



SHRI RAWATPURA SARKAR
INSTITUTE OF MEDICAL SCIENCES AND RESEARCH
(SRIMSR)

Email: info@srimsr.com, Mobile: 7222910468, Nava Raipur, Atal Nagar (C.G.)-493661

S.No./SRIMSR/DEAN/2024/275

Date: 09/10/2024

CIRCULAR

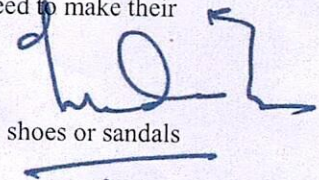
Sub: Instructions for MBBS Students Admitted for A.Y. 2024-25

This is to inform that all students of SRIMSR who have been admitted to the MBBS program for the academic year 2024-25 are hereby directed to follow the below mentioned instructions carefully before start of their academic session:

- The hostel allotment is scheduled on 13 th october ,2024 in the Dean's office and after allotement the list will be displayed on the Dean's Notice Board
- Students are advised to report to the hostel administrator, Mr. Amit Patsariya, for allotment process ,to take possession of their rooms and for any other hostel-related information.
- Allotement and Possession of hostel rooms: 13/10/2024, from 09:00 AM to 08:00 PM.
- Commencement of Foundation course: 14/10/2024 to 29/10/2024, from 09:00 AM Onwards
- White Coat Ceremony & Oath taking ceremony : 28/10/2024, from 09:00 AM to 01:00 PM
(Parents/Guardians are invited to attend this event followed by Lunch).
- **Essential Requirements for Hostel Students:**
 - The institute provides a study table with a chair, a cupboard, a cot with a mattress, curtains for the window, an AC, and a geyser.
 - Students must bring their own locks to secure their rooms and luggage.
 - Bring water storage bottles, basic utensils, a tiffin box, and a torch.
 - Students are required to bring their own bedsheets, blankets, pillows, and pillow covers.
- **Arrival Details:**
 - Ensure that you report to the Student Section /Help Desk, located on the ground floor of the college building positively on the specified dates and during official working hours (9:00 AM to 5:00 PM).
 - Kindly contact Help Desk @ college and provide the following details upon arrival at the institute:
 1. Your name
 2. Date and time of arrival at the SRIMSR campus
 3. Number of guests accompanying you
 4. Date and time of your guests' departure
 5. Please send these details by replying to this email: studentsection@srimsr.com.
 6. For any assistance , contact Mr. Amit Patsariya at Help Desk- 93053341424.

PLEASE NOTE:

- Standard and specified rooms and in house canteen facility will be provided to the student upon reporting for allotement of hostel accomodation.
- We will not be able to provide accommodation for accompanying guests. They will need to make their own arrangements of
- Boys and girls are required to wear formal dress while on campus:
Boys: White full-sleeved shirt, black (any colour) trousers, and black formal shoes.
Girls: Salwar kameez or white full-sleeved shirt with black trousers, and black formal shoes or sandals


Dr. Kundan E. Gedam
DEAN
SRIMSR, Nava Raipur



Copy to:
Medical Director
Chief Administrative Officer
Student Section
Warden



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HOSTEL RULES AND REGULATIONS

Room Allotment

- Hostel accommodation is desirable during M.B.B.S. study.
- All rights of admission to hostel are reserved with SRIMSR administration.
- Rooms will be allotted according to the plan prepared by the Warden (s) of Boy's and Girl's Hostel one day prior to the commencement of the foundation course session (as per circular by Dean's /Hostel Office)
- Vacant accommodation shall be allotted to the students in order of their admission to the Institute /as first come first serve basis.
- Each room shall be allotted as twin sharing and candidates has to be physically present during allotment of hostel accommodation in the Asst wardens office...Students shall be given option to choose the rooms as per room map which will be kept on display for their ready reference during the process of hostel room allotment.
- Students shall be given an opportunity to select the room-mate and form pairs as per their choice, in case of dispute the final endorsement shall be done by the Asst warden.
- Allotment of hostel seats will be for the full academic year.
- Admission shall be sought afresh in every academic session. A student may apply at the commencement of new academic session .College authority reserves the right to move any hostel resident from one room to another if the need arises.
- A single occupancy will not be allotted to a single person even on full payment.

Behaviour and Discipline

- The SRIMSR competent authority will view any activity of the inmates observed to be seriously prejudicial and detrimental to the smooth and peaceful functioning of the Institute's hostel, disciplinary action will be taken against those found guilty.
- Hostel residents are prohibited from climbing over the fencing and boundary walls to get in or out of the Hostel/Institute campus. They are encouraged to make entry from main gate only.
- Hostel residents are not allowed to change rooms mutually and transfer any furniture from one room to another room without the prior permission of the hostel warden
- Any damage to hostel /institute property must be reported immediately to the hostel warden.
- Residents will be charged for all damages due to negligence on their part.
- Smoking, consumption of alcoholic drinks, drugs and any other intoxicating substances is strictly prohibited. Any resident found indulging in such practices shall be fined heavily and will be asked to vacate the hostel without any notice.
- The hostels (including messes / canteens and Common Rooms) shall close during vacations for a period as specified by the college. Any acts of indiscipline, misbehaviour, gambling or possession of weapons in the hostel premises including rooms shall be severely dealt with. A resident guilty of any of these violations shall be liable to expulsion or any other punishment deemed fit by the Institute.



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- Before leaving the hostel, every resident shall obtain clearance (no dues certificate) from the Warden and personally hand over the charge of the room and hostel property to the concerned authority.
- Residents shall keep the identity cards with them and will present these on demand by the authorities.
- Any form of ragging is strictly prohibited. Any violation may lead to expulsion or any other punishment deemed fit by the Institute.

Mess

- All residents shall have meals in the hostel's dining hall. They are not allowed to take food or mess utensils to their rooms. They will not be allowed to inculcate the "Room Service" culture.
- Residents are not allowed to enter the kitchen.
- Cooking in the hostel rooms is strictly prohibited (Electric kettles/Induction cooktop are not allowed in hostel rooms)
- Complaints, if any, against the conduct of the contractors / servants may be made by the residents to the Hostel Wardens through "Mess Committee". No complaint about mess / canteen, etc. shall be entertained if the complainant himself is a defaulter.
- The guest will be allowed in the mess on payment of charges at Rs.100/meal (for each breakfast, lunch & Dinner)

Attendance and Leave

- It is obligatory on the part of the resident to be present in the hostel on all days except when they go home with the permission of the Warden.
- Attendance of boys as well as girls in their respective hostels shall be taken every day at the time fixed by the respective wardens. Any resident not present at the time of attendance shall be liable to be marked absent for that day for which he / she should have prior permission.
- All residents shall, under all circumstances, fill "Night-Out slips" and seek permission of the concerned warden about their absence from the hostel whenever they go home. They must also report to the warden and record their departure and arrival in the movement register at the hostel reception area.

Visitors and Guests

- All visitors must make an entry in the visitor's register at the security post and provide all details as requested by guard before entering the campus.
- Outsiders/friends./relatives are not allowed to stay with the students in the hostel rooms. They can stay in Guest room. In normal situations the visitors will have access only up to Hostel visitors lounge for specified time in fixed visiting hours timing and has to make their entry with full details in visitors register kept at warden's office.
- Pets are strictly forbidden
- Residents are not permitted to allow visitors of the opposite sex into their rooms at any time for any reason.



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Hostel Timings

- Hostel timings will be strictly adhered to by all the hostelers. No student will be permitted to go out after 9.00 PM. In-time for hostelers will be before 9.00 PM. After that no student will be permitted to enter the hostel without permission.
- If any student is found coming late after 9.00 pm, the security at respective hostels will be authorized to take the pictures and inform the same to the respective wardens for further necessary disciplinary actions.
- Students who wish to study in the reading room will have to mention in the registers along with the in/out time kept in the respective hostel blocks, this is allowed only till 9.00 pm.
- Students who wish to go out for any reason such after 9 PM, must take prior permission from the caretaker/warden of the hostel and informing their parents.
- Students have to fill up the "outstation form" and submit at the hostel reception and security before leaving the campus.
- Roll call will be conducted around 9.00 pm, at which time all the students are advised to be present in their rooms for taking the attendance, if not they will be marked as absent and will be intimated to their parents and action will be taken for the same.
- When a student of hostel wishes to leave the hostel/station on vacation for holidays etc. the following steps need to be ensured.
 - Prior permission is required from parents and warden.
 - Should mention the name of place with address and contact no.

General Rules

- For the proper democratic functioning of the hostels, several committees such as, Common Room Committee, Mess Committee, Discipline Committee, Sports Committee, etc. will be formed in each hostel. The committees will work closely and in full cooperation & coordination with the Warden to enhance the image of each hostel. These committees will also make new suggestions to the administration for further improvement in the hostels and ensure proper discipline & decorum.
- The hostel administrator/Management will not be responsible for any loss/damage of private property such as cash/mobile phone/ scooter / motorcycle/car and other valuables. The residents are advised to get their vehicles insured against loss, theft and fire.
- Residents should be properly dressed while going to the common room, dining hall and hostel office. All rooms including Almira's and belongings are open to inspection by the Dean / Warden(s) at any time.
- The Landline telephone is meant for office use only. However, the residents may receive / make local calls during the timings fixed by the authorities from time to time.
- In case of emergency, the *security guard* on duty should be sent to the Dean /MS / Wardens' residence.
- It is expected that the students are supposed to maintain a high degree of integrity and consciousness as a member of the hostel community. It entails a moral responsibility upon a resident to:
 - See that no damage is done to hostel property.
 - Make every effort for peaceful co-existence.



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- Observe all hostel rules meticulously in letter and spirit.
- Do not roam outside of campus in Aprons.
- Dispose the garbage in dust bins properly without making litter
- Don't run loud music sound
- During sick leave, a medical certificate submission is mandatory.
- Ensure to switch off all electric appliances before stepping out of the room for classes, shopping and outstation visits.
- on every Sunday's the Institute is going to ply bus services to selected locations of Raipur from the institute from where students can go to their places of interest ,kindly get details from Hostel admin for the same.

