



Government of West Bengal  
Department of Health & Family Welfare

**OFFICE OF THE PRINCIPAL**

**Tamralipto Government Medical College & Hospital**

Tamluk, Purba Medinipur, Pin-721636

(Email: [principal.tamraliptogmch@gmail.com](mailto:principal.tamraliptogmch@gmail.com))

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**HOSTEL RULES & REGULATIONS**

**All the boarders are hereby directed to maintain the following rules & regulations during their stay in the Hostel.**

1. All boarders should maintain perfect discipline inside their respective hostel and they must behave properly inside and outside the hostel.
2. No boarder should change the seat or room allotted to him/her without permission of the Hostel Superintendent.
3. All boarders must be present in their respective room and must be engaged in studies.
4. Students are allotted room in the hostels for a period of one year and will pay for the entire year. No refunds are permitted and every year after clearing hostel fee the allotment will be renewed.
- 5. Ragging in any form is strictly prohibited and considered as punishable offence as per law ( F No. 37-3/Legal/AICTE/2009 regulations )**
6. Use, possession or storage of narcotic substances, alcoholic beverage and combustible materials such as firecrackers, ammunitions and explosives are strictly prohibited in the hostels and College Campus.
7. Trespassing from Boys hostel to Girls hostel and vice versa is strictly prohibited.
8. Students will be held fully responsible for any loss or damage to electrical fittings, furniture etc., in their room (s).
9. Students should take care of their own belongings and any other valuable assets. In case of any damage or loss of the above belongings the college authority will not be responsible. Students should not keep expensive items or gold articles in their rooms. The college holds no responsibility for any loss or theft.
10. No student shall permit any stranger / friend /relation / unauthorized person to stay in his / her room even for a short period and if found doing so, the student shall be liable for serious action including expulsion from the hostel.
11. No Visitor shall be allowed to enter the hostel /rooms except the Visitor room in hostel.
12. All Lights and Fan must be switched off and water taps must be turned off before leaving the room, failing which a fine will be imposed for each item found switched on when the room is locked.

13. Students are required to write their names and addresses in the register maintained for the purpose with the Superintendent before leaving for outstation on weekends or holidays after obtaining due permission.
14. Student should not take law in his own hand while dealing with employees of the hostel, while performing their normal duties. Any complaint against any mess employee(s) must be brought to the notice of the Superintendent immediately.
15. Movement of hostellers in and out of the Hostels is prohibited between 10 pm & 5 am without prior permission of Hostel Superintendent . In case of any unforeseen emergency, permission will be granted post facto.
16. Students will be held responsible for keeping their own room clean and tidy all the time. The Superintendent/ Principal of the college will go for sudden inspection periodically.
17. Students are responsible for care of hostel furniture in their custody for which they have to check & sign before they occupy their respective rooms and hand them over in good condition when they change their room or leave the hostel. The loss or damage of the Govt property will be charged from the respective student boarder.
18. Waste paper baskets are meant for putting waste papers and room dust etc. This should not be used for any other purpose.
19. Windows should not be left open while away from the room. The respective boarders will be responsible for replacement of the broken glasses if it is due to their carelessness.
20. Before proceeding on leave, boarder should ensure that the respective room should be locked properly with their own keys. A duplicate key of the room is to be deposited to the Superintendent of the hostel.
21. No meeting or demonstration in any way connected with political matters will be held in the hostel premises. Meeting of social and academic character can be held only with the prior written permission of the Principal for which application should be submitted through proper channel.
22. Subscription cannot be raised from the student without prior written permission of the Principal.
23. Disciplinary action will be taken against the student who will be found loitering & disturbing other during the study hours.
24. Any hostelite who find his/her room-mate missing for more than 24 hours, must report to the Hostel Superintendants immediately. This is to enable the hostel authorities to take immediate action if any untoward incident.
25. In case of any emergency, please contact the Hostel Superintendents.
26. At the end of their curriculum (Internship, Housestaffship ), the Residents are supposed to vacate their rooms within 7 days strictly, failing which Notices will be released in this regard. While vacating, all personal belongings to be taken back. All dues must be cleared before getting the hostel clearance.
27. Students are expected to attend college on their opening day after vacation. No excuse will be considered.