SATANDARD OPERATING PROCEDURE (SOP)

FOR GOVERNING HOSTELS



UTTAR PRADESH UNIVERSITY OF MEDICAL SCIENCES SAIFAI, ETAWAH - 206130

-2023-

Paramedical heat Department of Microbiology

TABLE OF CONTENTS

TITLE	PAGE NO.
1: Introduction	2
2: Preface	2
3: Overview of the Hostels	3
4: Hostel Administration	4
5: Duties and Responsibilities	5
5.1 Dean (Student Welfare)	
5.2 Chief Warden	5
5.3 Warden	6
5.4 Caretaker	7
5.5 Security Personnel	8
5.6 House Keeping Staff	8
6: Accommodation	
7: Allotment of the Rooms	
8: Eviction Process from the Hostel	10
9: Request for the shifting of the Rooms	10
10: Mess Facility	10
11: Code of Conduct	11
12: Rules for Hostel	13
13: Responsibilities of Students	14
14: Addition, Amendment, Alteration	15

Amit Singh Page 1 of 15

Dr. Vinay Kumar Gupta Officer In-Charge Student Council, UPLIMS

डा० पी०केव कुलपति

Chief Warden
Paramedical hostels
Department of Microbiology
UPUMS, Salfai-Elayah



1. INTRODUCTION

Uttar Pradesh University of Medical Sciences, Saifai was established in the year 2016 by the Government of Uttar Pradesh after reconstituting the Uttar Pradesh Rural Institute of Medical Sciences and Research, Saifai, which was established in the year 2005. The University was established by an Act no.15 of 2016 of the state legislature of Uttar Pradesh as a State University vide notification no. 742(2)/LXXIX-V-1-16-1(ka)-7-2015 dated 17.05.2016 In accordance with the Uttar Pradesh Extraordinary Gazette, 17 May, 2016; the University (Uttar Pradesh University of Medical Sciences) shall be constituted of five faculties namely, Medicine, Dental, Paramedical Sciences, Nursing and Pharmacy. The University is listed in UGC as State University under section 2(f) and section 3 of the UGC Act, 1956.

Apart from the Ph.D. and M.Ch. program, University also offers postgraduate programs MD and MS (106 seats) under the faculty of Medicine, MDS (03 seats) under the faculty of Dentistry, M.P.T. (12 seats), M. Optometry (06 seats), MSc MLT (06 seats), MRIT (06 seats) under the faculty of Paramedical Sciences. Post Graduate programs of M. Pharm. (24 seats) under the faculty of Pharmacy, M.Sc. Nursing (15 seats) under the faculty of Nursing has been approved from the Government and shall be started soon. In Undergraduate Programs, University offers M.B.B.S. (200 seats) along with 60 seats in each of the disciplines of Physiotherapy, Medical Laboratory Technology, Optometry, Radiological Imaging Technology, Nursing and Pharmacy. University also offers various diploma programs in the Paramedical Sciences and Nursing faculty affiliated with the Uttar Pradesh State Medical Faculty.

The University has state of art infrastructure with 1000 bedded tertiary care hospital along with 150 bedded Trauma Centre. The University is upcoming with new projects of 500 bedded super specialty hospital and 300 bedded Maternal and Child Health Care hospital.

2. PREFACE

At present, approximately 3800 students are residing in the University hostels. Standard operating procedure for governing hostels is outlined and conferred uniform and transparent handling of the various issues related with the hostel. In this intelligence, this SOP will serve as basic framework for regulations of the hostels and inmates at UPUMS.

Page 2 of 15

Officer In-Charge Student Council, UPLATS

Chlor Warden
Paramedical hostels
Paramedical h

कुलपति

3. OVERVIEW OF THE HOSTELS

	(A)	Medical Co	ollege Campus		
S.No.	Name of the Hostel	Boys/Girls	For	Rooms	Capacity
01	Shakya Muni Hostel	Boys	MBBS	84	168
02	Brig. (Dr.) T. Prabhakar Hostel	Boys	MBBS	125	250
03	Dr. Saudan Singh Hostel	Boys	MBBS	350	350
04	Savitri Bai Hostel	Girls	MBBS	248	300
05	Swami Vivekanand Hostel (Boys)	Boys	PG Students	156	156
06	Swami Vivekanand Hostel (Girls)	Girls	MBBS Final Year, Interns, PG Students	144	144
07	New Girls Hostel	Girls 50	MBBS, Paramedical Students	150	300
08	JR Hostel	Boys	Non PG JR	33	33
09	PRA Hostel	Boys	JR/Non PG JR	14	14
10	SR Hostel (DTH complex)	Boys & Girls	SR	20	20
11	New SR Hostel (New Campus)	Boys & Girls	SR	27	27
12	Rani Laxmi Bai Hostel	Girls	PG/ Non PG JR/Nursing officers	100	200
Total				1338	1932
	(B) I	Paramedical	College Campus		
01	Boys Hotel - 1	Boys	Paramedical Students	108	215
02	Boys Hotel – 2	Boys	Paramedical Students	108	215
03	Boys Hotel – 3	Boys	Paramedical Students	108	215
04	Boys Hotel – 4	Boys	Paramedical Students	108	215
05	Boys Hotel – 5	Boys	Paramedical Students	108	215
06	Girls Hotel – 1	Girls	Paramedical Students	108	215
07	Girls Hotel – 2	Girls	Paramedical Students	108	215
08	Girls Hotel – 3	Girls	Paramedical Students	108	215
09	Girls Hotel – 6	Girls	Paramedical Students	108	215
	Total	al		972	1935
Grand Total	Hostels - 21	Boys – 11 Girls – 08 Common - 02		2310	3867

Page 3 of 15

man

डा० पी०क०

all

Dr. Vinay Kumar Gupta Officer In-Charge Student Council.

Dr. Yogesh Chand Yadan
Chief Warden
Chief Warden
Paramadical hostolsDepartment of Microbiology
Uptimes Said, L-Etawah
UPUMS Saifai, Etawah U.P

HOSTELADMINISTRATION

The administration of hostel is an important part of University functioning.

- 4.1 The following officers/staffs are involved in the effective day-to-day functioning of hostel and its administration:
 - a) Dean Student's Welfare (DSW)
 - b) Chief Warden
 - c) Warden
 - d) Office staff of the Chief Warden
 - e) Caretaker
 - f) Security Personnel
- All hostels shall be managed by Chief Warden and is assisted by respective Wardens. 4.2
- For day to day working, Warden of the hostel will take appropriate decisions. If required, 4.3 they may consult Chief Warden and take his/her approval accordingly.
- The students can approach to any of the above officers/ employees for help, guidance and 4.4 grievance redressal.
- When an authority is not satisfied by an official/staff working hierarchically below him/her. 4.5 the Chief Warden may report about such official/staff in writing to the Registrar. Such report should invariably contain details about the cause of dissatisfaction. Any such matter will be finally reported to the Vice Chancellor, and the Vice Chancellor reserves the right to initiate any action as he/she deems fit for the situation.
- The tenure of the Chief Warden and Warden shall be for a period of three years. However, 4.6 the tenure may be decreased or increased on discretion of the Vice Chancellor.
- 4.7 For the hostels of Medical and Paramedical students, there will be one Chief Warden respectively. Each hostel shall be supervised by two wardens.
- Any incidence related to students which requires lodging of FIR, it would be done by the 4.8 Office of Registrar, UPUMS and all legal matters involving hostel administration shall be looked after by the University's legal adviser.

Page 4 of 15

Dr. Vinay Kumar Gupta Officer In-Charge

Student Council, UPL MS

ভাত

Chief Warden Paramedical hostels UPUMS, Salfal-Etawah

Prof. & I/C T.B., CBNAAT & ICTC Lab Department of Microbiology UPUMS Saifar, Etawah U.P.



5. DUTIES AND RESPONSIBILITIES

General duties and responsibilities of the various positions in the hostel administration are defined here. If required, the duties and responsibilities are subject to change at any time by the Vice Chancellor.

5.1 DEAN (STUDENT WELFARE)

- 5.1.1 Act as a Chief mentor for the students in the campus.
- 5.1.2 Dean is responsible for developing and overseeing programmes that enable students to realize their fullest social and personal potential, and for integrating student.
- 5.1.3 Intervene in the student's affairs in so far as they have a bearing on the campus culture, discipline and decorum.
- 5.1.4 Fostering and modeling an atmosphere of mutual respect, caring, collective engagement, accountability, and personal growth in a community of exceptional talent and diversity.
- 5.1.5 Building collaborations among the many offices and programmes.
- 5.1.6 Developing systematic ways to assess, improve, and renew programmes, benchmarking them against best practices and gathering the data necessary for informed decision-making.
- 5.1.7 Encourage healthy living and lively positive relationships among students and the campus community.

5.2 CHIEF WARDEN

- 5.2.1 To conduct overall administration of all the hostels.
- 5.2.2 To establish coordination with wardens of various hostels for smooth running of day-to-day routine work of hostels.
- 5.2.3 To take the steps and measures for overall efficient hostel administration.
- 5.2.4 Making the policy for allotment of hostels to students.
- 5.2.5 To ensure discipline in the hostels.
- 5.2.6 Implementation of decisions taken by the University authorities.
- 5.2.7 Conducting periodic meetings of the Wardens and other hostel employees and the minutes of the meeting submitted for perusal and approval by the Vice Chancellor as the case may be.
- 5.2.8 Communicate with the parents/guardians of the inmates as or when required.
- 5.2.9 Report the cases of serious indiscipline/ incidence to the Hon'ble V.C.

5.2.10 The office staff of the Chief Warden will co-ordinate with all wardens and care takers for all

Page 5 of 15

age 5 on 15

Dr. Vinay Kumar Gupta .
Officer In-Charge
Student Council, UPUMS 2

पी**०फैं**ल कुलपति

Dr. Yogesh Chand Yada\
Chief Warden
Paramedical hostels
UPUMS, Saifal-Etawah

Prof. & I/C T.B., CBNAAT & ICTC Lab Department of Microbiology UPUMS Saifai, Etawah U.P communications regarding hostels, record keeping, maintaining Indent register and file preparations. He/ she will have to regularly update the wardens regarding occupancy/ availability of rooms in respective hostels.

5.3 WARDEN

- 5.3.1 Maintaining database of students of the respective hostel.
- 5.3.2 Allotment of rooms to the students as per the guidelines issued by the office of Chief Warden.
- 5.3.3 To redress the grievances related to the functioning and facilities of the hostel.
- 5.3.4 Nominate the students for the Mess Committee, Hostel Maintenance Committee, Cleanliness Committee and other such committees with the approval of Chief Warden.
- 5.3.5 To deal with the acts of indiscipline of the students and to report the cases of serious indiscipline to the Chief Warden.
- 5.3.6 To maintain overall ambience (minimum standard) of the hostel premises.
- 5.3.7 To check the entries in various registers maintained by various hostel level committees.
- 5.3.8 To supervise the caretaker in maintaining the stock of the hostel.
- 5.3.9 Forward all the applications of the inmates of the hostel to the respective administration through the Chief Warden.
- 5.3.10 Regular visit to the hostel to provide the day-to-day administration and to supervise the working of hostel staffs (caretaker& sanitation staff) and to send their appraisal to the Chief Warden on monthly basis.
- 5.3.11 To check the various registers and ledgers maintained by the caretaker from time to time (Records-Attendance register for Caretaker, sanitation staff and under-graduates students, Inout register, Inventory register, Complain register, Visit register).
- 5.3.12 To instruct caretaker for proper maintenance of the rooms and hostel premises.
- 5.3.13 To issue Identity Cards to Mess workers. The ID cards will be countersigned by the Chief Warden.
- 5.3.14 In case of any medical emergency during night, student/ room-mate/hostel mates will inform to respective Warden. Warden shall arrange the ambulance and will ensure timely medical treatment to be provided. The warden has to inform the parents/ Guardians about the medical emergency and to coordinate with them accordingly.

Chief Warden
Paramedical hostels
UPUMS, Salfal-Etawah
Department of Microbiology

LINE Salfal Etawah U.P.

Dr. Vinay Kumar Gupta Officer In-Charge Student Council, UPUMS

डा० पी०केंग ि

5.4 CARETAKER

- 5.4.1 Supervisory control over the staff including housekeeping staff, gardener etc.
- 5.4.2 Keep liaison with respective Wardens.
- 5.4.3 Handing over of the allotted rooms to the students as per the instructions issued by the Warden.
- 5.4.4 Maintain list of hostel residents along with their guardian's phone number & permanent address and such other information as necessary for running of the hostel. This information will be regularly shared with the Chief Warden Office.
- 5.4.5 To get the signature of the student on the inventory of the furniture, electrical and other items in the room both at the time of occupancy/vacating of rooms by the students. Caretaker would also sign on the Inventory register.
- 5.4.6 He/She will issue "No Dues Certificate" to the residents under the signature of Warden/ Chief Warden.
- To ensure proper maintenance of the hostel rooms, common room, toilets, mess and premises i.e., coordination with Maintenance office (Civil &Electrical).
- To ensure about the condition (cleaned, whitewashed and maintained) of the room before 5.4.8 allotment to the student.
- 5.4.9 To ensure proper water supply and drinking water arrangement in the hostel.
- 5.4.10 To keep a watch so that no unwanted student/person resides in the hostel without the permission of the warden.
- 5.4.11 Maintain the Hostel stock register (Furnitures/ Equipment/ Electrical and Civil fixtures).
- 5.4.12 Regularly report to the Warden in the prescribed time about the maintenance of the civil and electrical works, discipline of the students, guest/visitor record and any other noticeable information on daily basis.
- 5.4.13 To supervise and record of the attendance the work of helper, gardener and Housekeeping workers. He/she will put up/forward it for sanction/onward transmission before Chief Warden
- 5.4.14 To check the hostel installations/floor and wings for proper functioning and ambience.
- 5.4.15 To coordinate with Security guards and report any incidence especially matter of ragging to Warden.
- 5.4.16 To maintain the leave record of the students. The students must submit a leave form to the caretaker, duly approved by the respective warden before proceeding on leave/ out of the hostel.
- 5.4.17 He/She will perform any other work including typing as may be assigned by Warden/ Chief Warden.

Page 7 of 15

Dr. Vinay Kumar Gupta

Student Council, UPUM3

Officer In-Charge

Paramedical hostols PLANTER SAITE SA Department of Microbiology UPUMS Salfal, Etawah IJ 5

SECURITY PERSONNEL 5.5

- To inspect and patrol premises regularly.
- 5.5.2 To monitor property entrance.
- To allow the entrance of authorize people and vehicles. 5.5.3
- To report any suspicious behaviours and happenings to the warden. 5.5.4
- To secure all exits, doors and windows of the hostel. 5.5.5
- To monitor surveillance cameras. 5.5.6
- 5.5.7 To respond to alarms and react in a timely manner.
- 5.5.8 To provide assistance to the students in need.
- 5.5.9 To submit reports of daily surveillance activity to the office of the Chief Warden.
- 5.5.10 Staying alert and observant and reporting suspicious activities to the warden.
- 5.5.11 Recognising potential threats and taking steps to mitigate them.
- 5.5.12 Responding to emergencies.
- 5.5.13 Participating in rescue operations with fire fighters.
- 5.5.14 Detecting criminal or dangerous and detaining possible suspects.
- 5.5.15 To secure the parked vehicles.
- 5.5.16 Informing the police about the criminal incidents after informing to the higher authorities.

5.6 HOUSEKEEPING STAFF

- 5.6.1 Keep the building premise, roads, lavatories etc., neat and clean.
- 5.6.2 Cleaning of student's rooms.
- Make economic use of cleaning materials. 5.6.3
- 5.6.4 Bring to the notice of hostel authorities, those places (not allotted to him/her) where insanitary conditions are noticed by him/her.
- Dispose of garbage etc, at the appropriate place. 5.6.5
- 5.6.6 Perform other duties as may be assigned by hostel authorities.

ACCOMMODATION

- 6.1 Hostel accommodation is available to student, who is enrolled in the University on a regular basis. Accommodation will be provided in separate building for male and female students.
- 6.2 Accommodation will be provided to students for a maximum length of the duration of program and completion of the curriculum. After completion of curriculum, they have to vacate the hostel within 15 days.

Page 8 of 15

Kushugarile

Dr. Vinay Kumar Gupta Officer In-Charge Student Chuncil, I

uramedical nosawah
Prof. & VC T.B., CBNAAT & ICTC Lab Chief Warden Paramedical hosters Department of Microbiology LIPUMS Spifar, Etawah U.P.

7 ALLOTMENT OF ROOMS

- 7.1 Each Student is required to submit a duly filled hostel application form (available on website) along with address proof of present residence to the office of Chief Warden.
- 7.2 Local Guardian's address and phone number is optional. Email of the student and parent should also be provided.
- 7.3 Any change of address / telephone number of the parent / local guardian, at any point of time, has to be intimated to the hostel office in writing.
- 7.4 Allotment of rooms in the Hostels will be done by Wardens as per the rules. The allotment will be done depending upon the availability of the rooms. If any objection, it can be submitted within seven days after which no request will be entertained.
- 7.5 The Hostel administration may provide necessary furnitures (One bed with mattress, one study table, one chair and one almirah/cupboard) depending on the availability. On arrival, the students have to report to the Caretaker and will take possession of the room after signing the inventory of the furniture, electrical and other items in the room.
- 7.6 Room once allotted will not be changed, except in special circumstances with the permission of the Warden.
- 7.7 In case of the shortage of rooms, the hostel administration can allot more than the capacity of the room.
- 7.8 If the warden finds that any student is not eligible for hostel accommodation and is residing in the hostel without due permission from the Warden, disciplinary action will be taken against such illegal occupants.
- 7.9 Stay of the outsiders is strictly prohibited. Violation of the rule may impose serious disciplinary action.
- 7.10 Before vacating the rooms, the students have to receive "Hostel No Dues" slip from the caretaker and fill up the "No Dues" slip. The slip will be signed by the respective hostel' caretaker and warden then countersigned by Chief Warden. These steps ensure that all necessary checks are carried out before students vacate their rooms, and that any outstanding dues or issues are resolved appropriately.

7.11 The inmate is not supposed to keep his/her belongings at Hostel Rooms after clearance of the 'no dues,' from hostel.

Page 9 of 15

Lass

डा० पीक्की

Dr. Yogesti Charle Yaddy.

Dr. Yogesti Charle Yaddy.

Chief Warden

Prof. & I/C T.B., CBNAAT & ICTC Lab

Paramedical hostels

Prof. & I/C T.B., CBNAAT & ICTC Lab

Paramedical hostels

Prof. & I/C T.B., CBNAAT & ICTC Lab

Paramedical hostels

Prof. & I/C T.B., CBNAAT & ICTC Lab

Paramedical hostels

Prof. & I/C T.B., CBNAAT & ICTC Lab

Paramedical hostels

Prof. & I/C T.B., CBNAAT & ICTC Lab

Paramedical hostels

Prof. & I/C T.B., CBNAAT & ICTC Lab

Paramedical hostels

Prof. & I/C T.B., CBNAAT & ICTC Lab

Paramedical hostels

Prof. & I/C T.B., CBNAAT & ICTC Lab

Paramedical hostels

Prof. & I/C T.B., CBNAAT & ICTC Lab

Paramedical hostels

Prof. & I/C T.B., CBNAAT & ICTC Lab

Paramedical hostels

Prof. & I/C T.B., CBNAAT & ICTC Lab

Paramedical hostels

Prof. & I/C T.B., CBNAAT & ICTC Lab

Paramedical hostels

Prof. & I/C T.B., CBNAAT & ICTC Lab

Pro

Officer In-Charge
Student Council, University

8 EVICTION PROCESS FROM THE HOSTEL

- 8.1 After completion of curriculum and declaration of the final year result, the students who have cleared the examination, have to vacate the hostel within 15 days.
- 8.2 The failed students will be allowed to stay in the hostel till their next examination. After completion of the examination, they have to vacate the hostel within 15 days irrespective of they are pass/failed.
- 8.3 The Dean of the respective faculties shall send a copy of the failed students to the Chief warden. The chief warden shall initiate the eviction process and issue a notice to the students to vacate the hostel as per clause no. 8.1 and 8.2.
- 8.4 The wardens of the respective hostels will ensure for compliance of the clause mentioned in 8.1 and 8.2.
- 8.5 In case, the students don't comply in vacating the room with in stipulated time, a team comprising of the warden, Assistant Administrative Officer and Security In-charge is authorized to proceed for vacating the room with videography. The belongings of the room shall be kept in a common room.

9 REQUEST FOR THE SHIFTING OF THE ROOM Shifting of the rooms will only be permissible in following conditions:

- 9.1 Double to single seated: It will be done strictly on the availability of single seated rooms on seniority basis and seniority will be decided from the date of their entry in the Hostel and seniority of the batch and room allotted based on the merit (Marks) in the previous professional examination and in case of tie, lottery system will be adopted.
- 9.2 Double to Double /Single to Single seated: This will only be allowed in case of any genuine and valid reason, with the approval of Chief Warden.

10 MESS FACILITY

- 10.1 Student's Co-operative mess shall be managed by students themselves through Mess Committee of students. Students residing in hostel will eat in their respective hostel mess only, however tiffin services from other messes will be allowed.
- 10.2 The quality control and cleanliness etc., of mess will be checked by respective Mess committee time to time.

10.3 Mess committee of students of each hostel /Mess may take suitable measure to appoint a

Page 10 of 15

Officer In-Charge

Student Council, UPUMS

डा० पी०के०

Dr. Vinay Kumar Gupta

Paramedical hocology

Paramedical hocology

Paramedical hocology

Port. & I/C T.B., CBNAAT & ICTC Lab

UPUMS Saifal Etawah U.P.

UPUMS Saifal, Etawah U.P.

- service provider. The service provider will have to bring own all necessary goods required to make food. The University will not provide any goods related to making food.
- 10.4 In case of mismanagement by the service provider, the mess committee has the power to terminate his/her services with prior intimation to the respective warden.
- 10.5 Mess committee will be required to keep photocopy of Aadhar card, police verification of the service provider and their worker is mandatory.
- 10.6 The Mess committee will be responsible for quality control of the food, quality of materials used, and cleanness of the mess and also to see that the mess workers do not damage or misuse of University properties. In case of any damage or loss of the University property, the mess committee of student will be responsible for same.
- 10.7 Aadhar card will be shown by the service provider/ worker on demand for identification. No mess worker will be allowed to enter in hostels without proper identification.
- 10.8 Mess committee will ensure that all the students will take their food in dining Hall.
- 10.9 All the mess workers are required to wear the uniform, provided by the service provider. Entry of the mess workers will be restricted in the hostel without uniform.
- 10.10 Service provider would not employ staff below 14 years.
- 10.11 The Mess workers are not allowed to stay in the night without permission of the warden.

11 CODE OF CONDUCT

- 11.1 All students are expected to behave courteously and fairly with every one inside and outside the UPUMS campus.
- 11.2 It is mandatory for the students to carry their valid Identity Cards issued to them by the University.
- 11.3 The rooms, common areas and surroundings of the hostel should be kept clean and hygienic.
- 11.4 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.
- 11.5 Students should bring to the notice of the caretaker any pending maintenance work (Civil, Carpentry, Electrical, and Sanitation) to be carried out in rooms, corridors, toilets or other are as in hostel premises.
- 11.6 The resident of a room is responsible for any damage to the property in the room during his /her occupancy and will be required to replace/repair at their own cost.

11.7 In case of damage to or loss of hostel property the cost will be recovered from the students

Page 11 of 15

Paramedical hostels

Paramedical hostels

Prof. & NC T.B., CBNAAT & ICTG Lab

Paramedical hostels

Prof. & NC T.B., CBNAAT & ICTG Lab

Department of Microbiology

Libring Saifai Franch Ltd.

Officer In-Charge
Student Council LIPING

डा० पी०केंग ि कुलपति

- responsible for such damage or loss, if identified, or from all the students of the wing/floor/hostel, as decided by the Wardens.
- 11.8 The students shall not move any furniture from its proper allotted place and also not damage them in anyway.
- 11.9 The resident shall not remove any fittings from any other room or common area and get them fitted in his/her room.
- 11.10 This University has zero tolerance policy against ragging. Ragging in any form is totally banned. So, this university campus is ragging free zone. Please report any incidents of ragging immediately to any member of the Anti-Ragging squad/Anti-Ragging committee /Warden/Chief Warden/ DSW directly any time day /night.
- 11.11 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
 - h) Cooking in room
 - i) Performing religious gathering/ceremonies in the hostel premises (Common areas)
- 11.12 Keeping unauthorized electric/electronic appliances (Heater/Room heater, Fridge, Washing Machine, Television, Air Conditioner, immersion rods, electric stove, Microwave, Induction cooker etc.). A prior permission is required from warden for use of such appliances. Such appliances, if found will be confiscated and a fine will also be imposed.
- 11.13 Students should not participate in any anti-national, antisocial or undesirable activity in or outside the campus.
- 11.14 The uses of audio systems which may cause inconvenience to other occupants are not allowed.
- 11.15 When the students go out of their room, they should switch off all the electrical /electronic appliances, and keep it locked. Violation will attract suitable penalty and punishment as decided by authorities.

Page 12 of 15

Dr. Vinay Kumar Gupta Officer In-Charge Student Council, UPLIMS

डा० पी०केंग सिंड कुलपति

Chief Warden

Chief Warden

Paramedical hostelsprof. & VC T.B., CBNAAT & ICTC Lab

UPUMS, Salfal-Elegyplartment of Microbiology

LIPUMS Salfal, Etawah U.P.

- 11.16 In case any student has to stay out of hostel for a day or more for any reason, he/she has to inform the warden and take his permission.
- 11.17 All students of hostels must make entry in the in-out register available with security guard.
- 11.18 If any student wants to go out of station, they will have to get permission from the warden by submitting leave application form.
- 11.19 Inmates should not indulge in any type of indecent activities and unacceptable behavior falling and timing of hostel entry which strict disciplinary actions will be taken.

RULES FOR THE HOSTELS 12

- 12.1 Timing in the hostel will be followed very strictly. For Medical campus, opening time of the Gate of the Hostels: 6:00 am every day and closing time of the Gate of the Hostels: 9:00 pm during summers and 8:00 pm during the winters. However, for visiting library, they will be allowed till 1 AM provided they make entry in In-Out register at the hostel and the Library.
- 12.2 For Paramedical campus, opening time of the Gate of the Hostels: 6:00 am every day and closing time of the Gate of the Hostels: 8:00 pm during summers and 7:00 pm during the winters. For PGs residing in various hostels, these timings will be relaxed accordingly so that they can perform their emergency duties.
- 12.3 No entry will be allowed after scheduled time without any prior information or valid permission and the whole sole responsibility of the security will be of the student.
- 12.4 Hostel's Gate will be opened only with permission of warden / higher authorities and it will be recorded in the register of the hostel and Parents will be informed along with warning letter issued against her name. In case of frequent violation, Warden may recommend disciplinary action that may include expulsion from the hostel.
- 12.5 No male entry is allowed in the girl's hostel except those who are working/ maintenance staff in the hostel.
- 12.6 Mess workers will be allowed to enter only after showing their Identity card (countersigned by Warden and Chief Warden).
- 12.7 In case of any medical emergency during night, student/ room-mate/hostel mates will inform to respective Warden. Warden shall arrange the ambulance and will ensure timely medical treatment to be provided. The warden has to inform the parents/ Guardians about the medical emergency and to coordinate with them accordingly.

Page 13 of 15 morellyspeaker

> Dr. Vinay Kumar Gupta Officer In-Charge

Student Council, UP

Dr. Yogesh Chand Yade Chief Warden Paramedical hostels 21/11/4

Prof. & I/C T.B., CBNAAF & ICTC Lab UPUMS, Saifal Etawabepartment of Microbiology UPUMS Saifai, Etawah U.P.

12.8 Parents with identity proof can take their ward with them, only after written permission from the warden.

13 RESPONSIBILITIES OF STUDENTS

- 13.1 The students must submit a leave form to the caretaker, duly approved by the respective warden before proceeding on leave/ out of the hostel.
- 13.2 Students should not indulge in such practices / activities, which may endanger their own personal safety as well as that of others.
- 13.3 Students are duty bound to report to the Caretaker/Wardens/Chief Warden/DSW/University authorities in case they notice any unwanted incident or undesirable activity going on in the hostel or on the campus.
- 13.4 Students are required to park the bicycles/ two wheelers/ four wheelers only in the space provided for them in an orderly manner. No vehicles should be parked near the entrance or in the corridors.
- 13.5 Students should not arrange any functions or meeting within the hostel or its adjacent premises without specific permission of the Warden. Meetings for routine hostel affairs (management of mess, organizing sports, co-curricular and extra-curricular activities etc.) must be in the notice of Chief Warden/ Warden and with their consent.
- 13.6 Students are expected to maintain the hostel's ambience by keeping it clean, healthy and presentable.
- 13.7 The students of the hostel are responsible for the safe keeping of their personal belongings. They are advised to keep under lock (preferably a branded one) all valuable items such as Laptop, Mobile Phone etc. and lock the room even when they are out for a very short period.
- 13.8 Any case of theft, it should be reported promptly to the Security personnel and hostel administration.
- 13.9 If students create law and order problems outside the campus, they are answerable to the police or city administration on their own. In such cases, they will also be answerable to UPUMS administration as per the University norms.
- 13.10 The UPUMS authorities will do its utmost to protect you if you are on the right side of the law. Do not overstep the social and moral limits, help us to help you.

Page 14 of 15

Or. Vinay Kumar Gupta Officer In-Charge Student Council, UPUMS

डा० पी०केंग सिंड कुलपति

Chief Warden
Paramedical hostels
Prof. & I/C T.B., CBNAAT & ICTC Lab
Paramedical hostels
Prof. & I/C T.B., CBNAAT & ICTC Lab
Paramedical hostels
Prof. & I/C T.B., CBNAAT & ICTC Lab
Paramedical hostels
Prof. & I/C T.B., CBNAAT & ICTC Lab
Paramedical hostels
Prof. & I/C T.B., CBNAAT & ICTC Lab
Paramedical hostels
Prof. & I/C T.B., CBNAAT & ICTC Lab
Paramedical hostels
Prof. & I/C T.B., CBNAAT & ICTC Lab
Paramedical hostels
Prof. & I/C T.B., CBNAAT & ICTC Lab
Paramedical hostels
Prof. & I/C T.B., CBNAAT & ICTC Lab
Paramedical hostels
Prof. & I/C T.B., CBNAAT & ICTC Lab
Paramedical hostels
Prof. & I/C T.B., CBNAAT & ICTC Lab
Paramedical hostels
Prof. & I/C T.B., CBNAAT & ICTC Lab
Paramedical hostels
Prof. & I/C T.B., CBNAAT & ICTC Lab
Paramedical hostels
Prof. & I/C T.B., CBNAAT & ICTC Lab
Paramedical hostels
Prof. & I/C T.B., CBNAAT & ICTC Lab
Paramedical hostels
Prof. & I/C T.B., CBNAAT & ICTC Lab
Paramedical hostels
Prof. & I/C T.B., CBNAAT & ICTC Lab
Paramedical hostels
Prof. & I/C T.B., CBNAAT & ICTC Lab
Paramedical hostels
Prof. & I/C T.B., CBNAAT & ICTC Lab
Paramedical hostels
Prof. & I/C T.B., CBNAAT & ICTC Lab
Paramedical hostels
Prof. & I/C T.B., CBNAAT & ICTC Lab
Paramedical hostels
Prof. & I/C T.B., CBNAAT & ICTC Lab
Paramedical hostels
Prof. & I/C T.B., CBNAAT & ICTC Lab
Paramedical hostels
Prof. & I/C T.B., CBNAAT & ICTC Lab
Paramedical hostels
Prof. & I/C T.B., CBNAAT & ICTC Lab
Paramedical hostels
Prof. & I/C T.B., CBNAAT & ICTC Lab
Paramedical hostels
Prof. & I/C T.B., CBNAAT & ICTC Lab
Paramedical hostels
Prof. & I/C T.B., CBNAAT & ICTC Lab
Paramedical hostels
Prof. & I/C T.B., CBNAAT & ICTC Lab
Paramedical hostels
Prof. & I/C T.B., CBNAAT & ICTC Lab
Paramedical hostels
Prof. & I/C T.B., CBNAAT & ICTC Lab
Paramedical hostels
Prof. & I/C T.B., CBNAAT & ICTC Lab
Paramedical hostels
Prof. & I/C T.B., CBNAAT & ICTC Lab
Paramedical hostels
Prof. & I/C T.B., CBNAAT & ICTC Lab
Paramedical hostels
Prof. & I/C T.B., CBNAAT & ICTC Lab
Paramedical hostels
Prof. & I/C T.B., CBNAAT & ICTC Lab
Paramedical hoste



14 ADDITIONS/AMENDMENTS/ALTERATION

Alteration, Amendments and Additions to these Rules & Regulations may be carried out by Chief Warden/ Wardens with approval of the Vice Chancellor of the University. The Vice Chancellor reserves the right for changes and additions in the rules and regulation as and when required.



Page 15 of 15

Or. Yogesh Chief Warden Chief Warden Paramedical hostels

Prof. & I/C T.B., CBN/AT & ICTC Lab Department of Microbiology UPIJMS Sailar, Etawah I. O Officer In-Charge
Student Council, UPUMS

डा० पी०केंग िंड कुलपति