject to availability of proper accommodation facility, the guest of a resident may be permitted, with the prior written approval by Dean (Academics) to stay in hostel for not more than two days.
- b. No overnight guests are allowed in a student's room without permission of the care taker.

## **7. Disciplinary Measures**

1. All hostel residents/guests and visitors must follow the law of the land and the rules and regulation of the institution. Failure to comply may invite proceedings or actions as deemed necessary.
2. All actions against the norms of expected behavior even if not explicit in these rule and regulations are liable for disciplinary action.
3. All acts of indiscipline shall be investigated based on the complaint received.
4. Any individual who is aggrieved as a consequence of indiscipline in the hostels can make a complaint or report in writing to the Dean (Academics).
5. Complaints received by Executive Director, Dean or any other competent authorities may be forwarded to the hostel committee for necessary action.
6. The Hostel care taker may take contingence of any act of indiscipline brought to his/her notice or observed by him/her and treat this as a complaint even if a written complaint or report is not available. All complaints or reports shall be investigated by the Dean (Academics) or a committee constituted by him/ her of competent authorities for this purpose.



**Interim rules for occupancy of SR (Non Academic) & JR (Academic & Non Academic) in PG Hostel at AIIMS Guwahati**

In view of commencement of IPD/Emergency services at AIIMS Guwahati hospital & the shortage of accommodation for Non Academic Residents (SR & JR), interim arrangements may be provided to the resident doctors at PG Hostel as per the following rules:

- a) Residents appointed on as tenure basis are eligible to apply. Residents appointed on Ad hoc /contractual are not eligible. Seniority will be determined as per date of joining for each category of Married & Single accommodation.
- b) For married accommodation, 60% of the total rooms available (13 rooms) will be reserved for married PG residents (Academic JRs). Remaining 40% of the available rooms (8 rooms) may be allotted to married/ with dependent parents Residents (Non-Academic SR & JR). In case of Non-Academic SR & JRs, preference will be given to Residents from Clinical/Lab Departments who need to manage emergency services.
- c) For Single rooms, 60% of the total rooms available (36 rooms) will be reserved for single PG residents (Academic JRs). Remaining 40% of the available rooms (24 rooms) may be allotted to single Residents (Non-Academic SR & JRs). In case of Non-Academic SR & JRs, preference will be given to Residents from Clinical/Lab Departments who need to manage emergency services.
- d) Executive Director of AIIMS Guwahati may use his/her discretion to allot accommodation based on the requirements and exigencies of the Hospital/Institute which should be documented in writing.
- e) Anyone availing PG accommodation, HRA will be deducted as per the standard rule.
- f) This interim rule is valid till further amendments & order.