

**GOVERNMENT OF NCT OF DELHI
AYURVEDIC AND UNANI TIBBIA COLLEGE & HOSPITAL
AJMAL KHAN ROAD, KAROL BAGH, NEW DELHI 110005**

F.5(509)/2022-CO/3084-3089

Dated: 12-10-2023

Undergraduate Boys' and Girls' Hostel Allotment Rules-2023

- *Hostel Rules and regulations should be followed diligently. A copy is available with the Hostel Office. It is expected that all hostellers would conduct themselves in a disciplined manner befitting the honour, tradition and respectability of the institution and the profession.*
 - *At the time of allotment, every student shall be required to sign a declaration/undertaking at time of hostel allotment that he/she has read the hostel rules and will abide by it. He/she submits himself/herself to the disciplinary jurisdiction of the Principal, A & U Tibbia College and Hostel Superintendent Committee who may be vested with the authority to exercise discipline under the Rules.*
 - *Ragging in any form is strictly prohibited within the premises of the Hostel, College and associated hospitals as well as on any public places. Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt as per rules.*

F. No. 5(509)/2022-CO- In exercise of the powers conferred by sub-section 3 A of Delhi Tibbia College Takeover Rules 13 July 2006 under Delhi Tibbia College (Take over) Act 1997 with the approval of Director, A & U Tibbia College and Hospital, New Delhi hereby makes the following rules, namely:-

I: SHORT TITLE, APPLICATION AND COMMENCEMENT:-

1. These rules may be called as AUTC Undergraduate Hostel Allotment Rules-2023.
2. These rules are applicable for undergraduate BAMS/BUMS students (including interns) of Ayurvedic and Unani Tibbia College & Hospital, Karol Bagh, New Delhi. These Rules will come into effect from the date of its notification.

II: DEFINITIONS:

In these rules unless the context otherwise requires

1. **"Hostel"** means Boys' Hostel for undergraduate boy students and Girls Hostel for undergraduate girl students.
2. **"Boy students"** means any boy student admitted in the college in BAMS/BUMS course. He will be allotted rooms in Boys' Hostel.
3. **"Girl students"** means any girl student admitted in the college in BAMS/BUMS course. She will be allotted rooms in Girls Hostel.
4. **"Admission Year"** means the calendar year beginning from the date of admission to the undergraduate programme.
5. **"Allotment year"** means the calendar year beginning from the date of allotment to the undergraduate Hostel
6. **"Hostel Superintendent Committee"** means the committee of Hostel Superintendents of Boys and Girls hostels and headed by the Principal.
7. **"Disciplinary Authority"** means the Hostel Superintendent/Hostel Superintendent Committee/Principal/HOD.

III. Room Allotment:-

1. Procedure of Room Allotment:

- a. On admission to the college, the student seeking allotment in the hostel can apply on the prescribed application form to the Principal office.
- b. The application form can be download from the website of the college or collected from the Principal Office and submitted along with the documents mentioned below:
 - i. Admission Slip
 - ii. Identity proof: Passport/Voter identity card/ Driving Licence/ Aadhar Card
 - iii. Proof of residence: Electricity/Land Line Telephone/Gas Bill/Slip (Latest 3 Months)
 - iv. Notarized affidavit of Rs. 100 for abiding the hostel allotment rules in prescribed format.

2. Allotment Criteria:

Hostel accommodation cannot be claimed as a matter of right but will be made available on the availability of room. Priority in allotment will be given to the students on the basis of following criteria in chronological order:

- a. Govt. of India nominees/Foreign nationals
- b. Students securing admission through All India Quota,
- c. Residents of outside Delhi & NCR.
- d. Students who are physically challenged (PwBD).
- e. Students securing admission through Delhi Quota having their permanent address in far off places Outside Delhi & NCR.
- f. Students having their permanent address in adjoining areas of Delhi & NCR while allotting the rooms to students residing in Delhi, their distance of residence from college (as per Google Map) will be considered.
- g. Others include discretion of hostel Hostel Superintendent in exceptional cases on medical and social grounds after approval from Principal, A & U Tibbia College, New Delhi.
- h. After allotment to the above category if rooms are available, the same shall be offered to residents of Delhi in order of seniority
- i. Since limited accommodation is available in the hostel, the allotments will be drawn up according to the aforementioned priority list. Student at lower position in the list will have to share the room, or may not get a room at all.
- j. Single seated rooms will be allotted to NRI student. In case of non-availability of NRI student, this room will be allotted to the students on seniority in hostel basis. In case of the student of the same batch, the single seated room will be allotted to the student having more marks in 12th class.
- k. In special circumstances, hostel superintendent will be authorized to allot the room as per the circumstances.

3. Authority for Allotment:

- a. Allotment of room in the hostels is exclusively on the basis of allotment criteria.
- b. The Hostel Superintendent has the authority to allot rooms based on the allotment criteria as mentioned in Rule III (2).
- c. Any objection to the allotment list can be addressed to the Principal, A & U Tibbia College.
- d. Out of turn allotment/compassionate allotment under Discretionary quota (up to 5% of total rooms at any given time) shall be done by the Hostel Superintendent committee.
- e. The Hostel Superintendent also has the authority to cancel the room allotment in case of false representation/ mis-representation of facts or misdemeanour by the student.

4. Period of allotment

The room will be allotted for a maximum period of 5½ years (inclusive of internship) from the date of admission to the college. This duration may be extended up to a maximum of 6 months in exceptional cases.

5. Timings of Hostels:

Girls' Hostel residents shall have to be reached in the hostel by 8.00 pm and the Boys' Hostel resident by 10.00 pm every day. Late entry will not be allowed unless permitted by the hostel Superintendent in advance. Late entry and exit for interns in hostels will be allowed, if they are on night duty.

IV. Hostel Superintendent Committee:

1. A committee of Hostel Superintendent, consisting of Hostel Superintendent of Boys and Girls hostels and headed by the Principal(Chairperson) has been constituted for the issues related to the hostels, which include but are not limited to the following:
 - A. Discretionary allotment, not exceeding 5% of rooms available at any given point of time. The discretion will be on following grounds:
 - i. Medical reason
 - ii. Late admission
 - iii. Any other situation the committee finds worthy of consideration.
 - B. Discretionary allotment is possible only if rooms are available. In case of non-availability, the student will have to re-apply whenever a notice for the next allotment is issued by the Hostel Superintendent.
 - C. Disciplinary cases referred to it by the Hostel Superintendent
 - D. Eviction from the hostel room
 - E. Interpretation and change of hostel rules, if required.
2. The committee shall meet periodically as and when required. Hostel Superintendent should refer all cases related to the conditions mentioned above to the Principal so that he/she can convene meeting of the committee.

V. Shifting of room within same hostel

1. Shifting of the rooms will only be permissible based on availability as per allotment rules
2. It would be subject to discretion of the Hostel Superintendent Committee
3. Shifting within same hostel may be done in the following situations:
 - a) The Hostel Superintendent will have the authority to shift the room due to some reason e.g. shifting from double room to a single room
 - b) If the student desires to change room, the reason for requesting a change has to be submitted in writing to the Hostel Superintendent. Generally, rooms will not be changed in case of a minor correctable situation, such as electrical or civil repairs.

VI. Facilities available in the hostels

1. Each room has a ceiling fan, tube light and electrical points. The electrical supply is not designed for heavy loads, and any excess load may cause fires. Hence AC, washing machine, heater and induction are not allowed.
2. A wooden bed, study table, chair and almirah will be provided.
3. Common bathroom/toilet is available.
4. Mess facility is compulsory for the all hostel residents.

VII. Rules Governing Stay in Hostel:

1. Every resident is responsible for the care of room allotted to her and the furniture provided therein. No furniture item is allowed to be removed from or additional furniture brought in the hostel without the prior permission of the Hostel Superintendent in writing. In case of damage, the resident is supposed to inform the Hostel Superintendent, in writing. A resident may be charged for damage and loss of any such item.
2. Cooking of any kind shall not be permitted in the Hostel. No article such as combustible fire arms or any other such material, lethal weapons etc. shall be allowed to be kept in the Hostel by any resident.
3. No residents shall use or keep in his possession or storage of any narcotic substances/ intoxicating drug or liquor of any kind. In such case, the police will be notified for appropriate action.

4. No tampering with or misuse of electrical installation in the Hostel by the residents is allowed. Residents must ensure that the lights and fans are switched off when the rooms are locked. Installation of ACs / Heater or any other electrical appliances is not permitted. Strict action will be taken against defaulters.
5. Residents shall not be allowed to engage any outside person for service of any kind.
6. No meeting or gathering of the residents for political purposes shall be allowed to be held inside the hostel. Only the person, who has been duly allotted accommodation in the hostel, shall have the right to use the room. No exchange of room occupancy or any partial or full subletting shall be allowed.
7. All the residents will have to carry their identity cards stamped from the Principal's office on joining the hostel.
8. The Hostel Superintendent Committee has the right to refuse admission to anyone in the hostel premises if considered to be of an undesirable character. Guests are not allowed to stay in the hostel.
9. Residents in their own interest are advised not to keep jewellery or any other valuable commodity in their rooms.
10. Every resident must inform in writing to the Hostel Superintendent about him/her absence from the hostel if he/she stays out for more than 24 hours. One should also leave the address at which he/she could be contacted if necessary. This rule should also be followed when residents leave the hostel during vacation. For providing information about leaving the hostel, a register will be available with the Security Staff and accordingly entries should be made.
11. All residents are expected to follow the Hostel timings as mentioned in Rule III (5).
12. Any case of illness/injury should immediately be reported to the Housekeeper / Security Guard/ Hostel Superintendent
13. Hostel Superintendent Committee in the interest of hostel/institute can cancel the accommodation of the students any time. However, the discretion will be used judiciously.
14. Subletting of room. In case any other person is found staying in the room without permission, the room allotment will be cancelled.
15. Entry of undesirable persons in the hostel.
16. If resident is absent for more than 15 days without any information his/ her allotment will be cancelled immediately.
17. Residents should pay all their dues and submit the Hostel Leaving Form in the Hostel Office before getting a Clearance Certificate at the time of leaving the Hostel.
18. Any resident, who violates any of these rules or creates disturbances in the hostel, is liable to disciplinary action by the Hostel Committee.
19. Failure to comply with any of the above conditions will make the resident's liable to cancellation of allotment and eviction from the hostel.
20. If any question arises as to interpretation of the rules, the Hostel Superintendent may make a reference to the Hostel Superintendent committee and decision of the Hostel Superintendent committee shall be final and binding.
21. The Principal reserves the right to relax or revise any of the hostel rules at any time.

VIII. Ragging:

1. Ragging in all its forms is totally banned in the premises of college, Hostel of Boys' and Girls' Residence. Any student found indulging in Ragging will be expelled.
2. As per the orders of Hon'ble Supreme Court of India "**Ragging**" means "Any conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other students, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche or a fresher or a junior student".

3. Punishable ingredients of Ragging:

- a. Abetment to ragging
 - b. Criminal Conspiracy to rage
 - c. Unlawful assembly and rioting while ragging
 - d. Public nuisance created during ragging
 - e. Violation of decency and morals through ragging
 - f. Injury to body, causing hurt or grievous hurt
 - g. Wrongful restraint & confinement
 - h. Use of criminal force
 - i. Assault as well as sexual offences or unnatural offences
 - j. Extortion
 - k. Criminal trespass
 - l. Offences against property
 - m. Criminal intimidation
4. Strict action shall be taken against those found guilty of ragging and/or abetting ragging.
 5. Each resident shall have to sign an undertaking to the effect that he is aware of the law regarding prohibition of ragging as well as the punishments, and to the effect that he has not been expelled and/or debarred from admission by any institution and that he if found guilty of the offence of ragging and /or abetting ragging, is liable to be punished appropriately at the time of joining the hostel.
 6. An undertaking shall also be signed by the parent/guardian of the applicant to the effect that he is also aware of the law in this regard and agrees to abide by the punishment meted out to his ward in case the latter is found guilty of the offence of ragging and /or abetting ragging.
 7. **Punishment:**

Depending upon the nature and gravity of the offence as established by the Anti-ragging Committee of the institution, the possible punishments for those found guilty of ragging shall be any one or any combination of the following:

- a. Suspension/ Expulsion from the hostel
- b. Cancellation of admission
- c. Rustication from the institution
- d. Debarring from admission in the hostel in future
- e. Fine ranging between 25000-100000 rupees
- f. Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.

IX. Mess Facility:

1. Mess will be compulsory for all the residents.
2. There shall be a mess committee of the students under the chairmanship of Hostel Superintendent. This Committee will monitor the hygiene, quality of food and other services of the mess contractor.
3. The residents are required to take meals in the Hostel Dinning Hall. Dining Hall timings shall be fixed as notified from time to time. All residents shall adhere to these timings.
4. Food will not be served outside the dining hall to residents. If the student is found guilty of taking food outside the mess; penalty with Rs. 100 per act will be imposed. In case of illness only, the residents may be served food in their rooms with prior permission of the Hostel Superintendent.
5. Carrying of mess articles/plates to the rooms or common places is strictly prohibited. Any violation will lead to expulsion from the hostel.
6. Roommates are not allowed to take food on behalf of absentees.
7. The hostel mess may not function during the winter and summer vacations. However, for those residents who are permitted to stay in the hostel during summer vacation, if the mess functions, the charges would be as per arrangements made.
8. Annual Mess fee (whichever decided) will be deposited by the student directly to principal office/vendor at the time of allotment or between 1st -5th of every year/quarter

i.e. February, May, August and November or as per the directions of Hostel Suptd./Principal. In case of non-deposition of hostel fee within prescribed time, late payment of Rs. 100/day may be fined or allotment of the student may be cancelled.

X. Hostel fees

a) The hostel fees for BAMS and BUMS students (including interns) shall be as under. However, the hostel fees are under revision and may be increased in future.

Fee Deposit Timings:

First Year Fee: At the time of Admission (Within 7 days of Allotment)

2nd to Final Year fee: as per direction of the principal time to time

Internship: as per direction of the principal time to time

S. No.	Particular	Amount
1.	One time Security deposit applicable for all hostels (refundable when leaving college)	2000/- (For all new allotment)
2.	Room rent	50/- per month (payable annually)
3.	Fine in case of late deposit of hostel fee	50/- per day
4.	Fine in case of use of AC	10,000/- and removal of AC
5.	Fine in case of non-vacation of room	2000/- per day from 8th day for 15 days, then eviction/ cancellation
6.	Fine in case of non-vacation of room consequent upon eviction from hostel. Also on shifting from one room to other and one hostel to other after Hostel Superintendent's order.	2000/- per day till date of vacation of room
7.	Fine in case of other misdemeanours/violation of rules	5000/-
8.	Mess fees (to be paid in principal office /mess contractor)	As applicable

b) The fees is payable in the Principal office, directly by the student and the copy of the fees will be submitted to Hostel Superintendent. The student is advised to retain copy of the fees till completion of internship, since clearance will not be given until all hostel dues have been paid.

XI. Precautions:

The hostel residents are responsible for the security of their belongings, therefore, advised not to keep cash / valuable items in the rooms. They should lock the room even if they leave room for a short time. Car parking is not allowed in the hostels.

XII. Vacation of rooms:

Rooms have to be vacated within 7 days of notification/cancellation / completion of tenure. In case of not vacating in time, a fine of Rs 2000/- per day will be charged from 8th day for 15 days. In case the room is still not vacated, the room lock will be broken and room vacated in presence of Hostel Superintendent Committee and Security Officer. The procedure of eviction will be to break the lock in presence of above mentioned officers, prepare inventory of items in room under their signature, shift items to store and allow further allotment. As and when student come for claiming items, the items should be handed over after getting receipt by caretaker.

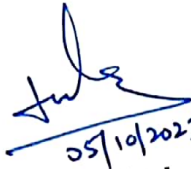
XIII. 'No Dues' Clearance at the end of the Session:

The Hostel Superintendent will send the list of the defaulter students, in respect of all Years, to the Principal. The Principal shall issue the Admit Card only after getting 'No Dues Certificate' from the Hostel Superintendent. It would be ensured by the Hostel Superintendent that list of the defaulters reach to the Offices of Principal timely.

XIV. Appellate authority:

- a) The Hostel Superintendent can cancel the allotment of any student, with the approval of Principal at any time in the interest of hostel or institute. In case of violation of rules, action will be initiated by the Hostel Superintendent. Appeal can be made to the Principal, A & U Tibbia College.
- b) In case of any complaint regarding room allotment or facilities, the student should first approach the Hostel Superintendent. In case of dissatisfaction, he / she can approach to the Principal, A & U Tibbia College for redressal of complaint, who may, if he deems necessary, put it for consideration by Hostel Superintendent Committee. In case the student is still not satisfied, he/ she may apply to the Director (AYUSH)/HOD-TC, for redressal of the complaint, whose decision shall be final.

This issued with prior approval of Director AYUSH/HOD-TC



05/10/2023
(Dr. Mohammad Zubair)
Principal/H.O.O.

Dated: 12-10-2023

F.5(509)/2022-CO/ 3084/3089

Copy to:

1. Director, AYUSH/H.O.D. A & U Tibbia College & Hostel, New Delhi
2. Hostel Suptd. Boys/Girls Hostel, A & U Tibbia College & Hostel, New Delhi
3. EO, A & U Tibbia College & Hostel, New Delhi
4. AO, A & U Tibbia College & Hostel, New Delhi
5. Notice Board


05/10/2023
(Dr. Mohammad Zubair)
Principal/H.O.O.