

## **Disciplinary Guidelines for Hostel Residents at Father Colombo Institute of Medical Sciences.**

The following guidelines aim to ensure a safe, respectful, and environmentally conscious living environment for all hostel residents. Adherence to these rules will contribute to a positive and well-maintained hostel community.

**Hostel Eligibility:** Only registered students of FCIMS are eligible to stay in the hostel. Unauthorized individuals are strictly prohibited from residing or visiting the hostel.

**Timely Fee Payment:** Hostel fees must be paid on time. Students who fail to clear dues even after reminders will be asked to vacate the hostel immediately.

**Room Etiquette and Decoration:** Students are not allowed to put up posters, pictures, or any form of decoration in the rooms or common areas. Violation of this rule will result in fines. The rooms and hostel premises must be kept clean and tidy at all times. In the hostel, residents are expected to maintain cleanliness in the washrooms by ensuring they are left in a tidy condition after use. Sanitary pads must be disposed of in the designated bins provided to uphold hygiene standards and prevent blockages.

**Proper Dress Code:** All students must be properly dressed when in corridors, common areas, and the mess. Wearing inappropriate clothing in these shared spaces is not allowed, and students must ensure they maintain decency in dress at all times.

**Noise and Disturbances:** Hostel residents must maintain a peaceful environment. Loud conversations, music, or other disturbances that may disrupt the academic or personal life of other residents are strictly prohibited. Video or phone calls that disturb roommates or others in the hostel are not allowed, especially at late hours.

**Entertaining Visitors and Guests:** Hosting visitors, including family members, inside hostel rooms is not permitted without prior approval. Entertaining male guests or conducting video calls with boys in a manner that disturbs others is prohibited.

**Mess Etiquette:** Meals are served only in the mess, and students must eat within the designated dining hours. Room service is not allowed under any circumstances. Food should not be taken to rooms, and students should maintain discipline in the dining hall.

**Attendance and silent hours:** Hostel residents must adhere to the silent hours set by the management. All students must return from outings to the hostel and sign in by 7:00 p.m. . Staying out late or leaving the hostel premises without proper authorization is strictly prohibited.

**Sign Out Procedure:** Whenever students leave the hostel, they must sign out in the register with a valid reason. Permission from the parents/guardians and Chief Warden/In-charge Sister is required for extended outings.

**Personal Safety and Security:** Students are responsible for the safety of their belongings. The hostel management will not be liable for loss or damage to personal items. Always lock your room before leaving and avoid leaving valuables unattended.

**Prohibition on Smoking, Alcohol, and Drugs:** The use of alcohol, cigarettes, and any form of drugs is strictly forbidden within the hostel premises. Any violation will lead to immediate expulsion from the hostel and further disciplinary action.

**Strict Curfew on Visits by Opposite Gender:** Boys are not permitted inside the girls' hostel and vice versa. Violation of this rule will lead to serious consequences, including expulsion from the hostel.

**Quiet Hours:** To support academic focus, quiet hours will be observed from 10:00 p.m. to 6:00 a.m. during which students must avoid making noise that disturbs others.

**Hostel Cleanliness:** Students must take responsibility for keeping their rooms and common areas clean. Personal hygiene and cleanliness of surroundings are non-negotiable. Failure to maintain cleanliness may result in disciplinary actions, including expulsion from the hostel.

**Academic Responsibility:** The hostel is a place to support students' academic growth. Therefore, students who do not contribute to a positive learning environment, engage in misconduct, or underperform academically may be asked to vacate the hostel.

**Respect and Cooperation:** Residents must respect the hostel staff and other students. Any form of disrespect, bullying, harassment, Ragging or non-cooperation will not be tolerated and will lead to disciplinary action.

**Personal Conduct and Behaviour:** All students must maintain proper behaviour and conduct at all times. Engaging in any form of violence, intimidation, or bullying will result in serious disciplinary action.

**Emergency Contacts:** Students must keep emergency contact numbers updated with the hostel administration and inform the warden in case of any emergencies involving their family or themselves.

**Damage to Property:** Any damage to hostel property must be reported immediately. Students are responsible for the costs associated with repairs or replacements due to their un intentional damages. If any damage occurs due to negligence or by intention along with the Management can award punishment along with cost recovery.

**Internet and Electronic Devices:** Use of internet and electronic devices must be in accordance with the hostel's policy. Excessive use of personal gadgets that disrupts academic or daily activities is discouraged.

**Lost and Found:** Any lost items should be reported to the hostel administration. The hostel management will not be responsible for lost or stolen property.

**Locking Doors and Security:** Students must ensure their doors are locked at all times when not in use. Security of personal belongings is crucial, and students should be vigilant about their surroundings. Boarders should keep in mind that the main doors will be closed by 9.30 pm.

**Compliance with Local Laws:** Students must adhere to local laws and regulations. Any legal issues or involvement in unlawful activities will result in immediate expulsion from the hostel and may involve legal consequences.

**Fines /Penalties &Disciplinary Actions:** Violations of hostel rules may result in various penalties, including verbal warnings, written warnings, fines, or eviction from the hostel, depending on the severity of the infraction.

**Appeal Process:** Students who wish to contest a penalty may submit a written appeal to the hostel warden/administrative officer. The appeal will be reviewed by Director /in severe cases a committee will be constituted to review and final decision will be communicated to the student.

**Complicated Resolution and Feedback Mechanism:**

**Issue Reporting:** Students should report issues or complaints to the hostel warden or designated staff member. For complex issues that cannot be resolved immediately, a formal complaint form should be filled out.

**Resolution Process:** The hostel administration will investigate the complaint and work to resolve it. A resolution plan will be communicated to the student within a specified timeframe.

**Cooking Appliances /Appliance Restrictions:** Cooking appliances such as hot plates, microwave ovens, and electric stoves are strictly prohibited in hostel rooms. The use of such appliances poses a safety risk and is not permitted under any circumstances.

**Designated Areas:** The hostel provides a designated mess hall for all dining needs. Cooking or food preparation must occur only in these designated areas.

### **Social Media and Privacy:**

**Respect for Privacy:** Students must respect the privacy of others and refrain from sharing images, videos, or personal information of hostel residents on social media without their consent.

**Social Media Use:** While using social media, students should avoid posting content that could negatively affect the reputation of the hostel or the institution. Any form of harassment or inappropriate behaviour online will be addressed seriously.

### **Environmental Sustainability:**

**Waste Management:** Students must adhere to waste separation guidelines, utilizing recycling bins for paper, plastics, and metals, and disposing of other waste appropriately.

**Energy Conservation:** To promote energy conservation, students should switch off lights, fans, and electronic devices when not in use and report any malfunctions or issues with hostel energy systems.

**Water Conservation:** Students should minimize water usage by reporting leaks and using water resources responsibly. Shower times and other water-related activities should be conducted efficiently to avoid wastage.

**Student Feedback:** Students are encouraged to provide feedback on hostel facilities and services in a constructive manner. Regular feedback helps improve the hostel environment and services.

**Hostel Rules Acknowledgment:** Students are required to sign an acknowledgment form indicating that they have read, understood, and agreed to comply with all hostel rules and regulations.