



## **AUTONOMOUS STATE MEDICAL COLLEGE, LALITPUR**

### **Hostel Room Allotment Rules for JR/SR/Tutor/Demonstrator of 300 bedded Hospital**

In continuation of the existing hostel policy and with the approval of the competent authority, the following rules are hereby laid down regarding the allotment, maintenance, and vacation of hostel accommodation for Junior Residents, Senior Residents, Tutors, and Demonstrators at ASMC, Lalitpur.

#### **A. Eligibility:-**

1. Hostel accommodation is applicable to all Junior Residents (JR), Senior Residents (SR), Tutors, and Demonstrators posted in the Institute.
2. Allotment shall be subject to availability of rooms and administrative discretion.

#### **B. Type of Accommodation:-**

- a) Double occupancy – Minimum 2 person, in case of shortage of rooms Max 3 person
- b) Single occupancy - Minimum 1 person, in case of shortage of rooms Max 2 person

| Category                                                                                | Occupancy Type                                                                   | Priority |
|-----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|----------|
| Bonded Senior Resident/ Tutor/Demonstrator [Female] (Clinical/emergency services)       | Double Occupancy>Single                                                          | 1        |
| Non - Bonded Senior Resident/ Tutor/Demonstrator [Female] (Clinical/emergency services) | Double Occupancy>Single                                                          | 2        |
| Bonded Senior Resident/ Tutor/Demonstrator [Male] (Clinical/emergency services)         | Double Occupancy>Single                                                          | 3        |
| Non - Bonded Senior Resident/ Tutor/Demonstrator [Male] (Clinical/emergency services)   | Double Occupancy>Single                                                          | 4        |
| Bonded Junior Resident [Female] (Clinical/emergency services)                           | Double Occupancy>Single                                                          | 5        |
| Non bonded Junior Resident [Female] (Clinical/emergency services)                       | Double Occupancy>Single                                                          | 6        |
| Bonded Junior Resident [Male] (Clinical/emergency services)                             | Double Occupancy>Single                                                          | 7        |
| Non bonded Junior Resident [Male] (Clinical/emergency services)                         | Double Occupancy>Single                                                          | 8        |
| Married JR/SR/ Tutor/Demonstrator (priority Same as stated above )                      | 1 <sup>st</sup> priority - Single room<br>2 <sup>nd</sup> priority - Double room | 9        |

#### **C. Allotment Authority & Procedure:-**

1. Hostel allotment shall be made by the Hostel Committee under the direction of the Hostel Warden /hostel allotment in charge and with approval of administration.
2. Hostel Accommodation Form must be submitted to the Hostel Section in prescribed format. Only duly filled forms will be considered.
3. Allotment is made according to date of joining, then date of application
4. Allotment letters must be accepted within the stipulated time, otherwise the allotment will stand cancelled

5. The Hostel administration will generally provide for each occupant one cot with mattress, and almirah.
6. On arrival a student will report to the junior warden and will take possession of the room after signing the inventory of the furniture, electrical and other items in the room.
7. Residential warden will submit joining report of students to Chief Hostel superintendent through superintendent.
8. The Hostel administration, in case of shortage of rooms, can allot more than the capacity of the room.
9. If the status of any student changes during the period of stay in the hostel, he/she is required to inform the a warden/ Superintendent immediately and should vacate the hostel.
10. If the Hostel administration finds that any hostel resident 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.

#### **D. Room Allotment Rules:-**

1. **Double-occupancy rooms** shall be allotted and filled completely first than **Single-occupancy rooms** will be allotted thereafter in order of priority as decided by the competent authority.
2. **No special preferences or personal choices** of rooms or hostel facilities shall be entertained under any circumstances.
3. **If any Junior Resident, Senior Resident, Tutor, or Demonstrator refuses room allotment**, he/she shall be **debarred from hostel allotment for a period of two (02) years.**
4. **Refusal to share a double-occupancy room** will lead to **immediate cancellation of allotment and debarment from hostel accommodation for two (02) years.**
5. **Written affidavit should be attached with hostel allotment form**

#### **E. Change of Room Policy:-**

1. **Room once allotted shall not be changed**, except under exceptional circumstances such as **fire, seepage, structural damage, or valid medical/health grounds**, and only **with prior written approval of the Warden.**
2. **Unauthorized change or exchange of rooms** shall be treated as a **serious violation of hostel rules** and will attract disciplinary action, including cancellation of hostel allotment.
3. **Change of room shall be permitted only once** during the entire tenure of stay, **except in emergency situations** duly verified and approved by competent authority.

#### **F. Hostel maintainence amount:-**

- Junior Resident/ Senior Resident (per person): 5000/- per year

#### **G. Electricity Charges: -**

1. Electricity charges shall be calculated on a monthly basis as per actual consumption or institutional assessment.
2. Bills shall be paid directly by the occupant(s) within the stipulated time.
3. Non-payment may result in penalty or disconnection.

#### **H. Vacating/Withdrawal: -**

1. An occupant desirous of vacating the hostel must apply in the prescribed format after clearing all dues.
2. Keys and furniture items must be returned to the Hostel Assistant/Warden.
3. No dues slip must be obtained before vacating.
4. Residents must vacate their rooms within 7 days of completion or termination of tenure

#### **I. Recovery of Dues:-**

1. Any outstanding dues shall be recovered from caution money
2. If dues exceed deposits, the administration may withhold issue of certificates, relieving order, or salary settlement till clearance.

#### **J. Hostel Discipline & Conduct:-**

1. Rooms and hostel property must be maintained in proper condition. Any damage will be recovered from the occupant(s).
2. Unauthorized occupation, subletting, or accommodating outsiders is strictly prohibited.
3. All residents must strictly follow hostel discipline; any violation may lead to cancellation of accommodation and disciplinary action.
4. Misbehaviour with faculty, staff, or hostel authorities will invite strict disciplinary action, including expulsion from the hostel.
5. No resident is permitted to keep relatives/guests in their room. In exceptional/emergency cases, prior permission from the Warden/Higher Authority is mandatory. The stay of such guests shall not exceed 4–5 days.
6. All residents must ensure their vehicles display a valid parking sticker. Vehicles without stickers will not be permitted inside the campus.

#### **K. PUNISHMENT –**

If case of infringement of hostel rules, the **JR/SR/Tutor/Demonstrator** may face any of the following punishment :

- i. Warning (Only once)
- ii. Written memo to student (Only once)
- iii. Verbal and/or communication Written to parents/guardians along with monetary fine
- iv. Monetary fine – Rs. 5000/- to Rs. 50,000/- (Individually or collectively)
- v. Recovery of cost of damaged hostel property
- vi. Expulsion from the hostel
- vii. Rustication for a particular term
- viii. Permanent rustication from the institute

Note - The type of punishment will depend upon severity of misconduct and indiscipline and will be decided by disciplinary committee in consultation with competent authority.

By Order of the Principal  
(Issued with the approval of the competent authority)

Warden / Hostel In-Charge  
ASMC, Lalitpur

Copy to:

1. Dean (Academics)
2. Medical Superintendent
3. Chief Hostel Warden
4. All Departmental HODs
5. Notice Board (Hostel/Office)