

MENTAL HEALTH INSTITUTE

Near S.D. College, Adj. to Pb. Police Officer Inst., Sector 32, Chandigarh 160030

Ph. No. 0172-2601738 Email: mhipsychiatry@gmail.com

Hostel Office



HOSTEL RULES w.e.f. JULY 2024

ADMISSION TO THE HOSTEL

1. The hostel accommodation will be given on eligibility and merit basis.
2. The occupant should be a bonafide student of Deptt. of Psychiatry, GMCH.
3. Preferably, parents/guardians must accompany the students seeking admission in the hostel.
4. Students from under mentioned courses are eligible for hostel accommodation, however those who are permanent resident of Chandigarh / Panchkula / Mohali are not entitled for hostel accommodation except in the extreme hardship viz transfer of parents in mid-session etc. at the discretion of Additional Director, MHI.
 - i. Junior Residents (MD Psychiatry- PG/JR)
 - ii M. Phil (Clinical Psychology)
 - iii M. Phil (Psychiatric Social Work)
 - iv M. Sc. (Psychiatric Nursing)
5. After accommodating residents of outside the tricity as per clause no. 4, if in case rooms are available, above mentioned students residing in tricity may be considered for room allotment as per NEET (PG) ranking, other qualifying exam merit lists for M.Phil & M.Sc. students and availability.
6. A candidate intending to take accommodation in the hostel is required to apply on the prescribed form available in the hostel office/ GMCH website under MHI section. The accommodation shall be allotted by the office of the Warden.
7. Old residents also need to apply afresh for admission in hostel in case of discontinuity which may be due to any reason. The conduct of old residents during their previous stay in the hostel would be taken into consideration while deciding permission, in addition to other usual merits and requirements.
8. Hostel room reallocation and fresh allotment will be done at the end of each professional examination.
9. Hostel entitlement ends after appearing in final year examination or in case student fails to clear the final exam (PG-MD Psychiatry, M.Phil (Clinical Psychology), M.Phil (Psychiatric Social Work) and M. Sc. (Psychiatric Nursing) in that case 1st supplementary exams. Those students who do not clear their final year 1st supplementary exams will have to vacate the rooms.
10. Room possession will be allowed only after the prescribed charges like security and other hostel fees have been paid. Within a week of hostel allotment, the students have to take possession of the allotted room, failing which the allotment may be cancelled and the hostel charges will not be refunded.
11. It is notified that the admission to the hostel is not a matter of right to any one and the decision to allot hostel accommodation to aspirants will solely rest with the hostel authorities.

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- The Warden is the competent authority for making admission/cancellation in the MHI hostel complex and decisions taken by the Warden will be final and binding.
12. Rooms will be allotted strictly on the basis of NEET (PG) and other qualifying exam merit lists of M.Phil (CP & PSW) and M.Sc. (Psychiatric Nursing) as applicable to the respective course of students. This merit list will be applicable throughout the tenure or stay of the resident doctor / students for respective course.
 13. The candidates will be allotted rooms earmarked course wise barring the exceptional circumstances where a prior approval of Additional Director-MHI would be obtained.
 14. In case, one does not get accommodation as per stipulated room earmarked for the course, an attempt will be made to accommodate applicants temporarily wherever a vacancy is available within MHI Hostel.
 15. Nothing in the rules shall be deemed to limit or otherwise affect the inherent power of the Director-MHI to issue such orders as may be necessary for providing justice to someone during exceptional hardships.
 16. The allotment of four rooms having attached washroom will be shared accommodation with room rent Rs. 9000/- per occupant per annum. Out of these four rooms one room each has been earmarked for the courses of Junior Residents (MD Psychiatry-PG/JR), M.Phil (Clinical Psychology), M.Phil (Psychiatric Social Work) and M.Sc. (Psychiatric Nursing) on the basis of merit.
 17. Depending on availability, the students may have to share accommodation.
 18. No occupant would be allowed to change his/her room/furniture without prior permission of the Warden in writing. No change of room is permissible with mutual consent between the two inmates.
 19. At the time of reallocation of students to other rooms, original NEET (PG)/other qualifying exam merit lists will be taken into consideration.
 20. At the time of course completion, no dues will be given only after clearance of hostel fees, electricity dues, water dues, mess charges, physical hand over of furniture and room keys to hostel office on working days by 12 noon only.
 21. The occupants are required to vacate the hostel accommodation within 07 days of completion of their course/job tenure/session/termination/resignation, etc. Students will not be allowed to retain hostel room after their first supplementary examination attempt, failing which a penal rent @ Rs. 200/- per day per head for rooms without attached washroom and @Rs. 400/- per day per head for rooms having attached washroom will be charged for unauthorized occupation of accommodation. In any case, such unauthorized stay/occupation would not be permitted beyond 30 days and thereafter, the room will be sealed/ got vacated by the hostel authorities, at the risk and cost of the allottee.
 22. Rooms may be allotted to any other short term applicant/ short-term trainee of MHI at sole discretion and with prior approval of Additional Director, MHI subject to the availability of rooms and will be charged on monthly basis i.e. room rent proportionate to annual room rent and monthly electricity and water charges.

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GENERAL INSTRUCTIONS AND GUIDELINES

1. MHI IS RAGGING FREE INSTITUTE. Ragging is strictly prohibited in and around hostel premises. The defaulters will be dealt with sternly as per the instructions issued by the Institute administration and national advisories issued from time to time.
2. No unauthorized construction /alterations are permissible in Hostel Rooms.
3. The occupants of the hostel are expected to live therein as a community and with a full sense of responsibility.
4. The occupants shall not invite any undesirable element into the hostel premises and shall not commit any act of breach of peace in any form.
5. The occupants are not allowed to keep with them any offensive weapons/ arm/ ammunition / fire crackers / explosives, etc.
6. The occupants should not indulge in any amusement/activity which may disturb their fellow students/occupants or is not in conformity with good moral character/conduct expected from them.
7. The occupants creating nuisance viz. playing loud music, shouting, gambling, etc. in the hostel premises or found to be under influence of alcohol or any other intoxicating substance within the hostel premises shall be liable to disciplinary action or any other action as deemed appropriate under the prevailing circumstances. This may even lead to expulsion from either hostel or institution or both.
8. Indoor sports activities are allowed only in the earmarked area specified for sports and not in any other place in the hostel. Cricket/football or any other outdoor sports are not allowed in the hostel building. Damage caused to window panes/lights/ fixtures and other hostel property will be realized from the residents of hostels.
9. TV/cable TV will be made available by the administration in the common rooms of the hostel.
10. The care and security of personal belongings is entirely the responsibility of occupants themselves and under no circumstances hostel authorities would be held responsible for such losses, if any. Occupants are advised to lock the rooms even if they leave rooms for a short period.
11. All routine complaints must be lodged with the hostel office of Warden for necessary action.
12. Occupants who are having pending arrears or dues against them for more than one month in respect of hostel room rent/mess/electricity/water bill/fine etc., will have to vacate their rooms and clear the dues. The intimation in this regard will be sent to Additional Director, MHI for appropriate action in the form of fine/disciplinary action.
13. Possession/consumption of liquor/tobacco products / contraband drugs /any other intoxicating substance/ in any form is strictly prohibited in the hostel rooms and in its premises.
14. Gambling in any form is strictly prohibited in the hostel rooms and in its premises.
15. Smoking is strictly prohibited in the hostel rooms and in its premises.
16. Any occupant could be asked to vacate the hostel by the authorities in case of unsatisfactory health, indiscipline or misconduct by him/her.
17. Entering the hostel through unauthorized passage will be viewed seriously and shall attract disciplinary action.

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18. Subletting the room is not allowed on any ground. In case anyone is found doing so, his/her room allotment will be cancelled immediately and also a penal rent @ Rs.100/-per day will be imposed right from the date of allotment of the hostel accommodation.
19. Washing of clothes is not allowed in rooms.
20. No cooking is allowed in the rooms.
21. No utensils or crockery can be taken to the rooms from the mess of the hostel.
22. No meal can be taken to the rooms except in the case of illness.
23. The hostel occupants will be responsible to maintain discipline and cleanliness in their rooms.
24. Any outside service personnel like maid servants, beauty parlor workers, washermen, etc. or any other unauthorized workers are not permitted in the hostel premises. Private vendors, tiffin vendors, servants, etc. are also not allowed in the hostel premises. Online food vendors like Swiggy / Zomato etc and Courier services are permitted only at the entrance gate of MHI building. They are not allowed in hostel premises.
25. Request for the change in hostel room with valid reason will be entertained only after one year of stay in the first allotted accommodation. The written request is to be submitted to office of Warden and the same shall be considered on basis of merit and availability of rooms by the Warden.
26. The hostel residents found responsible for any damage or loss to common room/ hostel property including bathroom fittings, window panes, furniture, mess furniture etc will be charged individually or collectively as the case may be. They may also be liable for strict disciplinary action.
27. Students cannot hold any meeting or organize any activities in the hostel without prior permission from the hostel warden. Permission should be sought at least 48 hours in advance.
28. No gathering /meeting for political purposes, religious purposes etc. is allowed within hostel premises.
29. Hostel residents have to obtain No dues certificate from hostel office, hostel mess and submit it to the office of Registrar Academic before every university examination. Only, once all the dues have been cleared students will be allotted university roll number to appear in the university examination.
30. MHI authorities including Director-MHI, Additional Director-MHI, Medical Superintendent-MHI, Deputy Medical Superintendent-MHI, Hostel Wardens- Male & Female wing and Hostel Care Taker reserve the right to inspect any room at any time.
31. Residents will park their vehicles in the basement of MHI building in the designated areas for 2 wheelers and 4 wheelers. Vehicles found to be wrongly parked will be clamped and fine amounting to Rs. 200/- to Rs. 1000/- depending on the number of times the student/resident doctor violates the rules. For repeat offenders, eviction from hostel or suspension of stipends can also be invoked.

VISITORS / GUESTS

1. All the authorized visitors/guests must be entertained in designated area only.
2. The visitors/guests are permitted in the designated area during the visiting hours only i.e. in between 5 PM to 8PM during working days and 9 am to 8 pm during gazetted/ notified holidays or otherwise in case of emergency with prior permission of Warden.

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3. No visitor shall be allowed to stay in the hostel premises.
4. The visitor's room can be used as a short-duration meeting place only. No visitor/occupant would be allowed to take meals in the hostel visitor's room. However, tea or snacks are permitted there. The visitor's room should not be used for any other activity.
5. An authorized visitor to the hostel resident has to write his/her name, address, mobile number and relationship with the occupant in the visitor's room register, and the same has to be countersigned by the latter. This register would be available with the security guard on duty.
6. No boarder shall accommodate any guest in his/her room.
7. The hostel administration reserves the right to deny entry into the hostel to any visitor, if in their opinion the visitor/guest is likely to disturb peace and order in the hostel.

LEAVE RULES AND ATTENDANCE RULES

In case the occupants wish to stay outside the hostel overnight or out of station, they must intimate the same to Warden via email and also make appropriate entry in the movement register available with the security staff on duty.

HOSTEL MESS RULES

1. The hostel mess facility is compulsory for all the residents due to cooperative mess.
2. They will have to pay a minimum monthly amount in advance by 10th of every calendar month, as mess charges fixed by the hostel authorities from time to time. Penalty @ Rs. 50/- per day will be levied after the due date.
3. Meals/tiffin from outside vendors is not permitted.
4. In case someone is going out of station on valid leave/vacation, he/she must inform the mess in-charge/contractor well in advance.
5. Mess charges will be revised from time to time preferably on 1st April of every year as per expenditure incurred on cooperative mess facility.

USE OF ELECTRICITY & WATER

1. Occupants are not permitted to install any additional electrical appliance other than a wall light, table lamp and ceiling fan in the room. Mobile phones, laptops and computer are permitted. Under exceptional circumstances, if any additional appliance is to be installed, it is to be done with prior permission of the Warden.
2. Each hostel occupant has to pay the Electricity and Water charges annually in advance at the time of allotment of room and thereafter at the completion of one year i.e @ Rs. 12000/- as Electricity Charges per year per occupant and Rs. 1200/- as Water charges per year per occupant.
3. The electricity charges are subject to revision of electricity tariff by the Chandigarh Administration.
4. Lights/fans etc. must be switched off when not in use, so as to avoid wastage of electricity. Fines may be imposed in case such matter comes to the notice of hostel authorities.
5. Water taps must not be left open unnecessarily.

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- Occupants must not tamper with electrical/water supply installations and fittings. In case of physical damage to fittings and fixtures, the cost of repair/ misplaced items will be charged from hostel residents.

HOSTEL RENT & SECURITY

- Hostel Fees have to be paid in advance at the time of admission and then on yearly basis.
- Hostel fees have to be paid in the MHI Hostel Bank Account either by online mode of payment like Google pay/ Paytm/bank transfer or by cash deposit in SBI Branch, GMCH, Sector 32 by using the triplicate challan.
- In case of online mode of payment, the resident will send the screen shot of the detail of payment made by him/her at hostelmhi@gmail.com . In case of payment deposit in bank, the office copy of the triplicate challan will be submitted in the hostel office.
- Room rent for single/shared accommodation rooms without attached washroom is Rs. 7200/- per occupant per annum and for shared accommodation rooms with attached washroom is Rs. 9000/- per occupant per annum, to be paid annually.
- In case fees have not paid by due date, penalty at the rate of Rs. 50/per day will be imposed for a period of maximum 1 month. If the hostel resident has not paid by the end of grace period (01) month the process for eviction from hostel will be initiated by the hostel authorities.
- Students pursuing M.D (Psychiatry) are exempt from paying rent for occupation, in accordance with prevailing provisions of GMCH. However, they shall pay other charges like security, mess charges, electricity/water charges etc. as applicable to all other occupants.
- Refundable hostel security for all occupants is Rs.4000/-. The security is refundable to the occupants within a period of 90 days from the date of vacation of hostel accommodation. However, the occupants have to submit a written request to the competent authority for the refund of their security within the stipulated period of 90 days duly supported by a no-dues certificate, failing which the security amount will be declared lapsed and will be deposited into the account of MHI.
- In case any resident leaves the hostel accommodation before completing his/her tenure, hostel fees will be non-refundable except for the security amount.
- The hostel fees i.e. room rent, security fee, electricity water charges, mess charges are subject to revision from time to time, as decided by the hostel authorities.

FURNITURE

- Each occupant shall be supplied with one cot, one mattress, one chair, and one table by the hostel administration.
- Every occupant is required to take due care of hostel furniture.
- Any damage other than normal wear and tear will be chargeable. Cost incurred on any damage due to negligence or misuse shall be borne by the defaulting occupant.
- Before leaving the room at the end of session/tenure he/she will hand over the room with all the furniture to the hostel office.

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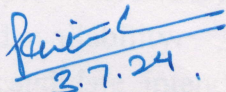
9. Occupants must refrain from disfiguring doors/windows/walls/furniture, spoiling the paint/whitewash, removing/damaging glass panes, etc. All defaulters would be dealt with strictly.

DISCIPLINARY ACTION

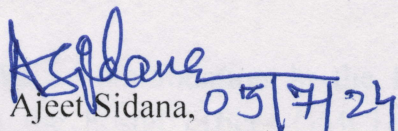
1. The Disciplinary Committee as constituted by the Additional Director, MHI shall assist the Warden in maintaining discipline in the hostel.
2. Defiance/violation of any of the rule(s)/instruction(s) will render the occupant liable for punishment which may be in the form of disciplinary action, pecuniary liability or fines or suspension of stipend /salary or expulsion from hostel or institution or both, or any other punishment deemed fit by the authorities.
3. Additional Director -MHI will be the competent authority to take disciplinary action or impose fine upto Rs. 5000/-. However, the decision of the Director, MHI concerning all hostel matters and matters incidental thereto shall be final and binding.

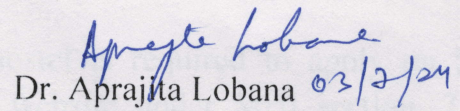
APPELLATE AUTHORITY


In case of any complaints regarding room allotment or facilities, the occupants should first approach the Warden. In case of dissatisfaction, they may approach Additional Director, MHI. **The highest authority for grievance redressal is Director, MHI whose decision shall be final and binding.**



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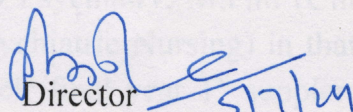
Dr. Priti Arun
Additional Director
MHI-32, Chandigarh


05/7/24
Dr. Ajeet Sidana,
Medical Superintendent
MHI-32, Chandigarh


03/2/24
Dr. Aprajita Lobana
Deputy Medical Superintendent
MHI-32, Chandigarh


Ms. Virtu Chongtham
Warden (Female Wing)
MHI-32, Chandigarh.


Ms. Adarsh Bala
Asstt. Librarian-cum-Hostel Caretaker
MHI-32, Chandigarh


5/7/24
Director
MHI-32, Chandigarh